

Constitution

Written by James Dean

Monday, 28 September 2009 15:57 - Last Updated Monday, 28 September 2009 15:58

Club Constitution FOOTBALL LEAGUE

1. CAMBRIDGE UNIVERSITY ASSOCIATION

1. The Cambridge University Association League (CUAFL) is a voluntary organisation responsible for organising inter-collegiate football in Cambridge. Membership of CUAFL is at the discretion of the Committee (as defined on the League Directory), and may include 'guest' clubs that are not affiliated to Cambridge University. 2. The Committee undertakes to run the league as far as possible in accordance with the Laws of the Game. In this respect these must always form the guiding principles under which any decisions are made. 3. CUAFL is a non-profit making body that is run for the benefit of its members. Any revenue from subscriptions and fines or any other source will be used to help administer and promote Association Football played by its members. 4. Membership of CUAFL will be withdrawn from a team that fails to fulfil half of its fixtures in a season. The Committee also reserves the right to withdraw membership from the league for failing to comply with any aspect of the constitution listed below. 5. Any team wishing to withdraw from the league or join the waiting list must inform the Chairman in writing. Withdrawal can only be affected during the closed season, but prior notice will be appreciated. 6. Any team may be withdrawn from CUAFL for failing to pay any outstanding fines by the end of Easter term of the relevant season. This is at the discretion of the Committee. 7. Any team that is withdrawn from the league, except as in 5 above, will have its results voided from the season and the league table will be recalculated appropriately. 8. Any changes to the constitution may be voted by the Committee, but can only be actioned after they have been approved at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).

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2. THE COMMITTEE

1. The Committee shall consist of a maximum of one Divisional Secretary for each division, three Cup Secretaries (a Cuppers Secretary, a Plate Secretary and a Shield Secretary), a Treasurer and a Referees Secretary. This is at the discretion of the Chairman, provided there are at least six members. 2. The Divisional Secretary is responsible for the collection of results and compiling the League table. He must also act in disputes as outlined in the rest of the constitution. 3. The Cuppers Secretary is responsible for the running of Cuppers, including the conducting of the draw. Teams will be drawn into a ladder system of 32, with a preliminary round to narrow the number down if necessary. He must also arrange neutral referees where appropriate, and neutral grounds for the semi-finals and final. He is responsible for the results and has a similar responsibility as the Divisional Secretary in disputes in Cuppers. 4. The Plate Secretary acts in a similar manner to the Cuppers Secretary, except that a neutral referee and venue must only be found for the final. 5. The Shield Secretary has the same responsibilities as the Cuppers Secretary with regards to the running of the Shield. Neutral venue is only necessary for the final, and neutral referees for the semi-final and final. 6. The Treasurer is responsible for keeping accounts and is the dual signatory of the CUAFL account, along with the Chairman. He must make the account available for inspection at any time by other Committee members or any person affiliated to one of the member clubs of CUAFL. 7. The Referees Secretary takes overall responsibility for any matter concerning the refereeing of matches. He is to co-ordinate the system of neutral referees in Divisions 1, 2 and 3, and give

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guidance wherever possible in the other divisions. They should also liaise with the Cuppers, Plate and Shield Secretaries for provision of neutral referees in these competitions. He will also administer the disciplinary procedure for cautions and sendings off, informing the Committee when a player's disciplinary record needs consideration as outlined below. Further, he should keep track of failure of a club to provide a referee when required and recommend to the Committee appropriate action. 8. The Chairman is responsible for the appointment of the Committee and has a casting vote in all decisions. He must chair the Committee meetings. He is responsible for compilation of fixture lists, and general co-ordination of the business of the Committee. 9. Any of the above jobs may be combined at the discretion of the Chairman. 10. A maximum of five committee members may come from the same club. All of the Committee should be alumni or current members of the University of Cambridge. 11. Each year a new Chairman should be appointed by the present Chairman. The new Chairman will then appoint a Committee to serve with him. 12. A Committee member can only be deposed through an anonymous majority vote from the Committee or member clubs at an AGM or EGM.

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3. VOTING

1. All meetings where voting is to take place must be chaired by the Chairman. 2. Any decisions to be made will be stated in a 'yes/no' format, and a vote taken accordingly. 3. Votes will normally be by show of hands. If, however, any Committee member or club requests an anonymous vote, this shall be conducted by a Returning Officer appointed by the Committee. 4. All decisions will be made on a straight majority. There must be at least three Committee members present and eligible to vote if a decision is to be valid. 5. The Chairman will not participate in a vote unless required to give a casting vote. It is the responsibility of the Chairman to resolve any issues that are undecided after voting. 6. Members of the Committee who are affiliated to clubs who are directly affected by a decision to be made are deemed ineligible to vote. Any person present at the meeting may call for a vote on the eligibility of any Committee member or members. The Committee will then vote on the eligibility of the person or persons in question before the main vote takes place.

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4. MEETINGS

1. All Committee members should attend Committee meetings whenever possible. Any person proposing an item on the agenda should also attend, and may be seconded. Any committee member may invite up to two further attendees at the meeting. Any further attendees should be voted on by the Committee in a pre-meeting before the main meeting with only Committee members present. 2. Meetings will be held at least once times during each of the Michaelmas and Lent terms. Further meetings are at the discretion of the Committee, and a meeting may be called by any Committee member and should be held within five days of the request. 3. The agenda is to be drawn up by the Chairman and established before the meeting. It must include any motions submitted to him up to five days before the meeting date. Other items may be included in Any Other Business, but the Committee has no responsibility to reach a decision on

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these motions at the meeting. 4. Motions may be submitted by any member of a club affiliated to CUAFL and must be seconded. 5. The date and the venue is to be decided by the Chairman, and members should be informed at least three days in advance. 6. A meeting of all Captains should be held once a year at the beginning of October to which one representative of each of the clubs affiliated to CUAFL is invited to attend. Other people may attend at the discretion of the Committee. This is for the purpose of introducing the Committee; distributing fixture details, and dealing with general administration.

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5. MATCHES

1. All matches will be run in accordance to the Laws of the Game of Association Football as set out by the Football Association (FA). 2. For all competitions, a maximum of three substitutions will be allowed for each team. 3. If there is a clash of colours - as decided by the referee - the home team must change to the satisfaction of the referee. 4. Each team should provide a person to act as a linesman, unless otherwise stated in the constitution. This linesman must be a substitute. 5. The home team should provide a match ball that complies with the standards set out in the Laws of the Game. 6. Matches should be orally reconfirmed by the home captain 24 hours before kick-off with the away captain and referee (where appropriate). 7. Postponement or cancellation for any reason should be communicated to the opposition, the referee and the divisional secretary (whose permission must be sought) as early as possible, but no later than 24 hours before kick-off. Failure to do so may be punished at the discretion of the Committee. 8. Difficulty in producing a team will not normally be considered a reason for postponement or cancellation. An acceptable number of unavailable players is five regular team members. This must be conveyed to the opposition, referee and divisional secretary 48 hours before kick-off. Failure to play a fixture without valid reason may be punished by the Committee as appropriate. 9. In all instances, the Committee's decision is final.

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6. COMPETITIONS - THE LEAGUE

1. CUAFL undertakes to run as many divisions as appropriate; each of approximately ten teams. These are currently divisions 1,2,3,4,5,6 and 7. 2. Each team in each division will play each of the other teams once. The home team for each fixture is at the discretion of the Committee, but no team should be awarded more than five 'home' fixtures. 3. Some teams have agreed to become members of CUAFL on the condition that they play all matches away. All other members must undertake to play their fixture with such teams at their own ground with the fixture still counting as an 'away' match for the purposes of [2] above. When two such teams have to play each other, the home team is responsible for finding an alternative venue. 4. All matches shall take place during Michaelmas Full Term and Lent Full Term. 5. Matches will have two halves of 45 minutes, and the results will be sent to the appropriate divisional secretary by both captains. Three points will be awarded for a win, and one for a draw. 6. No points will be awarded for a match that is not played or for which no record reached the divisional secretary. It is the responsibility of any team captain to claim the points to which he believes he is entitled. In

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exceptional circumstances a walkover may be awarded (see WALKOVERS). 7. Promotion and relegation is at the discretion of the Committee. Two teams will be promoted from each of Divisions 2,3,4,5, 6 and 7. 8. Two teams will be relegated from Divisions 1,2,3,4,5 and 6. 9. Any college withdrawn from the League according to CAMBRIDGE UNIVERSITY FOOTBALL LEAGUE [5] above will not be allowed to enter a new team in the following season. 10. There shall be no two teams from the same college or club in the same division. Promotion may be withheld for this reason. If a team is relegated, violating this rule, other teams may be relegated. Any teams relegated in this manner will be relegated in addition to those teams relegated as per section 6.8. 11. Relative positions will be determined by- (a) points won (b) goal difference (c) goals scored (d) the result of the game between the teams (e) replay, or toss of a coin as determined by the Chairman 12. The Committee reserves the right to deduct points or award promotion or relegation over issues outlined in the rest of the constitution. 13. The Committee's decision is final.

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7. COMPETITIONS - CUPPERS AND THE PLATE

1. CUAFL will organise a knockout competition each year, namely Cuppers, for which one team from each member club may be entered, unless the Committee deems otherwise. 2. The draw for each round will be made publicly by the Cuppers Secretary. The fixture list gives an appropriate window for matches to be played - it is the responsibility of the captains of the respective teams to fix an exact date and inform the Cuppers Secretary, and obtain a neutral referee if possible. 3. Matches will consist of two halves of 45 minutes. If scores are level at this time, the away should host a replay, to be played within 7 days, unless agreed with the Cuppers Secretary. 4. A replay should again have two 45 minute halves. If the scores are level after this time, two 15 minute periods of extra time should be played. Any matches still unresolved at this time will be decided by penalties in the manner outlined in the Laws of the Game. 5. By mutual consent of the two captains, before commencement of the tie, a match may be decided without a replay, with penalties to follow extra time as outlined above. 6. Any team that is knocked out of the first round of Cuppers will enter the Plate Competition. 7. The semi-finals and final of Cuppers, and final of the Plate will be played on a neutral ground to be chosen by the relevant Secretaries. The final will not go to a replay, and will be decided as in [4] above. Extra time will be played in the semi-finals before the match goes to a replay as in [4] above. 8. The Committee reserves the right to alter the exact structure of the competition based on the restrictions above. The Committee may expel teams from the competition and award byes at its discretion. 9. The Committee's decision is final.

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8. COMPETITIONS - THE SHIELD

1. This competition is open to any team from a member club that does not take part in Cuppers. Entrance is at the discretion of the Committee, and application must be received by the Shield Secretary at the published date. 2. The draw will be made by the Shield Secretary in the attendance of the Committee. Other parties may attend on application to the Shield Secretary.

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3. Teams will be drawn into a ladder system of 16 or 32, with a preliminary round to narrow the number down if necessary. 4. Preliminary and first round matches should take place during the Michaelmas Full Term unless agreed by the Shield Secretary. 5. The competition is run along similar lines to the Cuppers competition. 6. Referees should be provided by the home team, except for the final, when the referee should be provided by CUAFL. 7. The Committee reserves the right to alter the exact structure of the competition based on the restrictions above. Teams may be expelled from the competition and byes awarded at the discretion of the Committee. 8. The Committee's decision is final.

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9. WALKOVERS

1. It is in the interest of all parties that matches should be played wherever possible. 2. If it is felt there is cause for a walkover, a request should be made to the appropriate divisional or cup secretary. He will decide whether a walkover is appropriate. 3. If a request for a walkover is denied, an appeal can be made to the Chairman of CUAFL. The issue will be discussed and decided upon at the next committee meeting. This decision will be final. 4. A walkover may be awarded if inappropriate notice or reason is given for a cancellation (see MATCHES [7] and [8]), or an ineligible player was fielded (see INELIGIBLE PLAYERS). 5. In all of the above, a 'walkover' is a 4-0 victory.

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10. PROVISION OF REFEREES

1. There is a recommended match fee for referees published by CUAFL, and announced at the AGM. This should be paid by the college responsible for organising the referee for matches. This is a requirement of CUAFL. 2. The home captain must take responsibility for any matters involving referees. If he is required to arrange one himself, and is unable to do so, he must contact the Referees Secretary five days in advance. 3. Each team in Divisions One and Two will be required to provide a qualified referee for games advertised on the CUAFL fixture list. If games are rearranged in these divisions, the home captain must provide the refereeing college the maximum notice. 4. If a referee attends a match to find it has been rearranged or cancelled without prior notice having been given, he is entitled to his full match fee, unless otherwise agreed by the committee. If a referee, upon arrival at the grounds, decides to abandon the game due to an unplayable pitch, he is entitled to half his match fee, unless otherwise agreed by the committee. 5. Any college that is found to have consistently failed to take reasonable steps to procure a referee for a game will be fined an amount decided by the Committee. 6. It is the responsibility of the home captain to give sufficient notice to the Referees List for matches and to ensure that the referee is aware of the arrangements regarding the match. 7. If a neutral qualified referee fails to turn up for a match, the captains should agree on a replacement. If there are no obvious candidates, then each team should provide a referee for a half - playing with ten men if necessary. 8. In matches where it is the home team's responsibility to provide a referee, if necessary a player from the home team should be appointed to referee the whole match, and they should play with ten men if necessary. 9. Where possible, each team should

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provide a club assistant referee. 10. For cup matches where CUAFL is nominated to appoint the referees and/or assistant referees, the Referees Secretary should be responsible for their appointment.

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11. UNSATISFACTORY REFEREES

1. If a captain feels that a referee was unsatisfactory in any way, he should report his feelings in writing to the Referees Secretary. 2. The Referees Secretary will investigate the instance. The referee involved must provide a satisfactory explanation for their actions. 3. If the performance of a referee has been questioned abnormally often, the Referees Secretary should raise the issue before the Committee who will then vote on the continuance of the referee. 4. The committee's decision is final.

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12. MISCONDUCT - CAUTIONS AND SENDINGS OFF

1. If a player is cautioned during a match, the referee should record this and inform the Referees Secretary of the player's college. 2. If a player is sent off, the referee should record this and inform the Referees Secretary of the player's name, college and offence. 3. The Referees Secretary will maintain a record of the total number of cautions and dismissals for each college. If a college or player is seen to be abnormally high in this tally, the Referees Secretary will bring the issue to the attention of the Committee. 4. If a player is dismissed for a serious offence, or persists in misconduct over a number of CUAFL matches, he is to receive a match ban, as outlined below in 12:5, 12:6, 12:7, 12:8 and 12:9. The number of games the ban applies for is in brackets after the offence. 5. SERIOUS OFFENCES. Serious foul play (1). Violent conduct: Attempting to Kick/Strike another player (1), Kicking/Striking another player (2), Head to Head butting (6), Attempting head to head butting (3), Butting other parts of the body (3). Spitting or other unseemly behaviour directed at an opponent or any other person except a match official (3). Use of offensive or insulting or abusive language/gestures (1). Use of offensive or insulting or abusive language/gestures directed at a match official (2). 6. DISCRIMINATION. Where language or gestures involve comments deemed to be of a discriminatory nature (i.e. references to ethnic origin, religion, nationality, gender etc.) the suspension will be at the discretion of the disciplinary committee. 7. OTHER MISCONDUCT. Refusing to give name or giving a false name to the referee when ordered to do so (3). Refusing to leave the field of play when ordered to do so (3) - and/or causing the match to be abandoned (6). Improper or insulting behaviour towards match officials (6). 8. ASSAULTS ON MATCH OFFICIALS. Where a report from a match official indicates that he/she has been assaulted, the president or appointed officer of CUAFL must immediately investigate the report. If after such investigation, such an officer determines that a prima facie case can be made out against the alleged offender, the player(s)/person(s) concerned must be immediately suspended from all football within CUAFL. The officer must determine an appropriate charge, either: (a) Common Assault, or (b) Assault causing or attempting to cause bodily harm. A disciplinary committee must convene within 14 days of the reported assault to determine the facts of the case, and

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discuss the nature of the charge. The recommended punishments for a person found guilty of an assault upon a match official are as follows: (a) Common Assault: 1 season suspension (b) Assault causing or attempting to cause bodily harm: permanent suspension. Where a report from a college indicates that a match official has assaulted a player/other person, the same procedures must be followed as above. 9. PERSISTENT MISCONDUCT - CAUTIONS IN A SEASON. Where a player accumulates 3 cautions in a season, in any CUAFL league or cup matches, they will automatically serve a one match suspension in the next appropriate fixture, based on the published CUAFL fixture list. If a player is dismissed under law 12 section S7 - receiving 2 cautions in the same match - this offence will count as 2 cautions for the purpose of this rule. The suspension is not subject to appeal. 10. PERSISTENT MISCONDUCT - SENDING-OFF'S. Where a player accumulates 2 sending-off's in a season, in any CUAFL league or cup matches, they will automatically serve a one match suspension on top of any other suspension as outlined in sections 12.5 to 12.8. The suspension will be served in the next appropriate fixture, based on the published CUAFL fixture list. This one match suspension is not subject to appeal.

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13. MISCONDUCT - GENERAL

1. A captain who has a complaint against another club - either on or off the field - should write to the divisional secretary expressing it. This may include instances of trouble with the crowd, difficulty in arranging the fixture, a lack of co-operation, or any other such factor. The report should state the date of the match in question, and the name of the referee where appropriate.
2. The Divisional Secretary will investigate the incident and report to the Committee if deemed appropriate. The Committee may decide to carry out further investigation according to the severity of the complaint.
3. The Committee will then vote on an appropriate punishment.
4. The Committee's decision is final.

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14. SUSPENSIONS

1. If a player is suspended for any matches, the committee will decide which fixture(s) are to be missed. The relevant captains and refereeing colleges will then be informed. This game will remain relevant, even if it is subsequently postponed.
2. At the start of the season each player will have a clean disciplinary record.
3. A suspended player is ineligible to play for other college teams.
4. Suspensions will only be carried out for CUAFL organised matches, and only cautions and sendings off accumulated in CUAFL fixtures will count towards disciplinary records.

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15. INELIGIBLE PLAYERS

1. Women are not eligible to play in CUAFL.
2. A player is eligible to play if they are 'in statu pupillari', i.e. a current undergraduate or postgraduate of their college or currently studying at

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the relevant institution their team represents. In addition, in Divisions 3 and below, and in the cup competitions, up to two of the following categories may be selected per game: Fellows, teaching staff, other staff. No such players may be selected in Divisions 1 and 2. 3. A player is ineligible if he is no longer attending the relevant institution. 4. A player is ineligible for a lower rated team if he has played three games for a higher rated team during the season (in this instance, played means being in the starting line-up). 5. A player is ineligible for a third team if he has played a first team game, ineligible for a fourth team if he has played a first or second team game and so on (in this instance, played means being in the starting line-up). 6. If a college of Cambridge University has no team in any competitions organised by CUAFL, each team is allowed to field one member of that college. 7. Each instance will be considered individually on its own merit. Sanctions available to the Committee are replaying of the fixture; a monetary fine; the deduction of points; the award of a walkover, or combinations of the above. 8. The Committee's decision is final.