



Articles of Association

2016



Affiliated to the Scottish Football Association

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History

To boost the morale of the workers after the 1914-18 conflict the Scottish Welfare Football Association (SWFA) was instituted in the latter part of 1918 and became affiliated to the Scottish Football Association in the same year.

Over the last 7 years, the SWFA have seen changes in their national trophies the Templeton Cup, which was gifted by the Templeton Carpet Factory and the Daily Record, which was gifted to the SWFA in 1929/30. Both have now been replaced and the original trophies are now to be seen in the Museum at Hamden Park.

These have been replaced with the Donald McNair Trophy and the Jack Bryson Trophy, both provided from the SWFA through grant aid funding received by the Scottish Football Association. These trophies are played annually over the winter and summer period by all member clubs within the SWFA. In addition, the Highland Welfare Cup (Tom Hunter Memorial) is now played over the summer period by clubs in the North of Scotland and the Rolls Royce Trophy, contested since 1958/59, played for by Associations in membership of the SWFA. All National Cup Competitions will be subject to review over the course of the next twelve months.

Competitions within the SWFA are played over two separate periods, summer being April to March and winter being August to July. On the whole, most summer seasons will run between April and September and most winter seasons will run between August and May. Most summer Associations are to be found in the North of Scotland with Central Scotland playing host to the majority of winter Associations.

The SWFA conduct their business on a monthly basis through the Executive Committee and the Full Committee. Both meet at the Indodrill Stadium, Alloa Athletic FC, Clackmannan Road, Alloa on the second Sunday of every month.

The last few years have been difficult and football continues to face challenges in relation to people willing to participate. The SWFA are no different and the SWFA will maintain their ethos of providing cost free football with a view to assisting people to maintain their health and wellbeing.

The SWFA will also maintain their belief that every player can only register with one club at a time.

Foreword

On behalf of the Scottish Welfare Football Association, I take this opportunity to thank all member clubs and associations for their participation, help and support. I also thank all those who provide sponsorship, time and commitment to allow the Scottish Welfare Football Association to function in promoting grassroots football for the many.

Grassroots football would be nothing without the vast amount of volunteers who give their time freely. I am aware that we are now subjected to performance management [through payment] and audit from the Scottish Football Association, both of which we welcome, however we also recognise the huge amount of additional work this puts on our volunteers [those who run clubs and associations]. All clubs and associations, including the SWFA committee, now require to recruit new blood so that they can move forward and progress.

I would like to thank all local associations for their support and patience, all officials within the SWFA are volunteers also, as we have moved with the changes and challenges progressed by our governing body. Through the 'One National Plan' we have been given a focus and opportunity to work with other Affiliated National Associations to help improve grassroots football across Scotland.

My hope is that we can increase quality across all areas of our business and we intend to continue to look at how we can develop the Quality Mark for clubs to enable them to register through the SWFA to gain accreditation and improve their own sustainability. We also welcome the new annual audit from the SFA as we see that this will assist in improving all aspects of governance within the SWFA.

I wish everyone well over the course of 2016 and hope that everyone who wants to play football is given an opportunity to do so.

John Campbell

Chief Executive Officer

Scottish Welfare Football Association

Notice for Summer Association Secretariat

Summer Season (1 April – 31 March)

All Affiliation forms and fees, including Public Liability and Personal Accident Insurance must be notified and paid to the Association on or before the Summer Registration Meeting.

Notice for Winter Association Secretariat

Winter Season (1 August – 31 July)

All Affiliation forms and fees, including Public Liability and Personal Accident must be notified and paid to the Association on or before the Winter Registration meeting.

Notice for All

All Appeals against the Scottish Welfare Football Association must be submitted to the Scottish Football Association in accordance with their Articles of Association.

www.scottishfa.co.uk/judicialpanelprotocol

Scottish Welfare Football Association

(Affiliated to the Scottish Football Association)

Period 2016

SWFA Office Bearers

Chairman

Mr Donald Beaton

donaldbeaton1@googlemail.com
01360 550679

Chief Executive Officer

Mr John Campbell

Policy and Governance Officer

Mr Callum Shanks

62 Smithfield Loan, Alloa, FK10 1NP
Shanks4thtanks@live.co.uk
01259 753275/07736237935

Registration and Football Operations Officer

Mr Stuart Johnstone

Stuj292@aol.com
6 St. Serfs Place, Tullibody, FK10 2RE
07795165667

Administration Officer

Mr Steve Aitken

Saitken59@btinternet.com
07734325612

Finance Officer

Mr John Campbell

Honorary Chairman

Mr Donald Beaton

donaldbeaton1@googlemail.com
01360 550679

Honorary Vice-Chairman

Mr David McKeown

mrdauidmckeown@gmail.com
01236 609174 or 07814 493524

**Scottish Welfare Football Association
Affiliated Association Secretaries**

Aberdeen Sunday Welfare Association

Mrs Jean Montgomery, 25 West Cairncry Road, Mastric, Aberdeen, AB16 5RE
01224 684212

Ayr and District Welfare League

Mr H Mitchell, 90 Rowan Road, Girvin, KA26 0RZ
01465 712840

Buchan and District Welfare Football Association

Mr Bruce Lawson, 7 Schivas Road, Peterhead, AB42 2XT
01779 472486

Forres and Nairn District Welfare Football Association

Mr G Munro, 118 Forbeshill, Forres, IV36 1JL
07841 036946

Forth and Endrick Welfare Football Association

Mr Donald Beaton, 8 Graham Road, Killearn by Glasgow G63 9RR
01360 550679

Greenock Welfare Football Association

Mr Steven Aitken, 10 Fraserburgh Place, Inverkip, PA16 0GA
07734 325612

Montrose Welfare Football Association

Mr Bryce Elgin, 11 Gindera Road, Montrose, DD10 8SU
07737 224576

Moray and District Welfare Football Association

Mr Chris Lake, 12 Blackshaw Court, Lhanbryde, IV30 8HH
07786792781

Ross-shire Welfare Football Association

Mr Jimmy Patullo, 41 Birchwood, Invergordon, Ross-shire, IV18 0BE
01349 853656

Strathspey and Badenoch Welfare Football Association

Mr G Mackie, 2 School Place, Dalnain Bridge, Grantown-on-Spey, PH26 3PZ
01479 857234

Deeside Summer League

Kyle Daniel, 4 Neilburn Drive, Kincardine O'Neil, Aboyne, AB34 5AB
07590437801

Scottish Association Secretaries

Scottish Football Association

Mr Stewart Regan, Chief Executive Officer, Hampden Park, Glasgow, G42 9AY
01416 160000 or 01416 166051/2/3/4

Scottish Professional Football League

Mr Neil Doncaster, Chief Executive Officer, Hampden Park, Glasgow, G42 9AY

Scottish Women's Football Association

Ms Gillian Graham, Hampden Park, Glasgow, G42 9AY
01416 204580

Scottish Junior Football Association

Mr Tom Johnstone, Hampden park, Glasgow, G42 9DD
01416 204560

Scottish Youth Football Association

Mr D Little, Hampden Park, Glasgow, G42 9GF
01416 164590

Scottish Football Association Referee Development

Mr John Fleming, Hampden Park, Glasgow, G42 9AY
01416 166014

Scottish Amateur Football Association

Mr Thomas McKeown, Secretary, Hampden Park, Glasgow, G42 9DB
01416 204550

Scottish Schools Football Association

Mr J Watson, General Secretary, Hampden Park, Glasgow, G42 9AZ
01416 204570

South of Scotland League

East of Scotland League

Scottish Welfare Football Association

Committee Meeting Dates 2016

The meetings will be held in the Board Room, Indodrill Stadium, Alloa Athletic FC, Clackmannan Road, Alloa, FK10 1RY at 11.00 am.

2016

- 10 January
- 14 February
- 20 March
- 10 April
- 08 May
- 12 June
- 10 July
- 14 August
- 11 September
- 09 October
- 13 November

AGM

The Annual General Meeting will be held in the Board Room, Indodrill Stadium, Alloa Athletic FC, Clackmannan Road, Alloa, FK10 1RY

- 11 December 2017 (Sunday 2pm – 4pm)

Scottish Welfare Football Association – Past Office Bearers

| | | |
|-----------|--------------------|------------------------------|
| 1958-60 | John Henderson | Stewart and Lloyds |
| 1960-61 | Robert Craig | Glasgow Welfare FA |
| 1961-65 | Jack Howie | Glasgow Youth |
| 1965-68 | James Brodie | Forth and Endrick Welfare FA |
| 1968-71 | Donald McNair | Glasgow Welfare FA |
| 1971-74 | William Bell | Glasgow Welfare FA |
| 1974-77 | James Smith | Alexanders FA |
| 1977-80 | Charles Carruthers | Glasgow Welfare FA |
| 1980-83 | William Blair | Stirlingshire Welfare FA |
| 1983-86 | James Dover | Glasgow Welfare FA |
| 1986-89 | Alec Campbell | Glasgow Welfare FA |
| 1989-92 | James Mackie | Stirlingshire Welfare FA |
| 1992-95 | William Miller | Dunbartonshire Welfare FA |
| 1995-98 | Donald Beaton | Forth and Endrick Welfare FA |
| 1998-02 | Tom Hunter | Forth Valley Welfare FA |
| 2002-06 | James Smith | Alexanders FA |
| 2006-09 | Donald Beaton | Forth and Endrick Welfare FA |
| 2009-10 | Hugh Mitchell | Girvan Welfare FA |
| 2010 - 13 | Alistair McShane | Greenock Welfare FA |
| 2013 - | Donald Beaton | Forth and Endrick Welfare FA |

Scottish Welfare Football Association - Templeton Cup Winners

| | | | |
|---------|--------------------------|---------|--------------------------|
| 1919/20 | Beardsmore Mossend | 1967/68 | Rolls Royce (Hillington) |
| 1920/21 | Coats' Juniors | 1968/69 | British Aluminium |
| 1921/22 | Coats' Juniors | 1969/70 | British Aluminium |
| 1922/23 | Coats' Juniors | 1970/71 | Waverly Thistle |
| 1923/24 | Cleansing | 1971/72 | Winchburgh |
| 1924/25 | Coats' Juniors | 1972/73 | Waverly Thistle |
| 1925/26 | Clark Anchor | 1973/74 | Plean Welfare |
| 1926/27 | Coats' Juniors | 1974/75 | Tennants Caledonia |
| 1927/28 | Phoenix | 1975/76 | 200 FC |
| 1928/29 | Seafield | 1976/77 | Singers FC |
| 1929/30 | Westfield | 1977/78 | Singers FC |
| 1930/31 | Hydepark Loco | 1978/79 | Grangemouth Dockers |
| 1931/32 | Anniesland | 1979/80 | Tennants FC |
| 1932/33 | Napier house | 1980/81 | East Stirlingshire SCFC |
| 1933/34 | Napier House | 1981/82 | JBEFC |
| 1934/35 | St. Pauls | 1982/83 | 200 FC |
| 1935/36 | Templeton Albert | 1983/84 | Malvern Star |
| 1936/37 | Templeton Albert | 1984/85 | Withheld |
| 1937/38 | Kelvindale | 1985/86 | Springfield FC |
| 1938/39 | Clyde Alloy | 1986/87 | Glen Star |
| 1945/46 | Harland and Wolf Ord. | 1987/88 | West Quarter Violet FC |
| 1946/47 | Milton Welfare | 1988/89 | Gordon Athletic |
| 1947/48 | ICI Welfare | 1989/90 | Robert Rae FC |
| 1948/49 | Loco | 1990/91 | Concord Metals FC |
| 1949/50 | Singers FC | 1991/92 | Withheld |
| 1950/51 | Dalmarnock Power | 1992/93 | Aldbury FC |
| 1951/52 | Singers Athletic | 1993/94 | Aldbury FC |
| 1952/53 | Templeton Albert | 1994/95 | JBEFC |
| 1953/54 | Dalmarnock Power | 1995/96 | Templeton Albert FC |
| 1954/55 | Rolls Royce (Hillington) | 1996/97 | Summerhill FC |
| 1955/56 | Metro Vics. | 1997/98 | St. Peters FC |
| 1956/57 | Singers FC | 1998/99 | Rosyth Ex Servicemen |
| 1957/58 | Rolls Royce (Hillington) | 1999/00 | Peppes FC |
| 1958/59 | Clyde Trust | 2000/01 | St. Peters FC |
| 1959/60 | Dalmarnock Power | 2001/02 | Calton Athletic FC |
| 1960/61 | J & T Boyds | 2002/03 | Clydeshire FC |
| 1961/62 | Dalmarnock Power | 2003/04 | Invercairn United FC |
| 1962/63 | Burroughs (Cumbernauld) | 2004/05 | Lauders FC |
| 1963/64 | Grangemouth Dockers | 2005/06 | Valley Bar FC |
| 1964/65 | Grangemouth Dockers | 2006/07 | Blairhall FC |
| 1965/66 | Clyde Port Authority | 2007/08 | Linlithgow Rose B |
| 1966/67 | British Hydro-Chemicals | 2008/09 | Oakwood FC |

Scottish Welfare Football Association – Daily Record Cup Winners

| | | | |
|---------|--------------------------|---------|------------------------|
| 1929/30 | Renton Thistle | 1972/73 | Dukes head |
| 1930/31 | St. Martin's Guild | 1973/74 | Waverly Thistle |
| 1931/32 | Camelot Welfare | 1974/75 | Tennants Caledonia |
| 1932/33 | Withheld | 1975/76 | Tennants FC |
| 1933/34 | Shawfield Chemicals | 1976/77 | Clyde Blowers FC |
| 1934/35 | Shawfield Chemicals | 1977/78 | Singers FC |
| 1935/36 | Smith & McLean | 1978/79 | Singers FC |
| 1936/37 | Carnwadrick | 1979/80 | GSL FC |
| 1937/38 | Kerse | 1980/81 | 200 FC |
| 1938/39 | Scotia | 1981/82 | Tennants FC |
| 1939/40 | Vulcan | 1982/83 | Malvern Star |
| 1940/41 | Queens Soc. | 1983/84 | Possil FC |
| 1941/42 | Forth and Clyde | 1984/85 | West Quarter Violet FC |
| 1942/43 | Ardnance | 1985/86 | Commercial FC |
| 1943/44 | Scottish Cables | 1986/87 | West Quarter Violet FC |
| 1944/45 | Phoenix | 1987/88 | Withheld |
| 1945/46 | RNAS | 1988/89 | Tennants FC |
| 1946/47 | Carron Primrose | 1989/90 | West Quarter Violet FC |
| 1947/48 | Cadder Welfare | 1990/91 | JBE FC |
| 1948/49 | Seafield Athletic | 1991/92 | Robert Rae FC |
| 1949/50 | Germiston Works | 1992/93 | Kelty Villa FC |
| 1950/51 | Dalmarnock Power | 1993/94 | Aldbury FC |
| 1951/52 | Templeton Albert | 1994/95 | Jamestown |
| 1952/53 | Provan Gas/Ferranti Th | 1995/96 | Valley Bar |
| 1953/54 | Singer Athletic | 1996/97 | Summerhill FC |
| 1954/55 | Rolls Royce (Hillington) | 1997/98 | Summerhill FC |
| 1955/56 | Howden's Athletic | 1998/99 | St. Ninians FC |
| 1956/57 | British Legion Polmont | 1999/00 | Valley Bar |
| 1957/58 | St. Bernards | 2000/01 | Tullibody WMC FC |
| 1958/59 | St. Bernards | 2001/02 | Kelty Villa FC |
| 1959/60 | Clyde Trust | 2002/03 | Peppes FC |
| 1960/61 | Shanks Welfare | 2003/04 | Jokers FC |
| 1961/62 | Quay United | 2004/05 | Oakwood FC |
| 1962/63 | Grangemouth Dockers | 2005/06 | Breahead FC |
| 1963/64 | Shanks Welfare | 2006/07 | St Ninians Borestone |
| 1964/65 | Quay United | 2007/08 | Star Inn |
| 1965/66 | Grangemouth Dockers | 2008/09 | Valley Bar FC |
| 1966/67 | Shanks Welfare | 2009/10 | Oakwood FC |
| 1967/68 | Brown Land Boilers | | |
| 1968/69 | Shanks Welfare | | |
| 1969/70 | Hoods | | |
| 1970/71 | British Aluminium | | |
| 1971/72 | Waverly Thistle | | |

Scottish Welfare Football Association

Donald McNair Cup Winners

| | |
|---------|-----------------|
| 2009/10 | Peppes FC |
| 2010/11 | Oakwood FC |
| 2011/12 | Castleview FC |
| 2012/13 | Horseshoe FC |
| 2013/14 | The Bank |
| 2014/15 | Clinton Thistle |

Jack Bryson Cup Winners

| | |
|---------|--------------------|
| 2010/11 | Blairhall FC |
| 2011/12 | Tree Tops FC |
| 2012/13 | MISC FC |
| 2013/14 | Maunkinhill United |
| 2014/15 | Maunkinhill United |

Scottish Welfare Football Association – Rolls Royce Cup Winners

| | | | |
|------|------------------------|------|------------------------------|
| 1958 | Forth and Endrick | 2000 | Forth Valley |
| 1959 | Glasgow Hospital | 2001 | Dunbartonshire WFA |
| 1960 | Glasgow Welfare | 2002 | Dunfermline Welfare FA |
| 1961 | Glasgow Hospital | 2003 | Forth Valley |
| 1962 | Glasgow Welfare | 2004 | North East Scotland |
| 1963 | Glasgow Welfare | 2005 | Forth Valley |
| 1964 | Lothian Welfare | 2006 | Forth Valley |
| 1965 | Glasgow Welfare | 2007 | Dunfermline Welfare FA |
| 1966 | Glasgow Youth | 2008 | Forth and Endrick |
| 1967 | Glasgow Hospital | 2009 | Greenock and District |
| 1968 | Glasgow Hospital | 2010 | Greenock and District |
| 1969 | Glasgow Welfare | 2011 | Forth and Endrick Welfare FA |
| 1970 | Glasgow Welfare | 2012 | Not Played |
| 1971 | Stirlingshire | 2013 | Forth and Endrick |
| 1972 | Glasgow Welfare | 2014 | Forth and Endrick |
| 1973 | Stirlingshire | 2015 | Not played |
| 1974 | Glasgow Welfare | | |
| 1975 | Forth and Endrick | | |
| 1976 | Forth and Endrick | | |
| 1977 | Stirlingshire | | |
| 1978 | Glasgow Welfare | | |
| 1979 | Glasgow Welfare | | |
| 1980 | Glasgow Welfare | | |
| 1981 | Glasgow Welfare | | |
| 1982 | Stirlingshire | | |
| 1983 | Alexanders WFA | | |
| 1984 | Inverness WFA | | |
| 1985 | Glasgow Hospital | | |
| 1986 | Forth and Endrick | | |
| 1987 | Glasgow Welfare | | |
| 1988 | Lochaber Welfare | | |
| 1989 | Forth and Endrick | | |
| 1990 | Dunbartonshire | | |
| 1991 | Dunbartonshire | | |
| 1992 | Dunfermline Welfare FA | | |
| 1993 | Aberdeen WFA | | |
| 1994 | Dunbartonshire WFA | | |
| 1995 | Alexanders WFA | | |
| 1996 | Forth and Endrick | | |
| 1997 | Forth and Endrick | | |
| 1998 | Forth and Endrick | | |
| 1999 | Forth and Endrick | | |

Scottish Welfare Football Association – Articles of Association

1. Title

1.1 The Association shall be called ‘The Scottish Welfare Football Association’ and shall be affiliated to the Scottish Football Association.

2. Aims, Objectives and Principles

2.1 The aim of the Association shall be to foster and develop the game of association football.

2.2 The Scottish Welfare Football Association [SWFA] objective is to benefit present and future members of the community served through the SWFA by promoting, encouraging and furthering the game of welfare football as a recreational facility, a sporting activity and a focus for community involvement and aim to improve health and wellbeing.

2.3 The binding principles of the association are:

- To facilitate the game of welfare football;
- To develop and enhance the game of welfare football and nurture the skills of players within our association;
- To increase our membership;
- To develop community involvement; and
- To assist in the training and development of coaching, physiotherapy and first aid.

3. Equality and Diversity

3.1 The SWFA believe that the diversity of the Association is important and are committed to tackling discrimination and prejudice in all forms, outlawing all forms of harassment and intimidation from our Association and to provide equality of opportunity for everyone.

3.2 The SWFA will not countenance less favourable treatment of anyone on the grounds of race, colour, nationality, ethnicity, gender, age, disability, marital status, religion, or sexual orientation.

3.3 The SWFA will endeavour:

- To fully embrace all our responsibilities and obligations under all relevant legislation to combat discrimination and, in particular, to abide by all relevant Codes of Practice;
- To recruit and retain a membership that reflects the diverse communities with which we work and interact;
- To take action to eradicate discrimination and inequality in all of its forms in the carrying out of our work and, when we employ others to carry out work or provide services on our behalf;
- To consult with our volunteers and to remain open to ideas and suggestions designed to improve our service to our Association members and supporters which include all aspects of football;
- To ensure that our internal and external policy and systems of working and practices reflect and incorporate equality objectives and targets; and
- To provide equal access to training and development ensuring that volunteers can participate fully in the Association and its activities.

3.4 Groups with which we work:

- The SWFA supports the Scottish Football Association's 'Football for All Policy'. Welfare football should be accessible to everyone and so it is important that the right culture is promoted. SWFA Articles, practices and ethos encourages all members to adopt an inclusive and friendly approach to sport;
- The SWFA is committed to promoting equality by treating people fairly and with respect; by recognising inequalities exist, by taking steps to address them and by providing access and opportunities for all members of the community; and
- The SWFA will not tolerate harassment, bullying, abuse or victimisation of any individual, which for the purposes of the Articles of Association and the actions and sanctions applicable is regarded as discrimination, whether physical or verbal. The SWFA will work to ensure that such behaviour is met with the appropriate action in whatever context it occurs.

3.5 The SWFA wishes to ensure that the football and competitions offered are as far reaching as possible, free from discrimination and unfair behaviour and will do everything possible in order to achieve these objectives.

- 3.6 If any incident is brought to the attention of the SWFA, it will be followed up and appropriate action taken.
- 3.7 All members will be held accountable through the policy statement on Equality, which will be reviewed every three years.

4. Public Protection

- 4.1 Every affiliated body wishing to allow players, who are under the age of 16, must have in place a child protection policy.
- 4.2 Every affiliated body must adhere to the Public Protection Code of Conduct.
- 4.3 All members will be held accountable through the policy statement on Child Protection and Adult Protection, both of which will be reviewed every three years.

5. Social Media

- 5.1 The reputation of the SWFA as an impartial and objective advocate for grass roots football and the communities it serves through programs and advocacy that empower people to reach their full potential, and understand, value, and assert their rights is crucial. All public statements and media interviews are handled by the Information Secretary and any such requests should be forwarded directly to them. The SWFA CEO and Chairman serve as the primary spokespersons for our Association. This means that when a volunteer takes a position or states an opinion publicly (either in person or in writing), she or he does so as a private individual, and the volunteer's function, position, title, and the name of the Association must not be used. It is critical that there is no implication that the volunteer is speaking for the SWFA.
- 5.2 It is also important for all volunteers to understand that the Internet, including social media sites such as [facebook.com](https://www.facebook.com), is a public forum. On some internet sites such as [LinkedIn.com](https://www.linkedin.com) (a site supporting professional networking), volunteers may include their affiliation with SWFA. The Association expects employees, when identified as a SWFA volunteer, to adhere to the SWFA Articles of Association and not to engage in activities on

the Internet that might bring the SWFA into disrepute. When identified as a SWFA, volunteers may not:

5.2.1 Post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive;

5.2.2 Be hateful or embarrassing to another person or any other person or entity. This includes, but is not limited to, comments regarding SWFA volunteers, funders, affiliates, partners and fellow competitors; and

5.2.3 Attack personally current or former fellow volunteers, funders, affiliates, partners and competitors.

5.3 For the avoidance of doubt, players, club officials and committee members are classed as volunteers for the purposes of this statement.

5.4 Blogs and other forms of online discourse are individual interactions, not corporate communications. Therefore, a volunteer's blog entries legally belong to the volunteer, representing personal thoughts and opinions. It is important to remind members that, posts on any blog are provided 'as is' with no warranties and confer no rights. The opinions expressed on any site shall be the authors own and do not represent those of the SWFA.

5.5 All members will be held accountable through the policy statement on Social Media, which will be reviewed every three years.

6. Membership

6.1 Application for membership must be made in writing [completing the SWFA application pack] to the Registration and Football Operations Officer of the Association and shall be signed by the President and Secretary of the association or league seeking admission to become an affiliated body with the SWFA. Clubs registered by associations or leagues will be afforded affiliation for the season that they are registered. This shall be subject to approval by the SWFA Executive Committee.

6.2 All application packs, along with all appropriate documentation, will be audited by the SWFA Executive Committee at the Registration Meeting March (Summer) which will be held in the North of Scotland and July (Winter) which will be held in the South of Scotland and application for membership must meet all prescribed criteria. No application will be granted if the criterion is not met [See appendix 1]. On approval of affiliation, affiliated bodies will be

issued with the appropriate documentation. No club or association will be permitted to take part in any (Summer or Winter) competition if they have not been registered at the Registration meeting.

- 6.3 All timelines for registration in both Winter and Summer will be identified at the Scottish Welfare Football Association's Annual General Meeting.
- 6.4 Clubs in membership of the Association will not be permitted to take part in competitions of any other National Association.
- 6.5 There will be no fee for annual subscription.
- 6.6 Public Liability and Accident Insurance, through the SWFA, are mandatory for membership and will be managed by the SWFA.
 - 6.6.1 The Scottish Welfare Football Association will identify and commission an authorised insurance agent to deal with all insurance premiums on behalf of the SWFA.
 - 6.6.2 It is a mandatory requirement that all clubs affiliating with the Scottish Welfare Football Association register Personal Liability Insurance and Public Liability Insurance and be processed by the Association Executive Committee.
 - 6.6.3 All Insurance should be paid by clubs in line with dates set for affiliation. The cost of Public Liability will be set at the AGM.
 - 6.6.4 Accident Insurance runs from 1 March – 28/29 February for summer clubs and 1 August – 31 July for winter clubs. On receipt of Affiliation Forms, Associations will be given the Insurance Forms and should complete for/with their member clubs and return direct to the Registration and Football Operations Officer with payment.
 - 6.6.5 Registration through either the Winter or Summer (or both) will permit clubs to participate in all National Competitions as outlined in National Competitions 1.
- 6.7 The granting of permits by the SWFA will only be agreed by the Executive Committee when the applicant has met the minimum criteria.
- 6.8 No Association or Club will be afforded the opportunity to participate in any competition under the auspice of the SWFA until compliant with Article 6.
- 6.9 The season for clubs in membership of an affiliated association who participate in winter football shall be determined in each case by the

Association and in any case will be permitted only during the period of 1 August to the 30 June in each year. Rule 12.6 will apply. Any exemption for players signing after a set date in any season will be left to local Associations to identify and manage. No player will be registered for winter football after the date set by the local Association.

- 6.10 The season for clubs in membership of affiliated associations who participate in summer football shall be determined in each case by the Association and in any case will be permitted only during the period 1 April to 30 March in each season. Rule 12.6 will apply except in the matter of dates and no player will be registered for summer football after the date set by the local Association.
- 6.11 Every Association and club affiliated to the SWFA must register an electronic address. This address will be used in all instances of communication, including disciplinary. It is the sole responsibility of member clubs to notify the SWFA Registration and Football Operations Officer of any amendments to their electronic address, failure to do so will result in disciplinary action being taken against offenders.
- 6.12 All clubs, in order to gain membership, must provide goal nets and corner flags for all matches and ensure that all matches are played on either grass, astro grass or third/fourth generation grass.
- 6.13 All Clubs, Associations and Officials, in order to be granted membership, must provide appropriate information to allow registration in order to comply with the SFA Non Professional Game Board requirements as outlined in 12.8 and 12.9 and attend and supply all registration documents and payment at the Registration Meeting, the date of which will be set at the SWFA AGM each year.

7. Governance – [Management and Leadership]

- 7.1 The Association shall have the jurisdiction in all matters connected with welfare football, over all clubs or bodies affiliated to the Association and shall have the power to suspend, expel or fine any affiliated body, club, member or official who is guilty of a breach of the articles of conduct likely to be detrimental to the working of the Association.

7.2 The Association shall elect an Executive Committee which will meet on a monthly basis and be made up of the following Office Bearers:

- Chairman;
- Vice Chairman;
- Registration and Football Operations Officer;
- Finance Officer;
- Policy and Governance Officer;
- ICT Officer;
- Administration Officer;
- Honorary Chairman;
- Honorary Vice Chairman;
- 1 x Appointed Executive Member

7.3 The Association shall have a Full Committee which will meet on a monthly basis. The Full Committee will consist of the following:

- Executive Committee; and
- Representatives from Affiliated Bodies.

7.4 The affairs of the Association shall be conducted on a monthly basis by the Executive Committee, **three** to form a quorum.

- The Executive Committee will meet monthly from 11.00 am – 11.30 am, prior to the Full Committee.

7.5 All Affiliated Bodies will be held to account through the monthly Full Committee Meeting.

- The Full Committee will meet monthly from 11.30 am – 1.30 pm and will require five to form a quorum.

7.6 The Executive Committee shall have full power on behalf of the Association and its decision shall be final and binding on all affiliated bodies or clubs. It shall have power to delegate all or any of its powers to the Full Committee and/or a sub-committee of its number, the minutes of the committee meeting being sufficient evidence of delegation of authority.

7.7 The Chairman, or in his absence, an appointed person, shall preside at all meetings of the Executive Committee and the Full Committee. In the event of

both being absent, the meeting shall elect a Chair. The Chair shall have a casting vote in all cases.

- 7.8 Representatives from affiliated bodies will be made up of 1 member from each affiliated body where there are up to 10 participating clubs. Any affiliated body with more than 10 participating clubs are entitled to be represented by 2 members and any affiliated body with 20 clubs or more are entitled to be represented by 3 members.
- 7.9 All posts in relation to the Executive Committee will be appointed at the relevant Annual General Meeting, with the retiring incumbent eligible for re-election.
- 7.10 All Association Office Bearers shall be neutral or otherwise. Those representing an affiliated body will vacate their place on the Full Committee when they cease to have any involvement within said affiliated body.
- 7.11 No affiliated body will have more than one member on the Executive Committee at any one time.
- 7.12 All meetings of either the Executive or Full Committee shall be held in a location at the discretion of the Chairman. The same will apply for any Emergency Meeting called.
- 7.13 The Annual General Meeting will be held in the Board Room, Indodrill Stadium, Alloa. The Annual General Meeting will be held on the second Sunday in October each year at 2.00pm.
- 7.13.1 All affiliated bodies shall be entitled to be represented at the AGM as in line with 7.8. Affiliated bodies may have 1 vote per representative. Each member of the Executive Committee shall have 1 vote.
- 7.13.2 All affiliated bodies must be represented at the AGM. Failure to have a representative at the AGM will render the absent association liable to be fined the sum of £100. This will be at the sole discretion of the Executive Committee.
- 7.14 Alterations to the Articles shall be considered at the Annual General Meeting, a majority to decide any proposed alteration. Notice of proposed additions,

alterations or amendments to the Articles must be received in writing by the Policy and Governance Officer, not later than the 30 September by recorded delivery or electronically. These will be considered by the Executive Committee before being presented at the AGM as competent.

- 7.15 The Association Policy and Governance Officer will provide all affiliated bodies with notifications and proposed alterations to the SWFA Articles, as approved by the Executive Committee, no later than 7 days from the November Executive Committee Meeting.
- 7.16 This Association shall have the power to convene a special general meeting of affiliated bodies in membership, for the purpose of adding to the **Articles** of this Association, any resolutions by the Scottish Football Association. The Association shall appoint representatives to bodies thereto and to the national associations as required. [As outlined in 7.2]
- 7.17 No official, player, member of any club or affiliated body may be involved with any unauthorised body connected with football, nor shall they participate in any unauthorised football competitions while in membership of this Association.
- 7.18 The SWFA will appoint representation to the NPGGB Board.
- 7.19 The Policy and Governance Officer will represent the SWFA at all times on the SFA Full Council.
- 7.20 The SWFA will be subject to an annual audit, conducted by the SFA annually. The Policy and Governance Officer will have delegated responsibility to align with this process.
- 7.21 The SWFA Standing Orders shall be adhered to all times.
- 7.22 In all cases where the SWFA have not been specific, the SFA Articles of Association will apply.

8. Governance – [Resources]

- 8.1 All Affiliated bodies must attend and register all documentation at the appropriate Registration Meeting (Summer and/or Winter).

- 8.2 All affiliated bodies of this Association shall keep properly audited accounts and financial records, showing their financial transactions. Said accounts will be submitted in line with 8.1 in order to preserve good financial governance. All affiliated bodies must have incorporated into their local rules, a process whereby they can audit their member clubs.
- 8.3 The Association Finance Officer shall submit a financial report at each Annual General Meeting, said report shall be included in the minutes. The financial report shall be audited by two representatives appointed at the Annual General Meeting, one of which will not be eligible for re-election.
- 8.4 The Association shall report on the financial year 1 January to the 31 December in each year.
- 8.5 The Executive Committee shall have the power to settle financial disputes arising between affiliated bodies/clubs in membership and to adjudicate upon financial claims made against clubs. Officials, members and registered players shall be liable to fulfil the order of committee.
- 8.6 Any club, official or player found guilty of any offence brought before committee shall incur a minimum fine of £10. Any club, official or player refusing to accept correspondence or failing to retrieve any item sent, electronically or otherwise, which could not be delivered for whatever reason, shall pay a further £10 levy on each occasion mail is returned to the Association. Copies of all fines and or suspensions attached to clubs, officials or players shall be issued to club secretaries electronically.
- 8.7 When the winners of any league or cup competition have been ascertained, the Chairman or other appointed delegate of the Association shall hand over the trophy to the club representative on their subscribing a document to the following effect:

We AB, secretary of the club, and CD, EF and GH, members representing the said club, which has now been declared to have won the IJ, and the same having been delivered to us by KL of the Association, do hereby on behalf of the said club, individually and collectively, engage to return the same to the Secretary of the Association for the time being, on or before the 1 April next, in

good order and condition. We also agree to hand back the trophy in the event of our club becoming defunct or resigning membership of the Association.

9. Governance – [Correspondence]

- 9.1 All minutes of Full Committee meetings convened on behalf of the Association shall be issued to all Associations and appointed committee representatives within 14 days of the meeting having taken place. The minutes shall include all disciplinary cases having been considered and ruled on.
- 9.2 All correspondence by the SWFA, in the first instance, shall be by electronic means. This shall be inclusive of correspondence in relation to disciplinary action.
- 9.3 Postcodes must be on all written correspondence at all times, which includes registration forms and team sheets. Disciplinary action will be taken at the discretion of the Executive Committee.
- 9.4 Notice of change of address, electronic or otherwise, of a representative or club Secretary must be given to the Administration Officer within seven days.
- 9.5 All written letters to appointed officers of the SWFA that require a reply must have a stamped addressed envelope enclosed. A response will be sent electronically in the first instance.
- 9.6 It is the responsibility of an affiliated body or member club to have registered and to check regularly an electronic address. [Email address]
- 9.7 Where it can be proved, any affiliated body, player or official failing to reply within seven days to communication from any appointed officer will be suspended pending investigation and fined £15.
- 9.8 Mail handed in at meetings, or received in the interim period, will not be entertained but will be considered at next meeting of the Executive or Full Committee.

10. Disciplinary

- 10.1 The Scottish Welfare Football Association will adopt a disciplinary process that all affiliated bodies must adhere to. **[See appendix 2]**

- 10.2 Affiliated bodies and/or member clubs will be responsible for their members at all times. All actions and correspondence in relation to disciplinary will be dealt with from the SWFA to the affiliated body's secretary or to the member club's secretary. The club will be responsible to ensure, at all times, fines are paid and that suspensions are adhered to.
- 10.3 Member Club's will be held responsible for their registered players and officials. Where a registered club's player is dealt with for misconduct, it shall be the club in the first instance that the SWFA will communicate with.
- 10.4 Notice of the suspension of players and officials by affiliated bodies must be sent to the Registration and Football Operations Officer by the body suspending such persons, with a statement of the circumstances. Players or officials so suspended must be notified by the secretary of the affiliated body passing such suspensions within **72** hours.
- 10.4.1 Affiliated bodies can, on application to the Registration and Football Operations Officer of this Association, have a list of players' names and addresses for debt suspension purposes.
- 10.5 Players or officials ordered from the field of play or who are reported for misconduct may resume playing in the subsequent games or acting in an official capacity until their case has been considered by this Association, in line with local Articles/Constitutions.
- 10.5.1 Players suspended by this Association can take part in any League or Cup tie if an appeal is pending with the SFA, in line with the SFA Judicial Panel protocol.
- 10.6 Clubs with suspended players failing to pay their fines within seven days will be debt suspended. Any player issued with a fine as part of any determination may only resume playing (once the match/time suspension has been met in full) as long as the fine has been received by the Finance Officer.
- 10.7 The responsible club, where they have players or officials reported by a referee, shall be notified by the Association. Referee reports must be considered no later than 3 months from the date of the game. Players or officials reported for misconduct will be dealt with through their club.

- 10.8 When it can be proven that spectators at a cup tie or league match conduct themselves in such a manner as to interfere with the players and stop the game, the Executive Committee shall, on application of either club, have the power to order the match to be replayed at a another ground, neutral if possible and to make arrangements, financial or otherwise, as they think fit, or to award the tie to either club. Clubs will be held responsible for the behaviour or conduct of their supporters. Ground clubs are instructed to take the necessary steps for expulsion from football grounds of any using foul, abusive or threatening language and also to refuse admission to the grounds of any spectator known to be guilty of using foul or abusive language. Clubs failing to satisfy to the Association that they have taken the necessary steps to have such guilty parties dealt with shall be liable to be expelled from the competition; or to be dealt with as the Executive Committee may deem necessary. This Rule applies to all matches played under the jurisdiction of the SWFA.
- 10.9 Affiliated bodies must send the names of all referees appointed to act in games under their jurisdiction to the Registration and Football Operations Officer. No referee of Senior Football shall be eligible to take part on the administration of any affiliated body.
- 10.10 Club secretaries to be informed of misconduct decisions and also citations by electronic mail.
- 10.11 Associations failing to forward suspension lists to this Association will be dealt with at the discretion of the Executive Committee. All suspensions over twelve months must be accompanied with the referee report.

11. Appeals

- 11.1 Applicants lodging appeals must ensure that any appeal has been formally addressed to the Association Policy and Governance Officer and contains the signature of the applicant or the applicant's club secretary. Personal correspondence failing to observe formal procedures or improperly lodged appeals shall not be entertained.
- 11.2 The Executive Committee shall consider appeals from clubs against affiliated and permitted bodies and adjudicate thereon. Any member of the Executive

Committee who may be an interested party shall retire when such cases are being considered. A player or official can appeal on his/her own behalf or can have their club secretary appeal on their behalf. The recipient's name and address must be on the appeal letter which will be dated.

- 11.3 In the case of an appeal, one representative only, from the two interested parties shall be heard. The appeal must be lodged with the Policy and Governance Officer within seven days of the decision appealed against and a verbatim copy of the appeal must be forwarded to the secretary of the body appealed against within seven days. The appeal fee in all grades shall be £30, payable prior to hearing commencing and the losing party shall be held liable to the Association for payment of the said amount. The appeal fee shall be forfeit if the Executive Committee thinks the appeal or complaint trivial or groundless and such appellants shall be further held liable for the expenses incurred in holding the meetings for the consideration of such trivial and groundless appeals. All appeals shall be lodged by recorded delivery or electronic mail and state fully the grounds for the appeal.
- 11.4 All further correspondence in relation to appeals shall be conducted electronically in the first instance.
- 11.5 Any club, official, member or player thereof who may be dissatisfied with the decision of any affiliated body or combination of clubs, in any competition under the jurisdiction of this Association, shall have the right to appeal to the Executive Committee of this Association. Each party will be responsible to appeal on their own behalf.
- 11.6 Any club, official, member or player thereof who may be dissatisfied with the decision of this Association has the right of appeal to the SFA. All appeals must be in accordance with the SFA Judicial Panel Protocol.

12. Registration

- 12.1 Registration Forms and documents will be issued to all Associations and clubs at the Registration Meeting.

All Registration issues should be sent to the Registration and Football Operations Officer.

- 12.2 Players to be signed seven days before taking part in any cup competition.
- 12.3 A player who is eligible to sign and play for a club in membership of the Association may take part in two league matches for any one club without signing the official registration form, after which he must be signed and registered if his services are being retained. Having played unsigned in two league matches he cannot play for any other club in the same season without first signing the official registration form. No player may play unsigned in any cup tie.
- 12.4 Individual player/club registrations shall be completed on the forms provided by the SWFA. The aforementioned form should then be forwarded to the local association registration secretary within 3 days of signing (Sunday not included) who shall enter the player's details into the SFA database. The original forms should then be sent to the SWFA Information Secretary who will retain the forms in line with current procedures. A copy of the form should be retained by the local association secretary.
- 12.4.1 A request for cancellation of a registration should be made to the local registration secretary (or the post holder with this responsibility) by means of electronic mail or other. There will be no fee for electronic mail; however a cancellation fee will apply for any other than electronic mail (set by local association). The completed request from the club will remain with the local association's registration secretary.
- 12.5 Should a club become defunct, players may be signed by other clubs providing that the defunct club is debt free or the player(s) concerned have paid their share of the debt.
- 12.6 The dates set for clubs to sign any player during the course of a season shall be dictated by local Associations. Clubs can be assured that if no date is recorded in local Articles and/or Constitutions, that there be no restriction.
- 12.7 A player may be transferred by the club for which he is registered provided the club and the player are agreeable to such transfer. The player in these circumstances shall not register on the official form of the club to which he is

transferred until his previous club has cancelled his Recreational Registration form with the SWFA by written request as per Article 9.4.1.

12.8 Data must be supplied regarding all Committee Members in order to comply with the SFA Non Professional Game Board requirements.

12.9 Data must be supplied regarding all Volunteers in order to comply with the SFA Non Professional Game Board requirements.

13. Referees

13.1 Affiliated Body's must send the names of all referees appointed to act in games under their jurisdiction to the Registration and Football Operations Officer of the Association. No referee of Senior Football shall be eligible to take part on the administration of any affiliated body.

13.1.1 Club secretaries to be informed of misconduct decisions and also citations by email.

13.2 All referees must be registered with the SFA Referees Association.

13.3 All Associations must keep, for the purposes of legislation and insurance, all records relating to matches (team lines, referees reports) for a period of three years.

Appendix 1

Criteria for Membership

| | | Yes | No |
|---|---|-----|----|
| Record of affiliation body received (Affiliation Form) | This must include name, address, email address and phone number of all association committee members | | |
| Record of all clubs wishing to register | This must include a register from all clubs including name of club contact, postal address of club contact, electronic address for club and a phone number for the club | | |
| A copy of the most recent audited accounts (those presented at their own AGM) | In all cases, those wishing to be an affiliated body through the SWFA must produce a record of their accounts | | |
| A copy of the rules and regulations of the affiliated body | These must align with the Scottish Welfare Football Association Articles | | |
| Public Liability Payment | Must cover all clubs applying for at the set rate by the preferred insurer | | |
| Proof of Accidental Insurance | Must be taken with the preferred insurer through the SWFA – proof must be submitted with application | | |
| Information Record Form | This must be provide by affiliated bodies for each of the clubs they wish registered and will provide information required by the SFA | | |

Appendix 2

2.1 Disciplinary Procedures

- 2.1.1 The following disciplinary procedures shall be adopted by all affiliated bodies in membership of the Scottish Welfare Football Association [SWFA] and shall apply to all football which is played under the jurisdiction of the SWFA involving a member club.
- 2.1.2 Match reports received relating to the participation of any club in membership of the SWFA, player or official in any other match shall be dealt with as considered appropriate in accordance with the disciplinary procedures.
- 2.1.3 SWFA procedures will apply not just to reports by match officials relating to incidents and/or acts of misconduct occurring at a match but also to investigations of such incidents and acts which may be considered to be exceptional cases of misconduct. The following principles will be applied in relation to the penalties imposed for misconduct at matches:

2.2 Standard offences - Player does not require to be cited to attend a meeting.

- 2.2.1 Suspensions for a number of matches [match suspensions] will be imposed based on the SWFA fixed penalty guidelines as detailed in Appendix 2 [2.8]. There is no right of appeal against a fixed penalty suspension.
- 2.2.2 These suspensions will apply until such times as the player's registered club has completed the requisite number of matches played in competitions which are scheduled by the relevant SWFA or affiliated body match.
- 2.2.3 A match that is abandoned does not count as a completed match in terms of a player serving suspension.
- 2.2.4 A minimum of a £10 fine will be allocated to each case of misconduct heard by the SWFA Executive Committee, the level of said fine will at all times be at the discretion of the Executive Committee. It will be at the discretion of each affiliated body if they so wish to attach a monetary fine to each fixed penalty ***for local competitions.***

2.3 Serious Offences of Exceptional Misconduct

2.3.1 The following offences will be classed as offences of an exceptional nature:

- Referee assault;
- Physically threatening a referee;
- Verbally threatening a referee; and
- Physical assault on or by club officials.

2.3.2 Suspensions will be for a period of time [dated suspensions] and will be imposed based on the SWFA guidelines for serious offences as detailed. These suspensions will be forwarded to the SWFA who will in turn register them with the appropriate department within Scottish Football Association for confirmation to all football.

2.3.3 All misconduct reports relating to offences of the above nature must be forwarded to the Registration and Football Operations Officer of the SWFA by the appropriate affiliated body in order that they can be dealt with by the Executive Committee.

2.4 Serious Offences

2.4.1 The following offences will be classed as offences of a serious nature:

- Head-butting; and
- Spitting

2.4.2 Suspensions will be for a period of time [dated suspensions] and will be imposed based on the SWFA guidelines for serious offences as detailed. These suspensions will be forwarded to the SWFA who will in turn register them with the Scottish Football Association for confirmation to all football.

2.4.3 All misconduct reports relating to offences of the above nature must be forwarded to the Registration and Football Operations Officer of the SWFA by the appropriate affiliated body in order that they can be dealt with by the Executive Committee.

2.5 Misconduct Report Forms

- 2.5.1 For all offences, misconduct report forms will be forwarded by the relevant match official(s) in the first instance to the appropriate affiliated body which shall be determined by the competition in order that the appropriate suspension can be determined. A report of all suspensions for a number of matches [match suspensions] and suspensions for a period of time [dated suspensions] will be forwarded to the SWFA Policy and Governance Officer who will then refer such relevant suspensions to the Scottish Football Association for confirmation and effect to all football.

2.6 Serving of Suspensions

- 2.6.1 The relevant affiliated body will confirm by electronic means [or other] to the member club the details of any suspension which has been imposed on their player or official. A player while serving a fixed penalty suspension cannot play until the team with which he committed the offence has played the requisite number of games.
- 2.6.2 Any match suspension or part thereof which remains outstanding at the end of a season or any extension thereof must be served at the commencement of the following season regardless of which club the player joins with the same principle being applied should a player be transferred to another club prior to the suspension commencing.
- 2.6.3 Any match suspension or part thereof which is outstanding when a player joins a new club at the start of the season or is transferred to another club during the season must be served with the player's new club and the player will be ineligible to play for his new club until that club has played and completed the required number of matches. A player can only serve a match suspension if he is registered with a club in membership of the SWFA and will only begin to serve his suspension from the date of his registration being accepted by the SWFA.
- 2.6.4 Serving a match suspension would not prevent a player transferring to another club during the term of that suspension. This dispensation would not apply to dated suspensions. All suspensions will commence 7 days after the date of written notification regarding the suspension to the member club by electronic means or other. A player or official

suspended for a period of time [dated suspensions] shall be eligible to participate on the last date of his suspension.

2.7 Further Reports

2.7.1 If a player is further reported after having been ordered off and that report comes into the category of standard offences the appropriate fixed penalty would be added to his suspension for the first offence.

2.8 Fixed Penalties for Standard Offences

2.8.1 All fixed penalties will be dealt with as follows:

- | | |
|---|-----------|
| • Serious Foul Play | 1 Matches |
| • Violent Conduct [Adopting a threatening or aggressive attitude] | 3 Matches |
| • Stamping on an opponent | 6 Matches |
| • Attempting to punch an opponent | 2 Matches |
| • Attempting to kick an opponent | 2 Matches |
| • Pushing an opponent | 1 Matches |
| • Attempting to strike an opponent | 2 Matches |
| • Elbowing opponent in face | 4 Matches |
| • Elbowing opponent on body | 3 Matches |
| • Kicking and punching opponent | 4 Matches |
| • Grabbing opponent by throat | 4 Matches |
| • Denies a goal or goal scoring opportunity [by deliberately handling the ball] | 1 Match |
| • Denies a goal or goal scoring opportunity to an Opponent moving towards a player's goal | 1 Match |
| • Offensive, insulting or abusive language | 2 Matches |
| • Offensive, insulting or abusive language towards the referee | 2 Matches |
| • Receiving a second caution in the same match | 1 Match |

Associations can, at their discretion, add a fine to the fixed penalties for standard offences.

2.8.2 Should a player be called to appear before a disciplinary committee, that committee shall have the authority to impose a sanction in terms of a fixed penalty or dated suspension whichever is considered appropriate to the offence of which the player has been found guilty.

linesman, act as a trainer, sign any papers, registration of transfer forms, be in a club dressing room or formally travel in the club transport to games. A person who is suspended can attend matches played on public parks as a spectator, but if he attends a private park he can be asked to leave.

2.12 Guidelines for Serious Offences

2.12.1 Although these guidelines should be applied where applicable, it should be appreciated that they are guidelines and cases of indiscipline should be dealt with through the discretion of the affiliated body considering a particular case. In cases of a serious nature where an affiliated body choose not to implement the guidelines, they must include a letter of explanation containing the reasons why they have reached their decision with their disciplinary sheets. It should be noted, that when submitting suspensions of one year or longer it is necessary to include a copy of the referee's report relevant to the suspension and the nature of the offence.

2.12.2 Violent conduct must be detailed to indicate punching or kicking an opponent.

2.12.3 Removing minimum suspension will allow committees to use their discretion after considering all evidence in any case.

2.12.4 The following minimum/maximum sanctions must apply:

- Referee assault
Must be a dated suspension with a maximum suspension of 10 years
- Physically threatening referee - attempting to lay hands on the referee.
Maximum suspension 5 years
- Verbally threatening referee
Maximum suspension 3 years
- Physical assault on club officials
Maximum suspension 3 years
- Serious violent conduct e.g. deliberately kicking opponent on head
Maximum suspension 3 years

- Head-butting
Maximum suspension 18 months
- Spitting
Maximum suspension 5 years (Spitting at or on a referee is considered to be serious assault)
- Deliberately and knowingly playing a suspended player under an assumed name.
Maximum suspension 3 years
- Deliberately playing while under suspension, using an assumed name.
Maximum suspension 3 years
- Deliberately and knowingly playing a suspended player
Maximum suspension 3 years
- Deliberately playing or participating while under suspension
Maximum suspension 2 years.

National Cup Competition Rules

1. National Cup - Competitions

- 1.1 The Scottish Welfare Football Association competitions shall be called:
 - 1.1.1 The Donald McNair Cup: This competition shall be played by all clubs registered under the auspice of the SWFA.
 - 1.1.2 Jack Bryson Cup: This competition shall be played by all clubs in the South of Scotland registered under the auspice of the SWFA.
 - 1.1.3 Tom Hunter Cup: This competition shall be played by all clubs in the North of Scotland registered under the auspice of the SWFA.
 - 1.1.4 Rolls Royce Trophy. Shall be completed by each Association affiliated to SWFA.
- 1.2 Clubs taking part in the national competitions must forward an application form to enter by 31 August [Donald McNair] or 31 March [Highland Welfare Cup, Jack Bryson Cup or Rolls Royce Trophy].
- 1.3 All ties to be played on the date agreed by the Association at the time of the draw. Changes will be made only at the discretion of the Executive Committee.
- 1.4 Each club shall forward its distinguished colours to the Registration and Football Operations Officer of the Association in line with **affiliation/registration details**. Clubs must appear in registered colours in cup ties otherwise they shall be liable to disqualification but when the clubs have the same or nearly the same colours; the visiting club shall have the option of the colours. In the semi-final and final tie, where clubs colours are similar, both teams must change. **The final decision will be held by the Executive Committee.**
- 1.5 A goalkeeper shall **wear** colours which distinguish him from players and the referee. In every tie, every player and substitute of each team shall wear a distinguishing number on his jersey or shorts.
- 1.6 Any club intending to scratch must give notice to the Registration and Football Operations Officer of the Association and the secretary of the opposing club

at least seven days before the date and time fixed for playing, otherwise they shall be reported to the Association, the Executive Committee will have the discretion to deal with said club. A club failing to play a cup tie after the first round draw has been made will be subject to disciplinary action, which may include a fine, **and or suspension**, at the discretion of the Executive Committee.

- 1.7 The **Articles of Association** of the SWFA shall apply in all cases not covered by special cup tie rules and the **Executive Committee** shall have full authority to deal summarily with any case that may arise.
- 1.8 A club may not play, or list as a named substitute, any player who, in the same season, has already played, or been named substitute for another club in the Association cup competition.
- 1.9 The Association can recall all trophies/cups for safe keeping after a period of two months from date of final game.
- 1.10 All clubs must remain aware that the Jack Bryson Cup, the Donald McNair Cup and the Rolls Royce Cup are all national competitions. Entry to these competitions is done so in the understanding that through the draw, clubs may face a tie at an away destination and they must be prepared to travel. The Executive Committee shall action any sanctions regarding this at its discretion.
- 1.11 All expenses incurred in relation to pitches shall at all times be the responsibility of the home club, regardless of whether the game is played or otherwise.

2. National Cup - Playing of the Game

- 2.1 The duration of the game shall be two equal periods of forty five minutes. In the event of the tie resulting in a draw, extra time of two equal periods of fifteen minutes should be played and if the game is still tied after extra time, then the result will be reached by the taking of kicks from the penalty mark in accordance with the International Football Association Board.

- 2.2 All clubs must allow thirty minutes after official kick off time before voiding the game. Clubs failing to appear without a reasonable excuse will forfeit the tie.
- 2.3 Home clubs must phone or text the result to the Registration and Football Operations Officer within 1 hour of the match conclusion. There will be no replays and all ties must be played to a finish.
- 2.4 Teams drawn at home in all cup competitions will have 3 attempts to play the tie at home, after the third attempt the tie will become the home tie for the team who were originally drawn as the away team. Thereafter it will be at the discretion of the Executive Committee as to the venue of the tie.
- 2.5 No game shall be allowed to commence as a cup tie unless the club shall hand to the referee, before the game commences, two copies of the SWFA approved Team Sheet. One of which shall be sent to the Registration and Football Operations Officer of this Association within one day thereafter and the other given to the opposing club, both being signed by the referee.
- 2.6 Five substitutes from five can be used in all games from sixteen players named on the team sheet. Players must sign the team sheet with their proper signature. All team lines not fully completed will be dealt with by the Executive Committee.

3. National Cup - Eligibility of Players

- 3.1 No individual shall play for more than one club in any competition in one season and can only play with the club for which he is registered in all cup tie games in the same season.
- 3.2 The Executive Committee may exclude any club from taking further part in the cup competition that, in their opinion, knowingly play ineligible players.

4. National Cup - Process

- 4.1 The Executive Committee shall have the full power to ballot clubs in counties or districts as they deemed expedient, no club having more than one bye in one season unless under unavoidable circumstances.

- 4.2 The Registration and Football Operations Officer shall furnish all Association Secretaries and clubs of the draw by electronic communication, providing the date, and time of the ties.
- 4.3 The home club shall make contact with their opponents and referee by phone, text or email to confirm all arrangement for playing the tie seven days prior to the tie.
- 4.4 The Registration and Football Operations Officer will be responsible for organising match officials for final ties. This will be carried out in conjunction with the home club's affiliated body secretary. It is therefore the responsibility of the home clubs local match secretary who will have responsibility for appointing match officials.
- 4.5 No club objection to any referee appointment will be valid. The referee must be a member of the SFAR and will hold an up to date registration number.
- 4.6 In all SWFA cup competitions, the referee, assistant referee and fourth official shall be paid a fee set by the SWFA at the Annual General Meeting each year.
- 4.7 On application of either club the ground on which a cup tie is to be played shall be inspected by an inspector appointed by the Association at half fee.
- 4.8 Any club refusing or failing to play the club against which it has been drawn on the date and time stated and without sufficient reason for doing so shall be adjudged to have lost the match and will be dealt with at the discretion of the Executive Committee.
- 4.9 The clubs competing in the semi-final and final ties shall be bound to play the said semi-final and final on the dates and grounds fixed by the Association who shall make arrangements in connection therewith. Neither of the clubs shall be entitled to scratch and the clubs undertake, under penalty of paying the whole expense incurred by the Association, to play the said semi-final and final tie.
- 4.10 Home clubs must provide changing and washing facilities in all cup ties including hot water and toilets.

5. National Cup - Protests

- 5.1 Protests on points of play shall be formally intimated to the secretary of the opposing club. Such protest must be lodged in writing with the Policy and Governance Officer of this Association electronically or by recorded delivery within three days from the date of the tie, statutory holidays excluded, giving an exact statement of the infringement, and followed by a deposit of £30. Payment must be received prior to the case being heard. A verbatim copy of the protest sent to the secretary of the opposing club by electronic means or recorded delivery letter handed in at a post office.
- 5.2 All other protests or claims shall be lodged in writing with the Policy and Governance Officer of the Association, giving an exact statement of the nature and date of infringement and followed by a deposit of £30. A verbatim copy of the protest or claim sent to the secretary of the club protested or claimed against electronically or by the recorded delivery letter handed in at a post office all within three days after the tie, statutory holidays excluded.
- 5.3 A club successfully protested or claimed against shall be fined a sum equal to the protest or claim fee, together with any penalties which the Executive Committee may deem expedient. Should the committee consider the complaint trivial, or groundless, they have the power to forfeit the deposit and take further action.
- 5.4 Appellants shall be given seven days notice of the Executive Committee meeting to consider their protest or appeal.
- 5.5 The ground club shall be held responsible for the fulfilment of the ground conditions required by the SWFA and the laws of the game.
- 5.6 All protests to this Association and opposing Club must be forwarded electronically or by recorded delivery letter and shall state fully the grounds for protest. Thereafter all correspondence in relation to protests/appeals shall be conducted electronically.
- 5.7 Appeals that have been improperly lodged will forfeit the appeal fee.

- 5.8 Any club secretary, having doubts regarding opponents team sheets or players, should report this to the Association Registration and Football Operations Officer.
- 5.9 Any player under suspension by an affiliated body cannot take part in welfare football until such time as the suspension has been completed or lifted.
- 5.10 A match that is abandoned does not count as a complete in terms of a player serving a suspension.
- 5.11 A player registered with this Association will be subject matters for protest purposes if he takes part in football played under the Scottish Youth FA or SAFA.

6. National Cup - Finance

- 6.1 Admission money drawn at all cup ties with the exception of final ties, shall be the property of the SWFA, after deducting the referee and other absolutely necessary expenses between competing clubs. The committee shall have the full control of the final ties, making all arrangements and allocating all drawings as may be decided by them.
- 6.2 The SWFA will cover all match associated costs for semi-final ties (Pitch, Referee and Assistant Referees) however these ties will be played at the home ground of the team drawn first.
- 6.2 For finals, each club will receive twenty complimentary tickets for players and officials only.
- 6.3 The committee shall have the power to examine all accounts in connection with any match and order excessive or illegal charges to be refunded.
- 6.4 In cup ties the home club to pay the travelling expenses of £50 if the distance should be 100 miles or more one way. (In final ties the Association shall reimburse a club the sum of £100 if they have travelled more than 100 miles one way).
- 6.5 Rolls Royce Inter Association Trophy - The Association will be reimbursed in the final tie to the sum of £150 if they travel more than 100 miles one way.

Notice to all Associations

All electronic correspondence in relation to Registrations should be emailed to the Registration and Football Operations Officer.

All written correspondence in relation to Registrations should be sent to:

Registration and Football Operations Officer
6 St. Serfs Place
Tullibody
FK10 2RE

Notes

The Scottish Welfare Football Association is
affiliated to the Scottish Football Association

**The aim of the Association shall be to foster and develop
the game of association football**