



# Articles of Association 2017



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 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. The time commitments people have to give are increasing given the requirements through quality audit and performance management and we continue to strive to ensure that we can make it as easy as possible for everyone to enjoy the beautiful game we call football.

2017 will see a change in structure from the SWFA to recognise the changing times we are in and will see the SWFA become stronger in our efforts to meet the challenging and difficult times ahead. We see the inclusion, for the first time, of an ICT Officer, to instruct and guide us through the revolutionary new age of technology. We will be moving to video conferencing to hold our monthly meetings, taking into consideration the need for participation and also the geographical and financial difficulties inclusion brings.

We will be moving our AGM forward to coincide with registration for summer football and will predominantly be held in the North of Scotland. We will also be setting up development sessions in July to coincide with winter football registration.

As ever, the SWFA will put quality first and we will continue to assist clubs and associations to move forward and prosper. We will continue to offer low cost affordable football opportunities for all and will work throughout 2017 to develop a new five year plan.

We hope to consult with every club over the course of 2017 to improve engagement and I hope that this will give me the opportunity to meet as many volunteers as possible. I wish everyone well and hope that those who want to play football are given every 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](http://www.scottishfa.co.uk/judicialpanelprotocol)

## Scottish Welfare Football Association

(Affiliated to the Scottish Football Association)

Period 2017

### SWFA Office Bearers

**President**

**Mr Donald Beaton**

[donaldbeaton1@googlemail.com](mailto:donaldbeaton1@googlemail.com)

01360 550679

**Chief Executive Officer**

**Mr John Campbell**

[johncampbell@scottishwelfarefa.co.uk](mailto:johncampbell@scottishwelfarefa.co.uk)

**Audit and Performance Officer**

**Mr Callum Shanks**

[Shanks4thtanks@live.co.uk](mailto:Shanks4thtanks@live.co.uk)

01259 753275/07736237935

**Disciplinary and Registrations Officer**

**Mr Stuart Johnstone**

[Stuj292@aol.com](mailto:Stuj292@aol.com)

07795165667

**Administration Officer**

**Mr Steve Aitken**

[Saitken59@btinternet.com](mailto:Saitken59@btinternet.com)

07734325612

**Finance Officer**

**Mr David McKeown**

[mrdavidmckeown@gmail.com](mailto:mrdavidmckeown@gmail.com)

01236 609174 or 07814 493524

**Public Protection Officer**

**Mr Callum Shanks**

**ICT Officer**

**Mr Alasdair McNeill**

[alasdair.mcneill@sky.com](mailto:alasdair.mcneill@sky.com)

07899 683051

**Highland Welfare Cup Co-ordinator**

**John Campbell**

**Donald McNair Cup Co-ordinator**

**Stuart Johnstone**

**Jack Bryson Cup Co-ordinator**

**Willie Collins**

**Honorary Chairman**

**Mr Donald Beaton**

**Honorary Vice-Chairman**

**Mr David McKeown**

**Scottish Welfare Football Association  
Affiliated Association Secretaries**

**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 A McNeill, 8 Polvanie View, Inverness, IV3 8SU

07899 683051

**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

Richard Osborne, [richard.osborne1962@googlemail.com](mailto:richard.osborne1962@googlemail.com)  
07764259195

### East of Scotland League

David Baxter, 23/5 South Elix Place, Edinburgh, EH8 7PG  
0131 652 1633 or 07952 534015

## Scottish Welfare Football Association

### Committee Meeting Dates 2017

The following meetings will be held in the Board Room, Indodrill Stadium, Alloa Athletic FC, Clackmannan Road, Alloa.

#### 2017

14 July (Sunday 2pm – 4pm)

The following meetings will be held by video conferencing.

#### 2017

13 January (VC will start at 7pm)  
10 February  
20 April  
18 May  
15 June  
17 August  
21 September  
19 October  
16 November  
21 December

#### 2018

18 January  
15 February

#### AGM

The Annual General Meeting will be held in Laichmoray Hotel, Elgin

**05 March 2017** (Sunday 2pm – 4pm)

**11 March 2018**

## 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	Ardnace	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
2015/16	Invercairn 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
2015/16	N/A

## 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	No longer 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 is 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.

2.12 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 practice 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.

### 2.12 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 18, must have in place a child health and wellbeing policy.
- 4.2 Every affiliated body, club, player, official and volunteer 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 year at the AGM.
- 4.4 All Member Associations must have an appointed Public Protection Officer (Safeguarding Officer) who will be registered with the Scottish Welfare Football Association. A register of all appointed officials will be held and submitted to the Scottish Football Association.

#### **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 Audit and Performance Officer and any such requests should be forwarded directly to them. The Audit and Performance Officer will serve as the primary spokespersons for the 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 Disciplinary and Registration 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 Committee on receipt of the letter of declaration.

- 6.2 All application packs, along with all appropriate documentation, will be audited by the SWFA Committee at the Registration Meeting March (Summer) [this will be incorporated into the AGM] and July (Winter) which will be held in Alloa 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 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 Disciplinary and Registration 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 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 Disciplinary and Registration 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 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 AGM or Registration Meeting.

## 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 a Committee which will meet on a monthly basis and be made up of the following Office Bearers:
- Chair;
  - Chief Executive Officer;
  - Audit and Performance Officer;
  - Finance Officer;
  - ICT Officer;
  - Administration Officer;
  - Disciplinary and Registration Officer;
  - Safeguarding Officer;
  - National Cup Administrator (x3)
  - Honorary Chairman; and
  - Honorary Vice Chairman.
- 7.3 The Association shall meet on a monthly basis; this will be conducted by video conferencing. The Full Committee will consist of the following:
- All members of the executive; and
  - Representatives from Affiliated Bodies.
- 7.4 The disciplinary affairs of the Association shall be conducted on an as and when required basis. The Chief Executive Officer will appoint a panel of three to deal with all matters in relation to disciplinary, including Appeal Hearings;
- 7.5 All Affiliated Bodies will be held to account through the monthly Committee Meeting, which will be held on the second Friday of each month at 7pm.
- 7.6 The 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 a sub-committee of its number,

the minutes of the committee meeting being sufficient evidence of delegation of authority.

- 7.7 The Chair, or in his absence, an appointed person, shall preside at all meetings of the Committee and any sub-committee. 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 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 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 Committee at any one time.
- 7.12 All meetings of the Committee shall be held in a location at the discretion of the Chair or by video conferencing. The same will apply for any Emergency Meeting called.
- 7.13 The Annual General Meeting will be held in a locality which has Affiliation to the Scottish Welfare Football Association. The Annual General Meeting will be held on the second Sunday in March 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 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 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 Administration Officer, not later than the 30 January, by recorded delivery or electronically. These will be considered by the Committee in February before being presented at the AGM as competent.
- 7.15 The Association Audit and Performance Officer will provide all affiliated bodies with notifications and proposed alterations to the SWFA Articles, as approved by the Committee, no later than 7 days from the February 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 Chief Executive Officer will represent the SWFA at the NPGB Board.
- 7.19 The Audit and Performance Officer will represent the SWFA at all times on the SFA Congress.
- 7.20 The SWFA will be subject to an annual audit, conducted by the SFA annually. The Audit and Performance Officer will have delegated responsibility to align with this process, supported by an audit committee.
- 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 meeting. For Summer Associations this will be conducted at the AGM, for Winter Associations this will be conducted at the July Monthly Meeting.

- 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 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 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 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 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 Disciplinary and Registration 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 Disciplinary and Registration 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 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 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 Disciplinary and Registration 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 Committee. All suspensions over twelve months must be accompanied with the referee report.

## **11. Appeals** (See Appendix 3)

- 11.1 Applicants lodging appeals must ensure that any appeal has been formally addressed to the Chef Executive 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 An appointed panel of 3 members shall consider appeals from clubs against affiliated and permitted bodies and adjudicate thereon. Any member of the Committee who may be an interested party shall be excluded 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 Chief Executive Officer within seven days of the decision appealed against and a verbatim copy of the appeal will then be forwarded to the secretary of the body appealed against within seven days by the Chief Executive Officer. 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 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 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 Disciplinary and Registration 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.
- 12.10 All data collected by the SWFA will be done so taking into regard the 9 principles outlined in the Data Protection Policy.

### **13. Referees**

- 13.1 Affiliated Body's must send the names of all referees appointed to act in games under their jurisdiction to the Disciplinary and Registration 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.
- 13.4 Associations must appoint referees in partnership with the National Cup Administrator in all National Cup Competitions.

## 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		
Declaration Form	This must be completed and signed and returned with all payments due.		



## 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. In all cases, match referees must use SFA approved reporting templates. 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 Committee, the level of said fine will at all times be at the discretion of the 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 Disciplinary and Registration Officer of the SWFA by the appropriate affiliated body in order that they can be dealt with by the 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 Disciplinary and Registration Officer of the SWFA by

the appropriate affiliated body in order that they can be dealt with by the 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 Audit and Performance 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.



## 2.11 Terms of Dated Suspensions

2.11.1 When a suspension has been confirmed by the SWFA and the SFA, a person who is suspended cannot play, participate as an official, act as a 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

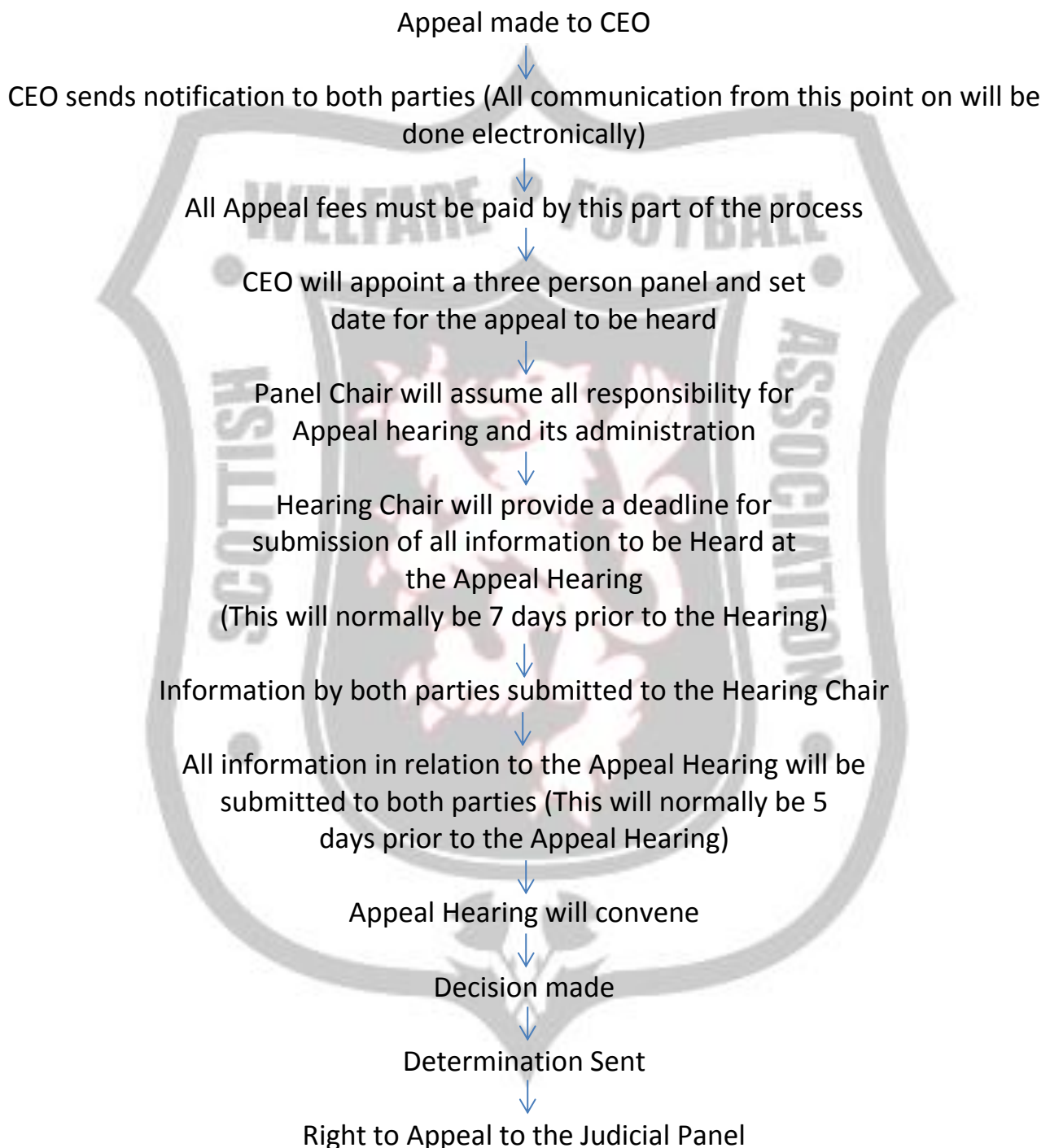
- Deliberately playing or participating while under suspension

Maximum suspension 2 years.



## Appendix 3

### Appeals Process Map





## Appendix 4

### Appeals Protocol

All Appeals will follow the undernoted process:

1. The Chair will introduce the panel;
2. The Chair will allow both parties to introduce themselves;
3. The Chair will outline the reason for the Appeal;
4. The Chair will confirm that the Appeal has been appropriately lodged and that the Appeal fee has been paid and proceed as follows;
  - a. If point 4 has not been completed appropriately, the Appeal will automatically be dismissed;
  - b. If point 4 is met, continue to point 5;
5. The Chair will advise appropriate behaviour;
  - a. Everything goes through the Chair;
  - b. Only one person speaking at a time;
  - c. Everyone will get the opportunity to speak;
6. The Appellant will get the opportunity to present their case;
7. The Chair will then allow questions from the third party (the person or association who the appeal is lodged against);
8. The Chair will then ask any questions;
9. The third Party will then be asked to present their case;
10. The Chair will then allow questions from the Appellant;
11. The Chair will then ask any questions;
12. The Chair will then ask the Appellant to summarise their case (if required);
13. The Chair will then ask the third party to summarise their case (if required);
14. The Chair will then adjourn to review the evidence;
15. The Chair will reconvene and make a decision based on the evidence;
16. The Chair will follow up the decision with a determination.

Any party can request an adjournment at any time through the Chair. It will be at the discretion of the Chair to approve or otherwise.

## 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 Highland Welfare Cup (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 Each of the National Cups will be facilitated by an appointed Co-ordinator/Administrator. This appointment will be approved at the AGM of the Scottish Welfare Football Association.
- 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 or Jack Bryson Cup].
- 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 Committee.
- 1.4 Each club shall forward its distinguished colours to the Disciplinary and Registration 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 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 Disciplinary and Registration 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 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 Committee.

- 1.7 The **Articles of Association** of the SWFA shall apply in all cases not covered by special cup tie rules and the **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 Highland Welfare 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 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 Disciplinary and Registration 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 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 Disciplinary and Registration 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 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 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 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 National Cup Co-ordinator/Administrator 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 by phone, text or email to confirm all arrangement for playing the tie seven days prior to the tie. It will be the home club's Association that will be responsible for appointing referees for National Cup Competition ties.
- 4.4 The National Cup Co-ordinator/Administrator 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 for all other ties.
- 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 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 Chief Executive Officer. Such protest must be lodged in writing 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 will be sent to the secretary of the opposing club by electronic means from the Chief Executive Officer.

- 5.2 All other protests or claims shall be lodged in writing with the Chief Executive 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 will be sent to the secretary of the club protested or claimed against by the Chief Executive Officer electronically 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 Appeal Panel/Disciplinary Panel 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 Appeal/Disciplinary Panel 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 Disciplinary and Registration 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 (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 Disciplinary and Registration Officer.

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

Disciplinary and Registration 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**