



## LEGAL ENTITY & MEDIA GUIDELINES

### ENTITY

#### Ownership and Change of Control

**2.13** Each Club shall publish its legal name, form (e.g. unincorporated association, company limited by shares or guarantee etc) and any identifier (e.g. company number). In addition, for those Clubs that are owned, then the Club shall also publish the identities of the ultimate owner (i.e. the name of an individual) of each Significant Interest in the Club. Such information shall as a minimum be published on the Club's official website on a page accessible directly from the home page of that official club website and/or within the Club's official matchday programme.

### MEDIA

#### Programmes & Social Media

**8.14** The home Club is responsible for publishing a full match programme acceptable to the Board for each of its Competition matches. [A full match programme available electronically only shall be acceptable providing that each Club has approval from the Board before the commencement of the Playing Season and must be continuous for the whole of that Playing Season.] A Team Sheet will not be considered sufficient to comply with this Rule.

The visiting Club must send in writing to the home Club details of the proposed team they plan to field together with their Club history and up-to-date pen pictures of their current Players registered with the Competition for the season and the latest team photograph at least five days before the scheduled date of the match between the two Clubs.

The home Club programme must include the details sent by the visiting Club in the match day programme and a copy of each match day programme shall be sent by the home Club to the Competition Secretary within 3 days of the match with the relevant match report form unless advised of an alternative arrangement by the Competition Secretary.

Programmes should be posted to Gary Langley, 16 Beechdene Road, Anfield, Liverpool, L4 2SU. Clubs will be responsible for all comments in their match day programme in respect of the Competition, the Company or other member Clubs, notwithstanding any disclaimers to the contrary.

No part of a Club's programme issued for a match in any competition shall, in the opinion of the Board, bring the Competition or the Company into disrepute.

All Clubs will be responsible for their official website or similar computer related information system, which is within the public domain. Nothing shall be included on the website which in the opinion of the Board brings the Competition or the Company into disrepute.

Clarification: computer related information system, which is in the public domain means:

**Club Website, Twitter, Facebook etc.**

Please note that any person connected with a Club, either Director, Committee Member, Team Management, Player etc who makes any comment which in the opinion of the Board brings the Competition or the Company into disrepute may be charged accordingly. Any comment directed at match officials and or opposing players or clubs will be reported to the relevant County FA. The avenue for complaints is via the Club Secretary to the League Secretary.

## **MEDIA REQUIREMENTS**

All Clubs should keep the League Media Team (**mediateam@nwcf.com**) informed of any news items.

The Media Team have full authority to interview any Club Official, Team Manager or Player on any item that they may consider to be newsworthy and have authority to publish such on the League Website or other Social Media platforms.

Clubs should provide the media team with contact details for the Club Press Officer(s) or suitable alternative contact and make Managers, Players and Club Officials available for interview on request, particularly in pre and post-match.

Clubs have permission to reproduce any article that appears on the League Website in their match programmes or on their Club Website.

Notwithstanding any claims to the contrary, the Media Team will at all times operate within the best interests of the League.