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## GENERAL PROVISIONS

### Definitions and Interpretation

1. In these Competition Rules (save where stated otherwise, or where the context requires otherwise), the following terms and expressions shall have the following meanings:

**2006 Act** shall have the meaning given to it in The Association's Rules;

**Affiliated Association** shall have the meaning given to it in The Association's Rules;

**Artificial Football Turf Pitch** means a field of play (as defined in the Laws of the Game) that is not a Grass Pitch, which complies with the requirements of the Laws of the Game and these Competition Rules;

**Associate** shall have the meaning given to it in The Association's Rules;

**Associate Member Club** shall have the meaning given to it in The Association's Rules;

**Associated Party** means:

- i. a Person who has Control of the Club or would be deemed to have an Interest in the Club in accordance with these Competition Rules;
- ii. any Associate of a Person who has Control of the Club or would be deemed to have an Interest in the Club in accordance with these Competition Rules;
- iii. any Person of which any Person(s) who has Control of the Club or would be deemed to have an Interest in the Club in accordance with these Competition Rules:
  - a. is a director;
  - b. either directly or indirectly has a Holding; or
  - c. is able to influence the financial, commercial or business affairs or management or administration of that Person
- iv. any Person of which any Associate of an Person(s) who has Control of the Club or would be deemed to have an Interest in the Club in accordance with these Competition Rules:
  - a. is a director;
  - b. either directly or indirectly has a Holding; or
  - c. is able to influence the financial, commercial or business affairs or management or administration of that Person
- v. any Person which is a Group Undertaking, Parent Undertaking, Subsidiary Undertaking or Associated Undertaking of any Person referred to in iii to iv above;
- vi. any Person who is an Associate, shareholder, director, employee or is able to influence the financial, commercial or business affairs or the management or administration of any Person referred to in iii, iv and v above and any Associate of any such shareholder, director or employee;
- vii. any Person who is an employee or partner or Associate of any Person referred to in vi above;
- viii. any Person who has an agreement with any Person referred to in i to vii above in relation to the exercise of their voting power in the Club or the holding or disposal of their interests in the Club;

- ix. a Person who has a Holding in the Club (whether directly, indirectly, by means of holding such interests in one or more other Person or by contract or otherwise including without limitation by way of any Concert Party) which confers in aggregate on the holder(s) thereof 5% or more of the total voting rights exercisable at general meetings of the Club;
- x. any Person who holds a loan interest or other debt or security interest of any kind in the Club or an entity in the same group of companies as the Club, with the exception of any such interest held:
  - a. as part of regulated banking services provided by a Financial Institution;
  - b. in the form of bonds, notes or other securities held by professional investors; or
  - c. pursuant to a debenture providing the holder with access to tickets to events at the Club's Ground; or
- xi. where a government, public or state-funded body has Control of a Club, any Person over which that government, public or state funded body also has Control.

**Guidance:** *When considering whether a Person is an Associated Party, the Professional Game Board will direct its attention to the substance of the relationship and not merely the legal form.*

**Associated Undertaking** shall have the meaning given to it in The Association's Rules;

**Authorised Signatory** means a Club Official duly authorised to sign documents on behalf of the Club;

**Away Club** means the Club playing, which has played, which should play or which should have played a Competition Match at the Ground of a Home Club (or where ground sharing is in operation, the Club whose name is drawn second);

**Board** shall have the meaning given to it in The Association's Rules;

**Club** shall have the meaning given to it in The Association's Rules;

**Club Bank Account** means a bank account registered with a Financial Institution in the name of the legal entity of the Club;

**Club Official** shall have the meaning given to it in The Association's Rules;

**Club Secretary** means the individual appointed to carry out the administration of the Club;

**Commercial Partners** means any commercial, educational, charitable or community institution or entity appointed as a partner for the Competition or granted rights in respect of the Competition by The Association from time to time;

**Commercial Regulations** means the commercial regulations for the Competition published by The Association from time to time, relating to matters such as the provision of access rights, television rights, radio rights, footage rights and marketing rights. The Association may publish multiple sets of commercial regulations which apply to different stages of the Competition;

**Competition** means The FA Challenge Cup competition;

**Competition Match** means any match played or to be played in the Competition;

**Competition Proper** means the stage of the Competition following the Qualifying Competition, as described in Rule 44 and Rule 45;

**Competition Rules** means these rules and any reference to a "Competition Rule" or "Rule" shall be interpreted accordingly;

**Competitions Office** means the department at The Association which is responsible for administering the Competition;

**Concert Party** shall have the meaning given to it in The Association's Rules;

**Contract Player** shall have the meaning given to it in The Association's Rules;

**Control** shall have the meaning given to it in The Association's Rules;

**Council** shall have the meaning given to it in The Association's Rules;

**County Association** shall have the meaning given to it in The Association's Rules;

**Director** shall have the meaning given to it in The Association's Rules;

**EFL** means the Football League Limited;

**EFL Championship** means the highest division organised by the EFL;

**EFL League One** means the second-highest division organised by the EFL;

**EFL League Two** means the third-highest division organised by the EFL;

**FIFA** means the Fédération Internationale de Football Association or any successor body;

**FIFA Quality Certificate** means the certificate provided by FIFA to serve as proof that an artificial surface fulfils the requirements to be granted "FIFA Quality" status, as defined in the FIFA Quality Programme;

**FIFA Quality Concept** means the predecessor to the FIFA Quality Programme;

**FIFA Quality Pro Certificate** means the certificate provided by FIFA to serve as proof that the surface fulfils the requirements to be granted "FIFA Quality Pro" status, as defined in the FIFA Quality Programme;

**FIFA Quality Programme** means the FIFA Quality Programme for Football Turf (October 2015) which provides the framework for the installation and use of high-quality Artificial Football Turf Pitches for football competitions and training sites;

**FIFA Recommended One Star Certificate** means the certificate provided by FIFA to serve as proof that the surface fulfils the requirements to be granted FIFA "One Star" status, as defined in the FIFA Quality Concept;

**FIFA Recommended Two-Star Certificate** means the certificate provided by FIFA to serve as proof that the surface fulfils the requirements to be granted FIFA "Two Star" status, as defined in the FIFA Quality Concept;

**Financial Institution** means any entity which is incorporated in, or formed under, the law of any part of the United Kingdom, and which has permission to under Part 4a of the Financial Services and Markets Act 2000 to carry on the regulated activity of accepting deposits (within the meaning of section 22 of that statute, taken with Schedule 2 and any order under section 22) but such definition shall not include:

- i. a building society (within the meaning of section 119 of the Building Societies Act 1986);  
or
- ii. a credit union (within the meaning of section 31 of the Credit Unions Act 1979);

**First Aider** means a person who holds a valid 'Emergency Medical First Aid in Football' or 'Emergency First Aid in Football' accreditation (or such equivalent qualification deemed acceptable by The Association from time to time);

**Full Member Club** shall have the meaning given to it in The Association's Rules;

**General Safety Certificate** shall have the meaning set out in section 1(4) of the Safety of Sports Grounds Act 1975;

**Goal Line Technology** shall have the meaning given to it in the Laws of the Game;

**Grass Pitch** means a field of play (as defined in the Laws of the Game) that is either natural grass, predominantly natural grass or intended to be predominantly natural grass, and one which conforms with the Laws of the Game;

**Green Guide** means the Guide to Safety at Sports Grounds in force from time to time;

**Ground** means the ground where all home first team matches of a Club are played, as specified in the Club's application to participate in the Competition;

**Holding** means the holding and/or possession of the beneficial interest in, and/or the ability to exercise the voting rights applicable to shares or other equity securities in a Club;

**Home Club** means the Club at whose Ground a Competition Match is, was, should be or should have been played (or where ground sharing is in operation, the Club whose name is drawn first);

**IATS** means International Artificial Turf Standard;

**IMS** means International Match Standard;

**Insolvency Act** means the Insolvency Act 1986;

**Insolvency Event** means any one of the following:

- i. entering into a Company Voluntary Arrangement pursuant to Part 1 of the Insolvency Act or a compromise or arrangement with creditors under Part 26 of the 2006 Act or a restructuring plan under Part 26A of the Companies Act or any compromise agreement with creditors as a whole; or
- ii. the lodging of a Notice of Intention to Appoint an Administrator or Notice of Appointment of an Administrator at the Court in accordance with paragraph 26 or paragraph 29 of Schedule B1 to the Insolvency Act, an application to the Court for an Administration Order under paragraph 12 of Schedule B1 to the Insolvency Act (other than paragraph 12(1)(c)) or where an Administrator is appointed or an Administration Order is made ("Administrator" and "Administration Order" having the meanings attributed to them respectively by paragraphs 1 and 10 of Schedule B1 to the Insolvency Act); or
- iii. an Administrative Receiver (as defined by section 251 of the Insolvency Act), a Law of Property Act Receiver (appointed under section 109 of the Law of Property Act 1925) or any Receiver appointed by the Court under the Supreme Court Act 1981 or any other Receiver is appointed over any assets which, in the opinion of the Professional Game Board, are material to the Club's ability to fulfil its obligations under these Competition Rules; or
- iv. the coming into force of a moratorium pursuant to Part A1 of the Insolvency Act; or
- v. shareholders passing a resolution pursuant to section 84(1) of the Insolvency Act to voluntarily wind up; or
- vi. a meeting of creditors is convened pursuant to section 95 or section 98 of the Insolvency Act; or
- vii. a winding up order is made by the Court under section 122 of the Insolvency Act or a provisional liquidator is appointed under section 135 of the Insolvency Act; or
- viii. ceasing or forming an intention to cease wholly or substantially to carry on business save for the purpose of reconstruction or amalgamation or otherwise in accordance with a scheme of proposals which have previously been submitted to and approved in writing by the Professional Game Board;

- ix. being subject to any insolvency regime in any jurisdiction outside England and Wales which is analogous with the insolvency regimes detailed in i to vii above; or
- x. have any proceeding or step taken or any court order in any jurisdiction made which has a substantially similar effect to any of the foregoing.

**Interest** means where a Club, Person or Associate either directly or indirectly (e.g. via agents, trusts, trustees, nominees, or other third parties):

- i. holds (or has applied to hold) any Holding;
- ii. is a member of a Club;
- iii. is involved in or has any power whatsoever to influence the management or administration of a Club (including but not limited to its financial, commercial and/or business affairs); or
- iv. has lent or gifted money to, purchased future receivables from (or any arrangement of substantially similar effect) or guaranteed the debts or obligations of a Club (other than in the ordinary course of banking);

**ITC** shall have the meaning given to it in The Association's Rules;

**Kit and Advertising Regulations** means The Association's regulations relating to kit and/or advertising in force from time to time;

**Laws of the Game** means the laws of the game as settled by the International Football Association Board and in force from time to time;

**League** means a league competition sanctioned by The Association and/or an Affiliated Association;

**Match Arrangement Form** means the form to be completed and signed by an Authorised Signatory of both the Home Club and the Away Club and submitted using MOAS (or any other form introduced by The Association to replace or supersede the Match Arrangement Form from time to time);

**Match Official** means any match official recognised by the International Football Association Board, including but not limited to any category of 'on-field match officials' (such as referees, assistant referees, fourth officials, additional assistant referees and reserve assistant referees), and any category of 'video' match officials (such as video assistant referees and assistant video assistant referees);

**Match Participant** means a Club, Club Official, Player or Match Official who is participating in the Competition or has participated in the Competition in the current Season;

**Match Report Form** means the form which confirms the result of a Competition Match and the details set out in Rule 93 and submitted using MOAS (or any other form introduced by The Association to replace or supersede the Match Report Form from time to time);

**MOAS** means the Match Official Administration System administered by The Association (or any system implemented by The Association to replace or supersede MOAS);

**Multi-Ball System** means a system whereby another match ball is supplied as soon as a match ball goes out of play, in accordance with Law 2 of the Laws of the Game;

**National League System** shall have the meaning given to it in The Association's Rules;

**Net Gate Receipts** shall have the meaning given to it in Rule 227;

**Non-Contract Player** shall have the meaning given to it in The Association's Rules;



**Observer** means an individual appointed by The Association to appraise the performance of the Match Officials appointed to a particular Competition Match;

**Official Team Sheet** means the list of Players taking part in a Competition Match which is submitted to the referee and a representative of the opposing Club prior to the Competition Match;

**Off-Shore Association** means any of the Guernsey Football Association, the Isle of Man Football Association or the Jersey Football Association;

**Parent Club** means the Club which has either (a) in respect of a Player, loaned the Player to another Club, or (b) in respect of a Scholar, sent the Scholar to another Club for a period of work experience in accordance with Rule C of The Association's Rules;

**Parent Undertaking** shall have the meaning given to it in The Association's Rules;

**Person** shall have the meaning given to it in The Association's Rules;

**PGMOL** means the Professional Game Match Officials Limited;

**Pitch** means an Artificial Football Turf Pitch or a Grass Pitch;

**Pitch Protection System** means the system of pitch protection provided by agents appointed by The Association from time to time;

**Pitch Test** means the test(s) in respect of an Artificial Football Turf Pitch conducted by a FIFA accredited field test institute or UKAS accredited test institute in accordance with the requirements of the FIFA Quality Programme, IATS or IMS (as appropriate);

**Player** shall have the meaning given to it in The Association's Rules;

**Pool** means a fund held by The Association which shall be distributed by the Professional Game Board from time to time;

**Premier League** means The Football Association Premier League Limited;

**Professional Game Board** shall have the meaning given to it in The Association's Rules;

**Qualified Medical Practitioner** means a graduate health care professional e.g., a doctor, physiotherapist, paramedic, nurse, sport therapist or sports rehabilitator, having the appropriate valid medical insurance, and being registered with a recognised professional body, (e.g., the General Medical Council, Health Care Professions Council, Royal College of Nursing, Society of Sports Therapists, Sports Therapy Association, Sports Therapy Organisation or Federation of Holistic Therapists Directory Service);

**Qualifying Competition** means the stage of the competition prior to the Competition Proper, as described in Rule 42 and Rule 43;

**Registration Deadline** shall have the meaning given to it in Rule 101;

**Regulated Stand Certificate** means a certificate issued by a local authority pursuant to section 26(6) of the Fire Safety and Safety of Places of Sport Act 1987;

**Replay** means a Competition Match played on the Ground of the Away Club after the first Competition Match resulted in a draw in accordance with Rule 86;

**Scholar** shall have the meaning given to it in The Association's Rules;

**Statement of Receipts and Payments Form** means the form to be completed by Clubs in respect of the statement of account for the Competition Match, which must be signed by an Authorised Signatory of the Home Club and submitted using MOAS (or any other form introduced by The Association to replace or supersede the Statement of Receipts and Payments Form from time to time);



**Season** means the period between the day of the first Competition Match in the Qualifying Competition and the Final of the Competition in any given year (references to a Season in these Competition Rules shall be assumed to be references to the current Season unless otherwise stated);

**Subsidiary Undertaking** shall have the meaning given to it in The Association's Rules;

**Technical Area** shall have the meaning given to it in Law 1 of the Laws of the Game;

**Temporary Stand** means a stand that is not used after the Competition Match for which it was erected;

**Terms of Reference for the Operation of the Professional Game Board** means the terms of reference which outline the functions of the Professional Game Board;

**The Association** means The Football Association Limited;

**The Association's Disciplinary Regulations** means The Association's disciplinary regulations in force from time to time;

**The Association's National Ground Grading Requirements** means the ground grading requirements set by The Association from time to time, and references to numbered grades in this context shall be construed accordingly;

**The Association's National League System Regulations** means The Association's regulations governing the National League System in force from time to time;

**The Association's Rules** means the Rules of The Association in force from time to time;

**The FA Challenge Trophy** means The Football Association Challenge Trophy competition;

**The FA Challenge Vase** means The Football Association Challenge Vase competition;

**Trophy** means The Football Association Challenge Cup trophy;

**UEFA** means the Union des Associations Européennes de Football;

**UKAS** means the United Kingdom Accreditation Service; and

**VAR** means video assistant refereeing in accordance with any protocol and/or guidance issued by the International Football Association Board and/or The Association from time to time.

2. Unless the context otherwise requires:
  - 2.1. words importing the singular number shall include the plural and vice versa; and
  - 2.2. words importing any particular gender shall include all other genders.
3. References in these Competition Rules to statutory provisions shall be construed as references to those provisions as amended or re-enacted from time to time.

#### **Control of the Competition**

4. The Competition shall be called 'The Football Association Challenge Cup' and shall be marketed under the title determined by the Professional Game Board from time to time or as communicated in the Commercial Regulations.
5. The ownership, organisation, control and management of the Competition and any rights associated with it of any nature shall be vested entirely and exclusively in The Association.



6. A Club participating in the Competition shall have only such rights in relation to the Competition as are expressly granted to the Club under these Competition Rules or by The Association in writing.
7. All Match Participants shall be bound by and comply with these Competition Rules (or any rules or regulations issued pursuant to these Competition Rules, including the Commercial Regulations) and be deemed to have agreed to abide by the decisions of The Association and Professional Game Board in relation to the Competition (subject to any right of appeal prescribed in these Competition Rules).
8. All Match Participants shall be bound by and comply with the Commercial Regulations and any alleged breach of the Commercial Regulations shall be referred to the Professional Game Board for determination.
9. Each Club undertakes to indemnify and keep indemnified The Association and its officers, directors, employees and authorised representatives from and against any claims for direct or consequential loss or damage made by any of the Commercial Partners caused or otherwise attributable to any failure of the Club to fully comply with, or any breach by the Club of, these Competition Rules.
10. In relation to its arrangements with Commercial Partners, The Association shall make such provision for payments to Clubs as it shall from time to time consider appropriate.

**Powers of the Professional Game Board**

11. The Association has delegated to the Professional Game Board the power to undertake the functions set out in paragraph 3.1 of the Terms of Reference for the Operation of the Professional Game Board.
12. The Professional Game Board shall have the power to:
  - 12.1. consider the interpretation of these Competition Rules;
  - 12.2. investigate and consider alleged breaches of these Competition Rules;
  - 12.3. consider a protest lodged in accordance with Rule 295; and
  - 12.4. take such action, vary such Rules and make such decisions, orders, rulings (including as to costs) and impose such penalties as necessary on all matters arising out of or in relation to the organisation, control and management of the Competition.
13. In exercising its powers under Rule 12, the Professional Game Board:
  - 13.1. shall follow such procedures as it considers appropriate;
  - 13.2. shall not be obliged to follow the strict rules of evidence;
  - 13.3. shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law;
  - 13.4. may admit such evidence as it thinks fit and accord such evidence the weight it considers appropriate in all the circumstances; and
  - 13.5. may draw such inference from the failure of a witness to give evidence or answer a question as it considers appropriate.

14. Any member of the Professional Game Board directly connected with a Club involved in: (a) a question or dispute regarding the interpretation of these Competitions Rules, (b) an alleged breach of these Competition Rules, or (c) a protest lodged in accordance with Rule 295, shall not have any involvement in the consideration or determination of such matter.
15. The Professional Game Board may, at its absolute discretion, appoint from time to time a committee to take such action and make such decisions, orders and determinations on its behalf which shall be deemed as decisions of the Professional Game Board.
16. In addition to any other action, penalty or order that it considers appropriate, the Professional Game Board shall have the power to:
  - 16.1. disqualify any Club, or Player of any Club(s), which it determines to have breached The Association's Rules and/or these Competition Rules (and any rules or regulations issued pursuant to these Competition Rules); and/or
  - 16.2. order the repayment of any sums gained by a Club for the rounds of the Competition in relation to which it is determined that the Club was in breach of these Competition Rules (the Professional Game Board may, at its absolute discretion, award the recovered monies to the Club(s) that were defeated by the Club found to be in breach in those rounds).
17. Subject to Rule 18, any decision of the Professional Game Board shall be final and binding.
18. Where a Club is disqualified from the Competition by the Professional Game Board, it may appeal that decision to an appeal board in accordance with the procedure set out in Appendix 1.

**SECTION A: CLUB ELIGIBILITY AND PARTICIPATION****Eligibility**

19. The first team of Clubs competing in the Premier League, EFL and at Steps 1 to **5** of the National League System shall be eligible to participate in the Competition, subject to Rule 20 and the Club's Ground conforming to the requirements set out in Rule 143.
20. A Club which does not compete in the Premier League or EFL must be competing in either The FA Challenge Trophy or The FA Challenge Vase in the Season for which it has applied to participate in the Competition in order to be eligible.

**Application Process**

21. On or before 1 April, a Club competing in the Premier League, EFL or at Steps 1 to 5 of the National League System that wishes to participate in the Competition in the following Season must complete the online application and payment process (details of which will be provided by The Association from time to time).

**Guidance:** *For example, a Club that wishes to participate in the Competition during the 2024-25 Season must complete the application and payment process on or before 1 April 2024.*

22. By the closing date specified in Rule 21, an applicant Club must have the following documentation in place and make it available to The Association upon request:
  - 22.1. annual accounts prepared in accordance with The Association's Rules in force from time to time;
  - 22.2. up-to-date Memorandum of Association, Articles of Association and/or Club rules (where applicable); and
  - 22.3. details of the Club Bank Account.
23. Where a Club fails to submit to The Association upon request any item of documentation listed in Rule 22, the Club may be subject to sanction by the Professional Game Board (at its absolute discretion).
24. Applications from Clubs affiliated to Off-Shore Associations in Steps 1 to 5 of the National League System will be considered on an annual basis and, if accepted, special provisions may apply to such Clubs as contained in Appendix 2.
25. The Professional Game Board may, at its absolute discretion, reject the application of any Club.

**Admission**

26. An applicant Club competing in the Premier League, EFL or at Steps 1 to 5 of the National League System shall be automatically admitted to participate in the Competition in the following Season (subject to Rule 23 and Rule 25), provided that the Club:
  - 26.1. is eligible to participate in the Competition; and
  - 26.2. has complied with the requirements of Rule 21 and Rule 22 (where applicable).

27. Where additional places in the Competition are available for a particular Season, the Professional Game Board may invite Clubs competing at Step 6 of the National League System to participate in the Competition in accordance with criteria determined by the Professional Game Board from time to time.

**Assignment**

28. Where a Club has been admitted to participate in the Competition, it may not assign or otherwise transfer its right to participate in the Competition without the prior written approval of the Professional Game Board. An assignment request must be made in writing to the Professional Game Board and must set out the details of the intended transferee and the reason for the transfer. The Professional Game Board shall determine whether or not to approve any such request at its absolute discretion.
29. When considering a request made in accordance with Rule 28, the Professional Game Board may consider the criteria set out in Rule A3.7 of The Association's Rules (and any successor FA Rule) and any other conditions at its absolute discretion.
30. The Professional Game Board may only approve a request made in accordance with Rule 28 on the condition that the transferee shall be treated for the purposes of these Competition Rules and The Association's Rules as being the same entity as the transferor.

**Removal**

31. Where a Club has been admitted to participate in the Competition but is then removed from the League in which it competes (or its League fixtures are suspended), the Professional Game Board may remove the Club from the Competition.
32. Where a Club or Parent Undertaking of that Club, when applying to enter the Competition or at any time during the course of the Competition, suffers an Insolvency Event, that Club must notify the Professional Game Board immediately in writing. The Professional Game Board shall, at its absolute discretion, determine: whether to (a) accept the Club's application or (b) allow that Club to continue participating in the Competition (as applicable). As part of the Professional Game Board's determination, it may impose terms and conditions on the Club in relation to its ongoing participation in the Competition.
33. Where a Club that is either a Full Member Club or Associate Member Club fails to pay The Association's membership subscriptions (in accordance with The Association's Rules) by 1 July immediately preceding the current Season, the Club may be subject to removal from the Competition by the Professional Game Board.
34. Where a Club is removed from the Competition, the Club's opponent in the round immediately preceding the Club's removal from the Competition will be reinstated to the Competition (unless the Professional Game Board determines otherwise, at its absolute discretion).

**Withdrawal**

35. Subject to Rule 37, where a Club intends to withdraw from the Competition it must notify such intention to The Association and the opposing Club as soon as reasonably possible and in any event not less than eight days before it is scheduled to play in its next Competition Match and provide a reason for withdrawing from the Competition.

36. Where a Club fails to comply with Rule 35, it shall be reported to the Professional Game Board who may compel that Club to pay any expenses incurred and take such other action as the Professional Game Board considers appropriate.
37. Where a Club decides to withdraw from the Competition following a drawn, postponed or abandoned Competition Match, the Club must give notice to The Association and the opposing Club immediately following the Competition Match (where it is drawn) or immediately following the postponement or abandonment of the Competition Match.
38. Where a Club fails to give a satisfactory reason for withdrawing from the Competition, the Professional Game Board may, in addition to any other action considered appropriate, prohibit the Club from entering the Competition in the following Season and/or impose a fine in an amount considered appropriate by the Professional Board.
39. Where a Club withdraws from the Competition, the Club it was scheduled to play in the next round of the Competition will automatically advance to the next round of the Competition.

**SECTION B: COMPETITION FORMAT, MATCH SCHEDULING AND MATCH DAY PROCEDURES****Competition Format**

- 40. Unless otherwise stated, all Competition Matches shall be played in conformity with the Laws of the Game.
- 41. The Competition shall consist of a Qualifying Competition and a Competition Proper.

*Qualifying Competition*

- 42. The Qualifying Competition shall:
  - 42.1. consist of all Clubs admitted to participate in the Competition in accordance with Section A of these Competition Rules, save for the 92 Clubs referred to in Rule 44.1; and
  - 42.2. be played on a geographical basis, as determined by the Professional Game Board.
- 43. The Qualifying Competition shall be divided into six rounds as follows:
  - 43.1. Extra Preliminary Round;
  - 43.2. Preliminary Round;
  - 43.3. First Round Qualifying;
  - 43.4. Second Round Qualifying;
  - 43.5. Third Round Qualifying; and
  - 43.6. Fourth Round Qualifying.

*Competition Proper*

- 44. The Competition Proper shall consist of:
  - 44.1. 92 Clubs selected by the Professional Game Board and exempted from playing in the Qualifying Competition; and
  - 44.2. 32 Clubs which have progressed from the Qualifying Competition.
- 45. The Competition Proper shall be divided into eight rounds as follows:
  - 45.1. First Round Proper;
  - 45.2. Second Round Proper;
  - 45.3. Third Round Proper;
  - 45.4. Fourth Round Proper;
  - 45.5. Fifth Round Proper;
  - 45.6. Quarter-Finals;
  - 45.7. Semi-Finals; and
  - 45.8. Final.



### *Round Exemptions*

46. Certain Clubs will be exempted from particular rounds of the Qualifying Competition and Competition Proper, as determined by the Professional Game Board from time to time.

### *Draws*

47. The ties for each round of the Competition shall be determined by means of a draw. The winner of each tie in each round shall progress to the next round (subject to Rules 86 to 88) and this process shall continue until the Final.
48. Following the draw for each round:
- 48.1. notice shall be given to each Club by The Association of the name of its opponent Club and the date and time when the Competition Match is scheduled to be played;
  - 48.2. for all rounds up to and including the Quarter-Finals, the Home Club shall:
    - 48.2.1. complete the Match Arrangement Form, which must be submitted to The Association and the Away Club within seven days of the date of the draw; and
    - 48.2.2. for all rounds up to and including the **Fourth Round Qualifying**, communicate with the Away Club within two days of the draw (or the date their participation in the fixture is confirmed) to agree a proposed date for any Replay. The Home Club must notify The Association of the proposed date for any Replay within the Match Arrangement Form; and
  - 48.3. Clubs must ensure that all relevant local authorities and/or the police are made aware as soon as possible of any potential dates for any Replay. If there are issues envisaged with any such arrangements, The Association should be informed as soon as possible following the draw.

### **Match Scheduling**

#### *Match Dates - General*

49. The date upon which a Competition Match is played shall be as set out in these Competition Rules, save as otherwise determined by the Professional Game Board.
50. Where, at the request of the police and/or a relevant local authority, a Competition Match cannot be played on the date scheduled, then that Competition Match will be automatically rescheduled to the following day unless otherwise directed by The Association.



*Match Dates – Qualifying Competition*

51. In the Qualifying Competition, there will be three consecutive ‘windows’ for playing matches, and only certain matches may be played in each ‘window’, as follows:

| <b>Window<br/>(Dates)</b>   | <b>Competition Matches</b>   | <b>Relevant Rule</b>                                  |
|---|--|---|
| <b>First Window<br/>(Friday-Sunday)</b>   | <ul style="list-style-type: none"> <li>First matches only</li> </ul>   | See Rules 52 to 55.                                   |
| <b>Second Window<br/>(Monday-Thursday immediately<br/>following First Window)</b> | <ul style="list-style-type: none"> <li>A postponed first match originally scheduled to be played in the First Window.</li> <li>A replay of a first match played and drawn in the First Window</li> </ul> | <p>See Rules 56 to 58.</p> <p>See Rules 59 to 61.</p> |
| <b>Third Window<br/>(Monday-Thursday immediately<br/>following Second Window)</b> | <ul style="list-style-type: none"> <li>A replay of a first match played and drawn in the Second Window.</li> <li>A postponed replay originally scheduled to be played in the Second Window</li> </ul>    | <p>See Rules 62 to 64.</p> <p>See Rules 65 to 67.</p> |

First Window: First Matches

52. The default date for playing a Competition Match in a round in the Qualifying Competition is Saturday, but the competing Clubs can agree to play the Competition Match on any day between the Friday and Sunday of that weekend (“**First Window**”). The consent of The Association must be obtained to play the Competition Match on a date other than the default date (subject to Rule 53).
53. If the Home Club has a ground sharing agreement, the Competition Match cannot be played at the Home Club’s Ground on the Saturday and the Clubs cannot agree on another day within the First Window, the default date for playing that Competition Match shall be the Sunday within the First Window. The Clubs do not need to obtain the consent of The Association to play the Competition Match on that date.
54. If the competing Clubs are not able to play the Competition Match at the Ground of the Home Club on the default or agreed date (as applicable) within the First Window, due to a reason which would lead to the Competition Match being postponed, the competing Clubs can agree to:
- 54.1. play the Competition Match at the Ground of the Away Club on the default or agreed date (as applicable) within the First Window;
- 54.2. play the Competition Match at an alternative venue on the default or agreed date (as applicable) within the First Window (in accordance with Rule 71); or

- 54.3. play the Competition Match at the Ground of the Home Club, the Ground of the Away Club or an alternative venue (in accordance with Rule 71) on another date in the First Window (where possible),

provided that in each case the consent of The Association has been obtained.

55. Save for where the Competition Match is postponed (in which case Rules 56 to 58 shall apply), if one or both of the competing Clubs are not able (or willing) to play the Competition Match on a date in the First Window, the Professional Game Board shall take such action as it deems appropriate (at its absolute discretion).

## Second Window: Postponed First Matches

56. The default date for playing a Competition Match postponed in the First Window is the Tuesday immediately following the First Window, but the competing Clubs can agree to play the Competition Match on any day between the Monday and Thursday immediately following the First Window ("**Second Window**"). The consent of The Association must be obtained to play the Competition Match on a date other than the default date.

57. If the competing Clubs are not able to play the Competition Match at the Ground of the Home Club on the default or agreed date (as applicable) within the Second Window, due to a reason which would lead to the Competition Match being postponed, the competing Clubs can agree to:

- 57.1. play the Competition Match at the Ground of the Away Club on the default or agreed date (as applicable) within the Second Window;
- 57.2. play the Competition Match at an alternative venue on the default or agreed date (as applicable) within the Second Window (in accordance with Rule 71); or
- 57.3. play the Competition Match at the Ground of the Home Club, the Ground of the Away Club or an alternative venue (in accordance with Rule 71) on another date in the Second Window (where possible),

provided that in each case the consent of The Association has been obtained.

58. If one or both of the competing Clubs are not able (or willing) to play the Competition Match on a date in the Second Window, the Professional Game Board shall take such action as it deems appropriate (at its absolute discretion).

## Second Window: Replays of a First Match Played in the First Window

59. The default date for replaying a Competition Match drawn in the First Window is the Tuesday immediately following the First Window, but the competing Clubs can agree to play the Competition Match on another day in the Second Window. The consent of The Association must be obtained to play the Competition Match on a date other than the default date.

60. If the competing Clubs are not able to play the Replay at the Ground of the Club drawn second on the default or agreed date (as applicable) within the Second Window, due to a reason which would lead to the Competition Match being postponed, the competing Clubs can agree to:

- 60.1. play the Competition Match at the Ground of the Club drawn first on the default or agreed date (as applicable) within the Second Window;
- 60.2. play the Competition Match at an alternative venue on the default or agreed date (as applicable) within the Second Window (in accordance with Rule 71); or

- 60.3. play the Competition Match at the Ground of the Club drawn second, the Ground of the Club drawn first or an alternative venue (in accordance with Rule 71) on another date in the Second Window (where possible),

provided that in each case the consent of The Association has been obtained.

61. Save for where the Replay is postponed (in which case Rules 65 to 67 shall apply), if one or both of the competing Clubs are not able (or willing) to play the Replay on a date in the Second Window, the Professional Game Board shall take such action as it deems appropriate (at its absolute discretion).

#### Third Window: Replays of a First Match Played in the Second Window

62. The default date for replaying a Competition Match drawn in the Second Window is the Tuesday immediately following the Second Window, but the competing Clubs can agree to play the Competition Match on any day between the Monday and Thursday immediately following the Second Window (the “**Third Window**”). The consent of The Association must be obtained to play the Competition Match on a date other than the default date.

63. If the competing Clubs are not able to play the Competition Match at the Ground of the Club drawn second on the default or agreed date (as applicable) within the Third Window, due to a reason which would otherwise lead to the Competition Match being postponed, the competing Clubs can agree to:

- 63.1. play the Competition Match at the Ground of the Club drawn first on the default or agreed date (as applicable) within the Third Window;
- 63.2. play the Competition Match at an alternative venue on the default or agreed date (as applicable) within the Third Window (in accordance with Rule 71); or
- 63.3. play the Competition Match at the Ground of the Club drawn second, the Ground of the Club drawn first or an alternative venue (in accordance with Rule 71) on another date in the Third Window (where possible),

provided that in each case the consent of The Association has been obtained.

64. If one or both of the competing Clubs are not able (or willing) to play the Competition Match on a date in the Third Window, the Professional Game Board shall take such action as it deems appropriate (at its absolute discretion).

#### Third Window: Replays Postponed in the Second Window

65. The default date for playing a Replay postponed in the Second Window is the Tuesday immediately following the Second Window, but the competing Clubs can agree to play the Replay on any day in the Third Window. The consent of The Association must be obtained to play the Competition Match on a date other than the default date.

66. If the competing Clubs are not able to play the Replay at the Ground of the Club drawn second on the default or agreed date (as applicable) within the Third Window, due to a reason which would otherwise lead to the Competition Match being postponed, the competing Clubs can agree to:

- 66.1. play the Competition Match at the Ground of the Club drawn first on the default or agreed date (as applicable) within the Third Window;

- 66.2. play the Competition Match at an alternative venue on the default or agreed date (as applicable) within the Third Window (in accordance with Rule 71); or
- 66.3. play the Competition Match at the Ground of the Club drawn second, the Ground of the Club drawn first or an alternative venue (in accordance with Rule 71) on another date in the Third Window (where possible),

provided that in each case the consent of The Association has been obtained.

- 67. If one or both of the competing Clubs are not able (or willing) to play the Competition Match on a date in the Third Window, the Professional Game Board shall take such action as it deems appropriate (at its absolute discretion).

#### *Match Dates – Competition Proper*

- 68. In all rounds of the Competition Proper (subject to Rule 49, Rule 69 and Rule 70) the default date of a match shall be the Saturday.
- 69. If the Home Club has a ground sharing agreement and the Competition Match cannot be played at the Home Club's Ground on the default date for the round, the competing Clubs can agree to play the Competition Match the day before or after the default date for the round. If the Clubs cannot agree on a day, the default date shall be the Sunday, unless the Professional Game Board decides otherwise, and the Clubs do not need to obtain the consent of The Association to play the Competition Match on that date.
- 70. If the competing Clubs are not able to play the Competition Match on the default or agreed date, the Competition Match shall be played as directed by the Professional Game Board and/or the Professional Game Board shall take such action as it deems appropriate (at its absolute discretion).

#### *Venues*

- 71. Unless the consent of the Professional Game Board has been requested and obtained in relation to a change of venue and subject to Rules 72, 73 and 74:
  - 71.1. each Competition Match shall be played at the Ground of the Home Club;
  - 71.2. in the case of a Replay, the Competition Match shall be played at the Ground of the Club drawn second (or as directed by The Association); and
  - 71.3. in the case of a postponed Competition Match (including a postponed Replay), the Competition Match shall be played on the same Ground as originally scheduled.
- 72. The Semi-Finals and the Final shall be played at venues selected by The Association and The Association shall control the arrangements for those Competition Matches. Any such venue shall be entitled to a payment agreed by The Association (as appropriate).
- 73. Where a Competition Match in the Competition Proper involving a Club competing in the Premier League or the EFL is scheduled to be played on the Ground of a Club competing outside the Premier League or EFL:
  - 73.1. the Home Club shall take all necessary steps to liaise with all relevant local authorities and/or the police to assess the suitability from a safety and security point of view of staging the Competition Match at its Ground (including by reference to the guidance on stadium capacity in the Green Guide);

- 73.2. the Home Club must provide a declaration from all relevant local authorities and/or the police that Competition Matches are able to be staged at the capacity stated by the Home Club;
  - 73.3. the Home Club shall complete any assessment in accordance with Rule 73.1, notify the outcome of the assessment to The Association, along with such documentation supporting the assessment as may be required by The Association, and provide the declaration in accordance with Rule 73.2 within three days of the date of the draw or such longer period as may be agreed by The Association;
  - 73.4. The Association shall decide whether to permit the Competition Match to be played at the Home Club's Ground, taking into account the assessment and any supporting documentation provided pursuant to Rule 73.2 and Rule 73.3;
  - 73.5. if The Association permits the Competition Match to be played at the Home Club's Ground, the Away Club may lodge a protest in accordance with Rule 293.3; and
  - 73.6. if The Association does not permit the Competition Match to be played at the Home Club's Ground then, subject to the agreement of the Professional Game Board, the first alternative ground shall be the nearest ground considered suitable by the relevant local authority and/or the police.
74. The Professional Game Board may order that any Competition Match be played on an alternative ground if it is considered appropriate and necessary.
75. Where a Competition Match is not played at the Ground of the Home Club in accordance with Rule 71:
- 75.1. the Professional Game Board shall determine the financial conditions on which the Competition Match shall be played, and this may include that any excess receipts are to be paid into the Pool; and
  - 75.2. where the Ground of the Home Club has previously been deemed suitable to stage a Competition Match in accordance with Rule 73 but subsequently deemed unsuitable to stage a Competition Match in accordance with Rule 73, that Club may be refused entry into the Competition in the following Season and may be subject to such other action as the Professional Game Board shall deem necessary.
76. No monetary or other consideration shall be requested, offered or paid in connection with negotiations for a change of venue.
77. A Home Club may erect a Temporary Stand for the purposes of a Competition Match, provided that all relevant local authorities and/or the police have been consulted (at the earliest opportunity) and confirmed that the proposal is suitable from a safety and security perspective.

**Match Procedures**



### *Kick-Off Times*

- 78. Subject to Rule 79 and Rule 80, a Competition Match scheduled to take place on a Saturday or Sunday shall kick-off at 3.00pm and a Competition Match scheduled to take place on a weekday shall kick-off at 7.45pm.
- 79. Clubs may mutually agree an alternative kick-off time, subject to the approval of the Professional Game Board.
- 80. The Professional Game Board may order that a kick-off time is changed.
- 81. The referee shall report any late kick-off to The Association. The Professional Game Board may impose a fine on the Club(s) determined responsible for the late kick-off. For a first offence by a Club on a live broadcast tie in the First Round Proper or the Second Round Proper, a fine of up to £1,000 may be imposed and on live broadcast ties from the Third Round Proper onwards a fine of up to £5,000 may be imposed.
- 82. In relation to a Semi-Final or the Final only, the Professional Game Board may impose a fine on a Club which, without good reason, causes a delay to the kick-off time or the restart of the Competition Match following the half-time interval. For a first offence, a fine of up to £5,000 may be imposed and on a second or subsequent occasion within two years of the first such occasion(s) a fine of up to £10,000 may be imposed.

### *Match Duration*

- 83. Subject to Rule 87, each Competition Match shall last for two equal halves of 45 minutes, subject to any allowance made by the referee for time lost in each half.
- 84. The half-time interval shall be 15 minutes for all Competition Matches.
- 85. Both teams and the Match Officials shall enter the field of play together five minutes prior to the scheduled kick-off time.

### *Replays*

- 86. Where a Competition Match up to and including the **Fourth Round Qualifying** has resulted in a draw, it shall be replayed in accordance with Rule 71.2 or as directed by The Association.

### *Extra Time – Replays, Fifth Round Proper, Quarter-Finals, Semi-Finals and Final*

- 87. Where the score is level **at full time** in a Replay in the **Qualifying Competition**, or a Competition Match in the **Competition** Proper:
  - 87.1. 30 minutes of extra time shall be played (two equal halves of 15 minutes); and
  - 87.2. where the score is still level after the 30 minutes of extra time, the winner shall be determined by penalties in accordance with the Laws of the Game.

### *Postponements*

- 88. Where a Competition Match (including a Replay) has been postponed, it shall be played in accordance with Rule 71.3 or as directed by The Association.

### *Abandonments*

89. Where a Competition Match has been abandoned after it has commenced (but before it has been completed), the Professional Game Board shall deal with the matter as it sees fit at its absolute discretion.

*Requirement to inform the authorities*

90. Where a Competition Match has been postponed or abandoned and then rescheduled in accordance with Rule 88 or Rule 89, the Home Club must ensure that all relevant local authorities and/or the police are made aware as soon as possible of any potential date for the rescheduled Competition Match. If there are issues envisaged with any such arrangements, The Association should be informed as soon as possible.

*Failure to play a Competition Match*

91. Save where a Competition Match is postponed or abandoned in accordance with Rule 88 or Rule 89 without either of the competing Clubs being at fault, where a Club fails to fulfill a Competition Match fixture the Professional Game Board shall take such action as it deems appropriate.

*Reporting Results*

92. In accordance with instructions issued by The Association prior to the Competition Match (which may include the relevant deadline for any such communication), each Club shall communicate the result of the Competition Match and other details as required (including attendance) to The Association.
93. Within 48 hours of a Competition Match concluding, each Club shall confirm to The Association via the Match Report Form:
- 93.1. the result of the Competition Match;
  - 93.2. the names of their Players that participated in the Competition Match (including substitutes) and goal-scorers; and
  - 93.3. the Club's mark of the referee's performance.

## SECTION C: PLAYERS

### General

94. All Players must be eligible to play in any given Competition Match according to The Association's Rules and Regulations.
95. A Player shall only play for one Club in the Competition during the same Season, **save that a Player that has played for one Club in the Qualifying Competition and/or the Competition Proper may play for a maximum of one other Club in the Competition Proper (but may only play for a maximum of one Club in any given round of the Competition).**
96. A Player who is named by a Club as a substitute for a Competition Match but does not take part in the Competition Match **shall be deemed to have not played in that Competition Match for the purposes of Rule 95.**

### Eligibility

#### *Minimum Age*

97. **Where a Competition Match involves a Club competing in the National League System, a Player must have reached the age of 16 years old to be eligible to participate in that Competition Match.**
98. **Where a Competition Match does not involve a Club competing in the National League System, to be eligible to participate in that Competition Match a Player must have:**
  - 98.1. **reached the age of 15 years old on 31 August of the current Season;**

#### ***Guidance:***

- ***For example, for Season 2025-26 a Player must have been born before 1 September 2010.***
- 98.2. **obtained written permission to play in that Competition Match from: (a) their parents or legal guardians (as applicable), and (b) their school's headteacher; and**
  - 98.3. **provided the written permissions referred to in Rule 98.2 to The Association no later than 75 minutes before the relevant Competition Match.**

#### *Contract Players and Scholars*

99. In order for a Contract Player or Scholar to be eligible to play for a Club in a Competition Match:
  - 99.1. the Club must apply to register the Player with The Association by the Registration Deadline (with any such application meeting the requirements of Rule C of The Association's Rules);
  - 99.2. the Club must obtain confirmation from The Association that the application to register the Player has been approved (and any such confirmation must be received by the Club at least 75 minutes before the scheduled kick-off of the Competition Match);
  - 99.3. where the Player's registration with the Club requires an ITC, the Club must obtain confirmation from The Association that the ITC has been received (and any such confirmation must be received at least 75 minutes before the scheduled kick-off of the Competition Match); and

- 99.4. the Player must be otherwise eligible to play pursuant to The Association's Rules and these Competition Rules.

#### *Non-Contract Players*

100. In order for a Non-Contract Player to be eligible to play for a Club in a Competition Match:
- 100.1. the Club must apply to register the Player with a League in which the Club participates and/or its Affiliated Association by the Registration Deadline (with any such application meeting the requirements of Rule C of The Association's Rules and the League's rules);
  - 100.2. the Club must obtain confirmation from the League and/or Affiliated Association that the application to register the Player has been approved (and any such confirmation must be received by the Club at least 75 minutes before the scheduled kick-off of the Competition Match);
  - 100.3. where the Player's registration with the Club requires an ITC, the Club must obtain confirmation from The Association that the ITC has been received (and any such confirmation must be received at least 75 minutes before the scheduled kick-off of the Competition Match); and
  - 100.4. the Player must be otherwise eligible to play pursuant to The Association's Rules and these Competition Rules.

#### *Registration Deadline*

101. For the purposes of these Competition Rules, the Registration Deadline means 12 noon on the Friday immediately preceding the default date for a specific round of the Competition, as communicated by The Association from time to time, save for:
- 101.1. the Final, in which case it means 12 noon on the Friday immediately preceding the default date for the Semi-Finals.

#### *Evidence of Eligibility*

102. The Professional Game Board may require a Player or their Club (to which the Player is registered or for which the Player played, even if ineligible) to demonstrate to it that the Player is (or was) eligible to play in any Competition Match pursuant to these Competition Rules.

#### *Fielding an Ineligible Player*

103. Subject to Rule 104, where a Player is determined to be ineligible under these Competition Rules or The Association's Rules and has played for a Club in a Competition Match, the Professional Game Board may remove that Club from the Competition and may impose other penalties against that Club. This excludes a situation where a Player is named as a substitute but does not play in the Competition Match, in accordance with Rule 96.
104. Where a Club satisfies the Professional Game Board that it (or any of its Club Officials) did not know, and could not reasonably have known even had it made every reasonable enquiry (with the exercise of utmost caution), that the Player was ineligible, the Club shall not be removed from the Competition but may still be subject to any other penalty imposed by the Professional Game Board (including but not limited to a fine or an order that the Competition Match be replayed, without the ineligible Player).

*Replays, Postponements and Abandonments*

105. Subject to Rule 106, a Player shall only be eligible to play in a Replay, or a Competition Match that was previously postponed or abandoned if:
- 105.1. the Player was eligible to play in the original Competition Match; and
  - 105.2. the Player's registration with the Club has been continuous from the date of the original Competition Match to the date of the Replay or rearranged Competition Match.
106. Where a Player was ineligible for the original Competition Match as a result of a suspension in accordance with The Association's Disciplinary Regulations, that Player may only play in a Replay or a Competition Match that was previously postponed or abandoned, where that Player's suspension has since been served (and subject to that Player otherwise being eligible in accordance with these Competition Rules).

*Goalkeeper Dispensation – Replays, Postponements and Abandonments*

107. A Club may request dispensation from the Professional Game Board to select a Player for a Replay or a Competition Match that was previously postponed or abandoned that does not meet the conditions set out in Rule 105, provided that:
- 107.1. the Player is a goalkeeper; and
  - 107.2. the Player is registered to play for the Club as at the date the request is made.
108. A request made pursuant to Rule 107:
- 108.1. must be made in writing to The Association no later than 24 hours before the scheduled kick-off time of the Competition Match;
  - 108.2. must be accompanied by evidence substantiating the reason for the request and details of the Player; and
  - 108.3. shall be determined by the Professional Game Board at its absolute discretion.

*Final*

109. A Player shall only be eligible to participate for their Club in the Final of the Competition where that Player was eligible to play for the Club in the Semi-Finals of the Competition.
110. Where a Player was ineligible for the Semi-Final as a result of a suspension pursuant to The Association's Disciplinary Regulations, the Player may only play in the Final where that Player's suspension has since been served (and subject to that Player otherwise being eligible in accordance with these Competition Rules).

*Domestic Loan Players and Scholars*

111. **Subject to Rule 95 and Rules 112 to 119, a** Player that has been domestically temporarily transferred to another Club (including to or from a Welsh Club that competes in the Competition) or a Scholar on work experience at a Club in accordance with Rule C of The Association's Rules shall be **eligible** to participate in **any** Competition **Match** for that Club, **except a Competition Match against the Player's Parent Club.**



**Written Prohibition**

112. The Player's Parent Club may issue a written prohibition to the Club prohibiting the Player from participating in the Competition, but only if that Player has not already participated in a Competition Match for that Club in the current Season.
113. In order for any written prohibition referred to in Rule 112 to be effective, a copy of the written prohibition must be received by The Association no later than 75 minutes before the Club's next Competition Match.
114. A Parent Club may withdraw a written prohibition referred to in Rule 112.
115. In order for any withdrawal referred to in Rule 114 to be effective, confirmation of the withdrawal must be received by The Association no later than 75 minutes before the Club's next Competition Match.
116. A written prohibition that has been withdrawn in accordance with Rule 114 may be reinstated by the Parent Club, but only if the Player has not participated in a Competition Match for the Club in the current Season.
117. In order for any reinstatement referred to in Rule 115 to be effective, a copy of the reinstated written prohibition must be received by The Association no later than 75 minutes before the Club's next Competition Match.

**Written Permission to play against Parent Club**

118. A Parent Club may issue written permission for the Player to participate in a Competition Match against the Parent Club.
119. In order for any written permission referred to in Rule 118 to be effective, a copy of the written permission must be received by The Association no later than 75 minutes before the relevant Competition Match.

***Guidance:***

- ***A written prohibition or written permission may be set out in the relevant loan agreement, or separately.***
  - ***Where a loan expires and is extended after the relevant Registration Deadline, then provided that the start date of the extension commences on the date immediately following the date of expiry of the last loan period, and that this is submitted within 5 days of signature and prior to the Club's next fixture [in any Competition] taking place, for the purposes of these Rules the loan will be considered continuous from the date of commencement of the original loan period.***
120. Subject to Rule 95, a Player recalled to their Parent Club in accordance with the terms of the relevant loan agreement may only participate in a Competition Match for their Parent Club if: (a) confirmation of the Player's recall has been received by The Association by the Registration Deadline, (b) the Club has obtained confirmation from The Association that the Player's recall has been approved no later than 75 minutes before the scheduled kick-off of the Competition Match, and (c) the Player is otherwise eligible in accordance with these Competition Rules.



121. Rule 105 shall apply if a Player has been temporarily transferred from one club to another club, and then subsequently permanently transferred between those same clubs after the date of the original Competition Match but before the date of the Replay or rearranged Competition Match.

**Full Strength Teams**

122. A Club competing in a Competition Match must field a full strength team.

**Team Sheets**

123. Clubs must submit Official Team Sheets:

123.1. 45 minutes before kick-off for Competition Matches in the Qualifying Competition; or

123.2. 75 minutes before kick-off for Competition Matches in the Competition Proper. In respect of matches in the Competition Proper, Official Team Sheets shall not be published until 60 minutes before kick-off.

124. Where a Player included on an Official Team Sheet sustains an injury after the Official Team Sheet is submitted in accordance with Rule 123 but prior to the commencement of the Competition Match, the Player's Club may replace the Player on the Official Team Sheet provided that prior to the commencement of the Competition Match:

124.1. the referee and the opponent Club are informed of the replacement; and

124.2. the Official Team Sheet is updated by the relevant Club to remove the injured Player and include the replacement Player.

125. Subject to Rule 124, a Player may be deemed ineligible to participate in a Competition Match if their name is not included on the Official Team Sheet.

**Substitutes**

126. In the Qualifying Competition, each Club may:

126.1. include a maximum of seven substitute Players on the Official Team Sheet;

126.2. use five substitute Players at any time during a Competition Match; and

126.3. **where extra time is played in a Competition Match in accordance with Rule 87, use one additional substitute in that period of extra time (i.e. a sixth in total)**

127. In the Competition Proper, each Club may:

127.1. include a maximum of nine substitute Players on the Official Team Sheet;

127.2. use five substitute Players at any time during a Competition Match, provided they are used as part of either (a) the three available opportunities to make substitutions during normal time in the Competition Match (excluding the half time interval), or (b) where extra time is played, the one additional opportunity to make substitutions during that period of extra time (excluding the break between full time and extra time, and the half time interval of extra time). For the avoidance of doubt, any substitution opportunities not used during normal time are carried over into any period of extra time;

127.3. **where extra time is played in a Competition Match in accordance with Rule 87, use one additional substitute in that period of extra time (i.e. a sixth in total) provided**

it is used in the additional opportunity to make substitutions during that period of extra time (excluding the break between full time and extra time, and the half time interval of extra time); and

- 127.4. where one of the Club's Players suffers a concussion (or potential concussion) during a Competition Match, be permitted to use **one** additional substitute in accordance with the relevant IFAB protocol adopted by The Association and communicated to Clubs from time to time (such substitutions shall be permitted in addition to those referred to in Rule 127.2 and Rule 127.3).

#### **Technical Area**

128. Only individuals listed on the Official Team Sheet may occupy the Technical Area during a Competition Match.
129. Subject to Rule 130, the number of Players and/or Club Officials permitted to occupy the Technical Area must not exceed 14 (unless the Technical Area provides more than 14 individual seats).
130. In the Semi-Finals and the Final, The Association will advise the competing Clubs of the number of technical staff and substitute Players who may occupy the Technical Area and a list of the permitted number of authorised individuals must be provided to the referee by each Club at least 75 minutes before kick-off.

**SECTION D: MATCH OFFICIALS****Powers and Duties**

131. The powers and duties of the Match Officials shall be as set out in the Laws of the Game.

**Appointments**

132. Subject to Rule 133, The Association shall appoint Match Officials for each Competition Match in accordance with its appointment procedures from time to time.

133. For Replays in the Extra Preliminary Round, Preliminary Round and First Round Qualifying:

133.1. The Association shall appoint a different referee where a change of referee from the original Competition Match is necessary.

134. A Match Official shall acknowledge acceptance of an appointment for a Competition Match to The Association through MOAS.

**Information to be provided by Home Club to Match Officials**

135. No later than five days prior to the Competition Match, the Home Club must notify the appointed Match Officials of the precise details of the Competition Match, including (together with any other necessary details):

135.1. the location of the Home Club's Ground;

135.2. the kick-off time; and

135.3. the colours to be worn by both Clubs.

136. The Match Officials must acknowledge receipt of the information provided in accordance with Rule 135.

**Failure to Attend or Incapacitation**

137. For Competition Matches in the Qualifying Competition:

137.1. where any appointed Match Official (other than the referee) fails to attend or is otherwise incapacitated, the Competition Match shall be completed under the control of the remaining Match Officials unless the competing Clubs are able to agree upon a substitute Match Official who is acceptable to the referee to act as a Match Official for the Competition Match (and who shall thereafter be considered a Match Official for the purposes of that Competition Match); and

137.2. where the appointed referee fails to attend or is otherwise incapacitated, the most senior assistant referee appointed to the Competition Match must take the place of the referee (and Rule 137.1 shall then apply in relation to that senior assistant referee).

138. For Competition Matches in the Competition Proper, the fourth official shall be appointed to officiate in the event that an appointed Match Official fails to attend or is otherwise incapacitated.

**Fees and Expenses**

139. For Competition Matches in the Qualifying Competition, the fees and expenses of all Match Officials appointed in accordance with Rule 132 and Rule 133 shall be paid by the Home Club in accordance with Schedule 1 to these Competition Rules, unless otherwise instructed by the Professional Game Board.
140. For Competition Matches in the Competition Proper, the fees and expenses of all Match Officials appointed in accordance with Rule 132 shall be paid by The Association in accordance with the scale of fees and expenses issued by The Association from time to time.

**Observers**

141. An Observer may be appointed to any Competition Match, and the Home Club shall reserve two seats in the directors' box (or similar seating area reserved for Directors and Club Officials) for this purpose.
142. The Observer shall inform the Home Club of their attendance at the Competition Match.

**SECTION E: TECHNICAL****Facilities and Equipment***The Ground*

143. Subject to any assessment carried out in accordance with Rule 73, a Club participating outside of the Premier League and EFL must have a Ground which fully conforms, as a minimum, to Grade 5 or higher of The Association's National Ground Grading Requirements (save where: (a) The Association's National League System Regulations permit a Club at Step 5 of the National League System to play its home matches at a ground which does not meet the requirements of Grade 5, (b) a Club is in its first season following promotion from Step 6 of the National League System, provided that its Ground meets the requirements of Grade 6, or (c) a Club participates at Step 6 of the National League System, provided that its Ground meets the requirements of Grade 6).
144. The consumption of alcohol in the Ground or premises during the period of a Competition Match shall be subject to the terms of the Home Club's licence agreement and the Sporting Events (Control of Alcohol) Act 1985 and/or any successor legislation. Glasses, glass bottles or cans containing alcohol are not permitted outside of the clubhouse and must not be brought into Grounds.
145. Goal nets must be used in all Competition Matches.

*The Pitch*

146. Competition Matches must be played on either:
- 146.1. a Grass Pitch; or
  - 146.2. an Artificial Football Turf Pitch,
- and in each case shall conform to the requirements of:
- 146.3. the Laws of the Game; and
  - 146.4. these Competition Rules.

*Pitch Standards and Playing Condition*

147. Save where stated otherwise, the referee shall determine the fitness of the Pitch in a Competition Match.
148. The referee must report to the ground 90 minutes before the time of kick-off. Where necessary, the Home Club or The Association may require the referee to visit the ground more than 90 minutes before the time of kick-off.
149. Each Home Club shall take every precaution to ensure that its Pitch is in a fit playing condition. Where the Home Club is in doubt regarding the condition of the Pitch, the Home Club shall immediately notify The Association to enable a Match Official to conduct a Pitch inspection.
150. Wherever possible, the referee shall examine the Pitch and determine its fitness for play in sufficient time to save the expense of unnecessary journeys being incurred by Clubs.

151. Any Pitch inspection must be performed by either:

- 151.1. the referee appointed to the Competition Match; or
- 151.2. another referee appointed by The Association, who must immediately contact The Association and the referee appointed to the Competition Match with the outcome and details of any inspection.

### *Pitch Protection*

- 152. The Association's Pitch Protection System shall be compulsory for a Competition Match which is to be broadcast live where, after consultation between The Association and the Home Club, The Association's representative determines it is required to ensure the Competition Match is played as scheduled.
- 153. On the day of the Competition Match in rounds up to and including the Quarter-Finals, no other football match or activity is permitted to take place on the Pitch without the prior written consent of The Association.

### *Artificial Football Turf Pitches*

154. Where an Artificial Football Turf Pitch is to be used for a Competition Match:

- 154.1. involving a Club competing in the Premier League or the EFL, it must have been awarded a FIFA Quality Pro Certificate (or the previous FIFA Recommended Two-Star Certificate); or
- 154.2. not involving a Club competing in the Premier League or the EFL, it must have been awarded a FIFA Quality Certificate or IMS accreditation (or the previous FIFA Recommended One-Star Certificate or an equivalent IATS accreditation)

and in either case conform to the requirements of Law 1 of the Laws of the Game and have satisfied the performance and construction requirements at the time of its most recent annual assessment.

- 155. Any Artificial Football Turf Pitch must be listed on The Association's register of Artificial Football Turf Pitches by no later than the 31 July prior to the commencement of the Competition.
- 156. Where an Artificial Football Turf Pitch is not yet listed on The Association's register of Artificial Football Turf Pitches in accordance with Rule 155 (for example, because it is newly installed), in order to be able to use the Pitch for a Competition Match the Club must obtain the necessary award or accreditation referred to in Rule 154 and submit it to The Association by no later than seven days prior to the default date of the round in which that Competition Match is scheduled to take place.
- 157. The Association reserves the right to instruct a Club to:
  - 157.1. undertake a Pitch Test (at the Club's expense);
  - 157.2. procure that the conductor of the Pitch Test provides to The Association a copy of their official report(s) to FIFA immediately following completion of the Pitch Test; and
  - 157.3. provide it with any information or documentation required in order to measure the performance of the Artificial Football Turf Pitch.



158. Where the Artificial Football Turf Pitch fails a Pitch Test, The Association may order a Competition Match to be played at an alternative venue.
159. Where an Artificial Football Turf Pitch is to be used for a Competition Match, the Home Club shall allow the Away Club to train on the Artificial Football Turf Pitch, at no extra cost to the Away Club, two hours prior to kick-off. There must not be another match or event on the Artificial Football Turf Pitch following the training period and before the commencement of the Competition Match. If the Home Club intends to water the Artificial Football Turf Pitch before the Competition Match, this shall be carried out prior to the training period.
160. At least 10 days before the Competition Match, the Home Club shall advise the Away Club of any limitations or recommendations on the types of footwear that may be used on the Artificial Football Turf Pitch.
161. The Home Club shall provide all necessary assistance and data as requested by The Association, UEFA or FIFA, including but not limited to player assessments, injury records and maintenance.

### *Floodlighting*

162. Each Competition Match must be played at a ground which enables the Competition Match to be played either partly or wholly under floodlights.
163. The installation of floodlights at a Club's Ground must, as a minimum, conform to the requirements of Grade 5 of The Association's National Ground Grading Requirements (save where: (a) The Association's National League System Regulations permit a Club at Step 5 of the National League System to play its home matches at a ground which does not meet the requirements of Grade 5, (b) a Club is in its first season following promotion from Step 6 of the National League System, provided that its Ground meets the requirements of Grade 6, or (c) a Club participates at Step 6 of the National League System, provided that its Ground meets the requirements of Grade 6).
164. The referee shall determine when during the Competition Match the floodlights should be switched on. The referee shall agree a signal with the relevant officials of the competing Clubs prior to the commencement of the Competition Match.

### *Goal Line Technology*

165. Goal Line Technology shall be made available to the Match Officials in a Competition Match where directed by The Association.
166. Clubs shall comply with any protocol for use of Goal Line Technology issued by PGMOL from time to time.
167. Neither The Association nor any Club or operator of a Ground shall be liable for any failure of Goal Line Technology where the relevant Goal Line Technology system otherwise complies with all applicable technical, maintenance and licensing requirements.
168. Any costs incurred in relation to the use of Goal Line Technology in matches played at the Ground of a club in the EFL Championship may be deducted as a match expense in accordance with Rule 272.

### *Match Balls*

169. Match balls must comply with the Laws of the Game and the Commercial Regulations.

170. For Competition Matches in the Qualifying Competition the Multi-Ball System is only permitted if mutually agreed between both Clubs participating in the Competition Match and the consent of The Association has been obtained in advance of the Competition Match.

170.1. For Competition Matches in the Competition Proper, a Multi-Ball System must be used. The system used shall be in line with the protocol and guidance issued by The Association.

#### *Substitute Boards*

171. Electronic substitute boards should be provided by the Home Club for the fourth official, where appointed by The Association, to display the minimum additional time allowed at the end of each half of normal time (and extra-time, if applicable) in a Competition Match.
172. Where electronic substitute boards are not available, hand-held substitute boards should be used.

#### *Match Recording*

173. For Competition Matches in the Fourth Round Qualifying onwards, the Home Club shall:
- 173.1. produce a video recording of the Competition Match (with an uninterrupted view) and provide it to The Association on request; and
- 173.2. provide a copy of the video recording to the Away Club and the referee for the Competition Match as soon as reasonably practicable after the Competition Match has ended. If an Observer is in attendance, the video recording shall be provided to the Observer rather than the referee for the Competition Match and the Observer shall provide it to the referee once the Observer has completed their report.

#### *Video Assistant Referee (VAR)*

174. The Association may select, at its absolute discretion, any Competition Match in the Competition Proper in which VAR shall be used.

### **Medical**

#### *Medical Practitioners*

175. For each Competition Match, the Home Club must ensure that a Qualified Medical Practitioner or First Aider (as applicable) is in attendance at least 60 minutes prior to kick-off, throughout the Competition Match and at least 30 minutes after the termination of the Competition Match, and that they are afforded ready access to the Pitch. The Qualified Medical Practitioner or First Aider should, as a minimum, meet the standard of first aid provision required by the League in which the Home Club's first team participates.

#### *Medical Emergency Action Plans*

176. The Home Club must ensure that an up-to-date Medical Emergency Action Plan (MEAP) is in place (or such other medical plan as may be required by the League in which the Club's first team participates).
177. The MEAP should include information regarding: the deployment of medical personnel and resources, communication systems (including any unified command-control process which integrates the provision of emergency medical care and first aid into match-day safety systems) and emergency protocols for time critical emergencies.

178. The Home Club must ensure that all personnel responsible for emergency medical care and first aid at the Competition Match (including those of the Away Club) are briefed on the contents of the MEAP prior to kick-off.
179. The MEAP should be provided in writing within each dressing room and, prior to kick-off, summarised in a medical briefing to all personnel responsible for emergency medical care and first aid.

### *First Aid / Emergency Medical Facilities and Equipment*

180. The Home Club must ensure that all personnel primarily responsible for emergency medical care and first aid are provided Pitch-side seating with easy access to, and an unobstructed view of, the Pitch.
181. Where required by the League in which the Home Club participates, and otherwise where possible, the medical staff of each competing Club shall be seated in the Technical Area.
182. The Home Club is responsible for the provision of first aid/emergency medical personnel, facilities and equipment (to include extrication/ stretcher equipment) for the provision of medical care to Players, Match Officials and spectators.
183. The provision of first aid/ emergency medical personnel, facilities and equipment for each Competition Match should include a calculation of the appropriate number of personnel required (including the appropriate number of first aiders with reference to the estimated number of spectators, as well as the appropriate number of qualified healthcare professionals such as doctors, paramedics or nurses). As a minimum, a Home Club should ensure compliance with the Green Guide, conduct discussions with all relevant local authorities via venue Safety Advisory Groups and, where applicable, meet the minimum medical requirements as required by the League in which the Club's first team participates.
184. The Home Club must ensure that:
  - 184.1. all medical resources and/or equipment are easily accessible from the Pitch and Technical Area;
  - 184.2. the location of those medical resources and/or equipment is appropriately signposted within the Ground (including in the dressing rooms of each Club and the Match Officials); and
  - 184.3. appropriately qualified and competent personnel are available to utilise those resources and/or equipment to deliver first aid or emergency medical care.

### **Kit**

185. All kit worn in Competition Matches must comply with the Kit and Advertising Regulations and Law 4 of the Laws of the Game.

### *Colours*

186. For each Competition Match, the two competing Clubs must agree upon the colours to be worn and submit this information on the Match Arrangement Form.
187. The colours chosen by the Clubs must distinguish them from each other and the Match Officials.

188. The colours worn by each Club's goalkeeper must also distinguish them from the other Players of both Clubs as well as the Match Officials.

***Guidance:** References above to colours being distinguishable from one another shall also mean being distinguishable in a manner which would enable individuals with colour vision deficiency to distinguish them from one another (and Clubs should adhere to any guidance on this matter issued by The Association from time to time).*

189. Subject to Rule 190, where the two competing Clubs cannot reach agreement as to the colours to be worn or The Association determines that there is a clash, the Club designated as the Away Club must wear alternative colours.
190. For the Semi-Finals and the Final, each competing Club must wear its home kit (as registered with the League in which the Club's first team participates), provided there is no clash. If The Association determines that there is a clash, a coin toss shall determine which Club shall wear its home kit. The coin toss shall take place at the offices of The Association (or another suitable location, as determined by The Association) as soon as practicable after The Association has determined that there is a clash. The coin toss shall be conducted by a representative of The Association and witnessed by representatives of the relevant Clubs.
191. Notwithstanding Rule 186 and Rule 189, where there is a clash of colours between the kits worn by a Club and the Match Officials, the Match Officials may, with the prior approval of The Association, change to an alternative colour.
192. Save where a Club makes an alternative kit application under Rule 193, for Competition Matches in the Competition Proper a Club shall wear one of its kits (or combination thereof) registered with the League in which the Club's first team is a member during that Season (but without the League's logo, if the Club deems this appropriate).

### *Alternative Kit Applications*

193. In the Competition Proper only, a Club may wear an alternative kit to those which it has registered with the League in which the Club's first team is a member during that Season provided that:
- 193.1. the alternative kit complies with the Kit and Advertising Regulations; and
  - 193.2. The Association receives a written alternative kit application from the Club at least 10 days prior to the Competition Match in which the alternative kit is intended to first be used. The Club's written application must provide full details of the alternative kit and the reason for its requested use.

***Guidance:** An alternative kit application is not required if the only change relates to the shirt sleeve sponsor.*

194. Subject to Rule 195, a Club may make an alternative kit application prior to any round of the Competition Proper.
195. The Association shall refuse any alternative kit application made by a Club after (but not including) the Fourth Round Proper where such an application would result in a change to the Club's front-of-shirt sponsor.
196. The Association shall determine at its absolute discretion whether to approve a Club's alternative kit application submitted under Rule 193. The Association may only approve a maximum of one alternative kit application submitted by a Club in any one Season.

*Numbers*

197. The shirt of the kit worn by each Player for a Competition Match shall be clearly numbered on the back in accordance with the numbers used in the Official Team Sheet.
198. No change of numbers shall be permitted during a Competition Match, except upon a change of goalkeeper or where a Player has been required by the referee to change their shirt because of a blood injury.

*Captain's Armband*

199. In order to indicate their status, the captain of each competing Club shall wear a distinguishing armband for each Competition Match. A distinguishing armband shall be provided by The Association and worn by captains from the Third Round Proper onwards.

## SECTION F: TICKETING, FINANCIAL AND ADMINISTRATIVE

### Ticketing

#### *Allocation – Competition Matches other than a Semi-Final and the Final*

200. For Competition Matches other than a Semi-Final or the Final, the Away Club shall have the right to claim either (a) up to 15% of the tickets issued (up to a maximum of 9,000); or (b) if the Ground is not all ticketed, up to 15% the Ground's maximum capacity, provided that:
- 200.1. the tickets are for admission to a fully segregated area; and
  - 200.2. the request for the tickets is made within four days of the relevant draw.
201. The Home Club shall comply with any request for tickets made in accordance with Rule 200.
202. Subject to Rule 216.2 and Rule 218, the tickets allocated to the Away Club, if numbered and reserved, must be charged at the same rate as those retained by the Home Club.
203. Where a Home Club provides facilities for individuals with disabilities, the Away Club shall have the right to claim up to 15% of those facilities.
204. For Competition Matches in the Competition Proper, an Away Club shall be entitled to a third of the seats in the directors' box (or similar seating area reserved for Directors and Club Officials), up to a maximum of 24 seats.
205. For Replays, the Club that would be playing away in the Replay must make a request for tickets prior to the original Competition Match.
206. The Away Club shall be responsible for paying for all tickets claimed and allotted to it pursuant to Rule 200 unless otherwise agreed between the Clubs in writing. The Association may request evidence of any such agreement in the event of a dispute.
207. The Away Club shall provide the Home Club with a reconciliation of the number of tickets sold, and payment received for the sale of tickets, and any tickets allocated to but not sold by the Away Club on or before the day of the relevant Competition Match. The Home Club shall account for such payment in the statement of account for the Competition Match on the prescribed Statement of Receipts and Payments Form.
208. The Professional Game Board may, at its absolute discretion:
- 208.1. vary the allocation of tickets to an Away Club; and/or
  - 208.2. require that the Competition Match can only be attended by persons who have purchased a ticket before the day of the relevant Competition Match.

#### *Allocation – Semi-Finals and Final*

209. For the Semi-Finals and the Final of the Competition, The Association, at its absolute discretion, may allocate tickets to the competing Clubs in such number and on such basis (and at such price) as it considers appropriate.
210. All allocated tickets must be paid for according to their face value.
211. Where a Club sells tickets for a Semi-Final or the Final of the Competition, the Club does so on behalf of The Association and shall do so in accordance with any instructions issued by The



Association. A Club must settle all amounts due to The Association arising from the sale of tickets within seven days of the Competition Match.

212. Unless otherwise agreed by The Association, tickets for a Semi-Final and Final must be sold separately and at face value and must not be packaged with any hospitality arrangements.

*Admission Charges - General*

213. Subject to Rule 222 and Rule 223, all individuals (including season ticket holders) must be charged for admission to a Competition Match.
214. The Home Club shall provide written confirmation of admission charges to The Association and Away Club as part of the Match Arrangement Form.
215. Any dispute as to admission charges shall be determined by the Professional Game Board at its absolute discretion.

*Admission Charges – Qualifying Competition*

216. For Competition Matches in the Qualifying Competition, the two competing Clubs must mutually agree the prices of admission within seven days of the relevant draw subject to the following conditions:

- 216.1. Except where the two Clubs mutually agree otherwise, the minimum admission charge (except to concessions) shall be as follows:

| Round(s)   | Amount |
|--|--------|
| Extra Preliminary Round and First Round Qualifying | £3.00  |
| Second Round Qualifying and Third Round Qualifying | £5.00  |
| Fourth Round Qualifying                            | £6.00  |

- 216.2. The price of admission for fans of the Away Club may only be higher than the price of admission for fans of the Home Club where this is mutually agreed by both Clubs.

- 216.3. The price of admission for children and senior citizens must be mutually agreed by both Clubs.

*Admission Charges – Competition Proper*

217. For Competition Matches in the Competition Proper, the Home Club shall determine **and confirm** the prices of admission within seven days of the relevant draw, subject to a minimum admission charge **of £10.00 for all spectators other than concessions.**
218. The price of admission for fans of the Away Club may only be higher than the price of admission for fans of the Home Club where this is mutually agreed by both Clubs.

*Season Ticket Holders*

219. Where the cost of a Club's season ticket includes admission to Competition Matches, that Club shall:
- 219.1. advise The Association of the total value (including VAT) and number of its season ticket sales for that Season upon request; and



- 219.2. include in match receipts reported on the Statement of Receipts and Payment Form the total value of season ticket sales divided by the maximum number of Matches in any other Competition (as defined in Rule A2 of The Association's Rules) that the season ticket holder is entitled to attend during the Season.

### *Executive Packages, Hospitality, Sponsorship or Advertising Agreements*

220. Where a Home Club issues a ticket to an individual for a Competition Match as part of an executive package (for example an executive box or lounge), hospitality, sponsorship or advertising agreement, that Club shall include in the gate receipts for that Competition Match the highest price payable for the appropriate category of that individual (e.g. adult, concession) for an admission only ticket for the relevant area of the Home Club's Ground.

### *Complimentary Tickets*

221. A complimentary ticket is one that allows an individual admission to a Competition Match for no consideration where an admission charge would otherwise apply.
222. Unless otherwise agreed between the Home Club and the Away Club, each Club shall be entitled to a maximum of the following number of complimentary tickets:

| Stage of Competition   | Number of complimentary tickets |
|------------------------|---------------------------------|
| Qualifying Competition | 30                              |
| Competition Proper     | 50                              |

Any complimentary tickets issued by the Home Club in excess of the above must be accounted for by the Home Club at the price at which they would have otherwise been sold.

223. In addition to the allowance of complimentary tickets set out in Rule 222, the Home Club may issue complimentary tickets for the sole use of:
- 223.1. Directors of the Clubs participating in the Competition Match. An allowance should be agreed between the Clubs for the use of the Directors of each Club (up to a maximum of 24);
  - 223.2. accredited representatives of the press/media (at the discretion of the Home Club);
  - 223.3. scouts and official representatives of Clubs not participating in the Competition Match;
  - 223.4. official representatives of the governing and legislative bodies of football; and/or
  - 223.5. individuals with disabilities and their helpers (except where the Home Club's policy is to charge such individuals).

### *Right of Entry and Security*

224. Clubs must impose the same regulations and/or conditions regarding entry to the Ground and attendance at any Competition Match as are imposed for matches in the League in which they compete.

### *Attendance Reporting*

225. The Association and the Away Club shall have the right to:
- 225.1. check the sale of tickets; and

- 225.2. access and receive copies of any item of documentation retained by the Home Club for the reconciliation of the Competition Match receipts (see Rules 276 to 279).
226. Where an Away Club wishes to exercise its right under Rule 225.2, it shall make a written request to the Home Club copied to The Association. The items of documentation listed in the written request must be provided by the Home Club within 14 days of the date the written request is received.

**Competition Match Proceeds - Competition Matches other than a Semi-Final and Final***Calculation*

227. In respect of any Competition Match, Net Gate Receipts means total ticket sales less (i) VAT, (ii) travelling expenses of the Away Club (where applicable) calculated in accordance with Rule 250 and Rule 251, (iii) accommodation expenses of the Away Club (where applicable) calculated in accordance with Rule 252 and Rule 253, (iv) fees and expenses of the Match Officials calculated in accordance with Schedule 1, and (v) any other Competition Match expenses permitted and calculated in accordance with Rules 245 to 274.
228. Where a Competition Match is postponed in circumstances outside the control of both Clubs, the match expenses shall be calculated after the rearranged Competition Match and the expenses of the postponed Competition Match may be deducted from the Net Gate Receipts in the Statement of Receipts and Payments Form.
229. A Home Club must maintain appropriate accounting systems and documentation (including the specific documents listed in Rule 276) for the control and recording of Competition Match receipts. A clear audit trail must be available from the documentation to the entries recorded on the Statement of Receipts and Payments Form.

*Division between Clubs*

230. Subject to Rule 232, Net Gate Receipts shall be divided as follows:
- 230.1. save for the Competition Matches referred to in Rule 230.2, a Semi-Final or the Final, Net Gate Receipts shall be divided equally between the competing Clubs; and
- 230.2. for Competition Matches from the Third Round Proper to the Quarter-Finals involving: (a) a Club competing outside of the Premier League or EFL and (b) a Club competing in the Premier League or EFL, the Net Gate Receipts shall be divided as follows:
- 230.2.1. 55% to the Club competing outside of the Premier League or EFL; and
- 230.2.2. 45% to the Club competing in the Premier League or EFL.
231. In cases where the gate receipts are not sufficient to cover the entire expenses of the Competition Match, the deficit shall be shared by the Home Club and the Away Club.
232. In relation to any Competition Match ordered to be replayed in consequence of a breach of these Competition Rules, the Club in default shall not receive any share of the Net Gate Receipts (save for the approved traveling costs in accordance with Rule 250 and Rule 251) without the consent of the Professional Game Board (which shall only be provided in special circumstances). Where the consent of the Professional Game Board is not provided, any such share shall be remitted to The Association. The Club not in default shall receive 100% of the remaining Net Gate Receipts.

233. A Club must not enter, or attempt to enter, into any agreement with another Club under which their obligations under these Competition Rules regarding the sharing of Net Gate Receipts may be varied or amended.

#### *Temporary Stands*

234. The Home Club can invite the Away Club to contribute to the expenses of the erection of a Temporary Stand. If the Away Club agrees to contribute, the proceeds of tickets in the Temporary Stand shall be shared as agreed between the Home Club and the Away Club. If the Temporary Stand is used for other events in addition to the Competition Match, the Home Club and the Away Club shall agree how the proceeds of tickets in the Temporary Stand at other events shall be shared. Any dispute shall be determined by the Professional Game Board at its absolute discretion.
235. If the Away Club declines to contribute to the expenses of the erection of a Temporary Stand, the Home Club may erect a Temporary Stand at its own expense, in which case it shall be entitled to retain the proceeds, provided that tickets in the Temporary Stand shall only be sold once all tickets in remaining areas of the Ground are sold.

#### *Payment of Competition Match proceeds*

236. A full statement of account for the Competition Match (including details of the total admission) shall be prepared by the Home Club on the Statement of Receipts and Payments Form.
237. Payment shall be made in full by the Home Club to the Away Club and/or The Association within 14 days of the Competition Match.
238. Where a Home Club fails to comply with Rule 236 or Rule 237, it may be subject to a fine or any other action, penalty or order as determined by the Professional Game Board (including a ban from competing in the Competition in future Seasons).

#### *Complaints*

239. Where a Club alleges that it has been financially disadvantaged by another Club's failure to meet its financial obligations under these Competition Rules, it may bring the matter to the attention of the Professional Game Board in writing. The Professional Game Board shall consider the matter and take any action that it considers necessary, at its absolute discretion.

### **Competition Match Proceeds – Semi-Finals and Final**

#### *Calculation*

240. The Net Gate Receipts due from each Semi-Final and the Final shall be calculated in the same way as for other Competition Matches in accordance with Rule 227 and Rule 228.
241. As The Association hosts each Semi-Final and the Final, any tickets shall be sold on its behalf in accordance with Rule 211. The competing Clubs must provide the proceeds they have collected to The Association within seven days of the date of the Semi-Final or Final (as applicable) and the Net Gate Receipts shall be held by The Association and remitted and divided in accordance with Rule 242 and Rule 243 or 244 (as applicable).



*Remittance to The Association*

242. 5.5% of the Net Gate Receipts from each Semi-Final and the Final shall be remitted to The Association and allocated for distribution to Affiliated Associations as determined by The Association. The balance of the Net Gate Receipts shall be divided in accordance with Rule 243 or Rule 244 (as applicable).

*Division*

243. Subject to Rule 242 and less any payments to the staging venue, the Net Gate Receipts of both Semi-Finals shall be combined and divided as follows:
- 243.1. 58.5% divided equally between the four Clubs that competed in the Semi-Finals;
  - 243.2. 32.5% to The Association; and
  - 243.3. 9% to the Pool.
244. Subject to Rule 242 and less any payments to the staging venue, the Net Gate Receipts of the Final shall be combined and divided as follows:
- 244.1. 90% to The Association; and
  - 244.2. 10% to the Pool.

**Match Expenses - All Competition Matches**

245. Match expenses shall be calculated in accordance with Rules 250 to 274.
246. The Professional Game Board may issue instructions as to what shall be permitted as a Competition Match expense.
247. Match expenses for the Semi-Finals and the Final shall be claimed from The Association.
248. Match expenses for all matches other than the Semi-Finals and the Final shall be deducted from the Net Gate Receipts.
249. Any dispute as to match expenses shall be determined by the Professional Game Board at its absolute discretion.

*Travel*

250. Travel expenses that an Away Club may claim where incurred in relation to a Competition Match include:
- 250.1. up to an amount specified by The Association and communicated to Clubs from time to time per mile for travel by coach;
  - 250.2. up to an amount specified by The Association and communicated to Clubs from time to time for travel by private car or minibus (which can be claimed for a maximum of five private cars or minibuses in total);
  - 250.3. up to 25 (or up to 30 in the Competition Proper) standard class fares (at the cheapest available rate) for travel by rail; and

250.4. where a Competition Match involves travel to and/or from the Isle of Wight, boat fares at the cheapest rate.

251. For travel by coach, private car or minibus, the travel expenses of the Away Club shall be calculated based on a return journey on a direct route from the Away Club's Ground to the Ground where the Competition Match is to be played. The total mileage must be agreed between both Clubs prior to the first Competition Match and confirmed on the Match Arrangement Form.

### *Accommodation*

252. Where an agreement is reached between competing Clubs in relation to accommodation, the Clubs must confirm that agreement on the Match Arrangement Form.

253. Where an agreement cannot be reached between competing Clubs in relation to accommodation (and the Away Club has grounds for doing so in accordance with Rule 254 or 255), the Away Club may submit a written application to The Association for permission to claim accommodation expenses (with the Home Club in copy) at least seven days prior to the Competition Match or within 24 hours of the original Competition Match where a Replay is required.

254. In the Qualifying Competition, the grounds upon which an Away Club may rely when submitting a written application are that it would be necessary for the Away Club to leave its Ground before 8:00am on the day of the Competition Match in order to arrive at the Ground for the Competition Match no less than 90 minutes prior to the scheduled kick off, based on reasonable travel time only (determined by reference to the AA Route Planner service) and including a stop of not more than 45 minutes.

255. In the Competition Proper, the grounds upon which an Away Club may rely when submitting a written application are that the Away Club's travel time will exceed three hours, based on reasonable travel time only (determined by reference to the AA Route Planner service) and including a stop of not more than 45 minutes.

256. The Association may at its absolute discretion determine whether or not to accept the Away Club's application under Rule 253.

257. Where The Association accepts an Away Club's application for permission to claim accommodation expenses:

257.1. the Away Club must stay in a hotel within a 30-mile radius of the Ground where the Competition Match is to be played; and

257.2. the Away Club may claim hotel expenses (where incurred) up to £120.00 per person up to a maximum of 25 persons in the Qualifying Competition or a maximum of 30 persons in the Competition Proper.

### *Match Day Staff*

258. The Home Club may deduct from the Competition Match receipts the incurred gross cost (before deductions for all applicable taxation, plus employer's national insurance) of employing gate persons, stewards and turnstile operators.

259. Where the actual gross costs and/or employer's national insurance is not known at the date by which the Statement of Receipts and Payments Form must be submitted, the Home Club shall include as a deduction a reasonable estimate of those figures.

260. Where a Club contracts any of the persons listed in Rule 258, invoices must be retained and the Club may deduct from the Competition Match receipts the cost (net of VAT) charged to it for those services.

### *Police*

261. The Home Club may deduct from the Competition Match receipts the cost (net of VAT) charged to the Club of policing the Competition Match.
262. Where the actual cost of policing is not known at the date by which the Statement of Receipts and Payments Form must be submitted, the Home Club shall include as a deduction a reasonable estimate of that figure.

### *Medical*

263. The Home Club may deduct from the Competition Match receipts the incurred cost of medical personnel and resources (calculated in accordance with Rule 265), including an appropriately trained crowd doctor and a frontline, crewed ambulance.
264. Where the Home Club does not operate under the provisions of a General Safety Certificate or a Regulated Stand Certificate, arrangements for medical provisions for the public, including medical personnel, a crowd doctor an ambulance and the deployment of these resources, should be made following a venue specific needs assessment and in consultation with the relevant local authorities. Medical provisions should be in line with the recommendations in the Green Guide.
265. The permitted contribution towards the incurred cost of local first aid provision that the Home Club may deduct from the Competition Match receipts shall be an amount specified by The Association and communicated to Clubs from time to time.
266. The Home Club must agree with their local medical provider the number of medical personnel and resources required for a particular Competition Match, and payments should be made on the basis of that number directly to the local medical provider(s) regardless of the actual attendance. Where the local medical provider(s) provide their own ambulance, the Clubs must agree an additional payment for inclusion as a Competition Match expense.

### *Floodlighting*

267. The Home Club may deduct from the Competition Match receipts the incurred cost of floodlighting up to a maximum of £100.00 for a Competition Match up to and including the Second Round Proper and up to a maximum of £575.00 for a Competition Match taking place in the Third Round Proper onwards.

### *Adverse Weather Conditions*

268. The Home Club may deduct from the Competition Match receipts any incurred cost relating to the attempted clearing of snow or water from the Pitch and the Ground so that a Competition Match may proceed.
269. The costs referred to in Rule 268 are limited to those incurred directly as a consequence of adverse weather conditions, including but not limited to:
- 269.1. the operating costs (excluding depreciation and repair costs) of under-Pitch heating up to a maximum of £200;

- 269.2. the hire costs of equipment (including hot air blowers and Pitch covers), excluding the Pitch Protection System; and
  - 269.3. the gross cost (before deductions for all applicable taxation, plus employer's national insurance) of additional match day staff. Invoices must be retained for any contracted additional match day staff.
270. Where the actual costs referred to in Rule 269 are not known at the date by which the Statement of Receipts and Payments Form must be submitted, the Home Club shall include as a deduction a reasonable estimate of that figure supported by independent verification (if the Club engages the services of an external company). The Away Club must be notified in writing in advance of the Competition Match and agree to the estimated cost before it is incurred in order for these costs to be deducted as a match expense. Any dispute in relation to the estimated costs shall be determined by the Professional Game Board in advance of the Competition Match.
271. Where the costs referred to in Rule 269 have been incurred but the Competition Match is subsequently postponed due to the adverse weather conditions, those costs may be deducted from the receipts of the rescheduled Competition Match with the prior agreement of the Away Club. Any dispute in relation to this Rule shall be determined by the Professional Game Board in advance of the rescheduled Competition Match.

### *Goal Line Technology*

272. Where a Competition Match is played at the Ground of a Club which plays in the EFL Championship, the cost of Goal Line Technology may be deducted as a match expense up to an amount specified by The Association and communicated to Clubs from time to time.

### *Pitch Protection System*

273. Where The Association's Pitch Protection System has been ordered to be used in accordance with Rule 152, the cost that may be deducted as a match expense shall be an amount specified by The Association and communicated to Clubs from time to time.

### *VAR*

274. For any Competition Match in rounds up to and including the Quarter-Finals where VAR is used in accordance with Rule 174, the cost that may be deducted as a match expense shall be an amount specified by The Association and communicated to Clubs from time to time.

### *Estimates*

275. Where the Home Club has included an estimate of costs in the Statement of Receipts and Payments Form, it shall provide the Away Club with updated figures once the actual costs are known (if the actual costs differ from the estimated costs). The Home Club and Away Club must then conduct a reconciliation if necessary, and any payment to be made by the Home Club to the Away Club (or vice versa) shall be made in full within 14 days of confirmation of the updated costs figures.

### **Documentation**

276. For each Competition Match, the Home Club shall retain the following documentation:
- 276.1. a copy of the signed Statement of Receipts and Payments Form;



- 276.2. a schedule of the number of sales of advanced tickets from a ticketing system (if operated);
  - 276.3. a reconciliation of actual receipts for each cash turnstile (with the reconciliation to be prepared by the turnstile operator and verified by a senior steward/officer of the Club);
  - 276.4. a copy of the reconciliation of tickets sold by the Away Club;
  - 276.5. a schedule of amounts banked for the Competition Match in respect of ticket sales and cash admissions;
  - 276.6. a comparison of the numbers entering the Ground via cash or ticket turnstiles to the numbers admitted according to the computerised safety records (if installed);
  - 276.7. a copy of the computerised safety records at the end of the Competition Match showing the numbers admitted by each turnstile (if installed);
  - 276.8. a schedule of the numbers admitted to parts of the Ground that do not pass through a turnstile (e.g. executive boxes and lounges);
  - 276.9. a list of complimentary tickets issued; and
  - 276.10. copies of supporting documentation (e.g. invoices, wage payments to gate persons etc.) for payments recorded as a deduction on the Statement of Receipts and Payments Form.
277. Where a Club operates an electronic access system (e.g. electronic stadium cards) or a pass system to gain access to the Ground rather than a ticketing system, it must retain records that confirm the number of people that gained access at each entry point to the Ground.
278. The Club Secretary is responsible for maintaining a file of the documentation listed in Rule 276 for each Season. The documentation relevant to each Competition Match should be made available to The Association and/or the Away Club for review upon request as set out in Rule 225.1 and 225.2.
279. Documentation should be retained for the period required by HM Revenue and Customs applicable in the Season in which the documentation is created.

## **Payment to Clubs**

280. A payment of a sum to be determined by the Professional Game Board shall be made as follows:
- 280.1. in the Qualifying Competition (from the Extra Preliminary Round up to and including the Fourth Round Qualifying):
    - 280.1.1. 75% to the winning Club; and
    - 280.1.2. 25% to the losing Club;
  - 280.2. in the Competition Proper (from the First Round Proper up to and including the Quarter-Finals), 100% to the winning Club only, **subject to any variation thereof as may be agreed from time to time by the Professional Game Board;**
  - 280.3. in a Semi-Final or the Final, a payment shall be made to the winning Club and losing Club in such proportion determined by the Professional Game Board. Payment shall only

be made after receipt of proceeds of any tickets sold on behalf of The Association from the competing Clubs; and

- 280.4. in each case, payment shall be made by bank transfer to the relevant Club Bank Account.
- 280.5. **In each case, payment is to be recorded directly and in full as income of the Club in its accounting records and annual accounts.**
281. The Association shall notify Clubs of any fee that may be due to a Club to facilitate the live broadcasting of a Competition Match. Any such fee shall be determined by The Association and payment shall be made within seven days of completion of the round in which the relevant Competition Match takes place **by bank transfer to the relevant Club Bank Account for recording directly and in full as income of the Club in its accounting records and annual accounts.**
282. Subject to Rule 283, a Club shall not be entitled to receive any payment from The Association where:
- 282.1. the Club has not met all its financial obligations to an opposing Club in accordance with these Competition Rules; or
- 282.2. the Club or its Parent Undertaking suffers an Insolvency Event.
283. The Professional Game Board may at its absolute discretion make a payment to a Club to which Rule 282 applies upon receipt of a written request from that Club.
284. A Club must not enter, or attempt to enter, into any agreement with another Club regarding the sharing of any payment to which they are entitled under these Competition Rules.
285. Where a Club fails to make a payment to another Club (or The Association) as required under these Competition Rules, The Association shall withhold any such amount from payments due to the Club in default and refer the matter to the Professional Game Board. The Professional Game Board may deduct or withhold any such amount from payments due to the Club in default.

**SECTION G: MISCELLANEOUS****Trophy and Medals**

286. The Trophy is the property of The Association.
287. The Association shall loan the Trophy to the Club that wins the Competition on such terms and conditions as The Association shall determine. That Club will be responsible for returning the Trophy to The Association in good order and condition on or before the first day in March in the following year.
288. The Association reserves the right to request the return of the Trophy at any time by giving seven days' notice to the Club to which it has been loaned.
289. Where the Trophy is lost, destroyed or damaged in any way while under the care or custody of a Club, in addition to any other penalty which the Professional Game Board may impose, that Club shall refund to The Association the amount of its current insured value or the costs of thorough repair.
290. The Association shall present 40 medals to playing staff and officials of both Clubs competing in the Final.

**Dual Interests and Association**

291. Save where the Professional Game Board has provided prior written consent:
- 291.1. no Club may participate in the Competition where it has an Interest in another Club that is participating or has applied to participate in the Competition that Season. That other Club shall similarly not be permitted to participate in the Competition; and
- 291.2. no Club may participate in the Competition where a Person, or any Associated Party of that Person, has an Interest in that Club and another Club that is participating or has applied to participate in the Competition that Season. That other Club shall similarly not be permitted to participate in the Competition.
292. For the purposes of Rule 291, the Professional Game Board may disregard any Holding that equates to 10% or less of the beneficial interest in and/or the ability to exercise the voting rights applicable to shares or other equity securities in a Club provided that the Holding is, in the opinion of the Professional Game Board, for investment purposes only.

**Protests**

293. A Club may only lodge a protest with the Professional Game Board on one or more of the following grounds:
- 293.1. the Home Club's Pitch and/or Ground was unsuitable for the Competition Match because it did not comply with the requirements of these Competition Rules or the Laws of the Game;
- 293.2. an opponent Club fielded an ineligible Player in a Competition Match; or
- 293.3. pursuant to Rule 73.5.

**Guidance:** *The PGB may still act against a Club for a breach of these Competition Rules, even where a Club does not validly exercise its right to lodge a protest on the basis of the same*

*circumstances. For example, the PGB may still take action against a Club for fielding an ineligible Player in a Competition Match, even if that Club's opponent does not validly lodge a protest in relation to the incident.*

294. A Club may only lodge a protest pursuant to Rule 293.1 if a duly authorised representative of the Club lodged a protest with a duly authorised representative of the Home Club in the presence of the referee at least one hour before the scheduled kick-off time (and provided that the lodging of any such protest was recorded in the referee's match report).

***Guidance:** In these circumstances, the referee shall require the Home Club to correct the cause of the protest if it is possible without unduly delaying the commencement of the Competition Match, and any unreasonable refusal to correct the cause of the protest may be construed against the Home Club.*

295. Subject to Rule 296, the procedure for protests pursuant to Rule 293 shall be as follows:
- 295.1. No later than two days after the relevant Competition Match, the protesting Club must submit to The Association:
- 295.1.1. a written protest setting out the particulars of the grounds upon which such protest is made (copied to the opponent Club); and
- 295.1.2. a fee in an amount specified by The Association and communicated to Clubs from time to time (which may be forfeited if the protest is not sustained).
- 295.2. No later than two days after receipt of the written protest, the opponent Club may submit to The Association a written defence setting out the particulars of the grounds upon which such defence is based.
296. Where a protest is lodged pursuant to Rule 293.3, the Professional Game Board may vary the deadlines set out in Rule 295 to account for the proximity of the scheduled date of the Competition Match.
297. Once a protest has been lodged, it may not be withdrawn by the Club unless the Professional Game Board has given its prior written consent.
298. The Professional Game Board shall determine any protest in accordance with Rules 12 to 18.
299. A Club, Player, Club Official or Match Official may be summoned to attend a hearing of a protest and shall not be legally represented except with the prior written consent of the Professional Game Board.
300. A Club may be represented by an individual or individuals (including a legal representative), provided that they notify the Professional Game Board of the fact that they are to be represented and the identity of the representatives on or before the deadline for providing its written defence in accordance with Rule 295.2 (whether or not a written defence is submitted).

## **Notices**

301. All notices required to be given to The Association or the Professional Game Board pursuant to these Competition Rules must be addressed and sent to the Competitions Office at [competitions@thefa.com](mailto:competitions@thefa.com).

**Severability**

302. If any provision of these Competition Rules shall be found to be illegal, invalid or unenforceable, that shall not affect the legality, validity or enforceability of any other provision of these Competition Rules.

**Interruption / Curtailment of the Competition**

303. Without prejudice to the Professional Game Board's general powers (as set out in Rule 12), where the Professional Game Board determines that an event or series of events are affecting, or could affect, the Competition during the Season, it may make any changes to these Competition Rules deemed necessary to mitigate the risks of interruption to (or curtailment of) the Competition and/or to facilitate the completion of the Competition or curtailment of the Competition (as a last resort).

**Schedule 1****Match Official Fees and Expenses (Qualifying Competition)***Fees*

1. Fees in an amount specified by The Association and communicated to Clubs from time to time shall be paid to Match Officials appointed to a Competition Match in the Qualifying Competition.
2. Where the Competition Match to which a Match Official is appointed is not played, that Match Official is entitled to 50% of the fee due pursuant to paragraph 1 of this Schedule.

*Expenses*

3. The following travelling expenses may be claimed by and paid to Match Officials appointed to a Competition Match in the Qualifying Competition:
  - 3.1. standard class railway fares at the cheapest available rate operating on the day of the Competition Match; and/or
  - 3.2. an allowance in an amount specified by The Association and communicated to Clubs from time to time for travel by private car.
4. For the purposes of this Schedule, travelling time is the period from the time the Match Official leaves their home until the time they return home (less the duration of the Competition Match).
5. Match Officials appointed to a Competition Match in the Fourth Round Qualifying may claim a meal allowance in an amount specified by The Association and communicated to Clubs from time to time.
6. Where a Match Official has been unable to reach the venue of the Competition Match (when travelling to a Competition Match) or their home (when travelling from a Competition Match), and has therefore had to stay in accommodation, the Home Club shall reimburse the Match Official up to an amount specified by The Association and communicated to Clubs from time to time, provided that where a concessionary hotel rate is negotiated, the Match Official shall take advantage of such rates where it is not inconvenient. The Match Official must provide a receipted hotel account to the Home Club in such circumstances.
7. Where the Competition Match to which a Match Official is appointed is not played, that Match Official remains entitled to claim travelling expenses (if incurred) in accordance with paragraph 3 of this Schedule.

*Pitch Inspections (by another Match Official)*

8. Where The Association permits a Pitch inspection prior to a Competition Match in the Qualifying Competition pursuant to Rule 151.2, that Match Official shall be entitled to:
  - 8.1. a fee in an amount specified by The Association and communicated to Clubs from time to time; and
  - 8.2. expenses in accordance with paragraphs 3 and 7 of this Schedule only (including loss of earnings where applicable), where the Home Club is within a radius of 30 miles of the Match Official's home; or

- 8.3. expenses in accordance with paragraphs 3 and 7 of this Schedule and half the match fee (due in accordance with paragraph 1 of this Schedule) where the Home Club is not within a radius of 30 miles of the Match Official's home.
9. Any such Match Official will be paid directly by The Association.

*Payment Methods*

10. Cash payments to Match Officials must be made on the day of the Competition Match.
11. Electronic payments to Match Officials (e.g. via bank transfer) must be made within 48 hours of the conclusion of the Competition Match.



**Appendix 1****Appeal Procedure****Notification and Submissions**

1. Where a Club intends to lodge an appeal against a decision of the Professional Game Board pursuant to Rule 18, it must:
  - 1.1. by 12 noon on the first business day following receipt of the decision, notify The Association by email to [Competitions@TheFA.com](mailto:Competitions@TheFA.com) and [JudicialServices@TheFA.com](mailto:JudicialServices@TheFA.com) of its intention to lodge an appeal; and
  - 1.2. by 6pm on the first business day following receipt of the decision, provide The Association by email ([Competitions@TheFA.com](mailto:Competitions@TheFA.com) and [JudicialServices@TheFA.com](mailto:JudicialServices@TheFA.com)):
    - (a) copies of all submissions, evidence and any other relevant material upon which they intend to rely, and
    - (b) an appeal fee of £100.

**Grounds of Appeal**

2. The grounds of appeal available to the Club shall be that the Professional Game Board:
  - 2.1. failed to give the Club a fair hearing;
  - 2.2. misinterpreted or failed to comply with the Competition Rule(s) relevant to its decision;
  - 2.3. came to a decision to which no reasonable such body could have come; and/or
  - 2.4. imposed a penalty, award, order or sanction that was excessive.

**Appeal Board Appointments**

3. An appeal board of three people will be appointed to determine the appeal. Each member shall be appointed by The Association's Judicial Panel Chair (or their nominee) from The Association's Judicial Panel.
4. An appeal shall be by way of a review of documents and oral submissions only and shall not involve a rehearing of the evidence considered by the Professional Game Board. The Association will ensure that all documents relating to the original decision are provided to the appeal board. If the Club does not wish to be present or represented in person, the appeal board may conduct the hearing on the basis of a review of the documents only.

**Response**

5. By 6pm on the first business day following receipt of the Club's submissions and evidence pursuant to paragraph 1.2, the Professional Game Board must provide its response to the Club and the appeal board.

**New Evidence**

6. New evidence may be permitted with the permission of the chair of the appeal board. An application for leave to present new evidence must be made when providing submissions pursuant to paragraph 1.2. Such application must set out the nature of relevance of the new evidence and why it was not presented at the original hearing. Save in exceptional

circumstances, the appeal board shall not grant leave to present new evidence unless satisfied with the reason given as to why it was not, or could not have been, presented to the Professional Game Board and that such evidence is relevant. Where leave to present new evidence has been granted, in all cases the other party will be given an opportunity to respond. The decision of the chair of the appeal board shall be final.

**Appeal Procedure**

7. The appeal board will hear the appeal at the earliest available opportunity but, in any case, before the next round of the Competition. The appeal board shall determine the procedures to be followed at any personal hearing.
8. A decision of the appeal board shall be final and binding and there shall be no right of further challenge.
9. The appeal board shall have the power to allow or dismiss the appeal and to make such further or other order as it considers appropriate.
10. The costs of bringing an appeal will be borne by the Club.

**Appendix 2****Special Provisions for Off-Shore Associations**