



League and Cup Rulebook 2019-20

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DEFINITIONS

Club Administrator: The individual within each institution who has the responsibility for completing the online entry form, inputting results, rearranging cancelled fixtures, player registration, referee payments, game planning, travel coordination, handling information and liaising with AoC Sport.

Competition: Any league, cup, regional or national tournament played under the name of AoC Sport or ECFA.

Competition Administration Officer: The member of AoC Sport or ECFA with responsibility for creating fixtures, recording scores and handling protests.

Competition Calendar: The calendar available to download from the AoC Sport website (<https://www.aocsport.co.uk/resources/>) which shows the dates on which league cup and play-off and national championships fixtures have been scheduled.

Education and Skills Funding Agency: The body accountable for the funding education and skills for children, young people and adults.

FA Full-Time: The online competition management system for managing football league fixtures, results

FA Whole Game: The online system on which teams are affiliated with County FAs and where players are registered.

Festival: An event at which three or more teams meet at one venue to play one another in a round robin format.

Individual Learning Record (ILR): Information about learner data that publicly funded colleges, training organisations, local authorities and employers (FE providers) must collect and return in the funding year.

Institution: Any further education college, 6th form college, school, academy, training provider, club or provider of post-16 education that is competing in AoC Sport or ECFA events.

Minimum Operating Standard: These are the guidelines (playing level and facilities required) for determining the level at which an institution should compete.

National Funding Rates: the rates of funding that institutions can claim from the Education and Skills Funding Agency for young people aged 16 to 19 and those aged 19 to 24 with an

education, health and care (EHC) plan.

Naqoda: The online competition management system used by AoC Sport to record entries for all league and cup competitions, access to which is provided to each institution for the purposes of managing entries, results and player registration.

Non-college: Any institution that was not incorporated as part of the Further and Higher Education Act (1992).

Operations Advisory Group: Two representatives from colleges in each region who meet with AoC Sport staff to review all aspects of the AoC Sport competitions including leagues, cups, regional tournaments, national championships and competition rules.

Participant: Institution, institution staff, player, coach, official, match official, and all such persons who are from time to time participating in any activity organised either directly or indirectly by AoC Sport.

Regional Development Officer: The member of AoC Sport staff with responsibility for liaising with colleges in a specific region or regions over all competition matters.

Regional Operations Group: The representatives of each college in membership of AoC Sport who are invited to attend three meetings each year at which competition rules and league structures are determined.

Team Administrator: A person approved by the Club Administrator, with access to online competition management systems, who can upload results, amend fixtures and register players for a specific team.

LEAGUE AND CUP RULES

All rules highlighted yellow indicate a new or amended rule for the 2019-20 season.

(A) The administration of the Competition under these Rules will be carried out by AoC Sport and through the Operations Advisory Group in accordance with the rules, regulations and policies of Governing Bodies of Sport responsible for the specific sports.

(B) All institutions shall adhere to the Rules. Every institution shall be deemed, as a participant of the Competition, to have accepted the Rules and to have agreed to abide by the decisions of AoC Sport in relation thereto.

(C) This Competition and each institution must make every effort to promote equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community, irrespective of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise.

1. ELIGIBILITY

1.1 All participants in AoC Sport competitions must be recorded on

the Individualised Learning Record (ILR) by the institution (subject to rule 1.8). They must be on the ILR of the institution which is drawing down funding as a continuing student at the time of the match. Students on the ILR who are registered as completed, withdrawn or transferred are not eligible to play.

1.2 Where institutions are being subcontracted by another institution that claims payments from the Education and Skills Funding Agency, they must provide details of this funding partnership on their online entry form.

1.3 All participants in AoC Sport competitions must have reached 16 years of age before midnight on 31 August in the academic year of participation (birth date on or before 31 August 2003).

1.4 The upper age group for sports is as follows:

- Men's and women's rugby union – under 18 (birth date on or after 1 September 2001)
- Men's football, **men's futsal**, men's and women's basketball – under 19 (birth date on or after 1 September 2000)
- Pan Disability football – under 25 (birth date on or after 1 September 1994)

1.15 It may be possible for a student to be on a funded study programme at more than one institution. In such circumstances, the student will play for the institution at which they study more guided learning hours. If this institution does not enter a team in the student's chosen sport, the institution at which the student studies fewer hours must make a written request to the other institution for the student to play in their team.

1.16 Players can only play for one institution in a season unless written permission is obtained for the player to compete for the new institution.

1.17 Any institution submitting false information or playing an ineligible player(s) may forfeit the match.

2. STAFFING

2.1 The Head Coach of Premier League teams must hold a current NGB level 3 coaching qualification. Where a new coach is appointed during the season, they must be committed to achieving a level 3 coaching qualification within 12 months.

2.2 In the interests of safeguarding, it is recommended that in all other competitions, the Head Coach holds a current coaching qualification.

2.3 Each team must provide a person at each game who holds a current first aid qualification and who carries a fully stocked First Aid Kit in case of an emergency.

2.4 The coach must attend every game with a match day pack which includes:

- a) the rules of the competition
- b) a completed team/squad sheet (see 7.15)

3. COMPETITION SYSTEM (LEAGUES)

3.1 The competition will be organised and administered by the Competition Administration Officer.

3.2 Only institutions that have completed the online entry form will be eligible to be included in any competition.

3.3 To protect the financial viability of its competitions, AoC Sport reserves the right to refuse the application of any institution that it has had to pursue for unpaid debts or where there is evidence that the institution has unpaid debts with any other provider of competitions.

3.4 In order to protect the integrity of its competitions, AoC Sport reserves the right to refuse an institution entry into a competition where there is evidence that an institution has breached the code of conduct or competition rules of AoC Sport

- or any other competition provider in the previous season.
- 3.5 Applications from teams who wish to play out of region will normally only be accepted if playing out of region does not compromise the league quality aspirations. If the league quality aspirations would be compromised, a unanimous positive decision from all the other teams in the league is required for the team to be accepted.
- 3.6 Premier leagues are based around an 'elite standard' and as such travelling will be greater than in other leagues.
- 3.7 All other leagues will be organised around a 'Regional League' principle where teams are, as far as possible, evenly matched, the number of fixtures played is maximised and travelling for regional leagues does not exceed 100 miles or 2 hours each way for each fixture. The leagues to be approved at the summer term Regional Operations Group meeting.
- 3.8 The closing date for entries will be seven calendar days prior to the summer term meeting of the Regional Operations Group. The dates of these meetings are included in the terms & conditions agreed by each institution as part of the entry process and available in the resources section of the AoC Sport website.
- 3.9 Institutions will be invoiced for the number of teams that are allocated to competitions on the day of the summer term meeting of the Regional Operations Group.
- 3.10 Refunds will not be given to teams that withdraw after the summer term meeting of the Regional Operations Group.
- 3.11 Any team that withdraws from a league competition after 30 September will incur a fine as follows: -
- 1-14 October - £100
 - 15-31 October - £200
 - After 31 October - £400
- 3.12 This rule will not apply to leagues that do not attract sufficient entries to be viable (less than 4), newly created leagues, development leagues, futsal regional festivals and cup competitions.
- 3.13 Entries received after the summer term meeting of the Regional Operations Group will be placed in a waiting list, if there are no spaces left in any league. They will be placed in the order of receipt. The invoice will only be issued once the place is confirmed after which there will be no refund for withdrawal.
- 3.14 Applicants who do not meet the entry criteria for any competition will be rejected. They will be contacted by the AoC Sport

- competitions administration team and provided with reasons for their rejection.
- 3.15 Applicants who are refused entry have a right of appeal using the process described on page 51.
- 3.16 Dates of fixtures will be advertised to participating teams by the end of June.
- 3.17 Matches will be played on the Wednesday afternoon designated by AoC Sport in the fixture list.
- 3.18 Games will commence between 1:30pm and 3:00pm unless otherwise agreed by both teams.
- 3.19 League, cup and play-off matches can be played on other days if both teams are in agreement.
- 3.20 Matches in leagues of between 4 and 8 teams will be scheduled between September and the end of the spring term.
- 3.21 Teams competing in the championships or regional leagues of 8 teams or less may reschedule cancelled matches until 13 May as long as: -
- a) both teams are in agreement
 - b) the new date for the fixture has been amended on Full Time or Naqoda by Friday 27 March 2020.
- 3.22 Any match for which a new date has not been agreed will be recorded as a 0-0 draw and no league points will be awarded.
- 3.23 The Regional Operations Group may decide to operate a 9 or 10-team league where all teams are in agreement that matches will continue until the 13 May.
- 3.24 The AoC Sport competition calendar was available from April on the resource page of the AoC Sport website. Institutions entering AoC Sport competitions have committed to the completion of fixtures within this timescale and prioritising AoC Sport matches over those in other external competitions.
- 3.25 Where a team is unable to complete a fixture on the designated date due to extenuating circumstances, they must contact AoC Sport at least seven days in advance of the fixture to obtain permission to agree an alternative date with the opposition. The fixture must be rescheduled within seven days and the new date for the match updated on FA Full Time or Naqoda.
- 3.26 Where teams cannot mutually agree a date, the Competition Administration Officer may set a date that both colleges must abide by. Failure to play the game on the date specified will result in one or more of the following penalties

- a) a walkover being awarded to one team,
- b) one or both teams being excluded from the competition
- c) a points penalty
- d) a fine.

4. CANCELLATIONS (LEAGUES & CUPS)

4.1 A team unable to attend a scheduled game because of an accident, weather or unforeseen circumstances on the day of the match should immediately inform their opponents and the Competition Administration Officer. Each situation will be reviewed on its merits and a decision made as to whether the match should be rearranged. This decision may be appealed through the system laid out in the appeals section.

4.2 A match may be cancelled for legitimate reasons only such as: -

- International call ups (two players or a football goalkeeper).
- Severe weather conditions which prevent travel
- Waterlogged or frozen pitch
- Work experience (providing AoC Sport is notified by 30 September).
- Public Examinations (providing AoC Sport is notified at least seven days before the match)

Non-legitimate reasons are: -

- Lack of players due to injury, illness, holidays, etc.
- Lack of transport
- Clashes with non AoC Sport competitions
- Other arrangements, such as club tours or end of term parties clashing with the competition calendar
- Work experience of which AoC Sport was not made aware by 30 September
- Examinations of which AoC Sport was not made aware seven days before the fixture

4.3 Where a match is cancelled for non-legitimate reasons after midday on the day before the match, teams may apply for a walkover by using the form available in the resources section of the AoC Sport website.

4.4 Where a team wishes to claim a walkover, the relevant form (available on the AoC Sport website) must be completed and sent to the Competition Administration Officer within 24 hours of a cup match and 7 days of a league match. Walkovers will only be granted in exceptional circumstances.

4.5 It is not acceptable for teams to merely enter a walkover score when an opponent has not fulfilled a fixture or to agree upon a score without playing the match. Where AoC Sport become aware of this practice, the match will be investigated and the match may

become void and no league points will be awarded to either team.

4.6 AoC Sport will record the following scores in the event of a successful request for a walkover or where a match is awarded to a team in the event of a transgression of the rules: -

- Badminton: 6-0
- Basketball: 20-0
- Netball and rugby union: 30-0
- Football, Futsal, hockey and volleyball: 3-0

4.7 In the event of a Team withdrawing from the competition before completing 75% of its fixtures for the playing season, all points obtained by or recorded against such defaulting team shall be expunged from the league table. For the purposes of this rule, a completed fixture shall include any competition match(es) which has been awarded by the Competition Administration Officer.

4.8 If a fixture is agreed to be postponed by both parties, a new date for the match must be agreed and submitted to AoC Sport within seven days of the original fixture.

4.9 If after seven days one team has failed to respond to email and telephone communication resulting in no new date being agreed for the fixture postponed in 4.8, their opponent may send the email trail to AoC Sport as part of a walkover

request. This walkover request must be received within 14 days of the original date of the match.

4.10 Where teams do not comply with 4.8 and 4.9 a walkover cannot be requested at a later date by either team.

4.11 Non-elite teams wishing to play a double header must obtain written permission through the Competition Administrator Officer and will only be granted in exceptional circumstances. If permission is granted, then the result shall be awarded as follows: the first half will be classed as one match and the second half will be classed as a separate match. No double headers allowed in premier leagues.

4.12 Where a walkover is claimed for a double header, it will be only recorded for one match, the other being recorded as a 0-0 draw, with no league points added.

4.13 If appropriate fixtures can be brought forward or reversed. Please note it is the home team's responsibility to update FA Full Time or Naqoda accordingly.

4.14 A no-show occurs when a team wilfully does not show up at a confirmed fixture. Penalties for no shows are as follows: -

- A walkover win to the team not at fault.
- A 1-point deduction from the league total.
- The team that is guilty of a 'no show' is precluded from participating in any 'play off' opportunity should they qualify. If this is the case, the next nearest team in terms of league standing will automatically qualify for this privilege.

4.15 Throughout the season the Competition Administration Officer will issue an email reminder to all teams who have matches for which no result has been uploaded to FA Full Time or Naqoda.

4.16 All matches for which no results have been uploaded to FA Full Time or Naqoda by the end of the season will be recorded as 0-0 draw, with no league points being awarded to either team.

4.17 Failure to complete the matches in any season may result in a £400 fine and could result in your application to join the league the following season being rejected.

4.18 If you experience any issues with contacting the opposing team it is important that you raise this with AoC Sport immediately so appropriate action can be taken.

5. DETERMINATION OF LEAGUES

5.1 In league matches, points will be awarded as follows:

- Win = 3 points.
- Draw = 1 point.
- Loss = 0 points.

5.2 Results must be entered. within 48 hours of the match on FA Full Time or Naqoda.

5.3 In competitions played as a series of festivals, points scored in one festival will be carried forward to the next festival.

5.4 The winner of a festival competition will be the team that accumulates the most points in the whole series regardless of the number of festivals attended.

5.5 Teams must give 7 days' notice if they wish to opt out of attending any of the series of festivals and any matches that were scheduled will be recorded as 0-0 draws with no game points awarded

5.6 Where teams within the same league share the same number of points, the following criteria will be applied in order to determine the order:

- a) Head-to-head record of the teams involved in the tie based on total points in league games.
- b) Where the points are the same, the aggregate score of the

- teams involved in the tie will be used to determine the tie.
- c) Best goals/points difference in league games.
 - d) Most goals/points scored in league games.
 - e) Least goals/points conceded in league games.
 - f) Ranking based on points earned against top four group finishers.
 - g) Lottery conducted by AoC Sport.

5.7 **Premier League only:** On completion of group league fixtures a series of 'play-off' matches will be organised to determine the winner of the Premier Champions Cup. These fixtures will be scheduled by the Competition Administration Officer.

5.8 **Premier League only:** If the league schedule has not been completed by the deadline set by AoC Sport, colleges will be selected for the Champions Cup play off stage on the basis of the number of points achieved by that date. Where points are equal the criteria laid out in 5.5 will be used.

5.9 **Premier League Only:** Where there are a different number of teams in the divisions and 5.6 a) does not determine the placings of two teams tied on points or where there are more than two teams tied on points, it is not possible to use 5.6 b) – e) as teams have not all played the same number of games.

5.10 In these situations, the places will be determined by the best average goals/points difference per game, based on the total of games possible in the division and not the actual number of games played on the last date of the regular season.

5.11 The play-off process for the Premier Champions Cup will be determined by the Competition Administration Officer and circulated to all teams at the start of the season.

5.12 Group winners will always be given a home tie in the first round of the Premier Champions Cup play-off competitions.

5.13 Where necessary, the best placed second placed team(s) will also receive a home draw.

6. COMPETITION SYSTEM (CUPS)

6.1 Entry to cup competitions must be received by AoC Sport before 13 September.

6.2 The cup competitions will be run in standard cup format:

- In the early stages of the competition every attempt will be made to 'localise' the draw
- Teams will be expected to travel out of region in the later rounds of the cup

6.3 All cup games must be played on a one-off knockout basis with no replays.

- 6.4 Flexible format rules cannot be used in cup matches.
- 6.5 A draw will be made by the Competition Administration Officer. The competition dates for fixtures are available on the AoC Sport competitions calendar which can be accessed on the AoC Sport website. These will be the final play-by dates for each round. Matches can be played prior to these dates if both teams are in agreement.
- 6.6 AoC Sport reserves the right to cancel any cup competitions in which low entries mean there is not a round of 32 and reimburse entry fees accordingly.
- 6.7 AoC Sport cup matches take priority over league and play-off matches.
- 6.8 Failure to comply with these cup dates may result in the toss of a coin to decide which team progresses to the next round.
- 6.9 The draws shall be circulated, and all games are to be played at the ground of the first named team (unless agreed otherwise by both teams).
- 6.10 Where cup or play-off matches are cancelled due to inclement weather, they must be played on the following term time Wednesday. In order to keep the competition on schedule, it may be

necessary for a team to forego home advantage if, after a game has been postponed once due to weather, the pitch of the away team is playable.

- 6.11 Rules 3.13 to 3.25 will apply to all cup competitions.

- 6.12 In the interests of maximising participation, AoC Sport reserves the right to reinstate a team to a cup competition where the team that knocked them out of the competition withdraws prior to the next round.

7. PLAYER REGISTRATION

- 7.1 All players from each college should be registered with AoC Sport before they are eligible to play in any league or cup match. Details of all players to be used (i.e. full names, gender and DOB) should be completed online using Naqoda or FA Whole Game. For players entering football competitions – see sport specific rules for further information.

- 7.2 Any team that has not registered players by the 31 October will receive a 1-point deduction, with further 1-point deduction made from teams who have not registered players at the end of November, January and February.

- 7.3 In the interests of increasing participation and preventing late

cancellations, additional players can be brought into teams in the regional leagues at late notice providing: -

- They comply with rule 1.
- They are included on the team sheet.
- The opposition coach is notified.
- They are registered on the appropriate system within 48 hours of the match.

7.4 Any player who has been named on the team sheet for 50% or more of the games played by one team, cannot compete at a lower level or for a different team unless written permission is obtained from the Competition Administration Officer.

7.5 Where an institution has two teams in the same division, the players can only play for one team. Written permission must be obtained from the Competition Administration Officer for the player(s) to compete for the other team.

7.6 Institutions may only seek permission to internally transfer three players in any calendar month.

7.7 Any institution found to have played an ineligible player in a league match or league matches shall have any points gained from that match or matches deducted from its record, up to a maximum of 12 points.

7.8 A player shall not be eligible to play for a team in any league decider or play-off match unless the player has played three games for that team in the competition in the current season.

7.9 Where an institution has more than one team, selection must be made as if all teams are playing on a given day. For example, if the first team does not have a match but the second team do, no players who would normally represent the first team are eligible to play for the second team, subject to rules 7.4 to 7.8.

7.10 Where colleges have more than one team in the same cup competition a player is 'cup tied' once they have played for one team. They cannot then play for the other team in the same competition. A team that is found to have played a cup tied player will forfeit the match.

7.11 A player shall not be eligible to play in a cup final unless they have been named on the team sheet in a previous cup round.

7.12 Any club found to have played an ineligible player in a cup match will forfeit that match and their opponent will progress to the next round of the competition.

7.13 Any report of a team playing an eligible student must be submitted

to the Competition Administration Officer within 24 hours of a cup match or seven days of a league match.

7.14 Any college submitting false information or playing an ineligible player(s) may be withdrawn from that competition, subject to the submission of a written explanation of their action. They may also risk the imposition of additional sanctions, fines or other penalties.

7.15 A team/squad sheet must be exchanged at least 30 minutes before the start of the match in the presence of the referee showing the name of each player. Copies of the team/squad sheets are available in the resources section of the AoC Sport website,

7.16 It is acceptable for electronic copies of team sheets to be produced on laptops, tablets or smart phones and shown to an opponent. Such team sheets must be sent to the Competition Administration Officer in the event of any query over player eligibility.

NB AoC Sport have produced legal advice that confirms that the production of team sheets complies with GDPR regulations. Full details are available in the resources section of the AoC Sport website.

7.17 **Premier Leagues:** Both teams must send their fully completed team sheet to the Competition

Administration Officer within two days of the completion of each fixture. Where a game is played on a Wednesday, the team sheet should be received by 5:00pm on the Friday.

7.18 **Premier League** teams that fail to submit a team sheet within the allotted timescale will on the first occasion be warned and will receive a 1-point deduction on the second and each subsequent occurrence.

7.19 Other leagues: team sheets should be destroyed or returned to the opponent at the end of the match unless they are needed for any subsequent appeal.

7.20 The Competition Administration Officer should be informed by email on every occasion where an opponent does not exchange a team sheet, stating the date of the match, the competition and the name of the teams involved in the match. On the first occasion the offending team will be issued with a warning after which further breaches of this rule will result in a 1-point deduction.

7.21 Failure to attach the opponent's team sheet will result in the appeal being rejected.

7.22 AoC Sport staff have the right to attend any fixture and request to see a player's student ID with or without prior notice. Failure to provide the relevant information

upon request will result in further action being taken.

- 7.23 Any team that is unable to provide team/squad sheets from any match under appeal will therefore be unable to defend the appeal made against them.

NB: We are dependent on coaches displaying sound educational ethos and values to ensure that rule 7 is upheld. In particular the practice of playing a senior team in a lower competition is one that AoC Sport discourages as not being in the true spirit of sport.

8. CONDITIONS OF PLAY AND FIXTURE OBLIGATIONS

All golf specific conditions of play and fixture obligations are available on page 24.

- 8.1 The home team must contact their opponents with match details such as venue, facilities available, start time and colours of kit at least seven days before the fixture (i.e., Thursday for games that take place on the following Wednesday). An example of the form is available on the AoC Sport website.

8.2 In competitions played under a festival format, the host institution must contact all teams with event details such as venue, facilities available, start time and colours of

kit at least seven days before the festival.

- 8.3 The away team must confirm receipt of match details.
- 8.4 In the interests of ensuring that matches are played the away team should telephone the home team if no confirmation has been received within three days of the match (i.e., Monday for Wednesday matches).
- 8.5 In such situations the away team must report the offending team to AoC Sport who will issue them with a warning on the first occasion and issue a £50 fine on the second and subsequent occasions.
- 8.6 If you are unable to contact the opposing team by telephone or email, it is important that you raise this with AoC Sport immediately, so appropriate action can be taken.

NB: Teams are advised not to travel to a fixture unless confirmation has been received from the home team.

- 8.7 AoC Sport must be informed of any abandoned match and will make a decision on whether the result at the time of the abandonment stands or whether the match shall be replayed.
- 8.8 Match balls – two suitable match balls to ensure continuous play will be provided for the referee's inspection prior to each match.

8.9 Team colours – in the event of a colour clash the away team will change to colours that provide a satisfactory contrast. Shirts may bear a sponsor's name and must be clearly numbered.

8.10 In football no team or player is permitted to wear black kit.

9. MATCH RESULTS

9.1 In league fixtures it is the home team's responsibility to input the results by logging on to the designated fixture system. This must be done within two clear days of the fixture. For example: for a Wednesday fixture the result must be inputted by the Friday of that week. Away teams also have the option of inputting the result.

9.2 In cup fixtures the winning team must input the result.

9.3 **Premier League only:** For matches played on the last day of the scheduled league season, results must be inputted by 5.00pm on the day of the match so that sufficient organisation time can be given to teams qualifying for the play-offs.

9.4 **Premier League only:** Failure to complete the group fixture programme by the designated date may result in a £100 fine.

10. REFRESHMENTS

10.1 Refreshments – in the **Premier Leagues** the home college shall provide suitable hospitality and refreshments which will replenish energy levels for their visitors following each game before they embark upon their journey home. This can be negotiated where colleges have a travelling distance to the fixture of under one hour. Under these circumstances it is the responsibility of the home team to contact the away team to negotiate whether there are requirements for refreshments, and where they are requested home colleges must provide these. In **Football Championships** matches refreshments shall only be provided where the travel time to the match exceeds 90 minutes. In **regional leagues** the home college shall provide access to refreshment facilities.

10.2 Refreshments – **Premier Cup:** where travel time exceeds 90 minutes the home team shall provide suitable hospitality and refreshments which will replenish energy levels for their visitors following each game before they embark upon their journey home. If less than 90 minutes travelling is involved refreshments are at the discretion of the home college. Under these circumstances it is the responsibility of the home team to contact the away team to negotiate whether there are requirements for

refreshments. **Knockout Cups and Knockout Trophy:** From the quarter final suitable hospitality and refreshments which will replenish energy levels must be provided. Prior to the quarter final suitable hospitality and refreshments should be provided if more than 90 minutes travelling is involved.

11. MATCH OFFICIALS

- 11.1 The home college should arrange for appropriately qualified officials at each match. All match officials must be appropriately dressed.
- 11.2 Where the referee/umpire does not turn up to a match, the home team will provide a person to officiate the first half and will offer the away team the opportunity to officiate the second half. If the away team declines the invitation, the home team will officiate the whole match. The away team should contact the Competition Administration Officer to report that the referee/umpire failed to turn up so that the matter can be investigated.
- 11.3 The home college is responsible for paying all officials, umpires etc their match fees.
- 11.4 See sport specific pages for detail of the level of officials required for each competition.

12. TROPHIES

- 12.1 The winner of each League will be presented with a cup for permanent retention.
- 12.2 Premier League winners will play a series of 'play-off' matches before a Final is staged on a neutral venue where the winners will be presented with the Premier 'Champions Cup' to be retained for one season.
- 12.3 The winners of the Champions Cup and each cup competition will receive a trophy to retain for one season. The winners are responsible for the cost of engraving and return of the trophy to AoC Sport by 31 March. Failure to do so will result in the winning teams being invoiced for the replacement trophy.
- 12.4 There will be medals for the players of both teams playing in all cup and Champions Cup finals.

13. MISCONDUCT

- 13.1 It is a condition of entry that teams shall adhere to the AoC Sport Code of Conduct.
- 13.2 Colleges are responsible for the behaviour of players and officials.
- 13.3 Each college that enters the competition is also responsible for the behaviour of its spectators.

13.4 Players, coaches and managers of all competing teams shall behave in a manner that is not likely to bring the game into disrepute.

13.5 Any person having a connection with the college (e.g. staff, student, parent etc) guilty of misconduct could cause the team/college to be withdrawn from further involvement in the competition and/or the imposition of a fine or other sanction.

13.6 AoC Sport shall have the power to take appropriate action against any institution, player, coach or manager within its jurisdiction.

13.7 Suspensions shall be valid throughout all AoC Sport competitions.

13.8 AoC Sport cannot intervene in any matters of misconduct that are being investigated by the Police.

14. SANCTIONS AND PENALTY FINES

14.1 See page 50 for sanctions and penalty fines.

15. WALKOVERS, PROTESTS AND APPEALS

15.1 See page 52 for the walkover, protests and appeals procedures, along with a flow diagram of the appeals process.

16. ALTERATION TO RULES

16.1 Proposals for rule changes can be submitted by any institution, in writing to competitions@aoc.co.uk before 31 May or by tabling the proposal at the summer term meeting of the Regional Operations Group.

16.2 All proposed rule changes will be tabled at the summer meeting of the National Operations Advisory Group and decisions made on whether they should be adopted.

16.3 Any alteration to rules will be subject to approval by the relevant governing body National Governing Body and will only come into force at the start of the following season.

SPORT SPECIFIC RULES:

BADMINTON

3. COMPETITION SYSTEM (LEAGUES)

BD3.27

Teams in the League and Cup competition will be made up of four females and four males, with each round consisting of two men's singles, two women's singles, two men's doubles, two women's doubles, two mixed doubles.

BD3.28

All players and pairs must be listed strictly in descending order of merit, from 1 to 4 (according to their singles grading and ranking), with the top 2 ranked male and female players competing in the singles matches.

NB Where players do not have a Badminton England ranking, staff are expected to rank players according to their perceived ability.

BD3.29

Each team must exchange a fully completed team sheet with their opponents no later than 15 minutes before the match.

BD3.30

There can be no alteration to the playing order once the team sheet has been submitted.

BD3.31

No substitutes can be used for players who become incapacitated after the match has begun.

BD3.32

Matches will be forfeited where players do not play in rank order.

BD3.33

The order of play shall be: -

Mixed doubles x 2

Men's singles 1 v 1 and 2 v 2

Women's singles 1 v 1 and 2 v 2

Men's doubles x 2

Women's doubles x 2

BD3.34

Players ranked 1 and 2 must play in the singles matches.

BD3.35

Each player may only compete in two matches per fixture (i.e. each player plays two matches).

BD3.36

Matches will be best of three games to 21 points with extended scoring if required. If the score becomes 20-all the side which gains a two-point lead first shall win that game, only until the score becomes 29-all where the side scoring the 30th point shall win that game.

BD3.37

If a team cannot play all of the matches within a fixture, then those un-played

matches will be awarded to the opposition by a score of two games to love.

BD3.38

Where a cup match is drawn with a score of five rubbers each, the winner will be decided by the most games/sets won. If still equal, points won, and if still equal the result of the first mixed doubles.

6. COMPETITION SYSTEM (CUPS)

BD6.13

The leagues rules BD3.27 to BD3.35 also apply to the cup competitions.

BD6.14

Teams that qualify for the final fours of the cup competition will be required to submit the name and rank of their team to AoC Sport at least 7 days before the match so that relevant checks of the Badminton England list of ranked players can be made.

BASKETBALL

PLEASE NOTE: THERE IS A SEPARATE RULEBOOK FOR EABL, ABL AND WEABL

6. COMPETITION SYSTEM (CUPS)

BB6.13

EABL and ABL teams cannot enter the Men's Knockout Cup and WEABL teams cannot enter Women's Knockout Cup.

7. PLAYER REGISTRATION

BB7.24

All AASE/DiSE students are permitted to play in AoC Sport leagues and cups but players' details must be submitted to AoC Sport, who will notify Basketball England.

8. CONDITIONS OF PLAY AND FIXTURE OBLIGATIONS

BB8.10

A visible scoreboard, and a visible clock shall be provided by the home team at every game. These facilities shall be clearly visible to both team benches.

BB8.11

All games should be played on a full court no less than 20m x 11m.

BB8.12

All players must wear numbered shirts.

BB8.13

This is a five a-side competition.

BB8.14

Duration – it is recommended that games should follow FIBA regulations (i.e. four 10-minute periods, two minutes between periods and a 10-minute half-time break). There is the option to shorten games by agreement between the two teams (e.g. shorter quarters or by adopting a running clock format). Where a match is abandoned in the fourth quarter, the score at the time of abandonment will constitute a game.

BB8.15

In the event of a tie at full-time a period of overtime of 5 minutes will be played in order to decide the winner, then as many five-minute periods as are necessary to break the tie.

11. MATCH OFFICIALS

BB11.5

Match Referees – the home college should arrange for two qualified referees. By prior agreement this can be one qualified referee supplied by each college.

BB11.6

Table Officials – Home team must provide a minimum of two table officials these maybe students, but they may not be members of the team.

CRICKET – T20

3. COMPETITION SYSTEM (LEAGUES)

CC3.27

Teams will play in a series of qualifying groups, the winner of each progressing to a play-off competition

4. CANCELLATIONS

CC4.19

For cases where the match is cancelled before any play is possible, this match should be re-scheduled. However, if the fixture cannot be replayed by 3 June, the result will be called a draw, with one point awarded to each team.

CC4.20

If any match is cancelled, the team must inform their opposition, AoC Sport and the umpires at the earliest possible moment.

CC4.21

If any team cancels the fixture without exceptional reason within 24 hours of the scheduled start time, they will be responsible for paying the costs of the umpires (total of £40).

CC4.22

The match must be rescheduled and played before 3 June. The team that originally cancelled must submit three alternative dates / times for the match to be rescheduled and if the fixture is still unresolved, the match will also be conceded and three points will be awarded to the opposition.

CC4.23

To avoid teams cancelling due to lack of players, matches are able to be played with a minimum of eight players per side – however, this can only be upon the agreement of both teams and cannot be requested for tactical purposes.

CC4.24

For group stage matches, where a team concedes the match for any other reason apart from weather, the opponents will be awarded 5 points. The team that concedes will receive no points.

5. DETERMINATION OF LEAGUES

CC5.13

To encourage more fixtures to be played, the points system for the competition is:

- 3 for a win
- 1 for a cancellation due to inclement weather, where both teams failed to bat for 5 overs or where no play occurred and the match could not be rescheduled.
- 0 for a loss

CC5.14

If a match is cancelled where both teams have batted for 5 overs, i.e. in the 8th over of the second innings, average NRR will be used to identify the winner as per rule 8.1.

CC5.15

In the competition structure, if teams are tied at the top of the league, the team that

won the head-to-head fixture will progress through to the next stage of the competition. If teams are still tied, then the team with the highest net run rate will progress through to the next stage of the competition.

CC5.16

A team's net run rate is calculated by deducting from the average runs per over scored by that team, the average runs per over scored against that team. The calculation of average runs shall be total runs scored x 100 divided by legitimate balls received. In the event of a team being all out in less than its full quota of overs, the calculation of the net run rate of both teams shall be based on the full quota of overs to which the batting team would have been entitled and not the number of overs in which the team was dismissed. Only those matches where results are achieved will count for the purpose of net run rate calculations

7. PLAYER REGISTRATION

CC7.24

Each side must provide the umpires with a team sheet before the start of the match identifying any player who has not reached the age of 18. Team sheets will be provided by AoC Sport upon receipt of entry.

8. CONDITIONS OF PLAY

CC8.10

Group game: The Home side shall provide at least one new cricket ball for each

fixture. If desired, a new ball can be used for the second innings.

CC8.11

Finals: AoC Sport will provide new match balls for the finals. A new ball shall be provided for the start of each innings

CC8.12

All players must wear a helmet when batting or as a wicket keeper standing up to the stumps.

CC8.13

One innings per side, each limited to a maximum of 20 overs.

CC8.14

Start times are to be agreed by both teams. The time of the match can be changed upon agreement of AoC Sport, both colleges and the allocated umpires.

CC8.15

Teams should take no longer than 1 hour 15 minutes to bowl 20 overs.

CC8.16

In the event of an interruption or delay during the 1st innings, the calculation of the number of overs to be bowled shall be based upon one over for every 3 ³/₄ minutes in the total time available for play up to the scheduled close of play. In the 2nd innings of the match, overs shall be reduced at a rate of one over for every full 3 ³/₄ minutes lost, unless the 1st innings has finished early or the 2nd innings started early, in which case no overs are lost until the time that has been gained is subsequently lost.

CC8.17

The objective of rearranging overs is to give the greatest opportunity for a match of equal overs. If in the view of the umpires - bearing in mind the prevailing ground, weather and light conditions - it is considered to be most unlikely that the full quota of overs will be bowled in any match; it is recommended that a pre-emptive decision is made to reduce overs in advance, with five being the minimum. In the event of the side in the 1st innings batting for longer than the side in the 2nd innings the target score shall be decided by average run rate based on the number of legitimate balls faced.

CC8.18

No bowler may bowl more than one-fifth of the total number of overs scheduled for the innings. If the number of overs is reduced upon the decision of the umpire, this will still apply, unless the bowler has already bowled in excess of this.

CC8.19

Fielding restrictions will not apply in this competition, until the Regional Finals stage.

CC8.20

WIDES

Any offside delivery which in the opinion of the umpire does not give the batsman a reasonable opportunity to score shall be called a wide.

CC8.21

Any delivery that goes down leg side shall be called a wide.

CC8.22

For every wide called, one run shall be awarded as an extra and an additional ball should be bowled.

CC8.23

NO BALLS

No balls will be awarded for:

- Any delivery that bounces more than once
- Any delivery that passes the batter above waist height without bouncing (fast bowler)
- Any delivery that passes the batter above shoulder height without bouncing shoulder height (slow bowler)
- Any delivery that bounces above head height of the batter
- Any delivery where a foot - fault occurs

CC8.24

For every no ball called, one run shall be awarded as an extra and an additional ball should be bowled.

CC8.25

FREE HIT AFTER A FOOT-FAULT NO BALL

The delivery following a no ball called for a foot fault shall be a free hit for whichever batsman is facing it.

CC8.26

If the delivery for the free hit is not a legitimate delivery (any kind of no ball or a wide ball), then the next delivery shall become a free hit for whichever batsman is facing it.

CC8.27

For any free hit, the striker can be dismissed only under the circumstances that apply for a no ball, even if the delivery for the free hit is called wide ball.

CC8.28

Field changes are permitted for free hit deliveries.

CC8.29

The umpires shall signal a free hit by (after the normal no ball signal) extending one arm straight upwards and moving it in a circular motion.

9. MATCH RESULTS

CC9.5

It is the responsibility of both sides to send the result to

competitions@aoc.co.uk within 24 hours of the match being completed.

11. MATCH OFFICIALS

CC11.5

Umpires must be appointed for every fixture. Each umpire must be officially qualified through the ECB Association of Cricket Officials. The home team must book the umpire and pay his or her expenses/fees.

CC11.6

If umpires attend the match and it is subsequently cancelled, they can claim for their match fee as above.

CC11.7

Each team is responsible for supplying a scorer (preferably non-playing).

FOOTBALL

1. ELIGIBILITY

FB1.18

A player that is registered with The FA on either a template Premier League, EFL (English Football League) or FA standard contract form is considered to be a professional and under written contract. The FA holds records on every player under written contract and a player is not considered to be under written contract until received and processed by The FA to the satisfaction of the relevant rules and regulations of the governing bodies concerned.'

FB1.19

Any student who is contracted to a team at any level of the football pyramid is not permitted to play in AoC Sport competitions.

FB1.20

English institutions competing in AoC Sport football competitions must be affiliated with their County FA prior to the commencement of the season to enable leagues to be sanctioned by the FA. Affiliation numbers must be submitted to AoC Sport by 30 June. Teams will not be permitted to play until they can provide evidence of their affiliation.

FB1.21

Welsh institutions must be affiliated with their area association prior to the commencement of the season to enable the Welsh league to be sanctioned by FAW. Affiliation numbers must be submitted to AoC Sport by 30 June. Teams

will not be permitted to play until they can provide evidence of their affiliation.

FB1.22

Welsh institutions will be permitted to play in other regional leagues as long as they have affiliated with their area association.

NB: As most of the players are under the age of 18 it is strongly recommended that at least one member of staff has attended an FA Safeguarding workshop.

3. COMPETITION SYSTEM (LEAGUES)

FB3.27

Teams wishing to enter the Premier League must complete a separate application process, details of which will be circulated to all institutions in March.

FB3.28

Decisions on applications to enter the ECFA Premier League will be made by the ECFA Committee and will be based on the following criteria: -

- Teams must meet the criteria set out in section 3 (page 8)
- Teams must meet the minimum operating standards (MOS) of the league
- Teams must provide a film of no more than two minutes which shows how the pitch and changing facilities meet the MOS.

- Existing teams should have achieved a compliance score of 80%
- Teams must have completed all their fixtures in the previous season
- Existing teams have performed competitively in the previous season
- New applicants must be able to demonstrate an ECFA Premier League playing performance

FB3.29

Due to calendar restraints, no more than eight teams will be permitted to compete in any division of the Premier League.

FB3.30

Reasons will be provided for any unsuccessful applicants who will have 7 days to submit an appeal.

FB3.31

In the event of any division having less than 8 teams or a team withdrawing after the divisions have been created, AoC Sport reserves the right to approach institutions that have demonstrated they meet the minimum operating standards.

FB3.32

An ECFA Committee (Chairman, 6 senior college staff, up to 3 AoC Sport staff and up to 2 representatives from the FA) will meet at least 3 times a year to review the football competition structure, develop a football strategy and select the teams to play in the category 1 leagues. They may also be called upon to be part of the disciplinary committee.

FB3.33

Subject to agreement at the Regional Operations Group meeting, the category 3 women's league can be played under flexible format rules.

FB3.34

Where this is the case the number of players in each team may not be less than seven.

FB3.35

Teams may nominate five substitutes who may be used at any time. Any number of substitutions may be used at any time with the permission of the Referee. Entry onto the field of play will only be allowed during a stoppage in play. A player who has been replaced may return to the play as a substitute for another player.

FB3.36

The number of players and substitutes for flexible format matches must be agreed during the match confirmation process.

FB3.37

The playing surface, size of the field of play and duration of the match for flexible format matches can be determined by the two teams.

6. COMPETITION SYSTEM (CUPS)

FB6.13

College men's teams entering the Premier League or Championships can only enter the ECFA Men's Premier Cup. Other college teams can opt to enter the Premier Cup.

FB6.14
Women's teams entering the Premier League or Championships can only enter the ECFA Women's Premier Cup. Other college teams can opt to enter the Premier Cup.

FB6.15
Only college men's teams who do not play in the Premier League or Championships can enter the ECFA Men's Knockout Cup.

FB6.16
Only women's teams who do not play in the Premier League or Championships can enter the ECFA Women's Knockout Cup.

FB6.17
Only non-college men's teams can enter the ECFA Knockout Trophy.

FB6.18
Teams playing in the ECFA Premier league will be given a bye into the third round of the ECFA Premier Cup or ECFA Knockout Trophy.

FB6.19
Champions Cup or cup matches that finish in a draw at full-time will be concluded by any one or all the following procedures depending upon the prevailing conditions:

- Extra time of two halves of 15 minutes.
- A penalty kick competition carried out in accordance with the Laws of the Game.
- This should be agreed by both managers in the presence of the

Referee prior to the commencement of the match.

7. PLAYER REGISTRATION

FB7.24

All players must be registered on FA Whole Game System (WGS) before they are eligible to play for which they must have a FAN number. The name, date of birth and address of each player can be used to search WGS for existing FAN numbers or to create them for players that have not already created one.

FB7.25

Premier League: A maximum of 25 players at any one time may be registered. No new players may be registered to play after February Half Term unless written permission is obtained from AoC Sport.

FB7.26

Premier League: In submitting their team sheet, the away team must also confirm that the home team

- confirmed the fixture 7 days before the match
- provided facilities that met the requirements of the minimum operating standards
- provided 3 match officials
- provided suitable post-match refreshments

FB7.27

The data compiled from these reports and the timely submission of team sheets will be accumulated into a compliance report,

the results of which will be circulated to each team in December.

FB7.28

The following season teams that do not achieve a minimum 80% compliance may be refused entry to the league.

FB7.29

In accordance with FA rules it is permissible for players who are registered to teams in other midweek leagues to also be registered and play for teams in ECFA leagues.

8. CONDITIONS OF PLAY AND FIXTURE OBLIGATIONS

FB8.10

All matches should be played on well-maintained grass or 3G pitches and all lines should be clearly marked. In Premier League, Cups and Championships the minimum dimensions are 65m x 92m. For Regional Leagues, Knockout Cups and Knockout Trophy the minimum dimensions are 45m x 90m.

FB8.11

In the Premier League, although grass is still the preferred option, FA/FIFA approved 3G pitches are acceptable providing they have trainers' benches and a spectator area within the 'caged' area.

FB8.12

All 3G pitches must be FA approved and may be used in ECFA competitions as long as the opponent is informed seven days before the match.

FB8.13

Under no circumstances can any match be played on a sand-based or sand-filled artificial surface.

FB8.14

Duration – all matches will be played in accordance with the FA rules of the game and shall be for a maximum of 90 minutes (i.e. 45 mins each way) and a minimum of 70 minutes (i.e. 35 mins each way) by agreement with both Team Managers and the Match Referee. There should be a half time interval not exceeding 15 minutes.

FB8.15

Temporary dismissals will be used in all competitions whereby a player who is cautioned for dissent will be sent to the 'sin bin' for 10 minutes.

11. MATCH OFFICIALS

FB11.5

Premier League and Premier Cup: neutral referee at **Level 7** or above and **two qualified assistant referees at Level 7 or above.**

FB11.6

Championships: neutral, qualified referee at **Level 7** or above, plus **two qualified assistant referees at level 7 or above.** These may be students who are qualified, hold a FAMOA number and who wear proper referee's attire.

FB11.7

Regional Leagues: neutral, qualified referee at Level 7 or above or, where both

teams are in agreement at the time of the match confirmation, this may be a qualified member of staff from either team.

NB: We are aware of the difficulty in accessing qualified referees on a Wednesday afternoon and encourage the use of qualified students wherever possible. At regional level in particular lack of availability of referees should not be a reason for cancelling a match.

FB11.8
Knockout Cups and Men's Knockout Trophy: Referee at Level 7 or above but from the quarter final a Referee at Level 7 and two qualified Assistant Referees must be provided. Assistant Referees may be qualified students who hold a FAMOA number, are dressed appropriately and who are not on the team sheet as players.

FOOTBALL – PAN DISABILITY

1. ELIGIBILITY

PDF 1.18

Although a pan-disability competition, we have been advised by the FA that due to health and safety and issues with playing surfaces, students who are wheelchair users, use mobility aids (crutches, frames etc) or are blind (B1) will be unable to take part in AoC Sport pan-disability football competitions.

PDF 1.19

Institutions must be able to provide evidence that their students meet the FA's classification and eligibility criteria (available on the resources section of the AoC Sport website) by sending scanned copies of the EHC form or other forms of certifies evidence to competitions@aoc.co.uk before the student plays a match

PDF 1.20

All pan-disability competitions are mixed, but teams may seek permission for women over the age of 18 to compete by submitting their name and date of birth to competitions@aoc.co.uk

PDF 1.21

Women over the age of 18 who have not been registered as such with AoC Sport will not be permitted to play in pan-disability matches.

PDF 1.22

Students who have competed in mainstream competitions cannot play in pan-disability matches.

PDF 1.23

Institutions competing in AoC Sport football competitions must affiliate their pan-disability teams with their County FA (area association for Welsh colleges) prior to the commencement of the season to enable leagues to be sanctioned by the FA. **Affiliation numbers must be submitted to AoC Sport by 30 June.**

3. COMPETITION SYSTEM (LEAGUES)

PDF 3.27

Regions can decide if the competition is to be played as a league, with home and away fixtures, or as a series of festivals.

PDF 3.28

Regions can decide if the format of the competition is to be small-sided, 11-a-side or flexible format.

6. COMPETITION SYSTEM (CUPS)

PDF 6.13

The cup competition will be played as a series of regional qualifying festivals.

PDF 6.14

Where there are four or less qualifying festivals, the winners and runners up of each festival will qualify for the finals.

PD 6.15

Where there are five or more qualifying festivals only the winner will qualify for the final.

FUTSAL

1. ELIGIBILITY

FUT 1.18

A player that is registered with The FA on either a template Premier League, EFL (English Football League) or FA standard contract form is considered to be a professional and under written contract. The FA holds records on every player under written contract and a player is not considered to be under written contract until received and processed by The FA to the satisfaction of the relevant rules and regulations of the governing bodies concerned.'

FUT 1.19

Any student who is contracted to a team at any level of the football pyramid is not permitted to play in AoC Sport competitions.

FUT 1.20

English institutions competing in AoC Sport football competitions must affiliate their futsal teams with their County FA prior to the commencement of the season to enable leagues to be sanctioned by the FA. **Affiliation numbers must be submitted to AoC Sport by 30 June.**

FUT 1.21

Welsh institutions must be affiliated with their area association prior to the commencement of the season to enable the Welsh league to be sanctioned by FAW. **Affiliation numbers must be submitted to AoC Sport by 30 June.**

FUT 1.22

Welsh institutions will be permitted to play in the National Futsal League and other regional festivals as long as they have affiliated with their area association.

NB: As most of the players are under the age of 18 it is strongly recommended that at least one member of staff has attended an FA Safeguarding workshop.

3. COMPETITION SYSTEM (LEAGUES)

FUT 3.27

The preferred format for the Men's and Women's Championship will be groups of teams playing home and away fixtures, followed by a national final.

FUT 3.28

Where there are insufficient entries a central-venue competition will be held

FUT 3.29

The regional competitions will be organised into a series of festivals of a maximum of 5 teams where each teams will be required to host one festival.

8. CONDITIONS OF PLAY

FUT 8.10

The playing surface shall be wooden, rubber or polymeric and must be compliant with the FIFA Futsal Laws of the Game. Matches shall not be played on tarmac, concrete or artificial turf (Astroturf).

FUT 8.11

The Field of Play will be 30 (min) – 42m (max) x 15 (min) – 25m(max), with a minimum 1m run-off at sides and ends but 2m is desirable.

FUT 8.12

Futsal goals, each of regulation size and of the identical style and manufacture shall be provided.

FUT 8.13

All players, including goalkeepers, must wear always shin-pads when on the pitch.

FUT 8.14

Players must wear appropriate flat-soled, non-marking footwear.

FUT 8.15

12 players can be named for each game.

FUT 8.16

A team may consist of 12 players for each game, five of which may be on the pitch for each team at any one time, unless players have been dismissed from the pitch. All other players can act as substitutes.

FUT 8.17

Substitutions can be made at any time during the game, and the number of substitutions is unlimited. A player that has been substituted may return to the pitch as a substitute for another player.

FUT 8.18

The player being substituted must leave the pitch via the substitution zone, which is the area in front of their team bench. The substitute can only enter the pitch

once the player being replaced has left, and they must enter the pitch via the substitution zone.

FUT 8.19

Up to a maximum of three team officials (non-players) may sit in the technical area during a match.

FUT 8.20

A match may not start if a team has less than 3 players, and a match will be abandoned if a team has less than three players on the pitch.

FUT 8.21

In the Men's and Women's Championships, matches will be played over two equal periods of 20 minutes, with the clock stopped every time the ball goes out of play or there is a stoppage in the game.

FUT 8.22

All matches in the Regional Festivals will be played over two periods of between 10 and 20 minutes at the discretion of the referee and/or League Coordinator, depending on the time available, with a running clock. This means that the clock will not be stopped when the ball goes out of play or there is a stoppage in the game. In the event of an injury the referee has the power to stop the clock.

FUT 8.23

Timeouts are not permitted in this format of Futsal.

FUT 8.24

To restart the game after a ball has gone out of play the ball is kicked back into play from the touchline and from corners.

FUT 8.25

For kick-ins, free kicks, goal clearances and corner kicks, the player in possession of the ball has 4 seconds to restart play which the referee will count with their fingers in the air.

FUT 8.26

For a kick-in, the player must have one foot on the touch line or behind it and the ball must be stationary.

FUT 8.27

A goal may not be scored directly from a kick-in.

FUT 8.28

From corners, kick-ins and free-kicks opponents must be a distance of at least 5 metres from the ball.

FUT 8.29

Goalkeepers can come out of the penalty area and players can go into the penalty area.

FUT 8.30

A goal clearance must be thrown out and the goalkeeper cannot touch the ball again unless a member of the opposition has touched the ball or if the goalkeeper receives the ball in the opponent's half.

FUT 8.31

If the ball touches the ceiling of the hall a kick-in will be awarded against the team who last touched the ball.

FUT 8.32

There is no offside in Futsal.

FUT 8.33

A penalty kick will be awarded for any direct free kick offence committed by the defending in their own penalty area.

FUT 8.34

A team may concede five fouls (direct free-kicks) in each half of the game. On the sixth and any subsequent fouls that the team commits, a direct free kick will be awarded to the opposition from the 10m penalty mark. The defending team may not place any players other than the goalkeeper to stop the shot.

FUT 8.35

If a player is sent off then the team to which the player belongs must remain with 4 players until either two minutes have passed, or the opposition have scored a goal, after which one of the named substitutes may be used. The player that has been sent-off is not able to play in the remainder of the match.

11. MATCH OFFICIALS

FUT 11.5

In the Championships, the preference is that two futsal referees must be provided, who may be staff or students from the home college as long as they are qualified. However, to ensure that matches are played, it is acceptable for only one referee to be provided as long as the opponent is informed at least 48 hours before the match.

FUT 11.6

The home team must provide a student or member of staff to operate the stopped clock.

FUT 11.7

With agreement from all competing teams, regional festivals can be officiated by the staff accompanying the teams.

GOLF

1. ELIGIBILITY

GF 1.18

All students playing in AoC Sport golf leagues must hold a valid active CONGU handicap and proof of handicap must be provided in the form of a certificate certified by their home club or their CDH number.

GF1.19

All competitors must be an Amateur as defined by the rules of 'Amateur Status' as approved by the Royal and Ancient Golf Club of St Andrews.

2. STAFFING

GF 2.5

All teams must be accompanied by a member of staff.

GF 2.6

Subject to the guidelines of the participating colleges, individual players may be accompanied by a parent or may be unaccompanied.

3. COMPETITION SYSTEM (LEAGUES)

Team event competition format:

GF 3.27

Teams can be mixed and will consist of a maximum of four students with the best 3 scores to count.

GF 3.28

A college may enter unlimited teams into the competition.

GF 3.29

Within the league each college with a team entry is expected to host one 18-hole stroke play event in the year and pay any green fees required by the golf club hosting the event for all golfers from colleges playing in the team event, including individuals.

GF 3.30

League fixtures can be used as the regional qualifying competition for the AoC Sport National Championships.

GF 3.31

If a college hosts a second league fixture, then the players may be required to pay a max £10 green fee. (the fee to be agreed after individual green fees have been looked at through the course of the year).

GF 3.32

Colleges sending individuals only will be charged a green fee on the day of each event, payable by the college or individual direct to the club or host college.

GF 3.33

Teams gain points based on their best 3 out of 4 scores. There will be a gross, net and stableford competition.

GF 3.34

Women will play off the ladies' tees on the day and their gross score will, if necessary, be adjusted to compensate for any difference in SSS between the two sets of

tees. (For example, a woman shooting a gross 72, will be adjusted to a 70, should the Ladies SSS be two strokes higher than the men's, and handicap remains the same. This will align the women's score with the men's and base the scores solely on the score to the SSS) This needs to be agreed before the start of each league fixture, depending on whether there will be a standard scratch on the day.

GF 3.35

Teams must be confirmed and submitted to the host college 7 days before the match.

GF 3.36

Points will be awarded based on the total number of college teams in the league. If there are 4 teams in a league, the winning team at each tour event would receive 4 points, second place 3 points, third 2 points, etc. Should there be a tie, the team with the student shooting the lowest gross score will win.

GF 3.37

Should a team not return a score for a round (ie. Not have enough players to compete in a round), then the college team will score 0 points for the round, but the scores recorded by each player will count towards the individual competition.

GF 3.38

If there is a tie between teams at the conclusion of the league, then the team with the most league wins will decide the winner. If this does not determine the winner then the most 2nd places, 3rd places, etc will be used.

Individual event competition format:

GF 3.39

A college may enter individuals into an event and a college entering the team event may enter additional players to all the events in the league.

GF 3.40

All green fees for the extra players will be paid for by the players/college to the host college or direct to the club, on the day of the event (unless a college falls under rule 1.3). If green fees are not paid on the day of the event, the additional players will not be eligible to play.

GF 3.41

Colleges must confirm number of players at least seven days before the fixture.

GF 3.42

There will be a gross, net and stableford format using Full Handicap allowance.

GF 3.43

All events will be 18 holes unless otherwise stated.

GF 3.44

In the event of ties at any event, the following count back system will be used:

- a) Total stableford points scored for last 9 holes.
- b) Total stableford points scored for last 6 holes.
- c) Total stableford points scored for last 3 holes.
- d) Total stableford points scored for last hole.

- e) If there is still a tie the front 9 will be used in the same process.

GF 3.45

All individuals playing in a fixture will compete for Order of Merit points, based on their gross, net and stableford scores. Points will be awarded to the top 15 finishers at each event. 16 to the winner, 15 to 2nd place, 14 to 3rd etc.

GF 3.46

All players receive 1 point for entering an event.

8. CONDITIONS OF PLAY AND FIXTURE OBLIGATION

GF 8.10

The competition will be organised and administered by AoC Sport.

GF 8.11

Which college team hosts each round and when, will be decided regionally. Disputes will be resolved by the other colleges in the region at competitions. All rounds will, as far as possible, take place on a Wednesday during term time at a reasonable start time to allow all colleges to travel to the event.

GF 8.12

Contact details should be shared between all team managers at the start of the year.

GF 8.13

The final date for the league to be completed will be the 13 May 2020 including any rearranged fixtures. Colleges entering this competition must

accept that completion of fixtures within this time scale must take priority over other competitions.

GF 8.14

If a team arrives late to an event, the tee times may be re-arranged at the discretion of the other team managers.

GF 8.15

Excluding illness or injury, all players should complete 18 holes of golf at each tour event, regardless of whether they have 'No Returned'.

GF 8.16

Any college team submitting false information or playing an ineligible player(s) may be withdrawn from the competition.

GF 8.17

Should a fixture not be played or abandoned due to bad weather or other unforeseen circumstances, it is the host college's responsibility to rearrange the event on a date agreeable to all other colleges.

GF 8.18

During the winter months, if necessary, courses may contain temporary greens or winter tees to produce a result.

GF 8.19

All rounds should be played in accordance with local club rules, the rules of golf and within the spirit of the game.

GF 8.20

If play is suspended and all rounds cannot be completed a majority vote between

team managers will determine how many holes make the competition valid. All golfers must complete at least 9 holes for the event to be valid.

GF 8.21

Results – For each event it is the host college team’s responsibility to collect cards and produce a provisional result on the day, as well as ensuring all score

sheets to be submitted to AoC Sport to record and display the results. It is the host college responsibility to check and confirm all scores before informing the AoC Sport Competition Administrator of the result, within 48 hours of the fixture. (All team managers should be prepared to assist the host college with the checking of results and collation of scores).

HOCKEY

8. CONDITIONS OF PLAY AND FIXTURE OBLIGATIONS

HY 8.10

All games must be played on synthetic grass surfaces in line with the England Hockey pitch classification.

HY 8.11

All players must wear numbered shirts.

HY 8.12

League fixtures may be played as flexible format, but cup competitions are 11 a-side.

HY 8.13

No men can play in the women's competitions and no women in the men's competitions.

HY 8.14

In the mixed competition the following rules apply:

- The 11 players on the pitch should contain a minimum of five females (no maximum).
- The first shot at goal at an attacking penalty corner must be by a female player (any player can follow up).
- The defensive line up at a penalty corner must include at least 2 female field players
- Penalty stroke or shootout competitions must have a minimum of two females in the selected line-up.

HY 8.15

Duration – all matches will be played in accordance with the FIH rules of the game and shall be for a maximum of 70 minutes (i.e. 35 minutes each way).

HY 8.16

The following process will be used to determine the winner in the event of a draw at full-time of a cup match:

- Penalty flicks competition
- The team taking the first flick will be determined by the toss of a coin.
- Five different players from each of the teams, chosen from the players listed on the team sheet, but excluding any player who has been permanently suspended from the game (red Card), shall take a penalty stroke alternately against the goalkeeper of the other team.
- If still a draw, the SAME players will continue in a sudden death shoot-out. The sequence in which the players take the strokes for their team need not be the same as in the previous series.

11. MATCH OFFICIALS

HY 11.5

The home institution should arrange for two umpires, which could be one qualified umpire from each team. Where a member of staff acts as an umpire they must be qualified to do so and may only

participate in coaching duties during the interval.

HY 11.6

From the quarter final of the cup competition onwards, the home team must provide two neutral umpires.

NETBALL

1. ELIGIBILITY

NB 1.18

All netball competitions are limited to female players.

3. COMPETITION SYSTEM (LEAGUES)

NB 3.27

Play off and cup matches that finish in a draw at full-time will be concluded as follows:

- Extra time: two periods of 5-7 minutes.
- If it is still a draw after extra time the game continues until one team leads by two goals.

8. CONDITIONS OF PLAY AND FIXTURE OBLIGATIONS

NB 8.10

All games should be played preferably in sports halls on netball courts of an approved size. However, if this is not possible then appropriate and safe outdoor facilities may be used with prior agreement from the opposition providing seven days' notice is given.

NB 8.11

Duration - All matches will be played in accordance with England Netball rules and shall be a maximum of 60 minutes. Consisting of four quarters of 15 minutes, with quarter time intervals of three minutes and a half time period of 10

minutes. If due to unforeseen circumstances the game needs to be reduced in time, then this has to be agreed by the head coaches of both teams and cannot be reduced further than four quarters of 10 minutes. Quarter time intervals must remain at three minutes, but half time may be reduced to five minutes.

11. MATCH OFFICIALS

NB 11.5

Premier League – The home team must arrange for Netball Europe Award Grade B umpires and provide a scorer on the day. If it is impossible to obtain Netball Europe Award Grade B umpires, then Grade C can be used as long as they are active i.e. they have umpired regularly in the last two years. The scorer can be from the home team but cannot be a player. The umpires will be expected to verify the score with the scorer at the end of the game. All game officials must be appropriately dressed.

NB 11.6

In the Premier League failure of the home team to provide two Netball Europe Award Grade B umpires (or suitably qualified C umpires) and a scorer may result in a 30-0 walkover being awarded.

NB 11.7

Other leagues - the home team should arrange for two umpires. Where both teams are in agreement, this could be one qualified umpire from each team. Where a

member of staff acts as an umpire they must be qualified to do so and may only participate in coaching duties during the interval.

NB 11.8

From the quarter final of the cup competition onwards, the home team must provide two neutral umpires.

RUGBY UNION

1. ELIGIBILITY

RU 1.18

All AoC Sport rugby union competitions are played at the under-18 age group.

3. COMPETITION SYSTEM (LEAGUES)

RU 3.27

On completion of league fixtures play-off matches will be organised between the winners of each Premier league to determine the national league champions. Where teams within the same league share the same number of points, the criteria listed at 5.6 will be used in order to determine who progresses to the 'play-offs'.

RU 3.28

The structure for the play-offs will be confirmed at the start of each season.

RU 3.29

Play-off quarter final and semi-final matches that finish in a draw at full-time will be decided by the following:

- a) Most tries;
- b) Most goals from tries;
- c) Away team.

RU 3.30

In the final if scores are level after 35 minutes each way, the winner will be determined as follows:

- a) Most tries;
- b) Most goals from tries;

- c) First try;
- d) First points.

RU 3.31

Subject to agreement by both teams, the men's and women's league fixtures can be played under flexible format rules.

RU 3.32

The number of players and replacements for flexible format matches must be agreed during the match confirmation process.

For guidance;

- 7-a-side with 3 replacements
- 10-a-side with 5 replacements
- 12-a-side with 5 replacements

RU 3.33

7-a-side matches will be played over two halves of 7 minutes and scrums will be formed of 3 players from each team. A drop kick at goal is taken after a try is scored.

RU 3.34

10-a-side matches will be played over two halves of 10 minutes and scrums will be formed of 5 players from each team. A drop kick at goal is taken after a try is scored. The team that scores the try kicks off with drop kick from the half way line.

RU 3.35

12-a-side matches will be played over two halves of 25 minutes and scrums will be formed of 6 players from each team. A place kick conversion attempt will be made after a try is scored.

RU 3.36

Rugby Union leagues: If there is a 50 point difference in the match points then the game will be concluded and the score as it stands will be the end result.

6. COMPETITION SYSTEM (CUP)

RU 6.13

Premier League teams cannot enter the Knockout Cup.

RU 6.14

The cup is run as a 15-a-side competition for men and a 7-a-side competition for women.

RU 6.15

Each men's match may have 23 named players with only 15 on the pitch at any one time. Each women's match may have 12 named players with only 7 on the pitch at any one time.

RU 6.16

Matches will be played using current Rugby Union Under 19 rules as laid down by RFU.

7. PLAYER REGISTRATION

RU 7.24

Teams may nominate up to eight substitutes/replacements which must include a hooker, tight-head prop and loose-head prop. A player other than a nominated front row player can play in the front row if all replacements have been used, but only when uncontested scrums are being used. The referee must

be informed of the names of the replacement players before the start of the game.

RU 7.25

A team may replace any number of players during a match at any time. Players entering the field of play must do so at the half-way line after the replaced player has left the field of play.

RU 7.26

In all rugby union matches, all players within the match day squad must get to play at least half the game time available. This includes festivals and 7s competitions.

NB It is strongly recommended that teams document the number of minutes played by each player in the season in the event of an appeal from a responsible adult.

RU 7.27

Scrums will become uncontested if either team cannot field a suitably trained front row or if the referee so orders.

RU 7.28

Uncontested scrums as a result of a sending off, temporary suspension or injury must be played with eight players per side.

RU 7.29

When a front-row player leaves the playing area, whether through injury or temporary or permanent suspension, the referee enquires at that time whether the team can continue with contested scrums. If the referee is informed that the team will not be able to contest the scrum, then

the referee orders uncontested scrums. If the player returns or another front-row player comes on, then contested scrums may resume.

RU 7.30

In a squad of 23 players or at the discretion of the match organiser, a player whose departure has caused the referee to order uncontested scrums cannot be replaced.

RU 7.31

Age-Grade Rugby disciplinary issues in schools and colleges shall be dealt with by head teachers and principals respectively (or by a person(s) with delegated authority) as per the school or college's internal disciplinary process and in accordance with the procedures and the sanctions table set out in RFU regulation 19.

Any school or college may seek additional advice from AoC Sport.

VOLLEYBALL

8. CONDITIONS OF PLAY AND FIXTURE OBLIGATION

VB 8.10

All matches to be played to the best of 5 sets.

VB 8.11

Posts must be either socketed or bolted to floor anchors through a small base plate which is covered with padding.

VB 8.12

Posts supported with weights or secured to the floor with wire or ropes are unsafe and must not be used.

VB 8.13

Net heights:

Women: 2.24m	Men: 2.43m	Mixed: 2.43m
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VB 8.14

Maximum of 12 players in a team with six players on court at any one time.

VB 8.15

Females may not play in male competitions (and vice versa).

VB 8.16

Mixed volleyball: A squad of 12 and each match must have three female players on

court. If you are unable to put three female players onto the court, you may not replace their position with a male player.

VB 8.17

Each team may register two Libero players for each match. The Libero can be changed between points.

11. MATCH OFFICIALS

VB 11.5

Match officials: all colleges should provide the following officials:

- First referee
- Second referee
- Scorer
- and two line judges

VB 11.6

These should be provided by the home team but by prior agreement one qualified referee can be supplied from each college. Line judges can be supplied from home and away teams. The away college should be notified of any problems before they travel.

LEAGUE AND CUP SANCTIONS AND PENALTY FINES

17. LEAGUE AND CUP SANCTIONS AND PENALTY FINES

- 17.1 Teams failing to comply with the rules of the competition or found to be guilty of misconduct may be subject to one or more of the following - the imposition of a fine, points deduction, and/or in certain circumstances, exclusion from the league.
- 17.2 Teams playing in AoC Sport premier competitions will be monitored through match reports and unannounced visits to ensure the Quality Standards are met.
- 17.3 For teams who are involved in 'one off' minor transgressions concerning the Rules of the Competition sanctions and/or Penalty Fines will be imposed by the Competition Administration Officer using the scale in Table 1.
- 17.4 Any team accumulating fines to the value of £200 or more during the course of the season will have 2 league points deducted and the college concerned may be subject to the imposition of further sanctions.
- 17.5 In the event of a team withdrawing from the league **before completing 75%** of its scheduled games, all results will be expunged, and other sanctions or fines may be imposed.
- 17.6 The Competition Administration Officer will write to the institution informing them that they are charged of being in breach of rule.
- 17.7 The institution will have seven days to respond in writing to include: -
- a) whether they admit or deny the Charge(s) or any part of a Charge;
 - b) a list of witnesses upon whom the institution intends to rely together with a written statement signed by each witness setting out his/her evidence in full; and
 - c) copies of any documentation, evidence or other relevant material (of whatever nature) on which the institution intends to rely at a hearing.
- 17.8 The Competition Administration Officer will review the evidence and make a decision on any sanction.
- 17.9 If the institution does not respond within seven days, the Competition Administration Officer will make a decision based on the evidence available.
- 17.10 Any official, coach or member of a team who is found guilty of a serious breach of rule shall be liable to expulsion or any such penalty AoC Sport may decide, and their team shall also be liable to expulsion.

Table 1: **LIST OF SANCTIONS**

Offence	Fine	Sanction
Failure to provide adequately qualified match officials	From second offence: £50	Warning notice issued on first offence
Cancellation of fixture after noon on the day before the match	From second offence: £50	Walkover issued for every offence
Failure to meet a fixture obligation on the appointed (or agreed) date	Up to £100	Walkover plus a 1-point deduction
Changing facilities, courts and/or match equipment that do not meet the requirements of the Operating Standards	From second offence: £50	Warning notice issued on first offence
Failure to exchange a team sheet prior to the match	From second offence: £50	Warning notice issued on first offence, 1-point deducted on further offences
Failure to provide wholesome post-match refreshments (where required)	From second offence: £50	Warning notice issued on first offence
Failure to submit Team Sheets (where required) to the Competition Administrator within 48 hours		Warning notice issued on first offence, 1-point deducted on further offences
Failure to register players before they play		1-point deduction for teams not registering players by the end of October, November, January and February
Using a player who does not meet the eligibility criteria detailed in rule 1	From second offence: £50	Walkover – maximum of 12-point deduction
Committing an act that is deemed to be not in the spirit of the game	£50	Warning notice
Failure to control players and/or coaching staff	Up to £500	Warning notice
Withdrawing from a league during the season	No fine up to end of September, then scaled fine from £100- £400 thereafter	Teams may be prevented from entering the competition in the following season
Conduct deemed to be undesirable		May result in temporary or permanent expulsion from the competition
Serious breach of conduct by any official, coach or member of a team		Expulsion of the guilty individual or expulsion of the team

WALKOVERS, PROTESTS AND APPEALS

18. WALKOVER, PROTESTS AND APPEALS
- 18.1 Institutions should report to AoC Sport any breaches of competition rules or failure to comply with the minimum operating standards.
- 18.2 Reports can be made in writing to the Competition Administration Officer or by submitting a Playing Under Protest form. A Walkover Request Form can be submitted at the same time.
- 18.3 A Walkover Request Form must be submitted where an institution wishes to claim a voluntary or involuntary walkover.
- 18.4 Evidence provided in 18.2 and 18.3 will be reviewed and where appropriate sanctions will be imposed in accordance with those detailed on page 50.
- 18.5 An appeal can be submitted where it is felt that AoC Sport has made an incorrect decision in rejecting an application to enter a competition or issuing a sanction for a breach of rule or minimum operating standards.
- 18.6 The appeal commences on receipt by AoC Sport of the Stage 1 (S1) appeals form available to download from the AoC Sport website. The appeal must be sent to appeals@aoc.co.uk.
- 18.7 A stage 1 appeal form must be completed within seven days of the incident/decision for league competitions and 24 hours for cup competitions.
- 18.8 A copy of the opponent's team sheet must be attached where the eligibility of a player is being questioned.
- 18.9 The stage 1 appeal will be dealt with by the Senior Administration Officer or the Competition Manager and will be based upon the written or photographic evidence produced by the appellant.
- 18.10 The evidence will be reviewed and investigated, a decision made, and both parties informed within 10 working days of receipt of the form.
- 18.11 Institutions wishing to make an appeal against the stage 1 appeal decision must do so within five days for league appeals and two days for cup appeals using the stage 2 appeals form available on the resources section of the AoC Sport website and must enclose a surety of £100 in the form of a cheque or purchase order number.
- 18.12 The stage 2 Appeal must:

- a) identify the specific decision(s) being appealed;
- b) set out the ground(s) of appeal and the reasons why it would be substantially unfair not to alter the original decision;
- c) set out a statement of the facts upon which the appeal is based.

18.13 The grounds of appeal available to the institution shall be that AoC Sport:

- a) failed to give the appellant a fair hearing and/or;
- b) misinterpreted or failed to comply with the rules or regulations relevant to its decision; and/or;
- c) came to a decision to which no reasonable such body could have come and/or;
- d) imposed a penalty, award, order or sanction that was excessive.

18.14 The stage 2 appeal committee will be comprised of three individuals with relevant knowledge of the

sport who have not been involved with previous stages of the same appeal. They will be drawn from: the AoC Sport Managing Director, any member of the AoC Sport Board, the Football Development Manager, the Chairman of the ECFA Committee, a representative from the National Governing Body, an AoC Sport Regional Development Officer.

18.15 It will not be necessary for the appellant to attend an appeal hearing. Written or photographic evidence will be used to determine the case.

18.16 The appellant will be sent a written response within 14 days which clearly states the decision appealed against, whether the appeal has been accepted or rejected and the reasons for this decision.

18.17 The decision of the second stage appeal committee is final.

SUMMARY OF AoC SPORT/ECFA - WALKOVERS, PROTESTS & APPEALS PROCESS FLOW DIAGRAM

Making a protest to/about an opponent

- For breaches of rule or minimum operating standards that are known before, or on the day of the fixture
- Initially log your protest with the team or individual concerned. Attempt to resolve amicably. Failure to raise your concern may invalidate any post-match protest to AoC Sport
- If the issue cannot be resolved complete the relevant section of the team sheet and submit to the Competition Administration Officer
- If it is felt to be appropriate a walkover form can be submitted at the same time

Walkover Request

- There are two types of walkovers:-
 - Voluntary** – in which both parties are in agreement that the match shall be awarded.
 - Involuntary** – where a team feels that the breach of rule by their opponent warrants a walkover but the opponent has declined to concede the match.
- In both cases a walkover form must be completed and submitted to the relevant Competition Administration Officer within 24 hours of the match for cup competitions, seven days for league competitions and within 30 minutes of the end of a match in a tournament.

Stage 1 Appeal

- **APPEALING A DECISION MADE BY AoC SPORT or ECFA**
- Formally submit a Stage 1 (S1) Walkovers, Protests and Appeals Form to appeals@aac.co.uk or, for tournaments, submit a written appeal.
- Evidence to be submitted detailing the reasons for the appeal, errors in the interpretation of the rules, etc.
- Senior Competition Administration Officer/Competitions Manager will review information, investigate and either uphold original decision or make a decision on alternative course of action.

Stage 2 Appeal

- **APPEALING A STAGE 1 DECISION made by AoC SPORT or ECFA**
- Formally submit a Stage 2 (S2) Protests and Appeals Form to appeals@aac.co.uk together with a £100 surety fee or Purchase Order Number. The surety is not required for National Championship appeals.
- Evidence to be submitted detailing measures taken up to Stage 1.
- Appeals Committee will be convened to review case in accordance with competition rules.

For further guidelines on the Competition Walkovers, Protests and Appeals procedures please visit <http://www.aocsport.co.uk/resources.aspx> by accessing the Resources tab.

CODE OF CONDUCT

AoC Sport, its member colleges and other participants will encourage the development of high standards of performance and behaviour. Both staff and competitors should always seek to set a good example by the way in which they carry out their duties and responsibilities both on and off the field. AoC Sport may refuse the entry of any team that does not follow this charter.

AoC SPORT

1. Will ensure that the rules are fair. They need to be thoroughly understood by competitors and officials, and properly enforced.
2. Will make every effort to ensure that the rules are applied consistently and with absolute impartiality.
3. Will make every effort to impress upon participants and officials the absolute need to maintain the highest standards of sporting behaviour in the organisation and the practice of their sport.

STAFF/COACHES

1. Must ensure that all competitors satisfy the eligibility requirements of AoC Sport competitions and that they are registered before playing.

2. Insist that competitors understand and abide by the principles of good sporting behaviour.
3. Must not countenance the use of illegal or performance-enhancing drugs by competitors.
4. Must never employ methods or practices that might involve risks to long-term health or physical development of their students.
5. Must not attempt to manipulate the rules to their own advantage.
6. Must show respect to all officials and their decisions.
7. Will demonstrate proper professional behaviour at all times, providing a positive role model for the competitors. In particular foul, abusive or offensive language/actions must not be used in the presence of competitors.
8. **Must not use social networking sites to: -**
 - i) criticise or make derogatory comments, whether actual or inferred, about AoC Sport or any AoC Sport member of staff.**
 - ii) make defamatory comments, whether actual or inferred, about any match official,**

opponent, or competing institution.

iii) post images that are inappropriate or links to inappropriate content.

9. Must monitor their students to ensure that they are not in breach item 7 of the competitors' code of conduct.
10. Must agree to delete any social media content that is deemed inappropriate by AoC Sport.
11. Must prioritise AoC Sport matches to ensure that they are played on the dates specified.
12. When playing as the home team, must communicate relevant information to the opponents at least seven days before the match.
13. Must ensure the criteria of the competition are met in full.
14. Must take the competition rules, evidence of eligibility and completed team sheet to every match.
15. Must follow all administration requirements related to the collation of team sheets and the updating of results.

COMPETITORS

1. Must abide by both the laws and the spirit of their sport.
2. Must accept the decisions of the umpires and referees without question or protestation.
3. Must not cheat and in particular must not possess, consume or supply illegal or performance-enhancing drugs.
4. Must exercise self-control at all times.
5. Must accept success and failure, victory and defeat with good grace and without excessive display of emotion.
6. Must treat their opponents and team members with due respect and fairness at all times.
7. Must not use social networking sites to:
 - i) criticise or make derogatory comments, whether actual or inferred, about AoC Sport or any AoC Sport member of staff.
 - ii) make defamatory comments, whether actual or inferred, about any match official, opponent, or competing institution.

iii) post images that are inappropriate or links to inappropriate content.

8. Must respect everyone participating in AoC Sport competitions in terms of age, gender (including transgender), ethnicity, religious beliefs, sexual orientation or disability.

SPECTATORS

1. Must support their team in a friendly, positive way, without abusing officials or other competitors, and without trying to influence the decisions of referees or organisers.

It is recommended that a copy of the Rule Book of all sports be to hand, and that the member college/organisation be affiliated to the Governing Bodies of all the sports in which it is taking part.

AoC SPORT TERMS AND CONDITIONS FOR ENTRY TO LEAGUES AND CUP COMPETITIONS

Player Eligibility

1. All participants in AoC Sport competitions must be recorded on the Individualised Learning Record (ILR) by the institution. They must be on the ILR of the institution which is drawing down funding as a continuing student at the time of the match. Students on the ILR who are registered as completed, withdrawn or transferred are not eligible to play.
2. All participants must be 16 years of age or older at midnight on 31 August in the academic year of participation.
3. The upper age limits are as follows:

Rugby Union	Under 18 at midnight on 31 August in the academic year of participation
Basketball, men's football and men's futsal	Under 19 at midnight on 31 August in the academic year of participation
Badminton, T20 cricket, women's football, women's futsal, hockey, netball, and volleyball	Under 21 at midnight on 31 August in the academic year of participation

Pan-disability	Under 25 at midnight on 31 August in the academic year of participation
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4. All participants must be on a study programme on at least band 2 of the National Funding Rates and studying a minimum of 280 hours.
5. Participants in all Premier Leagues and Championship football must be on a full-time study programme of at least 450 hours.
6. Students at institutions in other home nations can compete as long as they meet the requirements of their funding body.
7. Students on higher education courses can play in AoC Sport competitions as long as they are on the roll of the participating institution and studying a full-time programme of 360 hours.
8. Students on apprenticeship programmes are permitted to play in AoC Sport competitions.
9. Members of staff who are on the institution's ILR as an apprentice are permitted to play in AoC Sport competitions as long as they are not responsible for the team in which they are playing.

Competition Entry

10. All participants must be on the ILR of the same institution unless written permission is received from AoC Sport. Learning Federations, Learning Partnerships, Trusts or any institution which operates multiple sites in which the students are on the ILR of any of the partner institutions may request permission for players in the same team to be drawn from across the partnership. Permission will only be granted where evidence of the status of the partnership can be provided and where participation would not have been possible without this partnership approach.
11. In hockey, rugby union and women's football, institutions may apply annually to field teams made up of students from more than one institution where it would have been impossible for the individual institutions to raise a team.
12. It may be possible for a student to be on a funded study programme at more than one institution. In such circumstances, the student will play for the institution at which they study more guided learning hours. If this institution does not enter a team in the student's chosen sport, the institution at which the student studies fewer hours must make a written request to the other institution for the student to play in their team.
13. Only those teams who have completed the online application form seven days prior to the summer meeting of the Regional Operations Group will be considered for inclusion in the leagues. The closing dates and dates of the meetings for 2020 will be circulated in March.
14. Institutions will be invoiced for all the teams that are confirmed as being included in the competitions on the date of the relevant meeting of the Regional Operations Group. There will be no refund to any institution that withdraws a team after this date.
15. Applications received after the meeting of the Regional Operations Groups will only be considered if there is a space in the league. The institution will be invoiced for the entry where a place in the competition is confirmed and there will be no refund for any subsequent withdrawal of a team.
16. Where there is no place in the competition, the institution will be placed on a waiting list in the order of the receipt of their online entry. The invoice will only be issued once the place is confirmed, after which there will be no refund for withdrawal.

17. For the 2019-20 season, any institution that enters more teams in league competitions, than at 13 September 2018 will have 50% of the cost of entry for the additional team(s) deducted from their invoice. This could be where an additional team is entered in a specific sport or where the total number of league entries exceeds that of the previous season.
18. These discounts will be applied once leagues have been confirmed at the meetings of the Regional Operations Groups.
19. AoC Sport will recommend the maximum number of teams in each league based on the competition calendar and the quality aspiration to maximise the number of fixtures. The subsequent decision on applications to enter regional competitions, and the maximum number of teams in each regional league, is delegated to the Regional Operations Groups.
20. The format of the leagues will be determined by the Regional Operations Group, using the quality aspiration in which teams are, as far as possible, evenly matched, the number of fixtures played is maximised and travelling for regional leagues does not exceed 100 miles or 2 hours each way for each fixture.
21. The Regional Operations Group may decide to place non-college entrants in separate leagues from colleges.
22. There should be a presumption of accepting a non-college entry where it creates a viable league (at least 5 entrants).
23. The acceptance of additional non-college entrants is at the discretion of the Regional Operations Group. Ultimately, all decisions on competition entry are at the absolute discretion of AoC Sport.
24. Applications from teams who wish to play out of region will only be accepted if playing out of region does not compromise the league quality aspirations. If the league quality aspirations would be compromised, a unanimous positive decision from all the other teams in the league is required for the team to be accepted.
25. Institutions competing in AoC Sport football competitions must submit their 2019-20 County FA affiliation number or Welsh equivalent to AoC Sport by 30 June 2019. Failure will result in your removal or suspension from competition.
26. By entering AoC Sport leagues and cups you are agreeing and committing to play on the dates identified on the competition calendar. Failure to do so may result in the match being forfeited, a fine or withdrawal from the competition.

27. AoC Sport competitions take priority over any other competitions unless stated otherwise in the sport specific rules.
28. AoC Sport cup matches take priority over league and play-off matches.

Administration of Teams

29. Communication will be made via the person who has been identified by each institution as the Club Administrator.
30. The Club Administrator must have an email address and a telephone number with answering service.
31. The Club Administrator will have the responsibility for using the Naqoda competition management system, FA Full Time or any other system identified by AoC Sport for inputting results, rearranging cancelled fixtures, player registration, referee payments, game planning, travel coordination, handling information and liaising with AoC Sport.
32. The Club Administrator may create Team Administrators who can register players, amend fixtures and input results for specific teams.
33. In completing the online entry form the club administrator gives permission for the name, email address and telephone number of

the Club Administrator to be added to the Find a Competitor section of the AoC Sport website, a password protected area which is only accessible to competition entrants.

34. In entering AoC Sport league or cup competitions you agree to exchange team sheets before each game as, under GDPR, this is regarded as a legitimate interest. You also agree to inform your students that their name and date of birth will be shared with AoC Sport and opposing teams.
35. AoC Sport will only retain personal data for as long as necessary to fulfil the purposes for which it has been collected, including for the purposes of satisfying any legal, accounting or reporting requirements.
36. AoC is committed to protecting your personal data and informing you of your rights in relation to that data.
37. One of our responsibilities as a data controller is to be transparent in our processing of your personal data and to tell you about the different ways in which we collect and use your personal data. AoC Sport will process your personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Please visit <https://www.aocsport.co.uk/wp-content/uploads/2018/09/GDPR->

[Privacy-Statement-Final.pdf](#) for our Privacy Notice, which explains how we process your personal data and the rights you have with respect to your personal information. We may update our Privacy Notices at any time.

38. It is the responsibility of the Club Administrator to forward all communication from AoC Sport to the coaches of all teams and to ensure that they are aware of all fixtures, competition rules and match day procedures.
39. AoC Sport must be notified immediately if the name of the Club Administrator changes.
40. Player registration is required for every AoC Sport competition prior to the first match in that competition.
41. It is the responsibility of all teams playing in AoC Sport competitions to ensure that their players have adequate personal insurance.

Payments

42. Invoices will be based on the competition entries as showing on the institution's Naqoda entry form and will include all entries showing on the date of the meeting of the

Regional Operations Group and any subsequent entries received until the date of invoice.

43. Payments must be made within 30 days of the issue of the invoice. AoC Sport reserves the right to suspend from competition any institution that does not make full payment within 30 days.
44. There will be no refunds for any withdrawals after the date of the Regional Operations Group meeting.
45. Teams that withdraw from league competitions after the 30 September will incur a £100 fine. The fine will increase to £200 for withdrawals after 15 October and £400 for withdrawals after 31 October.
46. Teams that have three walkovers awarded against them in a season will be withdrawn from the league and be issued with a £400 fine.
47. To protect the financial viability of its competitions, AoC Sport reserves the right to refuse the application of any institution that it has had to pursue for unpaid debts or where there is evidence that the institution has unpaid debts with any other provider of competitions.

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