




KHALSA FOOTBALL FEDERATION CONSTITUTION

Document Version 1.7

This document details the Khalsa Football Federation Affiliation, Constitution and Tournament rules which all affiliated member clubs must adhere to.

Administrator:
KFF General Secretary



Version Control

Version	Date	Comment/Changes	Completed By
0.1	11-Marc-2012	Revised draft version for adoption at AGM on 31 st March 2012 - Items in red are new proposals and items in blue are clarifications to existing rules	Gurdawar Singh Dhaliwal
0.2	12-Marc-2012	Revised draft version to include current rules for club mergers [section 2 [Club Affiliation/Registration] on pages 2-3	Gurdawar Singh Dhaliwal
0.3	05-April-2012	Revised document to include rule changes agreed at 2012 KFF AGM meeting	Gurdawar Singh Dhaliwal
1.0	04-May-2013	Revised document to include rule changes [highlighted in red] agreed at 2013 KFF AGM meeting	Gurdawar Singh Dhaliwal
1.1	16-Oct-2013	Revised document to include rule changes [highlighted in red] relating to gaps found following completion of the 2013 Tournament Season.	Gurdawar Singh Dhaliwal
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1.3	21-May-2014	Revised document to include amendments requested by FA for Sanctioning	Gurdawar Singh Dhaliwal
1.4	21-May-2016	Revised document to include amendments from 2016 AGM/Forums	Gurdawar Singh Dhaliwal
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1.7	01-Jul-2019	Revised document to include amendments from 2019 AGM/Forums & Leicester Tournament	Gurdawar Singh Dhaliwal

KHALSA FOOTBALL FEDERATION CONSTITUTION

1.0 NOMENCLATURE AND CONSTITUTION

1.1 NOMENCLATURE AND CONSTITUTION

- i. The Khalsa Football Federation will be known as the KFF.
- ii. The Khalsa Football Federation Executive Management Committee shall be known as the KFF Executive and will comprise of Chairman, Vice Chairman, General Secretary, Assistant General Secretary, Treasurer, Assistant Treasurer, Referee Secretary, Assistant Referee Secretary, Youth Secretary, Assistant Youth Secretary, Media Secretary, Assistant Media Secretary, Marketing/Communications Secretary and a number of Non-Executive Directors.
- iii. The KFF caters primarily for the needs of the Indian Sub-Continent [South Asian] Community.
- iv. The Khalsa Football Federation Tournament season is defined as the period between the 1st August of one year and 31st July of the next calendar year inclusive to align to the FA Football Season.
- v. Any town wishing to stage an official Khalsa Football Federation Tournament must submit the request by completing a "Hosting Town Application Form" and meet all the related requirements. For a copy of the current form and deadlines please refer www.thekff.co.uk/forms.

1.2 KFF AFFILIATION AND SANCTIONING WITH THE FOOTBALL ASSOCIATION [FA]

- i. The KFF is affiliated with the Birmingham FA and hence the Football Association's Regulations for the Sanction and Control of Competitions covers all KFF Tournaments.
- ii. The KFF is sanctioned with the Football Association as an "Association" subject to sections 101 and 107 of the Equality Act 2010 (the "Act"), on the basis that it considers it meets the following criteria:
 - a. It has at least 25 members,
 - b. Admission to its membership is regulated by its Constitution and Rules, and
 - c. Admission to its membership involves a process of selection
- iii. As an Association, the KFF would be entitled to rely on the exemption at Schedule 16 to the Act in order lawfully to restrict its membership to persons who share a protected characteristic (provided that the protected characteristic is not 'colour').

The protected characteristic of 'race' is discussed at paragraphs 2.36 – 2.48 of the EHRC's Equality Act 2010 Statutory Code of Practice: Employment (the "Code"). The Code states as follows:

- a. A person has the protected characteristic of 'race' if they fall within a particular racial group (paragraph 2.37);
- b. A racial group is a group of people who have or share a colour, nationality or ethnic or national origins (paragraph 2.46);
- c. A racial group can be made up of two or more distinct racial groups. For example ... a racial group could be 'South Asian' which may include Indians, Pakistanis, Bangladeshis and Sri Lankans (paragraph 2.48).

Accordingly, under the exemption at Schedule 16 to the Act, the KFF will lawfully restrict its membership to persons who share the protected characteristic of having Indian Sub-Continent ['South Asian'] heritage links.

- iv. The KFF does not provide services to the public, and so is not deemed to be a Service Provider subject to section 29 of the Act.

1.3 LEGAL EXCLUSIONS

- i. Neither the tournament "Hosting Town" nor the Khalsa Football Federation will be held responsible for any injury to players or loss/damage of personal belongings.
- ii. The Rules of the Tournament are binding subject to the Right of Appeal.

KHALSA FOOTBALL FEDERATION CONSTITUTION

1.2 ALTERATION TO RULES

- i. Any “major” changes to these Rules [including the timescale relating to when these said changes will come into force] should only be made after agreement by “show of hands” of the representatives of all current Affiliated Clubs [ie: for the forthcoming tournament season] at the Annual General Meeting [AGM] or other Emergency General Meeting [EGM] called by the KFF Executive.
- ii. The KFF executive will decide at their discretion what constitutes a “major” change but as a guide this should be, but not limited to, issues relating to administrative processes such as the issuance and collection of fines, member affiliation, creation and use of ID cards and the rules governing the “game of play”].
- iii. All changes deemed “non-major” can be made by the KFF Executive at their discretion including the timescale relating to when these said changes will come into force. However, current affiliated member clubs [ie: for the forthcoming tournament season] can challenge/question such changes enforced by the KFF Executive at the next AGM or EGM meeting called.
- iv. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs and where possible 14 days notice will be provided by the KFF General Secretary.
- v. Any alterations or additions decided upon at any meeting shall not become operative until the approval of the Association issuing sanction shall have been obtained.

2.0 CLUB AFFILIATION/REGISTRATION

2.1 REQUIREMENTS FOR APPLICATION TO AFFILIATE

- i. The KFF Tournaments are facilitated on an “invitation only” basis and hence the KFF Affiliation Form must be sourced from the KFF General Secretary. Any forms sourced from other parties will result in your application being rejected.
- ii. By completing the KFF Affiliation Form, each Member Club shall be deemed to have given its approval to the foregoing Rules and agree to abide by the decisions of the KFF Executive Committee.
- iii. Clubs must be affiliated to their parent County FA for the current season and be in possession of a valid affiliation number otherwise they will not be accepted into the Federation.
- iv. Clubs that have been accepted into the Federation based on a misrepresentation regarding their affiliation will not be allowed to participate any further in that KFF Tournament season.
 - If the misrepresentation is discovered during a KFF Tournament then the team/club will be “scratched” and their match opponents [at the time of the infringement being discovered] will continue in their place.
 - If the misrepresentation is discovered between KFF Tournaments then a team on the waiting list will be introduced to the KFF Tournaments in a manner to be decided by the KFF Executive based on the best interests of the other member clubs.
- v. Clubs entering KFF Tournaments must play in 11-a-side sanctioned Leagues and must finish the entire season. The league must come under the remit of the FA and must also be a full time league.
 - Where a team has been playing youth football and is now “stepping up” to play adult football, it may not be possible to meet this requirement through no fault of the club themselves. Hence, in these circumstances the KFF Executive reserves the right to waive this requirement but this will be considered on a club by club basis.
 - However, the club must affiliate for Adult/Senior football for the forthcoming football season after the KFF tournaments have taken place in order to retain their place in next year’s KFF tournament season.

KHALSA FOOTBALL FEDERATION CONSTITUTION

2.2 “MERGED” CLUBS

- i. Clubs wishing to merge and play under the same name in the KFF Tournaments must adhere to the following criteria:
 - The Merger must take place over the summer holiday period between the last and forthcoming new local FA County season.
 - Each team representing the new “merged” structure must be affiliated to the FA using the same name and must finish the entire season under the same team name
 - Each team representing the new “merged” structure must play in a FA 11-a-side sanctioned League.
 - The league for each team must come under the remit of the FA and must also be a full time league.

2.3 CLUBS ENTERING MULTIPLE TEAMS

- i. Clubs can only have one team playing in the Khalsa Football Federation for every valid FA sanctioned 11-a-side league team.
 - If there are an insufficient number of teams who have applied to complete all KFF divisions, then the KFF Executive can [at their discretion] allow a club to field an additional team even though they do not have the sufficient number of FA registration numbers.
 - However, to retain that position for the subsequent KFF tournament season they must complete the FA registration process for that additional team. Failure to do so will mean that their place in the following year’s tournament season will be subject to KFF discretion and only allowed if there are again an insufficient number of teams again.
- ii. A club can only have multiple teams in the Khalsa Football Federation tournaments provided entering an additional team will meet the following restriction:
 - No Member Club may have more than one team in the same KFF Division.
 - The number of teams a Member Club has participating should not prevent the relegation of one of the teams due to the fact that this will lead to having multiple teams in the same division. Hence, if there are 4 KFF Divisions then the maximum number of teams allowed per club will be 3 and if there are 3 KFF Divisions then the maximum allowed is 2 etc.
 - As the number of KFF Divisions is determined based on the number of clubs/teams that have applied by the Affiliation deadline, the KFF Executive reserves the right to refuse an application for a team based on the fact that allowing the team to participate would contravene the rules regarding the maximum number of teams specified above.

However, these rules may be relaxed on a season-per-season basis only [at the discretion of the KFF Executive], if there are an insufficient number of teams who have applied to complete all KFF divisions. A club can enter an additional team in the 2nd Division only but in terms of player eligibility we will treat the team as a separate club which means that they will not be able to mix players between the two “clubs”.

2.4 CONDITIONS OF ACCEPTANCE

- i. Receipt of a completed Affiliation Form within the application terms/deadlines does not guarantee entry to the Khalsa Football Federation and the executive reserves the right to refuse entry for Affiliation and/or entry to any KFF event.
- ii. The closing date for application for Affiliation as specified on the relevant forms can be extended at the discretion of the KFF Executive to ask a member club to submit a late application or to add an additional team if this helps complete a full affiliation for all divisions.
- iii. All applications for clubs to renew or join the Khalsa Football Federation must be received by the KFF General Secretary within the deadline and terms specified on the relevant forms. Failure to meet these requirements will result in the application being deemed incomplete and the club placed on the waiting list until a valid application has been received.

KHALSA FOOTBALL FEDERATION CONSTITUTION

- If a full valid constitution for all KFF divisions has been achieved by the time a club on the waiting list completes its application, then the club will remain on the waiting list for the following tournament season.
- If a full valid constitution for all KFF divisions has NOT been achieved by the time a club on the waiting list completes its application, then the club will be allowed to participate in the relevant division based on their previous year's standing.

3.0 COMMUNICATION

- i. All images and material of the Khalsa Football Federation can only be copied or reproduced with written consent.
- ii. All communication with the Khalsa Football Federation and member club's will be between the General Secretary from the KFF to the Secretary of the member club.
- iii. The KFF aims to provide freedom of choice in terms of communication methods and hence the KFF General Secretary can be contacted via email, letter or mobile phone.
- iv. The member club's secretary should choose the most appropriate form of communication based on the circumstance's at the time. It is no longer mandatory to use recorded delivery in all instances.
- v. The KFF executive will actively use their website to provide important information and updates for member clubs. Hence, member clubs are encouraged to view the KFF website located using the url: www.thekff.com.uk
- vi. All general enquiries can be emailed to the KFF via using the email address: info@thekff.co.uk

4.0 KFF MEETING'S

- i. The General Secretary will communicate the date/venue of any forthcoming KFF meeting to the nominated Secretary of all affiliated club's [as stated on the club's current Affiliation Form] providing a minimum of 14 day's notice where possible.
- ii. Only one of the following people [as stated on the current club Affiliation Form] may attend any KFF Meeting: Chairman, Manager or the Secretary of the Member Club. Any other member of the Club trying to attend a meeting will be refused entry and the Club will be charged with "Non-Attendance".
- iii. It is the responsibility of the member club to inform the KFF of any changes to the Secretary, Manager or Chairman information provided on the club's current Affiliation form.
- iv. Non-attendance of any KFF Meeting will result in the offending team being liable to a £50 fine. If the representative of a member club leaves the meeting before it closes then their attendance will be recorded as "Non-Attending".
- v. Late attendance of the Annual General Meeting or an Extraordinary General Meeting will result in a £10 fine.

5.0 MANAGEMENT OF COMPETITION

5.1. TOURNAMENT DRAW/TIMETABLE

- i. All Tournament draw are to be made by the KFF Executive.
- ii. Where "Byes" are to be drawn due to having an "incomplete Division" [ie: less than 16 teams have affiliated for that Division], the KFF Executive will try and ensure that all other teams competing in that division are drawn a bye before any one team is allocated a second bye.
- iii. Where a team is due to commence the tournament with a goal deficit due to a previous disciplinary, they should be placed in the draw in such a manner to ensure that the disciplinary issued is enforced.
- iv. **If a new team enters after the draw has been made, they are added in the first available "bye" position from the top section of the draw. If a second team enters, they are added to the next "bye" position from the bottom section of the draw. This process rotates for any additional teams to ensure an equal number of teams in the completed draw.**

KHALSA FOOTBALL FEDERATION CONSTITUTION

- v. The KFF Executive reserves the right to amend the timetable without prior notice.

5.2. CONFIRMATION OF CLUB ATTENDANCE AT EACH EVENT

- i. Each club team must sign-in at the KFF tent at each event as per the following Signing-in deadlines:

Team	Day	Time
Premier Division	Saturday only	10.30
First Division	Saturday only	09.30
Second Division	Saturday only	08:30
Over 35's [Sunday]	Sunday only	10.30

- ii. Only the Manager, Chairman and Secretary on the current Club Affiliation Form are allowed to sign-in
iii. Failure to sign-in within the times specified above will result in a £10 fine for each occurrence.

5.3. SCHEDULED MATCH TIMING – “KNOCK-OUT FORMAT”

- i. Senior match kick-off times for the “Knock-Out Format” are as follows:

	Premier	Division 1	Division 2	Over 35's
Round 1	12:45	10:45	09:00	
Quarter-Final	17:30	17:00	15:30	
Semi-Final	11:00	09:00	09:00	11:00
3 rd Place				14:00
Final	15:30	14:00	13:30	15:30

- ii. Match durations under this format will be as follows:
- Games in Premier & Division 1 will be 45 minutes duration each half.
 - Games in Division 2 will be 40 minutes duration each half with no extra time.
 - There will be no extra time in any game on Saturday and the match will go straight to penalties to decide the winner.
 - All Premier/Division 1/Division 2 matches on the Sunday will be 45 minutes each way and there be 10 minutes extra time and then penalties to decide the winner.
 - The first game in the Over 35's will be played 40 minutes each way and then go straight to penalties and the final will have 10 minutes extra time before penalties to decide the winner.

5.4. LATE KICK-OFF

- i. A late kick-off will be managed as follows:

Time Kick-Off Delayed	Disciplinary Action
Upto 10 minutes	<ul style="list-style-type: none">• £25 fine
10:01+ minutes	<ul style="list-style-type: none">• Team is scratched• Deemed as “Non-Fulfilment of Fixture” and club will be disciplined accordingly.

- ii. A team is “scratched” for a late kick-off where after 10:01 minutes of the scheduled kick-off time, a minimum of 7 players [including the goalkeeper] are not on the pitch in their team kit ready to start the game.
iii. The number of minutes delayed will not be lost and the full scheduled playing time will be fulfilled.
iv. Timing will be recorded as per the referee's watch and validated by the linesmen. Only the Captain of either team can approach the officials regarding this matter.
v. The team not running late are required to be changed in their playing strip and should remain on the pitch ready to start the game.

KHALSA FOOTBALL FEDERATION CONSTITUTION

5.5. NON-FULFILLMENT OF FIXTURE

- i. Teams not fulfilling fixtures regardless of round will be charged with non-fulfillment of fixture and may be relegated from the Division [at the discretion of the KFF Executive] and fined £150.
 - Where the competition is run using a league format, the club will be deducted 1 point and fined £50 per game [ie: if the team does not fulfill all 3 fixtures then they will be deducted -3 points and fined £150].
 - Where the competition is run using a straight knock-out format, Teams will be deducted one point and fined £150. In addition, in the Premier and Division One only the club is required to start the next tournament 1-0 down and will be required to win the game on aggregate using the initial goal deficit and the actual match result. "Starting" the next tournament is deemed as the first match the team plays and excludes any "byes" drawn.
- ii. For the avoidance of doubt, the additional option of "Relegation" or "Withdrawal" can be triggered, in either of the competition formats, for repeated breaches of this rule [over the same or continuous tournament seasons] and the fine increased from £150 to £300 per incident.

5.6. TOURNAMENT ATTENDANCE

- i. Teams must attend every KFF tournament selected by the KFF Executive. If they do not do so the Club will be deemed to have breached the "failure to fulfill a fixture" rule specified above and may in addition be debarred from entry to other Tournaments [at the discretion of the KFF Executive].
- ii. If a team withdraws from the KFF after completing the registration process and receiving notification that their entry has been accepted, then a penalty of £200 is payable as an administration charge. This sum will be deducted from any monies held by the KFF on behalf of the club and the balance will be returned.

5.7. TEAM KIT & EQUIPMENT

- i. The shirt number on the back of each player should also match the shirt number shown for that player on the team shirt for a minimum of 15 players. Failure to do this will result in a £10 fine per match.
- ii. Where the colours (shirts, shorts and socks) of the two competing clubs are similar, the **away team** must change. If there is a delay in kick-off to allow for a change in strip, a £10 fine will be imposed.
- iii. The team colours must not clash with the match official's outfit and black/dark blue shirts are not acceptable. If there is a delay in kick-off to allow for a change in strip, then the team will be fined £10.
- iv. Captains must wear armbands and failure to comply will result in a £10 fine per game.
- v. Both teams must supply a match ball and failure to comply will result in a £10 fine.
- vi. Every Club must have a First Aid kit at all times.

5.8. RULES GOVERNING "THE GAME OF PLAY"

- i. Each team is responsible completing a team sheet for each match and clubs are only allowed to use the official KFF Team Sheets provided. The KFF Executive will provide a pre-printed team sheet detailing all eligible registered player's for each team.
- ii. The completed "Pre-Printed Team Sheet" should clearly show the starting X1 players by adding shirt numbers against their name. The non-selected players are all deemed substitutes for that match. Any errors made in relation to this will result in a £10 incomplete team sheet fine being imposed and the club may be additionally charged with playing an ineligible player if a review of the incident indicates that the club was trying to gain an advantage in some way.
- iii. If it is proven that a club has used an unofficial team sheet in an attempt to play "ineligible" players then the team will be "scratched" from the tournament and charged with playing an ineligible player.
- iv. During the match any objections on the pitch will only be heard by the referee from the team Captain. The referee is empowered to issue a yellow or red card [depending on the language and nature of the protest] if he is questioned by a player other than the captain. Abuse or challenges deemed as unsporting behavior, from the side-lines will be reported in the match report form by the referee and a £50 issued to the offending club.

KHALSA FOOTBALL FEDERATION CONSTITUTION

- v. Only the Club Manager, Chairman or Secretary are allowed to approach KFF Officials for information or queries. Such queries may involve the completion of a KFF Incident Report Form to record the complaint or query and ensure that it is resolved as per the current rules and guidelines in place.
- vi. Although 19 substitutes can be named on the team sheet, only 5 substitutions are permitted in accordance with the Laws of the Game. However, for the Over 35's section, there is no substitution limit as there will be a "roll-on" and "roll-off" format used in accordance with rules relating to veteran teams.
- vii. Should any nominated player or substitute sustain an injury after the submission of the official team sheet to the referee, then he cannot be replaced and the team must either start with 10 men or make use of one of their substitutes.
- viii. All breaches of the Laws of the Game including the Rules and Regulations of the Football Association shall be dealt by the referee and their assistant in accordance with the FA Rules. The referee's decision is final and there will be no appeals.
- ix. Any player that accumulates three yellow cards in the same tournament season will incur a one match ban in the next relevant game. This will not carry over from one tournament season to the next.
- x. Any player that is sent off for receiving a straight red must serve an immediate two match ban. If the player is sent off for receiving two yellow cards, then they must serve a one game ban – these bans will NOT carry over from tournament to tournament.

5.9. DETERMINING CHAMPIONSHIP

- i. Points awarded are as follows for all Divisions as follows:

	Knock-Out Format	League Format
Disqualification from tournament	-1	-1
Not fulfilling a fixture	-1	-1
Fulfilling a fixture	1	N/A
Reaching a quarter final	2	N/A
Finishing 4th in the group	4	1
Finishing 3rd in the group	4	2
Finishing 2nd in the group	4	3
Reaching a semi-final	4	4
Reaching the final	8	8
Winning the final	12	12

- ii. At the end of each KFF Tournament, the winning and runner-up team will receive 18 Medals and 1 cup each.
- iii. If a match is abandoned then the KFF Executive will review all details related to the incident and will determine the points to be allocated to each team irrespective of the round/match of the abandonment.
- iv. If a team finishes in the top/bottom two, then the team will have to accept promotion/relegation unless other unforeseen circumstances dictate otherwise. The only exception to this being if disciplinary measures are called for or where clubs fold. In this case, whatever numbers of teams are required to ensure a full complement in a given Division will be promoted.
- v. A maximum of two teams can be promoted/relegated from one change over period to the next. However, if two changes have occurred since the last change over period then no team shall be promoted/relegated at the next change over period.

If a team [In the lowest KFF division only] attains 24 points or more after completing the first three tournaments [based on a five tournament season], they will be automatically promoted to the next higher division as part of a "Mid-Season Promotion/Relegation".

The team at the bottom of the division will be automatically relegated to the lower division. However, if the team to be relegated had just been promoted in the same tournament season then they can choose to remain in their current division [or be relegated] and the next lowest team not fulfilling this criterion will be relegated.

- vi. At the end of each KFF Tournament season, the top team in each KFF division will be nominated as divisional champions. The final team positions will be determined as follows:

KHALSA FOOTBALL FEDERATION CONSTITUTION

- number of points attained, then
- goal difference, then
- goals scored, then
- Discretion of the KFF Executive

The final decision on any promotion, relegation or membership issues will rest with the KFF Executive.

- vii. The championship trophy will be presented to all winning teams at the end of the season but must be returned to the General Secretary by May 1st of the following season else a fine of £75.00 will be levied.
- viii. Teams will not be seeded in the tournament draw.
- ix. Any team in a KFF Division should be able to be promoted/relegated without ending up with 2 teams from the same club in the same division.
- x. Any club under a KFF suspended sentence will not be promoted or allowed to represent the KFF at any other event with another collaborative organization [eg: Scotland tournaments]. If this situation should arise, then the next non-suspended highest placed team will take that suspended teams place.

5.10. PROTESTS/COMPLAINTS & CONTROL OF THE COMPETITION

- i. All questions of eligibility, qualifications of players or interpretations of the Rules should be referred to the KFF Executive Committee.
- ii. Any dispute occurring between clubs in the competition will require an “Incident Report Form” to be completed and will resolution of the dispute will be determined by the KFF Executive Committee whose decision shall be binding on all parties subject to the Right of Appeal.
- iii. For disputes relating to football matters of the tournament, then only the Club Manager, Chairman or Secretary are allowed to follow-up a club complaint with the KFF Executive.
- iv. The KFF Executive Committee shall have powers to apply, act upon and enforce the rules of the competition on any incident reported by either the referee [on the match report form] or a member club official/KFF Executive member [via a complaint on an “Incident Report Form”]. The KFF Executive shall have jurisdiction over all matters affecting the competition, including any not provided for in these Rules.
- v. Where the investigation of such a protest/complaint/incident results in an alleged breach of a Competition Rule, the club should be charged within a reasonable timeframe and the charge and decision of the KFF Executive Committee shall be given in writing.

A “reasonable timeframe” will depend on the nature of the incident; the effort/time required to complete an investigation into the incident; and whether a charge/punishment is required within the actual tournament’s or can be managed in the close season [ie: after all the tournaments have been completed for the current tournament season].

- vi. In all instances the club alleged to have breached the KFF rules will be given the opportunity to present their case before the KFF Executive Committee as part of the KFF Appeals process stated below.
- vii. Any Club persistently undermining the authority of the KFF Executive or the Khalsa football Federation will be fined a minimum £100 and face possible expulsion from the current KFF Tournament season and/or will not be invited to join the KFF the following year (s).
- viii. Clubs will be held responsible for ALL their members (including players, officials and supporters).
- ix. Any abuse [verbal or physical] of any KFF Official (Hosting Town Member or KFF Executive) will result in the club/team being suspended/banned (at the discretion of the KFF Executive) and fined £100.
- x. Cautions, dismissals and misconduct will be reported to the Club’s parent County FA or The FA by the KFF Executive in charge of Referee’s and referee related matters.
- xi. At an Annual General Meeting, or at a Special General Meeting called for the purpose, the accredited delegates present shall have the power to exclude from further participation in the competition any club whose conduct has, in their opinion, been undesirable. Voting on this point shall be conducted by ballot but the club whose conduct is the subject of the vote being undertaken shall be excluded from voting.

KHALSA FOOTBALL FEDERATION CONSTITUTION

5.11. ABANDONED MATCHES

- i. When a referee's report indicates that a match has been abandoned due to misconduct of either team/ participants, the KFF Executive will investigate the official's report. If after such investigation, the KFF Executive are satisfied that a prima facie case can be made out against a Club/participants, such steps shall be taken as are necessary to ensure that the team is disqualified from the competition before the next fixture in that Division is due to commence.

If both teams are disqualified from the tournament, the KFF Executive will draw which team will advance to the next round in their place. The teams that will be eligible for the draw are the other teams that have lost in the same round as the match that was abandoned.

Where the KFF Tournament is using a group format, the KFF Executive will look at the evidence of the abandonment and determine how the points will be awarded to the teams involved in the abandonment.

- ii. If a match is abandoned by the referee for any reason other than the misconduct of either team/ participants [for instance due to a what is deemed a bad injury], as per the FA rules of the game, then based on the number of minutes played the following KFF rules will apply:
 - If the first half has been completed, then the score at the time of abandonment will stand.
 - If first half **HAS NOT** been completed, then:
 - In a straight knock-out format, the game will be recorded as a "0-0" draw and the game will proceed to penalties to decide the which team will progress as winners
 - In a group team format, the game will be recorded as a "0-0" draw and each team will be awarded 1 point

5.12. THREATENING OR PHYSICAL OFFENCES AGAINST MATCH OFFICIALS

- i. Misconduct is any conduct by a player that is deemed by the referee to warrant a disciplinary sanction (caution or dismissal) in accordance with Law 12 of the Laws of the Game.
- ii. Misconduct may occur at any time, including when the ball is out of play, during half-time and before and after the game, and both players and substitutes may be sanctioned for misconduct.
- iii. If a match official who has reported an offence against him, the KFF Executive will investigate the match official's report and if, after such investigation, the KFF Executive are satisfied that a prima facie case can be made out against the alleged offender where there has been physical contact, attempted physical contact or an Assault on the referee.
- iv. KFF Executive shall immediately suspend the alleged offender from all football activities until a Disciplinary Commission has adjudicated on the matter.
- v. The KFF Executive will take such steps to notify the alleged offender of the suspension, ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 14 days of (the date of) the interim suspension.
- vi. Should the participant accept the charge, the match officials will not be required to attend a Disciplinary Commission. Should the charge be denied, the appropriate match official(s) may be required to attend the Commission.
- vii. If a match official who has reported a participant for an offence against him, makes a written request for notification of the decision and punishment awarded then such notification must be made available to him at the earliest opportunity.
- viii. There are three categories of offence:
 - a) **Threatening Behaviour:** words or actions that cause the official to believe that he/she is being threatened. The recommended sanction to be imposed for this offence is suspension from all football activities for a period of 2 consecutive tournament competitions and a fine of up to £100.
 - b) **Physical Contact or Attempted Physical Contact:** e.g. participant pushes the referee, pulls the referee (or his clothing/equipment), barges, or kicks the ball at, the official causing no injury and/or attempts to make physical contact with the official e.g. attempts to strike, kick, butt, barge or kick the ball at the official. The recommended sanction to be imposed for this offence is suspension from all football activities a period of 5 consecutive tournament competitions plus a fine of up to £150.

KHALSA FOOTBALL FEDERATION CONSTITUTION

- c) **Assault:** participant acts in a manner which results in an injury to the official. This category includes spitting at the official whether it connects or not. The recommended sanction to be imposed for this offence is suspension from all football activities indefinitely (sine die) with no review for at least 5 years from the date of the suspension. Where the assault causes serious injury the review period should be extended to 10 years.
- ix. The sanctions detailed above are recommended sanctions but should only be varied where appropriate aggravating or mitigating factors are present.

5.13. ASSAULTS BY PARTICIPANTS ON OTHER PARTICIPANTS

- i. When a referee's report indicates that a Participant has perpetrated an assault on another Participant before, during or after a match, the KFF Executive will investigate the official's report. If after such investigation, the KFF Executive are satisfied that a prima facie case can be made out against the alleged offender, such steps shall be taken as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 14 days of the date of the charge letter.
- ii. KFF Executive shall immediately suspend the alleged offender from all football activities until a Disciplinary Commission has adjudicated on the matter.
- iii. The KFF Executive will take such steps to notify the alleged offender of the suspension, ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 14 days of (the date of) the interim suspension.
- iv. Should the participant accept the charge, the match officials will not be required to attend a Disciplinary Commission. Should the charge be denied, the appropriate match official(s) may be required to attend the Commission.
- v. If a match official who has reported a participant for an offence against him, makes a written request for notification of the decision and punishment awarded then such notification must be made available to him at the earliest opportunity.
- x. There are three categories of offenders:
 - d) **Player:** The recommended sanction to be imposed for this offence is a minimum of 140 days plus £100 fine for a first offence but, depending on severity, sine die with no review for five years.
 - e) **Club Official:** The recommended sanction to be imposed for this offence is a minimum of 140 days plus £100 fine for a first offence but, depending on severity, sine die with no review for five years.
 - a. If on a Player or other Official but not a Match Official; suspension from all football and football activities.
 - b. If on a Match Official – section on 5.12 above will apply
 - f) **Match Official:** The recommended sanction to be imposed for this offence is as per section 5.12 above for "Match Officials assaulted by a Player". But a recommendation will be made to the relevant Referees' Committee that the registration be removed and no request for reinstatement will be allowed until the suspension has been completed or removed.
- xi. The sanctions detailed above are recommended sanctions but should only be varied where appropriate aggravating or mitigating factors are present.

5.14. RACIST/DISCRIMINATORY OFFENCES

- i. When a referee's report [or a KFF Incident Report] indicates that a Participant has perpetrated a Racist/Discriminatory assault on another Participant before, during or after a match, the KFF Executive will investigate the official's report.
- ii. If after such investigation, the KFF Executive are satisfied that a prima facie case can be made out against the alleged offender, such steps shall be taken as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 14 days of the date of the charge letter.
- iii. KFF Executive shall immediately suspend the alleged offender from all football activities until a Disciplinary Commission has adjudicated on the matter.

KHALSA FOOTBALL FEDERATION CONSTITUTION

- iv. The KFF Executive will take such steps to notify the alleged offender of the suspension, ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 14 days of (the date of) the interim suspension.
- v. Should the participant accept the charge, the match officials will not be required to attend a Disciplinary Commission. Should the charge be denied, the appropriate match official(s) may be required to attend the Commission.
- vi. If a match official who has reported a participant for an offence against him, makes a written request for notification of the decision and punishment awarded then such notification must be made available to him at the earliest opportunity.
- vii. Any racially motivated abuse of any KFF Official (organising Committee member, Khalsa Football Federation Executive Committee member), be it verbal or physical may result in the Club's membership of the Khalsa Football Federation being withdrawn and a minimum fine of £50 (at the discretion of the Executive).

5.15. CONSUMPTION OF ALCOHOL

- i. Consumption of alcohol or the taking of banned illegal substances (drugs) on or near the vicinity of the official KFF Tournament site is prohibited. Drunk or drugged and disorderly behaviour will not be tolerated on or near the Official KFF Tournament site.
- ii. Clubs will be held responsible for ALL their members (including players, officials and supporters). Any club alleged to be in breach of this rule will result in the Club being charged with misconduct and face disciplinary action.

5.16. PAYMENT OF CLUB FEES & PLAYER FINES

- i. All clubs must pay their Affiliation fees within the deadlines set for their application for Affiliation. Late Affiliation will be penalised with a £40 per month or part-thereof late registration fee.
- ii. The club secretary will be notified of all outstanding fines by the KFF Treasurer after each tournament and should be paid before their first game at the next tournament.

Failure to do so will result in the following additional administration charges being applied:

- £10 admin fee for the first reminder [this will be added where a club has failed to pay before their 1st game and is paying before the 2nd game in the same tournament].
 - £20 admin fee for the 2nd reminder [this will be added where a club has failed to pay before their 2nd game and is paying before the 3rd game in the same tournament].
 - All outstanding fines will be doubled for the 3rd reminder [this will be by the end of the 1st day of the same tournament]
- iii. If the fine is still outstanding at the start of **the next** KFF Tournament, the Club will not be allowed to play [at the discretion of the KFF Executive] until all outstanding fines have been paid. This will also result in an additional breach of Rule 5 [failure to fulfill a fixture].
 - iv. Clubs must ask for a receipt for any monies being paid to the Khalsa Football Federation as this will be the only acceptable proof of payment. Additional late payment fines will be charged as per the issued KFF guidelines.
 - v. The KFF Treasurer will notify each club of the fines outstanding but it is the responsibility of each Club's Secretary to determine what fines have been accumulated. These should either be checked with the referee after the game or from the KFF Treasurer at the KFF Tent during the tournament.
 - vi. Any bounced cheques will result in an additional £25 fine being levied and possible disciplinary action (at the discretion of the KFF Executive).

KHALSA FOOTBALL FEDERATION CONSTITUTION

6.0 QUALIFICATION OF PLAYERS

6.1. CONTRACTED PLAYERS

- i. Contracted players are not permitted to participate in this competition in the KFF Tournament Season that immediately follows the FA Football Season in which their contract was signed.
- ii. A Contracted player is defined as someone that has signed a contract to play for a specific Club and this contract is registered with the Football Association.
- iii. The FA Football Season is deemed to run from Aug to end May the following year. For example, if a player was contracted in the 2013/14 FA Football Season [runs from Aug 2013 to May 2014], then they are not eligible to play in the 2014 KFF Tournament Season.
- iv. The length of the contract they had in that FA Football Season and the number of games they may have played will not change their ability to participate.
- v. This restriction includes youth players that are playing at academies or a school of excellence. Breach of this rule WILL result in the offending team(s) being charged with playing an ineligible player.

6.2. RESTRICTION TO INDIAN SUB-CONTINENT [SOUTH INDIAN] HERITAGE PLAYERS

The KFF is sanctioned with the Football Association as an “Association” subject to sections 101 and 107 of the Equality Act 2010 (the “Act”).

Therefore as an Association, the KFF is entitled to rely on the exemption at Schedule 16 to the Act in order lawfully to restrict its membership to persons who share a protected characteristic (provided that the protected characteristic is not ‘colour’).

Accordingly, under the exemption at Schedule 16 to the Act, the KFF will lawfully restrict its membership to persons who share the protected characteristic of having Indian Sub-Continent [‘South Asian’] heritage links.

This exemption will be administered at the point of player registration and issuance of an ID card using the following administrative guidelines:

- Indian Sub-Continent [South Asian] definition:
 - The KFF definition of Indian Sub-Continent [South Asian] includes the following countries: India, Pakistan, Bangladesh, Sri Lanka, and Nepal. However in the spirit and interest of inclusivity the KFF have included Afghanistan, Bhutan and the Maldives to the list of countries falling within the Indian Sub-Continent [‘South Asian’] heritage definition.
- Player Eligibility:
 1. Any person who has a passport issued from one of these countries
 2. Any person with a birth certificate from one of these countries or any other reliable document issued by appropriate local government body
 3. Any person who is a descendant of someone that qualifies under rules 1 or 2 above with a restriction of 2 generations for this heritage link [ie: parents or grandparents].
- Governance/Administration:
 - In the interests of efficiency 90% of player eligibility of player qualification will be done by reviewing the player name on the registration form and photographs to determine if the player meets the KFF Indian Sub-Continent [South Indian] Heritage rules
 - Where the player eligibility is unclear then the club will be requested to provide additional details.
 - Clubs are advised to ensure that they self-govern in that you provide additional details upfront where they feel eligibility is unclear in order to speed up the administration process for issuing an ID card.
 - It is the responsibility of the club secretary to ensure player eligibility at the point of player registration including ensuring that any supporting document forwarded to the KFF is

KHALSA FOOTBALL FEDERATION CONSTITUTION

genuine. If it is found that an ID card was issued on the basis of forged documents then the club will be charged with playing an ineligible player.

6.3. SPIRIT AND INTEREST OF INCLUSIVITY

In the spirit and interest of inclusivity, the KFF has introduced an exception to its membership criteria such that 10% of the players in any member club's squad would not be required to meet the restriction of Indian Sub-Continent ['South Asian] Heritage defined in section 6.2 above.

6.4. PLAYER ELIGIBILITY AND SQUAD LIST REGISTRATION

- i. Clubs can only play the named players on their final squad list submitted.
- ii. All Clubs participating in the tournaments must have all their player's registered by completing the KFF Registration Form. On completion of the registration form, player ID cards will be issued as per the registration criteria required to complete the registration process.
- iii. Only players specified on the final squad list submitted will be issued a player ID card. It is the club's responsibility to ensure the eligibility of the player they are registering before requesting an ID card as the KFF issue ID cards on a "good faith" basis only.

6.5. PLAYER ELIGIBILITY QUERIES/COMPLAINTS

- i. If there is an issue regarding the "eligibility status" of a player, then it is the responsibility of the player's club to provide evidence that the player is eligible.
- ii. Where the eligibility of a player is questioned, a "KFF Incident Report Form" will need to be completed by the person/club raising the query and a statement of either rejecting or admitting the offence will need to be made by the defending club on the same form.
 - If the claim is denied by the defending club, the player will be allowed to continue to participate in the current tournament but evidence of their eligibility [as requested by the KFF Executive] must be provided asap after that tournament. The player will not be allowed to participate in any further KFF Tournaments event until his eligibility to play has been confirmed.
 - However, if it is later proven that the player was not eligible to play and that the KFF Executive was deliberately misled then the club disciplinary action taken against the club/player will be much harsher than if the club/player had admitted guilt in the first instance [ie: at the point when the allegation was first raised].
- iii. Any Club/Team playing an ineligible player will result in the Club/Team being banned for a number of tournaments, commence the first game 2 goals down, start the group stages with a 3 point deficit or be expelled from the KFF.
 - The decision taken will be at the discretion of the KFF Executive but the decision will take into account the format of the competition and the clubs previous disciplinary conduct.
 - In addition, a minimum fine of £50 will be imposed on both the player and the club and the club will be disqualified from the tournament in which the offence was deemed to have been committed resulting in -1 points being awarded to the club in that tournament.
- iv. An ineligible player is defined as someone for whom a player ID has been provided in good faith by the KFF Executive based on the provision of the necessary supporting document but it is later found that:
 - An ID was created but the supporting document provided was not correct/fraudulently created.
 - the player was subject to a KFF Transfer process but this process has not been completed. It is the responsibility of the club secretary to ensure the eligibility of a player to determine if a transfer is required or whether the player is a "free agent".
- v. Any ban given to the club will be doubled for the player as they are deemed to have known the status of the eligibility to play right from the outset and were key to misleading their club and/or the KFF Executive. The player does not need to be registered with a KFF club to "serve this ban".

KHALSA FOOTBALL FEDERATION CONSTITUTION

6.6. SQUAD LISTS

- i. Clubs will be communicated a squad list deadline [normally 31st March] for the forthcoming KFF tournament season to send their final 30 man squad list using the KFF Squad list Form. There is a late squad list fee payable of £40 per month or part month thereof from the squad list deadline.
- ii. After the final Squad List Form deadline has passed, additional players will only be allowed in accordance with any designated KFF registration deadlines provided. A fee of £25 is payable for each squad list change.
- iii. Where a club withdraws a team during the current tournament season, they are required to provide an amended squad lists [for their remaining teams still participating] to the KFF General Secretary 24 hours before the next tournament is due to commence. The club has the right to move players from one team to another in order to finalise their revised squad lists but they cannot add any new players that are not already listed on the current squad lists in force.

No further fees are due for these changes other than the team withdrawal fee of £200 as defined in section 5.6 [ii] above.

- iv. If a club has multiple teams, then they must submit a separate squad list per team.
- v. There will a provision to allow clubs with multiple squads the following allowances:
 - Clubs are free to move players between squad lists from one tournament to the next by providing the KFF Secretary seven days' notice to print the amended Pre-Printed team sheets
 - A facility to move a maximum of 3 players between squads in the same tournament as follows:
 - The changes can be made at any time during the tournament event and not limited to when the team for which the player was originally registered is eliminated.
 - The players being moved and the players being replaced must not have played for the team on which their names were originally listed.
 - These additions to the Pre-Printed Team Sheets **MUST** be made and signed by the KFF Executive after they have checked and confirmed the player's eligibility to be moved.

Any non-conformity to these rules will make the player ineligible to play and the club will be disciplined in accordance with the rules relating to playing ineligible players as set out in this document.

- vi. Any Club/Team found to fraudulently change/amend their squad list to play ineligible players [as set out in this document] will result in the Club/Team being banned for a number of tournaments, relegated or expelled from the KFF [to be determined by the KFF Executive] and be fined a minimum of £50.
- vii. Any ban given to the club will be doubled for the player as they are deemed to have known the status of the eligibility to play right from the outset and were key to misleading their club and/or the KFF Executive.
- viii. The KFF Executive will provide details via their website [www.khalsaff.co.uk/AffiliatedClubs] of the Current/Final Squad list of each club.

6.7. ISSUANCE OIF ID CARDS

- i. Only players on the final squad list will be issued a KFF ID valid player ID card
- ii. Only players with a valid KFF id card will be eligible to play in a KFF Tournament. It the responsibility of the club secretary to submit the necessary documentation by the KFF deadlines in force at the time of application.
- iii. No fee will be charged for the initial/first KFF ID card issued.
- iv. Late ID cards will be issued after the KFF deadlines in force at the time of application, but the KFF Executive will need 3 weeks to process the request and there is £5 admin charge per late ID card requested.
- v. The KFF Executive will issue deadlines as deemed necessary for the creation of new and lost/replacement KFF ID card requests. The issuance of the first card is free and there is a £5 charge per ID card for creating duplicate ID cards. However, where the club requires 10 or more ID cards then the fee is reduced to £3 per ID card.

KHALSA FOOTBALL FEDERATION CONSTITUTION

- vi. It is the responsibility of the club secretary to ensure the eligibility of a player for an ID card to be created. The issuance of an ID card does not supersede any of the player eligibility rules detailed in this document.

6.8. PRE-PRINTED TEAMSHEETS

- i. Each team participating in a KFF Tournament will be issued a Pre-Printed Team Sheet when the club representative “signs-in” at each KFF event.
- ii. Players that are not registered [ie: do not have a KFF Player ID card] in time for the tournament, are non-eligible players and their names WILL NOT appear on the “Pre-Printed Team Sheets” until they become an eligible player.

7.0 MOVEMENT/TRANSFER OF PLAYERS

7.1. MOVEMENT OF PLAYERS FROM AFFILIATED CLUBS

- i. Once a player has played for a club during the course of a tournament season, they may not play for any other club in that same tournament season.
- ii. All Transfers for the following season must be submitted to the KFF General Secretary by the player wishing to transfer using the current KFF Player Transfer Form. A copy of the current “Player Transfer Form” and deadlines can be downloaded from the KFF website at www.thekff.co.uk/forms.
- iii. A club with a single team participating in the forthcoming tournament season is allowed a maximum of 3 transfers per KFF tournament season. However, where a club has multiple teams then they will be allowed one extra transfer per additional team. However, the players transferred under this additional allowance must participate in a minimum of two KFF tournaments before they are allowed to play for a team in a higher division to the one to which they were transferred.
- iv. All permitted transfers must all be from different clubs as you can only transfer 1 player per existing club per tournament season.
- v. Where more than 3 players request a transfer and each transfer is to a different club, then the clubs concerned will be given 7 days’ notice and lots will be drawn to select the 3 approved transfers. In addition, the club whose transfer is rejected after lots have been drawn will be given 14 days to complete a revised transfer.
- vi. Where a player only participated in one game in the entire previous KFF Tournament season, they are eligible to transfer to another club as a free agent in the forthcoming KFF Tournament season.
- vii. Where player completes an approved KFF transfer and their club later folds and the player has not played for his new club yet, then the player is deemed a free agent and his transfer is nullified meaning that his new club are able to re-use that transfer.
- viii. Where the player is released by his new club during the tournament season but before he plays for them, then he can transfer again to a new club as per the KFF transfer rules.
- ix. The KFF General Secretary will contact the existing club of the player seeking a transfer to gain approval for the transfer within 14 days of the transfer window being closed. The club will then have 14 days from the date of this notification to either:
 - Feedback that the transfer has been approved [if the KFF General Secretary does not receive any feedback and the 21 days have lapsed then the transfer is deemed to have been approved]
 - Feedback that the transfer has been rejected detailing reasonable grounds for rejecting the transfer
 - Resolve any differences with the player who then contacts the KFF General Secretary [by email or a letter using recorded delivery] that they wish to cancel their transfer request. The new club requesting the transfer will not be allowed an additional transfer in this scenario.
- x. Once all the information relating to a player transfer [transfer form, player documentation, transfer fee and feedback from previous/existing club] has been received by the KFF Secretary, the transfer is “deemed approved” but the final approval is at the discretion of the KFF Executive.

KHALSA FOOTBALL FEDERATION CONSTITUTION

7.2. MOVEMENT OF PLAYERS FROM AFFILIATED CLUBS – RELEASED PLAYERS

- i. The definition of a “Released Player” is a player whom a club has “released” by not including that player in the Final Squad List for the current tournament season.
- ii. To apply for a player to transfer to your team as a “free Agent” you must complete the “KFF Transfer Form” [tick “Released Player Transfer from Affiliated Club” check-box], a completed KFF Player Registration Form [with 2 passport photo’s and a photocopy of proof of ID] and forward [along with the stipulated transfer fees] to the KFF General Secretary within the published deadlines for each tournament.
- iii. A club can choose to release a maximum of five players to a new club [ie: a club that did not participate the previous year] entering the KFF Tournaments. However, this must be a club choice and the club secretary is required to email the KFF General Secretary to advise of their approval but this player movement is subject to the following constraints:

[A]: the club send a document detailing the five players THEY are willing to release which is signed by the Chairman, secretary and manager as detailed on their current affiliation form, and

[B]: the newly formed club will not be allowed to participate in the KFF tournaments as part of a merger with another club for 3 seasons from the year of entry.
- iv. Upon receipt of the completed form the KFF General Secretary will check and confirm that the player is not listed on the Current/Final Squad List of the player’s previous club
 - If the player **IS** listed on the Current/Final Squad List of the player’s previous club, then the transfer is rejected as the player is not a “Free Agent”
 - If the player **IS NOT** listed on the Current/Final Squad List of the player’s previous club, then the General Secretary will write to the player’s previous club requesting permission for the transfer to be granted. Kindly note that if permission is not granted [for whatever reason] then the transfer will be rejected and this decision is not open to debate or appeal.

7.3. MOVEMENT OF PLAYERS FROM “UNAFFILIATED CLUBS”

- i. AN “Unaffiliated club” is defined as a club that is not participating in the forthcoming/present KFF tournament season but did participate in the previous KFF tournament season.
- ii. From “Unaffiliated Clubs” 5 such players can be transferred per KFF season club. Hence if 2 clubs fail to affiliate then an existing club can transfer up to 5 players per club resulting in a total 10 such players been allowed to transfer.
- iii. Where a club had multiple teams in the previous KFF season and is “folding” one of these teams for the forthcoming KFF tournament season, the club has “first choice” to select which players they will keep by entering them on the relevant squad list for the teams still participating. This choice of which players to keep is across all the teams that participated for the club in the previous tournament season.

Hence, only players that are not selected by the club for the forthcoming tournament season can move as a free agent from a folded team”. It is the responsibility of the player’s new club secretary to determine which players have been released by either contacting the secretary of the previous club or the KFF General Secretary.
- iv. Any players that are “Released” from a team that is still participating in the current year, must move to another club via the transfer policy and rules in force for “Released Players”.
- v. The KFF Executive will provide details via their website [www.thekff.co.uk/forms] of clubs that have failed to affiliate with the names of the players that are now deemed “Unaffiliated Club Free Agents” and hence available for transfer.
- vi. All Transfers for the following season must be communicated by the player wishing to transfer using the current KFF Unaffiliated Club Player Transfer Form. A copy can be found on the KFF website at www.thekff.co.uk/forms.
- vii. The deadline submission is 31st March and should be sent to the KFF General Secretary [contact details can be found on the KFF website at www.thekff.co.uk/contactus].
- viii. Once all the information relating to a player transfer [transfer form, player documentation, fees and

KHALSA FOOTBALL FEDERATION CONSTITUTION

feedback from previous/existing club] has been received by the KFF Secretary, the transfer must be approved by and is at the discretion of the KFF Executive.

8.0 KFF APPEALS PROCESS

- i. A matter or issue for further action by the KFF Executive can be brought to their attention in the following ways:
 - The official KFF Match Report Form completed by the nominated referee
 - A completed KFF Incident Report Form – this can be completed by any of the following people during/after a KFF Event/Tournament:
 - Any KFF appointed referee or their assistant who may have seen the incident
 - Any person linked with a member club who may have seen the incident
 - Any member of the KFF Executive who may have seen the incident
 - Any member of the public who may have seen the incident
- ii. However, there may be certain situations where a preliminary meeting is required to ascertain all the facts related to a situation or issue that has been reported to the KFF Executive. If a member club is invited to attend such a meeting, then they must attend that meeting or make arrangements to reconvene at another date/time.
- iii. Once the KFF Executive have reviewed all the facts related to the incident, they will then determine what [if any] KFF rules have been breached and charge the offending club(s) accordingly.
- iv. The KFF General Secretary will formally communicate these disciplinary charges to the Secretary of the offending member club as nominated on their KFF Affiliation Form. This communication can either be via email/letter [using recorded delivery] and will specify the charges and the proposed punishment.

STEP 1: REQUESTING A KFF HEARING

- i. If a club wishes to lodge an appeal against any of the penalties imposed by the KFF Executive in their charge notification letter, **they should lodge their appeal in accordance with the conditions stipulated in the disciplinary letter.**

Where possible the KFF will try and give a 7 day deadline notice to request a hearing from the date of the disciplinary letter, but this limit may be reduced where an incident is deemed to need resolving before the next tournament is due to take place.
- ii. All KFF Hearing request letters should be sent by recorded delivery letter to the KFF General Secretary and should include a £50 hearing fee. The KFF General Secretary contact details can be found on the KFF website at www.khalsaff.co.uk/contactus.
- iii. Any KFF Hearing requests **not received in accordance with the conditions stipulated in the disciplinary letter [eg: late payment of the £50 hearing fee]**, will be deemed invalid and the original decision made by the KFF Executive Committee will stand.
- iv. For valid KFF Hearing request's, the KFF Executive will then contact the Secretary of the member club to agree a date/time for the KFF Hearing. The agreed date/time will then be communicated via email/letter formally to the member club's Secretary by the KFF General Secretary.
- v. If the KFF Executive feel that a member club is deliberately avoiding the agreement of a KFF Hearing date within a reasonable timescale, then the club will lose their right to a KFF Hearing and the original decision made by the KFF Executive Committee will stand.

STEP 2: SUSPENSION PENDING HEARING

- vii. **The KFF Executive shall have the power to order that a Club, it's Official's or Members/Spectator's associated with that Club shall be suspended from all or any specific activity for such period and on such terms and conditions as agreed the KFF Executive considers appropriate under an "Interim Suspension Order".**
- viii. **The Interim Suspension Order shall apply when the Club Official or Player has been charged by the KFF Executive in relation to an alleged act of misconduct, or with an offence sanctioned by the Football Association in connection with disciplinary action pursuant to relevant regulations of the KFF**

KHALSA FOOTBALL FEDERATION CONSTITUTION

Competition.

- ix. As soon as reasonably practicable notification of an Interim Suspension Order shall be advised to the relevant club players/members/spectators through the nominated Club Secretary as advised on their current KFF Affiliation Form.
- x. The temporary suspension order will be lifted when the relevant charges are dealt with by a Disciplinary Commission or the charges are withdrawn or found not to have been proved.

STEP 3: ATTEND THE KFF HEARING

- i. The member club requesting the KFF Hearing must attend the scheduled hearing. Non-attendance will result in the KFF Hearing being deemed as “held” and the original decision made by the KFF Executive Committee will stand. In this scenario, the fees paid for the KFF Hearing will not be returned as the KFF Hearing is deemed as being “Held”..
- ii. Only the nominated Chairman, Manager or Secretary [as specified on the club’s KFF Affiliation Form] of the club requesting the KFF Hearing can attend the hearing.
- iii. If the club would request like to bring anyone other than these 3 people to the KFF Hearing, then the Secretary of the member club must formally this in writing [to the KFF General Secretary] clearly stating the reasons why that person(s) attendance is required.
- iv. The KFF Executive will then review this request and clearance for their attendance [including any restrictions imposed during attendance] is at the discretion of the KFF Executive and the decision will be communicated to the Secretary of the member club.
- v. The KFF General Secretary will commence the hearing by stating the charges levied against the club and the representatives present from the member club will be invited to present their case.
- vi. The KFF Hearing should be held in a professional manner that is respectful to all parties present. If it is felt that the KFF Hearing is not adhering to these principles then the KFF Executive reserves the right to stop the hearing, request that the other party leaves the room for a private discussion and then either continue with the hearing or call a halt to the proceedings.

STEP 4: OUTCOME OF THE KFF HEARING

- i. Within 7 days following the completion of a KFF Hearing, the General Secretary will notify the Secretary of the member club the outcome of that KFF Hearing. The outcome could be any of the following:
 - The original charges and punishments stand
 - The original charges are reduced or revoked
 - The original charges stand but the punishment is reduced or increased [in the case of frivolous appeals]
- ii. Where in the opinion of the KFF Executive, a club has been deemed to have made a “frivolous appeal” then a further suspension can be added to the original ruling. A “frivolous appeal” is defined as an appeal that has been lodged to gain an advantage by following an administrative process [eg: lodging an appeal so that a KFF disciplinary punishment is delayed to allow for an appeal to be heard].
- iii. The member club should either pay the fine within 7 days of receipt of the confirmation of the outcome of the KFF Hearing or request a FA Board of Appeal as detailed below:

STEP 5: REQUESTING A FA BOARD OF APPEAL

- i. Within 14 days of the posting of written notification of any decision of the Management Committee or the Competition, a Club, Official or Player against whom action is taken may appeal against such decision by lodging particulars to the Sanctions & Registration Department which is headed by Steve Rooke.
- ii. In addition, a copy of your letter of appeal to the FA Board of Appeal should be sent via recorded delivery to the KFF General Secretary including a fee of £ 50.00 for the adjudication of a Board of Appeal.
- iii. The relevant department within the FA will advise both the KFF Executive and the KFF member club request the appeal of the appeal date. The appeal will be held at the FA Offices in Birmingham and shall be in accordance with FA Rules.

KHALSA FOOTBALL FEDERATION CONSTITUTION

STEP 6: OUTCOME OF THE FA BOARD OF APPEAL

- i. Upon conclusion of the FA Board of Appeal, the FA will then communicate the decision to both parties. The decision of the FA Board of Appeal is final and binding on all parties concerned.
- ii. The FA Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne.

APPEAL RESTRICTIONS

- i. No appeal can be lodged against a decision taken at an Annual or Special General Meeting unless this is on the ground of unconstitutional conduct.
- ii. **No appeal can be lodged against a decision taken during a tournament whilst a tournament competition event is still running.**