

RULES OF KENYAN FOOTBALL

Fairplay on and off the field

**Approved by the
KFF Governing Council
on January 18, 1998**

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INTRODUCTION

Fairplay on and off the field is the top priority in Kenyan football. However, the KFF rules were over a decade old. Some rules were outdated and needed to be reviewed on the basis of the revised Laws of the Game issued in 1997 by the world football body, FIFA. Other rules such as those on the transfer of players and service with Kenyan national teams were unclear or incomplete. Some rules were too complicated and needed to be simplified, especially on the fielding of ineligible players. Adequate rules on key issues such as the use of prohibited substances and bribery were missing.

Terms of Reference

In May 1997 the Kenyan Football Federation (KFF) established the Sub-Committee on the Laws of the Game and Rules of Kenyan Football with the following terms of reference:

- (a) To review and revise the present rules for Kenyan football;
- (b) To propose new rules for situations which are not covered adequately in the present rules;
- (c) To use as its main guide the Laws of the Game and related rules of CAF and FIFA;
- (d) To improve the format and procedures for reports by referees and match Commissioners;
- (e) To invite other experts to contribute to its work.

Consultative Process

The KFF issued an invitation to all players, referees, team officials, fans and friends of Kenyan football to contribute to the rules revision process by submitting written proposals to the KFF by mid-December. National and international football associations were also invited to contribute advice and copies of their current rules, including those in Canada, Denmark, England, France, Germany, Italy, Netherlands, Norway, Scotland, Sweden, and the USA as well as CAF, UEFA and FIFA. For example, the International Secretary of the Norwegian Football Association participated in several committee meetings and provided helpful advice and assistance in reviewing the rules. On particularly crucial rules members of the committee consulted other experts in and outside Kenya.

Proposed Rules and Next Steps

The committee adopted the new FIFA Laws of the Game and recommended the KFF secure or reprint enough copies to distribute to all officials, referees and teams. The committee then reviewed the rulebooks of other national associations and decided to use those of England and Scotland as the main guide and basis for the new Kenyan rulebook. The committee agreed to complete and distribute a draft of the proposed rules in early 1998 to all KFF officials, referees, teams and sports journalists. After considering their comments the committee will prepare and submit its final report for approval by the KFF National Leagues and Competitions Committee and the KFF Executive Committee.

Fairplay on and off the Field

The committee emphasizes that all games must and will continue to be decided by what happens on the field. Who wins or loses is decided on the field by several factors. The results of games are decided by the team who scores more goals than their opponents, by players who decide to ignore the rules, by team officials who decide to field ineligible players and by team officials and players who decide to abandon a match. Those decisions are all made on the field of play. When such decisions violate the rules, the KFF will verify the facts and apply the relevant rules firmly and fairly in order to preserve the integrity of the game and protect the majority of teams, officials and players who do respect the rules. In sum, all games in Kenyan football must be won fairly on the field of play. On fairplay off the field, the rules include provisions and procedures on the right of appeal. Charts showing the present KFF decision-making structure and appeals process are annexed to the rules with the KFF policies on player contracts, prohibited substances and disciplinary action.

Nairobi, January 10, 1998

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1. MEMBERSHIP

1.1 The KFF

The Kenyan Football Federation consists of Branches and clubs approved by the KFF Executive Committee. All Branches and clubs must apply and adhere to the Laws of the Game and rules approved by the KFF and international football authorities such as CECAFA, CAF and FIFA.

1.2 Definitions

The following terms, abbreviations and acronyms have the following meanings unless the text or context requires otherwise:

Branch means an officially approved and affiliated Branch of the KFF;

CAF means the Confédération Africaine de Football;

CECAFA means the Confederation of East and Central African Football Associations;

Club means a football club seeking or granted KFF membership;

Club Official means an individual elected, appointed or hired in an official capacity to train, manage or assist the players and club;

Committee means the relevant National or Branch Leagues and Competitions Committee;

Council means the KFF Governing Council;

Executive Committee means the national KFF Executive Committee;

FIFA means the Fédération Internationale de Football Association;

Home Club is the club listed first in the schedule;

IDAC means an Independent Disciplinary and Appeals Committee;

KFF means the Kenyan Football Federation;

KFF Card means the official identity card issued by the KFF to all players and officials;

Match means any football match organized or authorized by the KFF;

Match Official means anyone carrying out officially recognized duties for a match organized or authorized by the KFF;

Member means a Branch or club approved by the KFF Governing Council but also includes the elected, appointed and employed officials and players of clubs and the KFF;

Player means a football player registered with the KFF and participating in a league, competition or match organized or authorized by the KFF;

Playing field means the area reserved exclusively for the players and authorized officials;

Official means any official elected, appointed or employed by a club or the KFF;

Referees means all referees registered with the KFF and for a match includes the main referee, assistant referees and a fourth official;

Referees Committee means the national KFF Referees Committee;

Rules means the Laws of the Games and any rules, regulations and decisions adopted by a club, the KFF and relevant international football authorities;

Secretary General means the KFF Secretary General;

Visiting Club is the club listed second in the schedule.

1.3 Membership

Before being admitted to membership a club must satisfy the Executive Committee that it is properly constituted and agrees to play football according to the Laws of the Game and rules approved by the KFF and relevant international football authorities.

1.4 Membership Fee

Before being allowed to play in a KFF league or competition or participate in KFF meetings a club must pay the full membership fees established by the Council. Any club which fails to pay the full membership fees within 30 days of the agreed date will cease to be a member.

1.5 Annual Report by Clubs

Every club must complete an annual report and submit it with the relevant annexes to the KFF before the agreed

date every year. After that date a club cannot play in a KFF league or competition or participate in KFF meetings until it has submitted its annual report. Clubs competing in a KFF national league should send their report and annexes to the KFF National Office and a copy to their KFF Branch Office. All other Clubs should send their report and the annexes to their KFF Branch Office and a copy to the KFF National Office. Every club must provide their mailing address and telephone and fax numbers for official communications.

1.6 General Meetings of a Club

An Annual General Meeting or an Extraordinary General Meeting of a club can only be held 14 days after the agenda is made available to club members and the Secretary General.

1.7 Subsidiary Clubs

Any club which is under a written or other obligation to another club in the same league and does not have the sole and entire control of its own management, finances and players is a Subsidiary Club and cannot vote in the KFF meetings concerning that league.

1.8 Termination of Membership

The Council has absolute discretion to terminate the membership of a member.

1.9 Decisions of the Council and Committees

All decisions and resolutions of the Council, the Executive Committee and the National Leagues and Competitions Committee are binding on all Branches and clubs and their members.

2. LEAGUES AND COMPETITIONS

2.1 Sanctioning of Leagues and Competitions

Branches, leagues, competitions and other combinations of football clubs can only be formed after applying for and receiving the written permission of the KFF. Clubs and players must secure the written permission of the KFF before playing in a competition which is not sanctioned by the KFF.

2.2 Application of the Rules

All leagues and competitions organized or authorized by the KFF must observe the Laws of the Game and these rules.

2.3 Playing Season

(a) **Opening and Closing Dates:** The Council will set the opening and closing dates each year for all KFF leagues and competitions.

(b) **Closed Season:** There must be a closed season interval of at least 60 days between the last game of one season and the first game of the next season. During the closed season clubs and players must have the approval of the KFF before participating in any matches or competitions other than friendly or training matches between KFF clubs for which no entry or other charges are made.

(c) **Suspension and Extension:** The Executive Committee has the power to suspend or extend the season.

2.4 Failure to Play Matches

A club which fails to honour three league matches in the same season without providing written explanations acceptable to the committee will be suspended for the rest of the season, will be relegated to a lower league for the next season and may face other disciplinary action.

2.5 League Winners

The declaration of a league winner will be based on the following criteria which are listed in order of priority: (i) the team with the highest points; (ii) the team with the best average of goals for and against; and (iii) the team with the most goals.

2.6 Promotion and Relegation

Before the start of each season the committee must decide and announce the criteria to be used and the number of clubs to be promoted and relegated at the end of that season.

2.7 Special Competitions

(a) **Alterations to the Rules:** The KFF may organize or authorize special competitions which must be played in accordance with the Laws of the Game and these rules. Exceptions or additions to these rules proposed for a special competition must be submitted to and approved by the KFF.

(b) **Knockout Competitions:** A player can play for only one club in a knockout competition. If fielded by a club in a knockout competition the player cannot later be fielded by another club in the same competition.

2.8 Charity Competitions

Charity football associations, competitions and matches can only be organized after applying for and receiving the written permission of the KFF. Clubs and players must secure the written permission of the KFF before playing in any charity competition or match.

3. MATCHES

3.1 Sanctioning of Matches

Branches, leagues, competitions and other combinations of clubs can only be formed after applying for and receiving the written permission of the KFF. Members must secure the written permission of the KFF before playing in a match which is not organized or authorized by the KFF or playing with or against a club which is not a KFF member.

3.2 Proceeds of Matches

Members can only participate in a match or competition if the proceeds are used for a purpose approved by the KFF.

3.3 Conduct at Matches

Members and spectators are only allowed to attend or participate in matches on condition that they observe the rules. Anyone who violates the rules can be ordered to leave the venue of the match. If they refuse to leave they can be removed by force and will face additional penalties and sanctions.

3.4 Responsibilities of Clubs

(a) **Members and Supporters:** Clubs are responsible for the conduct of their members and supporters and must ensure they behave in a fair manner and refrain from violent, threatening, abusive, obscene and other provocative and unsporting conduct or language at a match.

(b) **Abandoned Matches:** A club will forfeit any match which was abandoned because of the misconduct of their members or supporters.

(c) **Financial Liability:** Clubs are financially responsible for the medical expenses and reasonable compensation for any intentional injuries, property damage or loss suffered by other clubs, officials and players caused by club members or supporters during or immediately before or after a match.

3.5 Match Arrangements

(a) **Condition of Field:** The home club is responsible for ensuring the field and field equipment are in reasonable condition for the match. The home club must install suitable goal nets and provide at least two footballs suitable for use in the match.

(b) **Security and Safety:** The home club is responsible for the welfare, safety and security of all officials and visiting clubs. If a home club fails to make reasonable hosting and security arrangements the committee can change the venue for their home matches until the club presents a detailed security plan and budget acceptable to the committee.

(c) **Protection of Field:** Home clubs are responsible for preventing spectators and other unauthorized persons from encroaching on the playing field except for safety reasons. They must also take adequate measures to prevent the throwing of missiles, bottles and other potentially harmful or dangerous objects or substances on to the playing field.

(d) **Entry to Grounds:** Matches can only be played on grounds with unrestricted public access except for the payment of a reasonable entry fee. Visiting clubs, their members and supporters must be allowed to enter on at least the same terms and conditions as those of the home club.

(e) **Pre-Match Meetings:** Pre-match meetings must start no later than two hours before the starting time set in

the schedule for the match. The meeting must be chaired by the Match Commissioner or, if no Match Commissioner was appointed, by the senior referee. The two assistant referees must also attend. Both clubs must be represented by at least two of the following three club officials: the Team Manager, the Coach or the Captain. Among other matters the pre-match meeting must confirm the reporting and starting time for the match, must record on the match report the list of players presented by each club for the match and agree on the colour of the uniforms to be worn by each club. Players must wear in the match the same uniform number recorded on the list in the match report. If a club fails to send a representative to the pre-match meeting or their representatives arrive after the scheduled start of the pre-match meeting, their club is still bound by any decisions made in their absence.

(f) Club Colours: Before the start of the season all clubs must register with the KFF the colours of the uniforms they will wear in their home and away matches. If the uniforms of the visiting club are similar to the home colours of the home club, the visiting club must change their uniforms.

(g) Match Reporting Time: Match officials and clubs must report on the playing field no later than 30 minutes before the starting time set in the schedule for the match. Before starting the match the referee and assistant referees must inspect and confirm that the field and field equipment are in reasonable condition, that the players have appropriate uniforms and equipment, and that every player has a valid KFF Card.

(h) Valid KFF Cards: Every player must present their KFF Card to the referee before the kick-off of every match organized or authorized by the KFF. A player cannot be fielded without a valid Card approved by the referee. A player presenting a Card with a broken seal cannot be fielded. The referee has the right to retain and return to the KFF any suspicious Card.

(i) Pre-Match Protests: Any protest by a club must be made and attached to the match report before the kick-off. The protest must be signed by the Team Manager or Coach of both clubs. A club official who refuses to sign a protest will be suspended for at least the next two consecutive matches and face other disciplinary action.

(j) Start of Match: Matches must start exactly at the time set in the schedule and end in reasonable time. If a club fails to have at least seven registered players on the field at the exact time set in the schedule, the club will forfeit the match unless it provides in writing within 48 hours an explanation which is acceptable to the committee. A club which fails to provide a timely and satisfactory explanation will be required to compensate the other club for the travel and other expenses related directly to the match.

(k) Ineligible Players: A club which fields a suspended or ineligible player will forfeit all matches in which the player was illegally fielded.

(l) Match Reports: The referee must complete the match report immediately after the match. The assistant referees can include their own written comments before signing the match report as a true and accurate record of the match. If appointed for the match, the Match Commissioner should also sign the match report. Match Commissioners must also complete their reports immediately after the match. The referee and Match Commissioner must submit their reports to the KFF within 48 hours after the match. If their report is not received by the KFF within 48 hours, the official must pay an automatic fine equivalent to 20% of their fee for the match. An automatic fine of 20% of their match fee will be levied for each additional day their report is delayed. If their report is not received within five days after the match, the official is automatically suspended until their report is received and any other requirements set by the KFF are met.

(m) Best Fairplay: The referee may select and record in the match report the player on each club who demonstrated the best sportsmanship and fairplay during the match.

3.6 Postponement of Matches

A request by a club to postpone a match must be submitted in writing at least seven days before the scheduled kick-off except in emergency situations such as an accident in which three or more players are seriously injured or the recent death of a player or club official.

3.7 Abandoned Matches

A club which refuses or fails to respect the instruction of the referee to start or resume play will forfeit the match and their share of the gate receipts.

3.8 Forfeited Matches

A match forfeited by a club will be awarded to their opponent. All goals scored by the opponent are valid and will be counted. Any goals scored by the offending club will be cancelled. If the opponent had only one or no goals, the match will be awarded to them on a 2-0 basis. Any yellow or red cards awarded during the match are valid and will be counted.

3.9 Entry Pass

Members of the Council, the Executive Committee and other officials designated by the Executive Committee

will be issued with a non-transferable pass. All Branches and clubs belonging to the KFF must admit the pass holder to their grounds and stands when they produce their pass without requiring any other authority except on occasions when the Executive Committee decides otherwise.

4. MATCH OFFICIALS

4.1 Register of Referees

All referees must register with the KFF before they can be appointed to officiate in a league or competition organized or authorized by the KFF. No person below 16 years of age can be registered as a referee.

4.2 Appoint Only Registered Referees

(a) Appointment of Registered Referees: The Referees Committee will select and approve a list of Senior Referees from the list of registered referees. Only Senior Referees can be appointed for and officiate at matches in national leagues and competitions organized or authorized by the KFF. Only registered referees can be appointed for and officiate at matches in leagues and competitions organized or authorized by a KFF Branch. The Referees Committee can promote and demote referees.

(b) Fourth Official: A fourth official must be appointed from the list of Senior Referees for all matches in national leagues and competitions organized or authorized by the KFF. The fourth official will carry out the duties and functions specified in the Laws of the Game approved by FIFA.

(c) Replacement of a Referee: The registered referees appointed by the KFF for a match must officiate at that match. A club which objects can submit a formal protest before the start of the match but must still play the match. The protest must specify their reasons and be submitted to the KFF with the match report. If a referee appointed for a match fails to report on time or is unable to carry out their duties, the fourth official will officiate in the match. A replacement by any other registered referee can only be made with the written agreement of both clubs. That agreement plus a detailed explanation prepared and signed by one of the referees originally appointed for the match must be submitted to the KFF with the match report.

4.3 Payment of Referees

Referees must be paid the standard match fee and allowance set by the KFF. A member cannot pay a referee more than the fee or allowance approved by the KFF. A referee cannot accept for a match any payment, advantage or consideration from a club, an official or any other person in excess of the standard fee or allowance approved by the KFF. Under the rule on bribery a member must immediately report in writing to the Secretary General on any attempt to offer or solicit a payment, advantage or consideration in excess of the standard fee or allowance approved by the KFF.

4.4 Suspension of Referees

If a referee is suspended by the KFF their registration as a referee is also suspended for the same period. The referee cannot attend or participate in any activities organized or authorized by the KFF as specified in the decision on their case.

4.5 Match Commissioners

The competent national committee will approve a list of Match Commissioners each year. Match Commissioners must be appointed for all matches in national leagues and competitions organized or authorized by the KFF.

5. PLAYERS

5.1 Minimum Age

A player must be at least 16 years old to play for a club in a KFF national league or competition. A player who is 17 years old or younger can only play for a club with the written consent of at least one parent or legal guardian. A player who is a full-time student in secondary school can only play for a club with the written consent of the head of the school. A club cannot offer or provide any payment or benefit to a parent, guardian, the head of a school or a school.

5.2 Contracts

(a) Written Contracts: Clubs must enter into written contracts with their players, register the players with the

KFF and possess a valid KFF Card before fielding a player in any match organized or authorized by the KFF.

(b) Minimum Age and Students: A contract cannot be signed with a player who is 15 years old or younger. A contract with a player who is 17 years old or younger must be agreed and signed by at least one parent or legal guardian. A contract with a full-time student in secondary school must include the letter of consent from the head of the school as an annex.

(c) Terms and Conditions: A contract between a club and a player must include the terms and conditions in the KFF policy on contracts. The club and player must agree on mutually acceptable financial arrangements and record them in the contract. The contract must specify that all emoluments due to the individual will only be paid directly to the individual concerned. The contract must also specify that the player will adhere to the rules of the club and the KFF. A copy of the signed contract must be given to the player at the time of signing.

(d) Playing for Only One Club: A player registered by a club with the KFF cannot play for any other club without the written permission of the club and the KFF.

(e) Suspended Players: A player who has a valid contract with a club and is under suspension by that club or the KFF cannot be signed or fielded by any other club.

5.3 Registration

(a) Application Procedure: Every club must complete an application for each player who will receive a salary, allowance or other payments from the club. The club must return the completed application and two copies to the KFF with the following: (i) four colour photographs of the face/head of the player; (ii) the KFF Card signed by the applicant; (iii) a copy of the contract signed by the club and the player; (iv) the letter of consent from the head of the school if the player is a full-time student in secondary school; (v) the clearance letter from the previous club or, if the previous club is affiliated to another national association, the clearance letter from that association; (vi) any other documents required by the KFF; and (vii) the registration fee. Clubs competing in a KFF national league should submit the application and annexes directly to the KFF National Office. All other clubs should submit the application and annexes to their KFF Branch Office.

(b) Number of Players: Each club can register a maximum of 30 players.

(c) Foreign Players: Each club can register a maximum of two players who are not Kenyan citizens. An application to register a foreign player must include a copy of their Kenyan residence and work permits.

(d) No Double Registration: A player who has a valid contract with a club must have a letter of consent from that club before signing a contract and applying for registration with another club. A copy of that letter of consent must be annexed to the application.

(e) KFF Procedure: The KFF National or Branch Office will: (i) assign a unique KFF registration number; (ii) verify that the application is properly completed and includes the relevant documents and registration fee; (iii) complete and sign the "Declaration by the KFF"; (iv) retain the original copy of the application and send the second copy to the National or Branch Office; (v) arrange for the KFF Card to be printed and sealed; and (vi) return the third copy of the application and the sealed KFF Card to the club.

5.4 KFF Cards

(a) Identification Points: The KFF Card must have at least the following identification points: (i) the unique KFF identity number of the player; (ii) the full name of the player; (iii) a colour photograph of the face of the player; (iv) the birthdate of the player; (v) the National ID number for a Kenyan player or the nationality and passport number of a foreign player; (vi) the name of their club; and (vii) the signature of the player.

(b) Commitment to Fairplay: A declaration by the player to observe the KFF rules and Fairplay Code plus a summary of the Code are included on the back of the Card.

(c) Damaged or Lost Cards: If a Card is damaged the player must return it to the KFF with an explanatory letter. If a Card is lost the player must also submit an explanatory letter. The player is responsible for the cost of replacing a damaged or lost Card.

(d) Penalties for Abuse: A suspension of at least 365 days and other disciplinary action will be applied to a club and/or player who (i) provides false information in or with the application for registration; (ii) uses a Card which has been altered or is false; (iii) uses a Card issued to another player; or (iv) fields a player using a Card which is false or belongs to another player.

5.5 Transfers

(a) Signing a Contract: Players cannot sign a contract with a another club unless the contract with their present club has expired or has been cancelled or terminated by either or both parties for reasons stated in the contract.

(b) Transfer Period: Transfers can be made at any time during the year. If a player transfers to a club with ten or less matches left to play in the season, the player cannot be fielded in a league match by that club until the start of the next season.

(c) **Transfer Fees:** A club which agrees to transfer a player with a valid contract must be paid the minimum transfer fees set by the KFF or any higher fees agreed with the other club. The player cannot be registered or fielded by the other club until the transfer fees have been paid.

(d) **International Transfers:** For transfers to clubs outside Kenya the FIFA "Regulations Governing the Status and Transfer of Players" will apply.

6. FAIRPLAY

6.1 KFF Fairplay Code

Members are expected to observe the principles of fairplay in their conduct on and off the field, including the following provisions of the KFF Fairplay Code:

(a) **No Indiscipline:** I will always maintain good conduct and discipline on and off the field and play without endangering or fouling other players.

(b) **No Unfair Play:** I will never fake a foul or injury, use unfair tactics or indulge in unsporting conduct such as using abusive language or gestures.

(c) **No Retaliation:** I will never retaliate when fouled or abused.

(d) **No Appeals:** Only my Captain and Coach may speak to match officials. If a dispute arises I will remain silent and at least ten steps away.

(e) **Respect the Coach:** I will always obey my Coach's instructions. I agree to be substituted or suspended for indiscipline or unsporting conduct.

(f) **Respect the Captain:** I will always obey my Captain on and off the field, especially on teamwork and conduct.

(g) **Respect Teammates:** I will support and encourage my teammates on and off the field. I will never abuse a teammate who makes a mistake.

(h) **Respect Opponents:** I will always treat my opponents with respect, assist injured players and offer to shake hands before and after a match.

(i) **Respect Match Officials:** I will always obey the decisions of match officials, especially on starting or restarting the match.

(j) **Respect Myself:** I will not use illegal or banned substances.

7. CONDUCT

7.1 Definition of Misconduct

In addition to matters of misconduct referred to in other rules, misconduct by members also includes committing, permitting or assisting in any of the following offences: (i) violating the Laws of the Game and rules; (ii) playing with or against a suspended member; (iii) allowing a suspended member to perform any official duties or to attend a match; (iv) betting on a match in which they are involved; (v) soliciting, offering or accepting a bribe or any other advantage or consideration intended to influence the results of a match; (vi) failing to report in writing to the KFF any information on the solicitation, offer or acceptance of a bribe or any other advantage or consideration intended to influence the results of a match; (vii) selling or offering for sale a ticket for any match for a price in excess of the face value of the ticket; (viii) using or encouraging the use of prohibited substances; or (ix) committing any act or making any statement or being responsible for any conduct which the committee considers unsporting, insulting or improper behaviour or likely to bring the game into disrepute.

7.2 Reporting of Misconduct

(a) **Duty of Members:** All members have the duty to report in writing to the KFF any cases of serious misconduct likely to bring the game or KFF into disrepute. Anyone who fails to do so within 48 hours may be suspended and face other disciplinary action.

(b) **Incidents on the Field:** Assistant referees who observe incidents on the playing field which could bring the game into disrepute must immediately report them to the referee.

(c) **Misconduct after a Match:** Any reported misconduct toward a match official off or away from the field of play will be dealt with as if the offence was committed on the field of play.

7.3 Decisions on Misconduct

(a) **Competent Authorities:** Any misconduct by members registered in a national league or competition must

be dealt with by the National Leagues and Competitions Committee. Any misconduct by members registered in a Branch league or competition must be dealt with by the Branch Leagues and Competitions Committee.

(b) Decisions by Match Officials: The decisions made by the referee or assistant referees on the Laws of the Game during a match are final. Clubs and players may submit a protest but cannot appeal those decisions.

(c) Penalties for Misconduct: After confirming the reported misconduct of a member the committee has the power to make one or more of the following decisions: (i) to suspend the member permanently or for a stated period from all or specified activities organized or authorized by the KFF; (ii) to fine the member; (iii) to order the member to pay compensation to another member; (iv) to censure the member; (v) to close the playing field of the member for a stated period; (vi) to order the member to pay all expenses related to the case; and (vii) to require the member to meet any other conditions set by the committee.

(d) Changes in Penalties: The terms, conditions, duration and monetary value of fines of suspensions or any other penalties and disciplinary action to be applied for violating the rules will be set by the committee. Members must be informed within 14 days after a decision on any changes.

(e) Failure to Comply: A member who fails to pay a fine or meet any other requirements set by the committee within the time specified by the committee will be suspended until they do so. The member may also be expelled from the KFF.

7.4 Celebrating Goals

Reasonable celebration is allowed after a goal unless it involves excessive time wasting or provocative, obscene or other unsporting conduct or gestures. Briefly leaving the field to celebrate a goal is not an automatic cautionable offence. Players who remove any part of their uniform must be cautioned.

7.5 Yellow and Red Cards

(a) Cards During a Match: A member who receives a second yellow card in the same match or one red card must immediately leave the playing field. The KFF Card of the member must be surrendered to the match officials before or at the end of the match and returned with the match report to the KFF. A member who fails or refuses to surrender the KFF Card will face additional disciplinary action. The referee must prepare a separate report on the reasons for each red card which must be signed by the other match officials and submitted with the match report.

(b) Cards During the Same Season: If a member accumulates three yellow cards in the same season in a league or competition organized or authorized by the KFF, the member is automatically suspended for the next two consecutive matches in all KFF leagues and competitions. If a member accumulates another three yellow cards or a second red card in the same season in a league or competition organized or authorized by the KFF, the member is automatically suspended for the next three consecutive matches in all KFF leagues and competitions. If a member accumulates a third red card or an equivalent number of yellow cards or yellow and red cards in the same season the member is automatically suspended until the committee decides on appropriate penalties and other disciplinary action.

(c) Responsibility of Clubs: Clubs are responsible for ensuring their officials, players and members serve the full period of any suspension and fulfil any other conditions set by the committee. Any club which fields a suspended or any other ineligible player in a league or competition match organized or authorized by the KFF will automatically forfeit that match.

(d) Mistaken Identity: In the case of a claim of alleged mistaken identity concerning a player cautioned or sent off in a match, that player and their club must submit a detailed report in writing to the KFF within 48 hours after the match. If the committee is satisfied it is a case of mistaken identity, the record of the offence will be transferred to the actual offender who will be subject to disciplinary action.

(e) Wrongful Dismissal: In the case of a claim of wrongful dismissal concerning a player sent off in a match, the player and their club must submit a detailed report in writing to the KFF within 48 hours after the match. If the committee is satisfied that the claim warrants further investigation, any automatic penalty is postponed until three committee members meet with the player, a club representative and referees. If after presentation of relevant evidence the referees concede that the player should not have been sent off or the three committee members consider that the nature of the offence warrants special consideration, the three members can decide what further action should be taken on the case.

7.6 Appeals to Referees

During a match only the club captain or designated field captain may speak with the referees unless invited to do so. If a dispute arises all other players must remain silent and at least 9 metres (10 yards) away from the referees. A player who violates this rule will be cautioned and shown a yellow card.

7.7 Assaults on Officials

An "assault" means any intentional physical contact with an official carrying out any officially recognized duties at a match organized or authorized by the KFF. Any reported assault of a match official off or away from the field of play will be dealt with as if the offence occurred on the field of play. An assault will be assessed for the purposes of disciplinary action under the following three categories:

(a) **Common Assault:** If the case is substantiated to the satisfaction of the committee, the member will be suspended for a minimum of 90 days and may be fined or face other disciplinary action.

(b) **Assault Causing Bodily Harm:** If the case is substantiated to the satisfaction of the committee, the member will be suspended for a minimum of 365 days and may be fined or face other disciplinary action. The offender and their club will be held financially responsible for the medical expenses and reasonable compensation for any intentional injuries, property damage or loss suffered by a match official.

(c) **Assault Causing Serious Bodily Harm:** If the case is substantiated to the satisfaction of the committee, the member will be suspended permanently and may be fined or face other disciplinary action. The offender and their club will be held financially responsible for the medical expenses and reasonable compensation for any intentional injuries, property damage or loss suffered by a match official.

7.8 Responsibility of Clubs for Misconduct

The committee has the discretionary power to take disciplinary action against clubs for gross or repeated misconduct by the officials, players or supporters of their club. For example, the club may be suspended, fined and/or relegated if their players accumulate an excessive number of warnings and cards for misconduct or their players, officials and/or supporters are considered responsible for the abandonment of one or more matches in a league or competition organized or authorized by the KFF.

7.9 Prohibited Substances

Any member who uses, provides or encourages the use of prohibited substances will be suspended and face other disciplinary action. The provisions set out in the KFF Policy on Prohibited Substances will be applied.

7.10 Bribery

(a) **Offering or Soliciting a Bribe:** Anyone who offers, solicits or accepts a bribe will be banned for life from attending and participating in all activities organized or authorized by the KFF.

(b) **Obligation to Report Bribery:** Information on any attempted or actual bribery must be reported in writing to the Secretary General within 48 hours. Anyone who fails to do so will be banned for life from attending and participating in all activities organized or authorized by the KFF.

(c) **Condition for a Replay:** A game won through corrupt influence on an official or player will be replayed.

(d) **Other Sanctions:** Every case of attempted or actual bribery will be reported to the Kenya National Sports Council, the Confédération Africaine de Football (CAF) and the Fédération Internationale de Football Association (FIFA) for further action.

(e) **Definition of a Bribe:** A "bribe" includes money, an advantage or a consideration offered or solicited to corruptly influence the performance or decisions of players and officials on or off the field. The following definitions of "advantage" and "consideration" are identical to those in Clause 2 of "The Prevention of Corruption Act" of the Laws of Kenya: (i) an "advantage" includes any office or dignity and any forbearance to demand any money or money's worth or valuable thing and any aid, vote, consent or influence or pretended aid, vote, consent or influence and any promise or procurement of, or agreement or endeavour to procure, or the holding out of any expectation of any gift, loan, fee, reward, consideration or advantage; (ii) a "consideration" includes valuable consideration of any kind, any discount, commission, rebate, bonus, deduction or percentage and also employment or services or an agreement to give employment or render services in any capacity.

7.11 Fraud

(a) **Misuse of Funds or Property:** Anyone who steals, embezzles, diverts or misuses for private or unauthorized purposes the funds or property belonging to a club or the KFF will be suspended until they make full repayment and restitution. If they fail to do so by a date specified by the club or the KFF, they will be expelled from the KFF and banned from attending or participating in any activities organized or authorized by the KFF.

(b) **Other Fraud:** Anyone committing any other form of fraud against the KFF or a member will be suspended until they make full repayment and restitution. If they fail to do so by a date specified by the KFF, they will be expelled from the KFF and banned from attending or participating in any activities organized or authorized by the KFF.

(c) **Other Sanctions:** Every case of fraud will be reported to the Kenya National Sports Council, the Confédération Africaine de Football (CAF) and the Fédération Internationale de Football Association (FIFA) for further action.

7.12 Suspension of a Member

(a) **Authority to Suspend a Member:** The KFF can suspend a member from all or specific activities organized or authorized by the KFF for any period and on any terms and conditions it deems fit when the member has been: (i) charged with an alleged act of misconduct under the rules; (ii) judged as responsible by a competent committee or authority for an act of misconduct under the rules; or (iii) charged with an alleged act of misconduct by criminal authorities in connection with an indictable offence.

(b) **Duty of Other Members:** All members must observe and apply the terms and conditions set by the KFF when it suspended another member. Any member who fails to do so will also be suspended and face other disciplinary action. Clubs must not pay a suspended member more than the basic wage in their contract during the period of a suspension.

(c) **Penalties Apply to Next Season:** If at the end of a season a player has not met all the requirements of a suspension, the sanctions and penalties are carried over to the start of the next season.

7.13 Legal Action

The KFF reserves the right to take legal action in cases of serious or chronic misconduct by a member.

8. APPEALS

8.1 Competent Authorities

Protests or appeals by members registered in a national league or competition must be dealt with by the National Leagues and Competitions Committee. Protests or appeals by members registered in a Branch league or competition must be dealt with by the Branch Leagues and Competitions Committee.

8.2 Basis for Appeals

An appeal must state the full reasons for the appeal and specify the grounds and rules on which it is based. An appeal will be adjudicated only on the grounds or rules specified. An appeal must be based on one or more of the following grounds: (i) one or more rules other than the Laws of the Game were seriously violated during or immediately before or after a match; (ii) a committee or other relevant authority made a decision which was not justified by the facts of the case; (iii) a committee or other relevant authority decided on an inappropriate penalty or compensation; or (iv) a committee or other relevant authority acted contrary to the rules or constitution.

8.3 Documentary Evidence

Members must provide on request any documents and other evidence related to an appeal being considered by a competent committee or authority.

8.4 Post-Match Appeals

(a) **Procedure:** An appeal by a member must be made in writing. The appeal and fee must be received by the KFF within 48 hours after the match. The appeal must be considered at the next meeting of the competent national or Branch committee. If further investigations are needed they must be completed and a decision made within 30 days after the date the appeal was received by the KFF.

(b) **Committee Decisions:** Members have the right to appeal the decision of the committee on their case. Members in a national league or competition can appeal to the National Independent Disciplinary and Appeals Committee (IDAC). Members in a Branch league or competition can appeal to the Branch Independent Disciplinary and Appeals Committee (IDAC). Decisions of a Branch IDAC can be appealed to the National IDAC. All appeals must be made in writing. The appeal and fee must be received by the KFF within 48 hours from the date the member received the official letter informing them of the decision of the committee. The appeal must be considered at the next meeting of the National or Branch IDAC.

(c) **Subsequent Decisions:** A member can appeal the decision of the National IDAC on their case to the Kenya National Sports Council. A member can then appeal the decision by the Kenya National Sports Council on their case to the Ministry of Culture and Social Services. If still not satisfied with the decision, the member can appeal to the KFF to create an independent Arbitration Panel. All appeals must be made in writing and copied to the KFF Secretary General. The appeal and fee must be received by the competent authority within 48 hours from the date the member received the official letter informing them of the decision.

8.5 Decisions on Appeals

The competent committee or authority can make one of the following decisions: (i) to allow or dismiss the appeal; (ii) to change the decision appealed against; (iii) to order the subordinate committee or authority to reconsider their decision in which case their reconsidered decision is final and cannot be appealed again.

8.6 Appeal Fees

If an appeal is successful the appeal fees will be repaid to the member.

9. NATIONAL TEAMS

9.1 Responsibilities of Members

A player who is selected to train or play with a Kenyan national team must comply with the arrangements approved by the relevant committee. A player must have the written agreement of the KFF on any special exemptions from the approved arrangements. Disciplinary action will be taken against a player who fails or refuses to comply. Disciplinary action will also be taken against any club or club official who instructs or encourages a player not to comply with the approved arrangements.

9.2 Welfare of Players

The KFF must ensure that all players have adequate medical and other insurance for any injury, illness or accidental death during their period of duty with a Kenyan national team. A qualified medical doctor must accompany a Kenyan national team on all foreign trips. The KFF is responsible for all expenses related to the general welfare, training, accommodation, food, travel or other national team allowances or benefits of the players during their agreed period of duty.

9.3 Period of Duty

When requested by the KFF, clubs must release a player selected for a Kenyan national team at least 48 hours before the kick-off for an international friendly match, at least five days before the kick-off for a qualifying match in an international competition, and at least fourteen days before the kick-off for the first match in the final competition of an international competition. Players must resume duty with their club no later than 48 hours after an international match or the last match in a final competition. These minimum periods of duty can only be changed by mutual agreement in writing between the club and the KFF.

9.4 Foreign Players

Clubs must comply with the rules of CAF and FIFA concerning the release of foreign players to play in international matches with the national team of their country of citizenship.

9.5 Postponement of Matches

If a registered player on duty with a national team cannot report to the club at least 24 hours before a scheduled league or competition match, the KFF will postpone the match at the request of the club.

10. OTHER RULES

10.1 Financial Records of Clubs

Every club must keep full and accurate financial records. All receipts and payments must be entered in the accounting records. Other requirements include:

(i) **Balance Sheet:** A duly audited Balance Sheet and accompanying accounts must be prepared and issued by the end of each year. Errors or omissions which the auditor considers serious and reports to the club also must be reported immediately to the KFF. A copy of the Balance Sheet must be sent to the KFF with the Annual Report of the club for the next year.

(ii) **Gate Book:** Every club whose average gate receipts for a match exceed an amount specified by the KFF must submit a plan to the KFF showing every entrance to the grounds and stands where gate charges are made. Every entrance must be numbered and a separate account kept in a Gate Book of the number of admissions and sums received at each entrance. Turnstiles and tickets must continue with consecutive numbers from match to match. Numbered tickets must be issued when turnstiles are not used.

(iii) **Season Tickets:** Season tickets must be numbered consecutively and a list kept of the names and addresses of season ticket holders.

(iv) **Review of Records:** All financial records and vouchers for the current and previous two years must be produced for review whenever required by the KFF.

10.2 Public Statements

Members who make erroneous, misleading or false public statements about KFF policies, decisions or activities will face disciplinary action. Referees must not comment on or discuss any decision related to a match in a way that might lead to publicity being given to their comments.

11. RULE CHANGES

11.1 Amendments

Amendments or additions to the rules must be approved by a two thirds majority of the Council members present and voting.

11.2 Laws of Kenya

If any provisions of these rules conflict with the Laws of Kenya, the latter will take precedence.

11.3 Entry into Force

The approved amendments and any new rules become binding on all members on the date specified by the Executive Committee. Members must be informed of any changes within 14 days after a decision is taken. The Laws of the Game as amended by the decisions at the annual meeting of the International Football Association Board become binding on members on the date specified by the Executive Committee.