

IPSWICH & SUFFOLK YOUTH FOOTBALL LEAGUE

Revised 25 July 2011

STANDING ORDERS

1. Committee meetings are to be held not less than bi-monthly during the Playing Season and a list of the dates shall be issued by the General Secretary at the commencement of the season and Members shall be reminded at each meeting of the next date. However no notice in writing will be given after the initial list.

2. The General Secretary shall keep a record of the attendance of the Members at each meeting.

3. At all meetings the Secretary shall read the minutes of the preceding meeting of that Committee. These, if approved, shall be signed by the Chairman. Matters arising from the Minutes shall follow and the Secretary shall read letters as may be necessary. Members may ask questions, through the Chairman, which have reference to the minutes or letters. Business of the Agenda shall proceed in such order as the Chairman may direct.

4. All Members, on speaking, shall address themselves to the Chairman. The ruling of the Chairman on any questions or points of order, shall be final.

5. Whenever any amendment is made to an original proposition, no second amendment shall be moved until the first amendment has been disposed of. No motion or amendment shall be proceeded with until it be seconded. All questions shall be determined by a show of hands, unless a formal division be demanded. Whenever the number for any resolution or amendment shall be equal, the Chairman shall have a second or casting vote.

6. The discussion, statements of Members, evidence of witnesses and other matters within and before the Council or committee, shall be deemed privileged, and the Council shall have the power to censure or suspend from service, any Member proven to be guilty of disclosure to a third party.

RULES

1. NOMENCLATURE & CONSTITUTION

a. This Competition shall be designated the IPSWICH & SUFFOLK YOUTH FOOTBALL LEAGUE and shall consist of not more than 60 clubs approved by the sanctioning authority. All such Member Clubs must be affiliated to an affiliated County Football Association, and their names and particulars shall be returned annually by the appointed date on Form D to the Suffolk County Football Association. The area covered by the Competition Membership shall be the counties of Suffolk, Norfolk and Essex. The Competition shall apply annually for sanction to the Suffolk County Football Association, to whom it may be affiliated and the constituent teams may be grouped in divisions, each not exceeding 14 in number. This Competition and its Clubs shall support the FA's Respect programme. As such it recognises that everyone in football has a collective responsibility to create a fair, safe and enjoyable environment in which the game can take place. A Respect League values the courtesy and fairness by opposing players, club officials and spectators. The League and its Clubs will seek to play fixtures in a fair, competitive but not antagonistic environment. The Competition will provide 11-a-side football for players who have attained the age of 10 as at midnight 31st August in a playing season and Mini-Soccer for players who have attained the age of 6 years but not the age of 10 years as at midnight on 31st August in a playing season. 9v9 may be provided for players who have

attained the age of 10 as at midnight on 31st August. Other formats of youth football as authorised from time to time by the FA are also permitted.

b. At the Annual General Meeting or a Special General Meeting called for the purpose, a majority of the delegates present shall have the power to decide or adjust the compilation of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 12.

2. ENTRY FEE: SUBSCRIPTION: DEPOSIT

a. Application by Clubs for admission to this Competition must be made in writing by the 31st May to the General Secretary and must be accompanied by an Entry Fee of £10.00 per Club, which shall be returned in the event of non-election. At the discretion of a majority of the accredited voting members present applications of which due notice has been given may be received at the Annual General Meeting, or a Special General Meeting. The Entry Fee shall apply. When Rule 12(b) is applied and a team seeks a transfer or is compulsorily transferred to another division no entry fee shall be payable.

b. The Annual Subscription shall be £55.00 per Team playing 11-a-side football and £35.00 per Team playing Mini-Soccer (except if an Under-8 team or Under-9 team, whose Subscription shall be Nil), payable on or before 31st July in each year. This fee to include entry into all domestic Cup Competitions. Clubs shall be fined £10.00 for late payment of subscriptions.

c. Each Club, shall, upon election, by 31st August, pay a deposit of £20.00 which shall be returnable to clubs leaving the Competition, provided they have fulfilled their fixtures and complied with all orders of the Management Committee.

d. A Club shall not participate in this Competition until the Entry Fee, Annual Subscription and Deposit have been paid.

e. Clubs must advise annually to the General Secretary in writing by July 31st of its County Football Association affiliation number for the forthcoming season, failing which they shall be fined £10.00. Clubs must advise the General Secretary in writing, on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.

3. OFFICERS

The Officers of the Competition shall be PRESIDENT — CHAIRMAN— VICE CHAIRMAN — GENERAL SECRETARY — REGISTRATION SECRETARY — FIXTURE SECRETARY — REFEREES' APPOINTMENT SECRETARY — TREASURER — WELFARE OFFICER — OPEN CUP COMPETITIONS SECRETARY — MINUTE SECRETARY — PRESS OFFICER and any assistant to the aforementioned, to be elected annually at the Annual General Meeting. N.B.: Auditors are not Officers.

4. MANAGEMENT: NOMINATION: ELECTION

a. The Competition shall be governed in accordance with the Rules and Regulations of The Football Association by a Management Committee comprised of the Officers and 10 members who shall be elected at the Annual General Meeting. All Participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The Association from time to time.

b. Retiring Officers shall be eligible to become candidates for re-election without nomination. All other candidates for election as Officers or Members of the Management Committee shall be nominated to the General Secretary in writing, signed by the Secretaries of two member clubs not later than 30th April in each year. Names of the candidates for election shall be circulated with the

notice of the Annual General Meeting. In the event of there being no nominations, in accordance with the foregoing, for any office, nominations may be received at the Annual General Meeting.

c. The Management Committee shall meet at least quarterly. On receiving a requisition signed by two-thirds of the Members of the Management Committee the General Secretary shall convene a meeting of the Committee.

d. Except where otherwise mentioned, all communications shall be addressed to the General Secretary, who shall conduct the correspondence of the Competition and keep a record of its proceedings.

e. All communications received from Clubs must be conducted through their nominated officers.

5. POWERS OF THE MANAGEMENT

a. The Management Committee may appoint sub-committees and delegate such of their powers as they deem necessary. The decisions of all subcommittees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of the Football Association or affiliated Association

b. Subject to permission of the Suffolk County Football Association having been obtained, the Management Committee may order a match or matches to be played each season, the proceeds to be devoted to the Funds of the Competition, and, if necessary, may call upon each Club (including any Clubs which may have withdrawn during the season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the season. (See Rule 6(e)).

c. Each member of the Management Committee shall have the right to attend and vote at all Management Committee Meetings and have one vote thereat, but no Member shall be allowed to vote on any matters directly appertaining to such Member or to the Club so represented or where there may be a conflict of interest. (This shall apply to the procedures of any sub-committee). In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote.

d. The Management Committee shall have powers to apply, act upon and enforce the Rules of the Competition and shall also have jurisdiction over all matters affecting the Competition, including any not provided for in the Rules. With the exception of Rules 5(i), 6(h), 10(a), 11 and 19 for any breaches of Rule a formal written charge must be issued. The respondent shall be given seven days from the date of notice to reply to the charge and given the opportunity to:-

(i) Accept or deny the charge

(ii) Submit in writing a case of mitigation, or

(iii) Put their case before the Management Committee.

All breaches of the Laws of the Game, Rules and Regulations of The Football Association shall be dealt with in accordance with F.A. Rules by the appropriate Association. The maximum fine permitted for any breach of a Competition rule is £250 and, when setting any fine, the Competition must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

e. All decisions of the Management Committee shall be binding, subject to the right of appeal in accordance with Rule 16. Decisions of the Management Committee must be notified in writing to those concerned within fourteen days.

- f.** Five members of the Management Committee shall constitute a quorum for the transaction of business of the Management Committee, and Three members shall constitute a quorum for the transaction of business by any Sub-Committee of the Competition.
- g.** The Management Committee, as it may deem necessary, shall have the power to fill, in an acting capacity, any vacancies that may occur amongst their number.
- h.** A Club having failed to comply with an order or instruction of the Management Committee, or failing to satisfactorily attend to the business and/or the correspondence of the Competition, shall be liable to be fined or otherwise penalised at the discretion of the Management Committee.
- i.** All fines and charges shall be paid within 14 days of the date of posting of the written notification. Any Club failing to do so will be fined a maximum of £50. Further failure to pay the fine including the additional sum within 14 days will result in fixtures being withdrawn until such time as the outstanding payments are settled.
- j.** A member of the Management Committee appointed by the Competition to attend a meeting or match may have any expenses incurred refunded by the Competition.
- k.** The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the Annual General or Special General Meeting called to decide the constitution and the commencement of the Competition season.
- l.** No participant under the age of 18 can be fined.
- m.** Leagues who organise Mini Soccer for teams playing U7 and U8 football may not, with the exception of Rules 6, 11d, 14 and 19 fine clubs for breaches of League Rules.
- n.** The business of the Competition as determined by the Management Committee shall be transacted by electronic mail.

6. ANNUAL GENERAL MEETING

- a.** The Annual General Meeting shall be held not later than the 30th June in each year. At this meeting the following business shall be transacted provided that at least 10 members are present and entitled to vote:-
- (i)** To receive and confirm the Minutes of the preceding Annual General Meeting.
 - (ii)** To consider any business arising therefrom.
 - (iii)** To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.
 - (iv)** Election of clubs to fill vacancies (as recommended by the Management Committee).
 - (v)** Constitution of the Competition for the ensuing season.
 - (vi)** Election of Officers, Vice-Presidents and Management Committee.
 - (vii)** Appointment of Auditors.
 - (viii)** Alteration of Rules, if any (of which due notice has been given).
 - (ix)** Fix the date for the commencement of the season and kick off times applicable to the Competitions
 - (x)** Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting
- b.** A copy of the duly audited Balance Sheet, Statement of Accounts and Agenda, shall be forwarded to each Club at least fourteen days prior to the meeting and to the Suffolk County FA.

- c. A signed copy of the duly audited Balance Sheet and Statement of Accounts shall be sent to the c. Suffolk County Football Association within fourteen days of the adoption by the Annual General Meeting.
- d. Each Full Member Club shall be empowered to send two delegates to an Annual General Meeting. Each Club shall be entitled to one vote only. Fourteen days' notice shall be given of any Meeting.
- e. Clubs who have withdrawn their membership of the Competition during the season being concluded, or who are not continuing membership shall be entitled to attend but shall vote only on matters relating to the season being concluded.
- f. All voting shall be conducted by a show of hands, unless a ballot be demanded by at least one third of the delegates qualified to vote, or the Chairman so decides.
- g. No individual shall be entitled to vote on behalf of more than one Member Club.
- h. Any continuing member Club failing to be represented at the Annual General Meeting without satisfactory reason being given shall be fined £25.00.
- i. Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.

7. AGREEMENT TO BE SIGNED

The Chairman and the Secretary of each club shall complete and sign the following agreement, which shall be deposited with the Competition, together with the Application for Membership for the coming season, or upon indicating that the Club intends to compete.

We, A of(Chairman) and B of (Secretary), of the Football Club, have been provided with a copy of the Rules and Regulations of the IPSWICH & SUFFOLK YOUTH FOOTBALL LEAGUE, and do hereby agree for and on behalf of the said Club, if so elected or accepted into membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 16. Any alteration of the Chairman and /or Secretary on the above Agreement must be notified to the County Football Association(s) to which the Club is affiliated and to the General Secretary of the Competition. In addition, we agree to abide by the FA RESPECT programme and its Codes of Conduct. (Note: the spaces above are intended for the inclusion of the signatures and addresses of officers and members.)

8. QUALIFICATION OF PLAYERS

- a. (i) Contract players, as defined in Football Association Rules, are/are not permitted in this Competition. A contract player may only play for the Club that holds his contract. It is the responsibility of each Club to ensure that any Player signing a registration form for that Club has, where necessary, the required International Transfer Certificate. Clearance is required for any Player aged 12 and over crossing borders including Wales, Scotland and Ireland.
- (ii) No player registered with a F.A. Premier League or Football League Academy will be permitted to play in this competition. A Player registered with a Centre of Excellence may only play in this Competition subject to the Regulations of the Programme for Excellence.
- (iii) While serving in any branch of Her Majesty's Regular Forces, a player must first obtain the consent of his Association Secretary before signing a registration form to play for a Club.

(iv) All 11-a-side teams are required to register a minimum of 14 players and all Mini-Soccer teams 8 players by the 20th August. Any Club failing to comply shall be fined £10.00.

b. A registered youth playing member of a Club is one who, being in all other respects eligible has signed a fully and correctly completed Competition registration form in ink, countersigned by his/her parent or guardian and by an Officer of the Club, and who has been registered on the League website, and the registration verified by the Registrations Secretary three days prior to playing. The registration document must incorporate any known serious medical conditions of the player and emergency contact details of the players parents or guardians. These details must be available at matches and training events the player attends within the management of the Club or Competition. The registration must be accompanied by a true copy of the players birth certificate or appropriate pages of passport or other official document issued by a Government Agency attesting to the player's date of birth. In addition, the registration must be accompanied by a request to the appropriate body for a player ID card, and only on production of this will the registration be complete. The player ID card must be available for scrutiny by the opponents at each fixture, failing which, the player will not be permitted to take part in the fixture.

The qualification dates for the competition shall be as follows:

Mini-Soccer.

To play in a KO Cup game or a game where points are awarded, or results collected, a player must have achieved the age of 8 on or before 31st August.

Under 7 – the player must have attained the age of 6 as at midnight on 31st August in the playing season but must be under the age of 7 as at midnight on 31st August in the playing season.

Under 8 – the player must have attained the age of 7 as at midnight on 31st August in the playing season but must be under the age of 8 as at midnight on 31st August in the playing season.

Under 9 – the player must have attained the age of 8 as at midnight on 31st August in the playing season but must be under the age of 9 as at midnight on 31st August in the playing season.

Under 10 – the player must have attained the age of 9 as at midnight on 31st August in the playing season but must be under the age of 10 as at midnight on 31st August in the playing season.

In accordance with the foregoing qualifications a player in the above age ranges must not play in a match where any other player is older or younger by 2 years or more.

Youth Football.

Under 11 – the player must have attained the age of 10 but must be under the age of 11 by midnight on 31st August in the playing season.

Under 12 – the player must be under the age of 12 as at midnight on 31st August in the playing season.

Under 13 – the player must be under the age of 13 as at midnight on 31st August in the playing season.

Under 14 – the player must be under the age of 14 as at midnight on 31st August in the playing season.

Under 15 – the player must be under the age of 15 as at midnight on 31st August in the playing season.

Under 16 - the player must be under the age of 16 as at midnight on 31st August in the playing season.

Under 17 – the player must be under the age of 17 as at midnight on 31st August in the playing season.

Under 18 – the player must be under the age of 18 as at midnight on 31st August in the playing season.

In accordance with the foregoing qualifications a player under the age of 15 as at midnight on 31st August in the playing season must not play in a match where any other player is older or younger by 2 years or more. (The above qualification dates are subject to the provisions contained in FA Rule C 4(a)(v) and (vi)).

c. Within 14 days of the playing season, the Registration Secretary shall send to all clubs, a list of their registered players, listed according to age group. Clubs must return these lists to the Registration Secretary by no later than the date of the AGM, confirming those players registrations they wish to retain for the following season. Each player, if he so wishes, shall signify his wish to re-register by signing the list prior to its return. Those players not retained or not wishing to re-register shall be free to register for any other Club without the need for a transfer. It is the responsibility of the Club to inform the player that he has been de-registered.

d. A Player having taken part in matches for any Club affiliated to any County Association shall not be allowed to join, be transferred to, or sign for a Club in the Competition without first proving to the officials of the intended Club that the player has discharged all reasonable financial liabilities to the previous Club or Clubs, and a Club Official may not accept such player's signature without first ascertaining whether such claims have been discharged to the satisfaction of the Club, or Clubs, for which the player last played.

e. Each new team upon joining the League will receive 25 if 11-a-side, or 12 if Mini- Soccer, Registration Forms. Each existing team will receive 10 if 11-a side, or 5 if Mini-Soccer, Registration forms at the start of each season. Further registrations forms may be obtained from the Registration Secretary on prepayment of 5p per form.

f. The Management Committee shall decide all registration disputes. In the event of a player signing a registration form or having a registration form submitted for more than one Club, priority of registration shall decide for which Club the player shall be registered. The Registration Secretary shall notify the Club last applying to register the player of the fact of the previous registration.

g. It shall be deemed misconduct for a player to:-

(i) Play for more than one Club in the Competition in the same Season without first being transferred or deregistered.

(ii) Having signed for one Club in the Competition, sign for another Club in the Competition in that Season except for the purpose of transfer.

(iii) Submit a signed registration form for registration that the player had wilfully neglected to accurately or fully complete.

h (i) The Management Committee shall have the power to accept the registration of any player.

(ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any player who has been charged and found guilty of registration irregularities. (Subject to Rule 16).

(iii) The Management Committee shall have power to make application to refuse or cancel the registration of any player charged and found guilty of undesirable conduct (subject to Rule 16) subject to the right of appeal to the FA or the relevant County Football Association. Undesirable conduct shall mean an incident of repeated conduct, which may deter a participant from being involved in this Competition. Application should be made to the parent County of the Club the player is registered with.

NOTE:

Note: Action under Clause iii shall not be taken against a player for misconduct until the matter has been dealt with by the appropriate Association, and then only in cases of the player bringing the Competition into disrepute and will in any case be subject to an Appeal to the Football Association.) For the purpose of this Rule, bringing the competition into disrepute can only be considered where the player has received in excess of 112 days' suspension, or 10 matches in match based discipline, in a period of two years or less from the date of the first offence.)

i. Subject to the Football Association Rules dealing with players without a written contract when a player desires a transfer, the Club the player wishes to transfer to shall submit a transfer form to the Registration Secretary, accompanied by a fee of £10.00 and the player ID card and a copy of the Notice of Approach letter required by the Football Association. Such transfer shall be referred by the Registration Secretary, to the Club for which the player is registered. Should this Club object to the transfer, it should state its objections, in writing, to the Registration Secretary and to the player concerned, within seven days of receipt of the transfer form. Upon receipt of the Club's consent or upon its failure to give written objection within seven days, the Registration Secretary may, on behalf of the Management Committee, transfer the player, who shall be deemed eligible to play for his new Club from such date or fourteen days after receipt of such transfer. In the event of an objection to a transfer, the matter shall be referred to the Management Committee for a decision. (Note: FA Rules state that a Club may not approach a second player from the same Club within 28 days of an earlier notice of approach or acknowledgement).

j. A player may not be registered for a Club or transferred to another Club in the Competition after the 1st March except by special permission of the Management Committee. (Note: Special permission will only be given in exceptional circumstances and subject to Rule 8m and with the registration carried out or transfer form duly completed).

k. A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee. In the event a Club has more than one team in an age group, each team must be clearly identifiable but not designated 'A' or 'B' or 1st or 2nd. In such cases, players will be registered for one team only. A player so registered will be allowed to play for his club in a younger or older age group within the provisions of Rule 8b.

l. A register containing the names of all players registered for each Club, with the date of registration, shall be controlled by the Registrations Secretary and shall be open to the inspection of any duly appointed Member Club representative at all Management Committee meetings or at other times mutually arranged with the Registration Secretary. Registrations are valid for one Season only.

m. A player shall not be eligible to play for a team in any special championship, promotion or relegation deciding match (as specified in Rule 12(A)), after the 31st March, unless the player has

played two games for that team in this Competition in the current season. (Note: This may be subject to the special permission of the Management Committee, but only upon receipt of written application).

n. A Team may de-register players during the current playing season, on return of the player ID card, which shall be destroyed, provided it maintains a minimum of 14 if 11-a-side, or 8 if Mini-Soccer, registered players. It is the responsibility of the Club to advise any players whom they have deregistered of their action. A player once de-registered, may join another Club, subject to rule 8(j), without the need for a transfer, after a lapse of 14 days.

o. (i) Any team playing an unregistered or otherwise ineligible player or players may have the points gained in the match deducted from its total and may be fined and/or otherwise dealt with at the discretion of the Management Committee.

(ii) In addition the team may have 3 points deducted from its total at the discretion of the Management Committee and may be dealt with in any further manner which is thought to be fit.

(iii) The Management Committee may, at its discretion, award the points available in the match in question to the opponents, subject to the match not being ordered to be replayed.

p. (i) Priority must be given at all times to school and school organisations activities.

(ii) The availability of children must be cleared with the Head Teachers (except for Sunday Competitions).

(iii) Children under 15 shall not play in a team involving players who are more than 2 years older.

(Note: For players under the age of 18 the provisions contained in the Football Association Rules will apply).

q. In the event of a Club withdrawing from the Competition, all of their players will be de-registered automatically, and consequently will be free immediately to register for a new club.

9. CLUB COLOURS: CLUB NAME

a. Every Club must register the colour of its shirts and shorts with the General Secretary by the 31st August who shall decide as to their suitability. Goalkeepers must wear colours which distinguish them from other players and the Referee. No player including the goalkeeper, shall be permitted to wear Black or very dark shirts. Any team not being able to play in its normal colours as registered with the Competition shall notify the colours in which they will play to its opponents at least five days before the match. If, in the opinion of the referee, two Clubs have the same or similar colours, the Away team shall make the change. Any team not having a change of colours or delaying the Kick Off by not having a change shall be fined £5.00. The General Secretary of the Competition may request shirts to be submitted if complaints are received as to lack of distinguishing colours, and the Management Committee may refuse to permit any shirts or shorts as they think fit.

b. Any Club, wishing to change its name and/or colours, must obtain permission from its Affiliated County Football Association and from the Management Committee.

10. PLAYING SEASON: CONDITIONS OF PLAY: TIME OF KICK-OFF : POSTPONEMENTS : SUBSTITUTES

a. The Annual General Meeting shall determine the date for the commencement of the season in accordance with Football Association Rules. Original fixtures arranged by the (Fixtures) Secretary, or at a meeting specially convened for that purpose, to be held no later than 20th August, must not be arranged for a date later than seven days preceding the concluding date determined by the Annual General Meeting.

b. All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board or, for Mini-Soccer, the Laws of Mini-Soccer as set down by the Football Association. Clubs must take all reasonable precautions to keep their grounds in a playable condition. All matches shall be played on pitches deemed suitable by the Management Committee. If through any fault of the Home Team any match has to be replayed, the Management Committee shall have the power to order the venue to be changed. The Management Committee shall have power to decide whether a pitch and/or facilities is suitable for matches in the Competition, and to order the Club concerned to play its fixtures at another ground. All matches shall have a duration as set out below unless a shorter time (not less than 15 minutes) is mutually arranged by the two captains in consultation with the referee prior to the commencement of the match, and in any event shall be of two equal halves.

For Mini-Soccer - The maximum duration of play shall be two halves of 20 minutes each way and shall be as follows: for under 7 and under 8 age groups, 15 minutes each way, for under 9 and under 10, 20 minutes each way. The maximum playing time in any one day for under 7 and under 8 age groups is 40 minutes and for under 9 and under 10 age groups is 60 minutes.

For Youth Football - The duration of play shall be as follows unless it is mutually agreed by all parties to reduce the time. For under 11 and under 12, 30 minutes each half; for under 13 and under 14, 35 minutes each half, for under 15 and under 16, 40 minutes each half; under 17 and under 18, 45 minutes each half. The minimum time for any game will not be less than 20 minutes each half for players in the under 14 age group and below and 25 minutes each half for all other age groups. No player under the age of 17 as at midnight on the 31st August in any season shall be permitted to play more than one game or, in the event the competition allows the playing of a double-header, i.e. two separate matches, 100 minutes per day in this Competition. The times of Kick-off shall be fixed at the AGM, but shall not be earlier than 10.30 am, unless by mutual agreement. Any Club failing to commence at the appointed time shall be fined a sum not exceeding £5.00, or be otherwise dealt with as the Management Committee may determine. Referees must order matches to commence at the appointed time if possible and must report all late starts to the Competition. The home team must provide at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable. The size of football to be used: For Mini-Soccer, size 3 for players in the under 7 and 8 age categories; size 4 for those in the under 9 and 10s. For youth football – size 4 for those playing under 11, 12, 13 and 14 age groups; size 5 for all other age groups. Goal nets must be used. (Note: All Clubs should have an adequate stock of First Aid equipment and should have this with them at all matches).

c. Except by permission of the Management Committee, all matches must be played on the dates originally fixed but priority shall be given to the Football Association and all relevant County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a match with the consent of the Fixture Secretary. In the case of a revised fixture date, the Clubs must be given by the Competition 5 clear days notice of the match (unless otherwise mutually agreed).

d. The Manager of the home Team must give notice in writing of full particulars of the location of, and access to, the ground and time of kick-off to the Referee and the Manager of the opposing Team at least five clear days prior to the playing of the match. The away Team shall seek and acknowledge receipt of such particulars. Any Club failing to comply with this Rule shall be liable to a fine of £10.00.

e. In the event of a Club playing in any match with less than 9 players if 11-a-side or 6 if Mini-Soccer they may be fined £5.00 for each missing player. A minimum of 9 players, or 6 if Mini-Soccer, will

constitute a team for a Competition match. The game must go ahead if a minimum of 9 if 11-a-side or 6 if Mini-Soccer players in both teams are available.

f. (i) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee, subject to receipt of the Charge Response Form (see Rule 10(j)), shall have power to inflict a fine, not exceeding £20, deduct points from the defaulting Club, award the points from the match in question to the opponents, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except the award of goals. Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a match to be played on a neutral ground or on the opponent's ground if they are satisfied that such action is warranted by the circumstances.

(ii) Any club unable to fulfil a fixture must, without delay, give notice to the Fixtures Secretary, the Competition Referees Appointments Secretary, the Manager of the opposing Club and the match officials. Such postponement, and the reason for the postponement, must be notified to the Fixtures Secretary, on the appropriate form, within 3 days of the date of the postponement. Any Club failing to comply shall be dealt with the Management Committee who may inflict a fine.. Unless in the case of bad weather, such postponement will not be accepted within 48 hours of the scheduled kick-off time and will also not be accepted if the postponing team has previously postponed 2 fixtures, unless any of these were due to bad weather. Any club failing to comply with this rule shall be charged with failing to keep the engagement and dealt with by the Management Committee in accordance with rule 10 f(i) and the list of standard punishments as printed in the handbook. No postponement of fixtures scheduled for after the third Sunday in April will be accepted, and points from such fixtures awarded to opponents.

(iii) In the event of a match not being played or abandoned owing to causes over which neither Club has control, it shall be the responsibility of the home team to notify the Competition within 3 days of the postponement. Any club failing to comply shall be liable to a fine of £10.00. The match shall be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the Management Committee. Failing such agreement and notification to the Fixtures Secretary within fourteen days the Management Committee shall have power to order the match to be played on a named date or on/or before a given date.

(iv) The Management Committee shall review all matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a match was abandoned owing to the conduct of one team or its Club member(s) they shall be empowered to award the points for the match to the opponent. In cases where a match has been abandoned owing to the conduct of both teams or their Club member(s), the Management Committee shall rule all points for the match as void. No fine(s) can be applied by the Management Committee for an abandoned match.

g. A Club may, at its discretion and in accordance with the Laws of the Game use five substitute players in any match in this Competition who may be selected from 5 players.

For Mini-Soccer - any number of substitutions may be used at any time with the permission of the referee. Entry onto the field of play will only be allowed during a stoppage in play. A player who has been replaced may return to the play as a substitute for another player. A Team must not have a squad greater than double the size of its team in an age group.

For Youth Football - for teams in the under 16 age group and below, a player who has been substituted himself becomes a substitute and may replace another player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

The referee shall be informed of the names of the substitutes not later than five minutes before the start of the match. A player who has been selected, appointed or named as a substitute before the

start, but does not actually play in the game, shall not be considered to have been a player in that game within the meaning of Rule 8 of this Competition.

h. The half time interval shall be of at least five minutes duration, but it shall not exceed fifteen minutes. The half time interval may only be altered with the consent of the referee.

i. The consumption of alcoholic beverages in the close vicinity of the field of play during a fixture is not permitted. A club reported by a match referee for contravention of this rule will be dealt with by the Management Committee.

j. CHARGE RESPONSE FORM

The Club to indicate with a ✓ the section below they wish to pursue.

(i) The Club accepts the Charge and awaits the decision of the LMC or

(ii) The Club wishes a WRITTEN REPLY to the charge, as attached, or

(iii) The Club does not accept the Charge and therefore requests a PERSONAL HEARING I attach the Clubs written reasons for the request and the Clubs version of the incident (A request for a PERSONAL HEARING must be returned within 14 days of the date of this notice).

Note: If you request a personal hearing you MUST attend on the date called.

Signed..... Secretary

Name of Club..... Date.....

The form must be FULLY completed and returned to the General Secretary within fourteen days. FAILURE TO DO SO WILL INCUR A FINE AGAINST YOUR CLUB AND THE POSSIBLE SUSPENSION OF THE CLUB)

11. REPORTING RESULTS

a. The Fixture Secretary must receive within two days of the date played, the result of each Competition match in the prescribed manner. This must include the age group and division, and the initials, surnames and registered numbers of all their players (in block letters) and in alphabetical order, together with the goal scorers and the Referee markings required by Rule 13, and a tick placed against the names of all players who took part in the match. Failure to do so will incur a fine of £10.00 and/or the Club being dealt with as the Management Committee decide.

b. Not applicable

c. The Result Form correctly completed shall be completed on the FA FULLTIME system. The Management Committee shall have power to take such action as they deem suitable against a Club which submits an incomplete form or incorrect information.

d. Leagues are permitted to collect but not to publish results for fixtures they organise for U7 and U8 Mini Soccer. They may require a Club to confirm that a set fixture has been played. A maximum fine of £5 may be imposed for a breach of this Rule.

12. DETERMINING CHAMPIONSHIP

a. Team rankings within the Competition will be decided by points with three points to be awarded for a win and one point for a drawn match. The teams gaining the highest number of points in their respective Divisions at the conclusion shall be adjudged the winners. Matches must not be played for double points. In Mini Soccer points can only be awarded for Under 9 Competitions onwards. In the event of two or more teams being equal on points team rankings may be decided on goal difference, and if teams are level on both points and goal difference, team rankings may be decided by the number of goals scored, and if the teams are still level, deciding match(es) will be played under conditions determined by the Management Committee to decide team rankings.

- b.** There may be promotion and or relegation from one division to another dependent on the constitution as decided at the Annual General Meeting.
- c.** In the event of a team not completing 75 per cent of its fixtures for the season, all points obtained by or recorded against such defaulting team shall be expunged from the Competition table.
- d.** Not applicable

13. REFEREES

- a.** Registered Referees (and Assistant Referees where approved by the FA or County FA) for all matches shall be appointed by the Referees Appointments Officer in a manner approved by the Management Committee and by the sanctioning Association(s). The Home team must advise their opponents of the appointed official(s) on the appropriate match notification form and declare any interest or involvement in the Home club of that (those) official(s). In cases where the Competition has been unable to appoint a referee to the match, the Home team should, at least 3 clear days prior to the match, inform their opponents of the situation and both clubs may agree upon a nominated person to be the Referee.
- b.** In the event of the non-appearance of the appointed or agreed Referee within 15 minutes of the scheduled kick-off time, the Clubs may agree upon a referee. A referee thus agreed upon shall, for that game, have the full powers, status and authority of a registered referee. The agreed Referee MUST declare any interest or involvement with a club. Where the Management Committee are satisfied that a club has contravened this Rule for their benefit, the Club in default may be liable to a fine of not more than £10.00 and any additional action the Management Committee may decide. Should any club arrive at their opponents ground and only then be informed that the Referee has an association with their opponents, if they subsequently fulfil the fixture, there can be no recourse to the Competition, other than through the marking of the Referee.
- c.** Where Assistant Referees are not appointed each Team, with the exception of Mini-Soccer Teams, shall provide a Club Assistant Referee. Failure to do so will result in a fine of £5.00 being imposed on the defaulting Club.
- d.** The appointed Referee shall have power to decide as to the fitness of the ground in all matches, and his decision shall be final subject to either in the case of a ground of a Local Authority or the owners of a ground, the representative of that body is the sole arbiter and whose decision must be accepted unless the ground is declared fit for play.
- e.** Match Officials appointed under this Rule shall be entitled to charge standard class Public Transport expenses or private car expenses, in accordance with the Rules of the Suffolk County Football Association subject to a limit of £8.00, together with the following match fees; Referee fees -£15.00, Registered Referees appointed by the Management Committee as Assistant Referees - £10.00, except that the Referee fee in the under 7, under 8, under 9, under 10 sections shall be £10.00, with the corresponding Assistant Referees fee £5.00. The Home Club shall pay the Officials their fees and expenses before or immediately after the match.
- f.** In the event of a match not being played because of circumstances over which the Clubs have no control, the match officials, if present shall be entitled to half fee plus expenses, but where a match is not played owing to one Club being in default, that Club shall pay the Officials, if they attend the ground, their full fees and expenses.

g. A Referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Association with which he or she is registered.

h. Each Club shall, in the manner prescribed from time to time by the Football Association, award marks to the Referee for each match and the name of the Referee and the marks awarded shall be submitted to the Competition on the FA FULL-TIME system, along with a letter of explanation if the referee's mark is 50 or below. Clubs failing to comply with this rule shall be liable to be fined or dealt with as the Management Committee shall determine.

i. The Competition shall keep a record of the markings and, on the Form provided by the prescribed date each season, shall submit a summary to The Football Association/County Football Association.

j. Not applicable.

k. Referees and Assistant Referees shall be supplied, each season, with a copy of the Competition Rules free of charge.

14. CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

a. After 31st December in the current Season a Club intending, or having a provisional intention to withdraw a team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the General Secretary in writing by the 31st May or be liable to a fine not exceeding £5.00. All clubs wishing to remain in membership of the Competition for the following Season must confirm their intention to do so, in writing, to the General Secretary by the 31st May.

b. A club shall not be allowed to withdraw any or all of its Teams from the Competition after the Annual General Meeting for the following season. Any Club infringing this rule shall be liable to a fine not exceeding £25.00 per team, and shall also be liable for its share of any call which may be made under Rule 5b.

c. The membership for the coming season having been decided at a Special General Meeting held for that purpose not earlier than April 30th, or later than June 30th, or at the Annual General Meeting held not later than June 30th, the Competition shall have the right, irrespective of other provisions in this rule, to refuse to permit a Club to withdraw its team or teams, in order to join another Competition, and may hold the Club to its engagements.

d. In the event of a Member Club which is an un-incorporated association withdrawing or disbanding it shall be immediately liable to discharge all its financial and other obligations to the Competition. In the event that any such obligation remains undischarged after a period of twenty-one (21) days then such obligation shall be met by the then current Club Members, excluding those under statutory school leaving age. Until a Member's pro rata obligation is discharged in full the Member shall not be allowed to participate in the Competition, which may apply to the Club's Parent County Association for a suspension order.

15. PROTESTS AND COMPLAINTS

a. (i) All questions of eligibility, qualifications of players, or interpretations of the rules shall be referred to the Management Committee.

(ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Management Committee unless a protest is lodged with the Referee before the commencement of the match. Any Club lodging such a protest with the Referee

and not proceeding with it shall be deemed guilty of a breach of this Rule, and shall be dealt with by the Management Committee.

b. Except in cases where the Management Committee decide that there are special circumstances, protests and complaints, which must contain full particulars of the grounds upon which they are founded, must be lodged in DUPLICATE with the General Secretary, within seven days (Sundays not included) of the match or occurrence to which they refer. No protest or complaint shall be withdrawn except by permission of the Management Committee and a Member of the Management Committee, who is a Member of any Club involved shall not be present, (except as a witness or representative of his Club) when such protest or complaint is being determined.

c. Any dispute occurring between Clubs in the Competition shall be referred for determination by the Management Committee, whose decision shall be binding upon all parties, subject to Rule 16.

d. No protest of whatever kind may be considered by the Management Committee unless the complaining Club shall have deposited with the General Secretary a sum of £5.00, which may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case, and the Competition shall have the power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the enquiry, or to order that the cost be shared by the parties.

e. All parties to a protest or complaint must receive a copy of the submission and must be afforded an opportunity to make a statement at least 7 days prior to the protest or complaint being heard.

(i) All parties must have received 7 days' notice of the Hearing should they be instructed to attend.

(ii) Should a Club elect to state its case in person then they should forward a deposit of £10 and indicate such when forwarding the written response.

f. The Management Committee shall take into consideration when dealing with the protest or complaint, the possession by the protesting or complaining Club of any information which if properly used might have avoided the protest or complaint.

16. BOARD OF APPEAL

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 in duplicate with the Secretary of the Suffolk County Football Association, including a fee of £25.00, for the adjudication of a Board of Appeal. The grounds of appeal shall be in accordance with FA Rules. The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne. The decision of the Board of Appeal is final and binding on all parties concerned. No appeal can be lodged against a decision taken at an Annual or Special General Meeting unless this is on the grounds of unconstitutional conduct.

17. EXCLUSION OF CLUBS OR TEAMS: MISCONDUCT, CLUBS, OFFICIALS, PLAYERS

a. At the Annual General Meeting, or Special General Meeting called for the purpose in accordance with the provisions of Rule 19, Notice of Motion having been duly circulated on the Agenda, the accredited Delegates present, shall have the power to exclude any Club or team from further membership which must be supported by two-thirds of those present and voting. Voting on this point shall be conducted by ballot.

b. At the Annual General Meeting or at a special General Meeting called for that purpose in accordance with the provisions of Rule 19, the accredited Delegates present, shall have power to

exclude from further participation in the Competition, any Club or team of a Club whose conduct has, in their opinion been undesirable, which must be supported by two-thirds of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.

c. Any official or member of a Club proved guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a player or players of another Club in the Competition to join them shall be liable to expulsion or such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of clauses (a) and (b) of this Rule.

d. Any Club or team failing to complete 75 per cent of its fixtures in any season shall, unless the conditions are beyond their control or the accredited Delegates present at the Annual General Meeting or a Special General Meeting decide otherwise by a majority of two-thirds of the votes cast, be debarred from membership the following season.

18. TROPHY: LEGAL OWNERS: CONDITIONS OF TAKING OVER : AGREEMENT TO BE SIGNED : AWARDS

a. If a Competition is discontinued for any reason a trophy or any other presentation shall be returned to the Donor if the conditions attached to it so provide or, if not, dealt with as the sanctioning Association may decide.

b. The following agreement shall be signed on behalf of the winners of the Cup or Trophy:-“We A..... and B..... the Chairman and Secretary of..... FC, members of and representing the Club, having been declared winners of Cup or Trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to the Competition Secretary on or before the 1st February of the following year. If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair.” Clubs shall bear the full cost of engraving, which shall be carried out by reputable engraver prior to the 1st February of the following year. Failure to comply will result in a fine as determined by the Management Committee.

c. At the close of each Competition awards may be made to the winners and runners-up if the funds of the Competition permit.

19. SPECIAL GENERAL MEETINGS

Upon receiving a requisition signed by two-thirds of the Clubs in membership the Secretary shall call a Special General Meeting. The Management Committee may call a Special General Meeting at any time. At least seven days notice shall be given of either meeting under this Rule, together with an agenda of the business to be transacted at such meeting. Each Member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only, as will members of the Management Committee. Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall be fined £25.00. Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

20. ALTERATION TO RULES

Alterations, for which consent has been given by the sanctioning Association, shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting convened for that

purpose, called in accordance with Rule 19. Any alteration made during the playing season to the Rule relating to the qualification of players, shall not take effect until the following season. Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the General Secretary by 14th May in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the clubs by 14 days prior to the Annual General Meeting and any amendments thereto shall be submitted to the General Secretary by 7 days prior to the Annual General Meeting. The proposals and proposed amendments thereto shall be circulated to the Clubs with the notice of the Annual General Meeting. A proposal to change a Rule shall be carried if a majority of those present and entitled to vote are in favour. Proposed alterations to the Rules to be considered at a Special General Meeting shall be circulated with the notice of the meeting and proposed amendments may be made and voted upon at the meeting. A copy of the proposed alterations to Rules to be considered at the Annual General Meeting or a Special General Meeting shall be submitted to the Suffolk County Football Association fourteen days prior to the date of that meeting. 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.

21. RULES BINDING UPON CLUB

- a.** The Management Committee shall determine with which bank or other financial institution the funds of the league will be lodged.
- b.** All expenditure in excess of £1,000.00 shall be approved by The Management Committee. Cheques shall be signed by at least two Officers nominated by The Management Committee.
- c.** The financial year of the Competition will end on the 10th May.
- d.** The books or a certified balance sheet of a Competition shall be prepared and shall be audited annually by some suitable person(s) who shall be appointed at the Annual General Meeting.

CHILD PROTECTION

1. Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.

2. In these Regulations the expression "Offence" shall mean any one or more of the offences contained in the Schedules of the Criminal Justice and Court Services Act 2000 and any other criminal offence which reasonably causes The Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.

3. Upon receipt by The Association of:-

3.1 notification that an individual has been charged with an Offence; or

3.2 notification that an individual is the subject of an investigation by the Police, social services or any other authority relating to an Offence; or

3.3 any other information which causes The Association reasonably to believe that a person poses or may pose a risk of harm to a child or children then The Association shall have the power to order that the individual be suspended from all or any specific football activity for such period and on such terms and conditions as it thinks fit.

4. In reaching its determination as to whether an order under Regulation 3 should be made. The Association shall give consideration, inter alia, to the following factors:-

4.1 Whether a child is or children are or may be at risk of harm;

4.2 Whether the matters are of a serious nature;

4.3 whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any other authority or body to proceed unimpeded having regard to the need for any action to be proportionate.

5. The period of an order referred to in 3 above shall not be capable of lasting beyond the date upon which any charge under the Rules of The Association or any Offence is decided or brought to an end.

6. Where an order is imposed on an individual under Regulation 3 above, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.

7. Where a person is convicted or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of The Association and The Association shall have the power to order the suspension of the person from all or any specific football for such period (including indefinitely) and on such terms and conditions as it thinks fit.

8. For the purposes of these Regulations, The Association shall act through its Council or any committee or sub-committee thereof, including the Board.

9. Notification in writing of an order referred to above shall be given to the person concerned and/or any club with which he is associated as soon as reasonably practicable.

10. The applicable standard of proof shall be the civil standard of the balance of probability. The more serious the allegation taking into account the nature of the misconduct alleged and the context of the case the greater the burden of evidence required to find the matter proved. Save that for charges pursuant to The Football Association 's Child Protection Policy, where the welfare and protection of children shall be paramount and the test shall be whether more likely than not.