

# THE LEAGUE RULES - INDEX

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<b>PAGE</b>	<b>CLAUSE</b>
16	1. NOMENCLATURE AND CONSTITUTION
16	2. ENTRY FEE, SUBSCRIPTION, DEPOSIT
17	3. OFFICERS
17	4. MANAGEMENT, NOMINATION, ELECTION
18	5. POWERS OF MANAGEMENT
19	6. ANNUAL GENERAL MEETING
20	7. AGREEMENT TO BE SIGNED
20	8. QUALIFICATION OF PLAYERS
24	9. CLUB COLOURS, CLUB NAME
24	10. PLAYING SEASON, CONDITIONS OF PLAY, TIMES OF KICK-OFF, POSTPONEMENTS, SUBSTITUTES
27	11. REPORTING RESULTS
27	12. DETERMINING CHAMPIONSHIP
28	13. REFEREES
29	14. CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB
29	15. PROTESTS AND COMPLAINTS
29	16. BOARD OF APPEAL
29	17. EXCLUSION OF CLUBS OR TEAMS, MISCONDUCT, CLUBS, OFFICIALS, PLAYERS
30	18. TROPHY:- LEGAL OWNERS, CONDITIONS OF TAKING OVER, AGREEMENT TO BE SIGNED, AWARDS.
30	19. SPECIAL GENERAL MEETINGS
31	20. ALTERATION TO RULES
31	21. RULES BINDING ON CLUBS
31	22. FINANCE
31	23. MINI SOCCER
32	24. SCWGL CHALLENGE CUP COMPETITIONS
32	24. PLAYING OF TIES AND DRAWN MATCHES
33	APPENDIX 1 - SAFEGUARDING CHILDREN POLICY
34	APPENDIX 1A - REGULATIONS ON CHILD PROTECTION
35	APPENDIX 1B - BEST PRACTICE ON CHILD PROTECTION
36	APPENDIX 2 - REGISTRATION REGULATIONS
37	APPENDIX 3 - SPORTSMANSHIP AWARDS
37	APPENDIX 4 - CODE OF CONDUCT
42	APPENDIX 5 - DISCIPLINARY REGULATIONS

## NOMENCLATURE AND CONSTITUTION

1. (A) This Competition shall be designated the Surrey County Women's & Girls' League ("SCWGL") and shall consist of not more than 100 Clubs approved by the sanctioning authority.

The area covered by the Competition Membership shall be within the parameters set by the Management Committee.

All 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 the Form "D" to the Surrey County Football Association.

Competition Membership shall include:-

- (1) Member Clubs' constituent Teams whose home grounds are either in Surrey or within a 5 mile radius of the Surrey borders
- (2) Member Clubs' constituent Teams whose home grounds are outside a 5 mile radius of the Surrey borders PROVIDED THAT such Teams are either:
  - (a) voted into the SCWGL by a vote of Member Clubs at the AGM; or
  - (b) after the AGM, voted into the SCWGL by a majority vote of existing Member Clubs' constituent Teams at that Age Group

This Competition shall apply annually for sanction to the Surrey County Football Association and the constituent teams of Member Clubs may be grouped in Divisions within Age Groups which will be formulated by a Sub-Committee agreed by the Management Committee and Member Clubs will be notified.

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.

Member Clubs shall not enter any of their teams playing in the Competition in any other Competitions (with the exception of Football Association and County Football Association Competitions) except with the written consent of the Management Committee of the Competition. Teams can only play in one County Cup Competition.

The Competition will provide 11-a-side football for players who have attained the age of 11 years as at midnight on 31st August in a playing season and Mini-Soccer for players who have attained the age of 8 years but not the age of 12 years as at midnight on 31st August in a playing season.

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 power by show of cards or ballot should the Chairman so decide to ACCEPT or REJECT the membership of any Member Club into the League, previously accepted or otherwise. The Management Committee shall retain the discretion to accept or reject the application of any Team to participate in the Competition.

## ENTRY FEE, SUBSCRIPTION, DEPOSIT

2. (A) Applications by new Clubs for admission to this Competition or the entry of an additional team(s) must be made in writing to the General Secretary and signed by the Club Secretary of the Club making that application.

Clubs applying for membership of the SCWGL must provide a valid and active e-mail address for the receipt of League correspondence. The SCWGL reserves the right to share this data with partnership organisations for the purposes of marketing products. It is the responsibility of each Club to notify the General Secretary of any changes to such e-mail address as soon as practicable throughout the season. Failure to comply with this Rule will result in a fine of £20.00.

Any document or Notice served under these Rules will be served personally or by first class post, registered post, facsimile transmission or e-mail. In the absence of proof to the contrary, any document or Notice served by first class post or by registered post shall be deemed to have been served on the third day after the date of posting or, in the case of any document or Notice served by facsimile transmission or e-mail, it will be deemed to have been served on that day.

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.

- (B) The Annual Subscription shall be £25.00 per team for applications received up to and including the AGM. Applications received after the AGM will incur a supplement of £10.00 per team.
- (C) Should any of the above Subscriptions not be received with the Application, that application will be considered as not having been received and no place within the League will be reserved for the said Application.
- (D) Applications will NOT be accepted from Clubs without toilet facilities, access to playing fields of sufficient size and quality to hold matches for this Competition, or which have no Child Protection procedures or Child Protection procedures which fail to meet Football Association standards. Any Club not providing changing facilities MUST advise the opposition prior to the match. Failure to do so will result in a fine of £20.00 on each occasion regardless of whether toilet facilities are available to facilitate changing.

- (E) Application Forms received fully completed from current Member Clubs / Teams by the last day of April will take precedence for acceptance. Second precedence will be given to new Teams from existing Member Clubs. Application Forms received after the last day of April will take precedence for acceptance by the sequence of their receipt into the hands of the General Secretary, irrespective of whether they are from existing or new Clubs.
- (F) All team details as required on Application Forms must be given to the League General Secretary (submitted electronically to the League General Secretary's representative via the website) not later than 14 days after the League AGM. Failure to comply will result in fines of £20.00 per FORM not completed. It is the responsibility of each Club to notify the General Secretary of any changes in these details as soon as practicable throughout the season so that it can be publicised to the rest of the League. Failure to comply with this Rule will result in a fine of £20.00.
- (G) The Management Committee may appoint a Sub-Committee to interview Officers of all new Clubs applying to the League including Clubs who were previous Members of the League but whose membership has lapsed. Attendance at this Sub-Committee Meeting will be obligatory. The Sub-Committee may require evidence of authorisation of the Club to apply to the League by production of the Club Minute Book, Membership and financial arrangements. Where appointed, the Sub-Committee shall assess all entries and report to the Management Committee.
- (H) Any existing Team, having failed to fully complete their League or Cup fixtures of the previous season for reasons over which the Management Committee consider they had control, will automatically relinquish their "existing Team" status with regard to the following season's Application to the League.
- (I) Where a Team or Club takes a new name, the Management Committee shall have discretionary powers to consider them as an existing Team or Club, providing that the playing membership is at least 75% of the previous season's Team.
- (J) A Club shall not participate in this Competition until all League Fees have been paid.
- (K) Clubs must advise annually to the Secretary in writing by 30th September in each year of its County Football Association Affiliation Number for the forthcoming Season, failing which they shall be fined a sum not exceeding £20.00. Clubs must advise the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.
- (L) Clubs must appoint a Club Welfare Officer (CWO) in accordance with The Football Association's requirements. Clubs must advise annually to the General Secretary in writing by 30th September in each year of its CWO's name, contact details and CRB Registration Number, failing which they shall be fined a sum not exceeding £20.00. It is the responsibility of each Club to notify the General Secretary of any changes to such details as soon as practicable throughout the season. Any Club in breach of this Rule will be reported to the Management Committee who shall have the power to impose a fine or otherwise deal with the matter at their discretion.

## OFFICERS

- 3. The Officers of the Competition shall be the President, Vice Presidents, Chairman, Vice Chairman, Treasurer, General Secretary, Assistant Secretary, Cup Secretary, Disciplinary Secretary, Referee Secretary, Press & Results Officer, Registration Secretary, Representative Team Co-Ordinators, Minutes Secretary, Fixture Secretaries, Football Association Representative and Youth League Welfare Officer to be elected annually at the Annual General Meeting. (N.B. Auditors are not Officers).

## MANAGEMENT, NOMINATION, ELECTION

- 4. (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 of the League and other 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 Football 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 1st May 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 nomination 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 to deal with business as it arises at their discretion.
- (D) On receiving a requisition signed by two-thirds of the Members of the Management Committee, the General Secretary shall convene a meeting of the Management Committee.
- (E) 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.
- (F) The Management Committee shall consist of not less than 3 Members and not more than 40 Members.
- (G) The Management Committee may, in addition, appoint not more than 5 co-opted Members but no-one may be appointed as a co-opted Member if, as a result, more than one third of the Members of the Management Committee would be co-opted Members. Each appointment of a co-opted Member shall be made at a Special Meeting of the Management Committee and shall take effect from the end of that Meeting unless the appointment is to fill a place which has not then been vacated, in which case the appointment shall run from the date when the post became vacant.

- (H) All Members of the Management Committee shall retire from office together at the start of the Annual General Meeting next after the date upon which they came into office but they may be re-elected or re-appointed.
- (I) At the first Management Committee Meeting after the Annual General Meeting, an Executive Management Committee ("EMC") will be formed and shall consist of the Chairman, General Secretary and 3 Members of the Management Committee who will be elected by the Management Committee.
- (J) The EMC shall have the full authority of the Management Committee and will only be convened for matters of urgency which have to be resolved before the next Management Committee Meeting.
- (K) At any time that the EMC have to be convened, then a full report of that Meeting must be given to the Management Committee at the next Management Committee Meeting. The EMC shall not have the authority to change any Rules or de-select any person from the Management Committee.

## **POWERS OF MANAGEMENT**

- 5. (A) The Management Committee may appoint Sub-Committees and delegate such of their powers as they deem necessary. The decisions of all Sub-Committees 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 the permission of the Surrey 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 Club 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.
- (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 also apply to the procedure of any Sub-Committee).
- (D) In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote.
- (E) 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 7 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 Football Association Rules by the appropriate Association.

With the exception of Clubs playing at Step 7 of the Football Pyramid and the FA Women's Premier League, 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.

- (F) The Management Committee shall have the power to fine a sum not exceeding £200.00, suspend from the League for any period, expel or otherwise deal with as they see fit any Club, Official, Player or Individual found to be in breach of a Competition Rule provided that the Club, Official, Player or Individual has been formally charged in writing and given the opportunity to present their case to a meeting convened for that purpose. Any suspension imposed under the provisions of this Rule will only be lifted once the requirements of the Management Committee have been satisfied. Any fixtures postponed as a result of suspension under this Rule will be subject to the provisions of Rule 10 (P).
- (G) The General Secretary shall have the power on behalf of the Management Committee to convene a Meeting of the Disciplinary Sub-Committee and request the attendance of any such formally charged Club, Official, Player or Individual. Any Club, Official, Player or Individual having been given 7 days' notice of such a Meeting and failing to attend may have the matter heard in their absence and may be fined a sum of £25.00 for their non-attendance.
- (H) The cost of any venue and any expenses incurred by the League or League Officers attending any such Meeting will be borne in part by Club(s) involved at the discretion of the Management Committee.
- (I) The Management Committee view the good reputation of the League as paramount and therefore shall have the power to fine a sum not exceeding £200.00, suspend the membership for a period or otherwise penalise any Club, Official, Player or Individual charged and found guilty of bringing the name of the League into disrepute. Subject to Rule 16 (BOARD OF APPEAL).
- (J) The Management Committee views any unauthorised entry to the field of play during a game by any Official or Spectator as serious misconduct. Any Clubs or Officials charged and found guilty of such may be expelled from the League or dealt with as the Management Committee may in the circumstances determine. Where it is deemed that a parent or person connected with a Player or Official has been charged and found guilty under

this Rule, that Player or Official may be expelled from the League or dealt with as the Management Committee may in the circumstances determine. Subject to Rule 16 (BOARD OF APPEAL).

- (K) The Management Committee will consider an accumulation of cautions and/or sending offs attributable to a Club / Team as conduct of an unacceptable level and will have the power to instruct the Disciplinary Secretary to request the attendance of any such formally charged Club, Team, Official or Player to attend a meeting of the Disciplinary Sub-Committee or a meeting convened by the General Secretary for that purpose. Any Club, Team, Official or Player having been given 7 days' notice of such a Meeting and failing to attend may have the matter heard in their absence and may be fined a sum not exceeding £25.00 or otherwise dealt with as the Management Committee may decide. At such a meeting the Management Committee will have the power to consider the disciplinary record, overall behaviour and previous conduct of the Club / Team. The Club / Team will have the opportunity to offer an explanation for the record and outline measures for future improvement. Subject to Rule 16 (BOARD OF APPEAL).
- (L) The Management Committee will monitor the Sportsmanship Marks of each Club / Team throughout the season and will consider low Sportsmanship Marks as an indication that the Club / Team is falling below an acceptable standard. All Clubs / Teams whose Sportsmanship Marks are deemed to be in this category will by the end of January each year receive written notice of their mark with a warning that, should it not improve by the end of the season, they will be requested to attend a Meeting of the Disciplinary Sub-Committee to answer for their record. At such a Meeting the Disciplinary Sub-Committee will have the power to consider the Sportsmanship Marks, disciplinary record, overall behaviour and previous conduct of the Club / Team. The Club / Team will have the opportunity to offer an explanation for the record and outline measures for future improvement. The individual mark awarded by each Team will be deemed as confidential and will not be divulged under any circumstances. The Disciplinary Sub-Committee will have the power to recommend to the Annual General Meeting that any such Club / Team that has failed to satisfactorily answer for their record and/or failed to make a satisfactory plan for future improvement, not be considered for acceptance into the League for the forthcoming season.
- (M) All decisions of the Management Committee shall be binding subject to the right of appeal in accordance with Rule 16.
- (N) Decisions of the Management Committee must be notified in writing to those concerned within 14 days.
- (O) Five Members of the Management Committee shall constitute a quorum for the transaction of business of the Management Committee and 3 Members shall constitute a quorum for the transaction of business by any Sub-Committee of the Competition.
- (P) The Management Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number.
- (Q) 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 correspondence of the Competition, shall be fined a sum not exceeding £50.00 or otherwise penalised at the discretion of the Management Committee.
- (R) 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 £50.00. Further failure to pay the fine including the additional sum will result in fixtures being withdrawn until such time as the outstanding payments are settled.
- (S) 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.
- (T) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the Annual General Meeting or Special General Meeting called to decide the Constitution and the commencement of the Competition season. In exceptional circumstances where the viability or practicality of any Division or Divisions is in doubt the Management Committee may amend the form of Competition prior to the commencement of the season and may deviate from these League Rules with regard to the playing of matches. The express purpose of this Rule is to be able to provide competitive football for all concerned.
- (U) There shall not be more than 3 persons elected to the Management Committee who have connections with the same Club.
- (V) The Management Committee shall have the power to authorise reasonable remuneration to the General Secretary for work undertaken in the administration of the SCWGL or any person holding office as General Secretary whilst holding that office, notwithstanding that he/she is a Member of the Management Committee PROVIDED THAT the General Secretary withdraws from a Meeting of the Management Committee whilst his/her remuneration is being discussed.
- (W) No participant under the age of 18 can be fined.
- (X) The business of the SCWGL as determined by the Management Committee shall be transacted by electronic mail or facsimile.

## ANNUAL GENERAL MEETING

- 6. (A) The Annual General Meeting shall be held not later than the end of June in each year. Every Annual General Meeting shall be called by the General Secretary on behalf of the Management Committee. The General Secretary shall give at least 21 days' notice of the Meeting. At this Meeting the following business shall be transacted provided that at least 25% of the 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 & Statement of Accounts;
  - (iv) To consider any business arising therefrom;
  - (v) Election of Clubs to fill vacancies (as recommended by the Management Committee);
  - (vi) Constitution of the Competition for the ensuing season;
  - (vii) Election of Officers and Management Committee;
  - (viii) Adoption of any Standing Orders;
  - (ix) Appointment of Auditors;
  - (x) Appointment of Vice Presidents;
  - (xi) Alteration of Rules, if any (of which notice has been given);
  - (xii) Fix the date for the commencement and conclusion of the playing season;
  - (xiii) Other business of which due notice shall have been given and accepted as being relevant to the Annual General Meeting.
- (B) A copy of the duly audited/verified Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club and to the relevant Football Association at least 14 days prior to the Annual General Meeting.
  - (C) A copy of the duly audited/verified Balance Sheet, Statement of Accounts and Agenda shall be forwarded to the relevant Football Association within 14 days' of their adoption at 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. Officers and Management Committee Members shall be entitled to attend and vote at the Annual General 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. This provision will not apply to Clubs expelled in accordance with Rule 17.
  - (F) All Clubs having made application for the following season MUST attend the Annual General Meeting. Clubs failing to attend without good reason will be fined £25.00.
  - (G) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least two thirds of the delegates qualified to vote or the Chairman so decides.
  - (H) No individual shall be entitled to vote on behalf of more than one Member Club.
  - (I) Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.

## AGREEMENT TO BE SIGNED

7. 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 SCWGL Competition and do hereby agree for and on behalf of the said Club, if 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 (BOARD OF APPEAL). 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."

**(Note:** The spaces above are intended for the inclusion of the signatures and addresses of officers and members).

## QUALIFICATION OF PLAYERS

8. (A) Contract Players, as defined in Football Association Rules, are not 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.

While serving in any branch of Her Majesty's Regular Forces, a player must first obtain the consent of her Commanding Officer before signing a Registration Form to play for a Club

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 & Ireland.

- (B) The qualification dates for the Competition for Season 2011/2012 shall be as follows:-

#### **MINI SOCCER**

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

- Under 9 - the player must be born between 1st September 2002 and 31st August 2004 inclusive
- Under 10 - the player must be born between 1st September 2001 and 31st August 2003 inclusive
- Under 11 - the player must be born between 1st September 2000 and 31st August 2002 inclusive
- Under 12 - the player must be born between 1st September 1999 and 31st August 2001 inclusive

#### **11-A-SIDE FOOTBALL**

- Under 13 - the player must be born between 1st September 1998 and 31st August 2000 inclusive
- Under 14 - the player must be born between 1st September 1997 and 31st August 1999 inclusive
- Under 15 - the player must be born between 1st September 1996 and 31st August 1998 inclusive
- Under 16 - the player must be born between 1st September 1995 and 31st August 1997 inclusive
- Under 17 - the player must be born between 1st September 1994 and 31st August 1996 inclusive
- Under 18 - the player must be born between 1st September 1993 and 31st August 1996 inclusive
- Ladies - the player must be at least 16 years old at the date of registration

The above qualification dates are subject to the provisions contained in Football Association Rule C.4(a)(v).

- (C) Any bona fide members of a Club shall be eligible to play for that Club in this League (subject to other relevant Clauses in these Rules) provided she has not, in the current season, played for another Club in the League or previously signed for or been registered for another Club in the League. If she has so played or remains on the League Register of players, permission for her transfer must be obtained from the Club to which she is attached and she shall be transferred strictly in accordance with League Rules.
- (D) A bona fide registered playing member of a Club is one who, being in all other respects eligible, has complied with the following and is in possession of a valid League Registration ID card:-
- (i) has signed a fully and correctly completed Competition Registration Form in ink, witnessed and countersigned by an Officer of the Club; players must register with exactly the same name as it appears on their Birth Certificate/Passport;
  - (ii) has provided the League with a current passport approved photograph of the Player seeking registration, glued in the appropriate place on the Registration Form in accordance with the League's Registration Regulations;
  - (iii) has supplied the League with proof of age; the League will only accept a photocopy Birth Certificate or, in cases where the Birth Certificate is not available, the League will accept a photocopy of the Player's Passport or other official document issued by a Government Agency attesting to the Player's date of birth; a previous SCWGL Registration ID Card will also act as proof of age;
  - (iv) has had her correctly completed Registration Form submitted with the correct Registration Fee to the Registration Secretary; all Applications for Registration must be accompanied by a fee of £3.00 per Player for up to 14 Players (10 for Mini-Soccer) prior to 31st July; all Applications for Registration of additional Players must be accompanied by a Registration Fee of £7.00; all Applications for Registration received after 31st July must be accompanied by a Registration Fee of £7.00 irrespective of the number of Players previously registered.
  - (v) Player details must be entered on the League's Prawn Sandwich administration website and the Prawn Sandwich Registration Number entered onto the Registration Form. Where a player has played for the Club in the previous season existing Prawn Sandwich details should be updated where appropriate noting any change of address and existing Prawn Sandwich Registration Numbers should be used.
- (E) Any Application for Registration received which does not comply with the Registration Regulations will be rejected and returned to the sender for re-submission.
- (F) Where there is any complaint or allegation surrounding a player's age, the Club will be required to furnish valid evidence to the League within 14 days. Failure to do so without good cause will be taken as an acceptance of guilt and the Player's Registration will be withdrawn or otherwise refused.
- (G) A Player does not become eligible to play for any Team in this Competition until in possession of a valid League Registration ID card. Such ID cards remain the property of the League and must, upon request by a Management Committee Official, be returned to the League. They must not be destroyed during the current season of issue. Any Club failing to return such an ID card may be fined £3.00 per card up to a maximum of £30.00 and/or dealt with as the Management Committee may determine. Lost or damaged Player ID Cards can be replaced by making another Application for Registration at a cost of £7.00 per Player.
- (H) In multi-Team Clubs, each Team must be registered as a separate Team and every Player is subject to the Rules of transferring Players.
- (I) At least 8 Players (Mini-Soccer 6 Players) from each Team must be registered with the Registration Secretary by 31st July. Failure of any Club to comply with this Rule will result in a fine of £35.00.

- (J) The date for collection of Player ID Cards will be determined by the Management Committee. The failure of any Club to collect their Teams' Registration ID Cards will result in a fine of £35.00.
- (K) A Team may only have the following number of Players registered at any one time during any one season:-
- |                      |   |            |
|----------------------|---|------------|
| Mini-Soccer          | - | 14 Players |
| Under 11 to Under 16 | - | 20 Players |
| Under 17 to Ladies   | - | 30 Players |
- (L) Personal callers will not be dealt with at the Registration Secretary's house. There is no fast track or urgent registration process. Applications for Registration are dealt with in the order of receipt as soon as possible after receipt. No Recorded Delivery or Registered Mail will be accepted by the Registration Secretary.
- (M) The Management Committee shall decide all Registration disputes.
- (N) In the event of a Player signing a Registration Form or having an Application for Registration submitted by more than one Club, priority of Registration shall determine which Club the Player is registered to. The Registration Secretary shall notify the Club last applying to register the Player of the fact of the previous registration.
- (O) It shall be deemed misconduct for a Player to:-
- (i) play for more than one Team / Club in the Competition in the same season without first being transferred;
  - (ii) having signed for one Club in the Competition, to sign for another Club in the Competition in that season except for the purpose of a transfer;
  - (iii) submit a signed Registration Form having wilfully neglected accurately or fully to complete the Form.
- Any Player in breach of this Rule will be dealt with by the Management Committee as they deem fit subject to Rule 16 (BOARD OF APPEAL).
- (P)
- (i) The Management Committee shall have the power to accept the registration of any Player
  - (ii) The Management Committee shall have the power to refuse, cancel or suspend the registration of any Player or may fine any Player a sum not exceeding £25.00 (except those under 18 years of age) 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: 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 2 years or less from the date of the first offence.
- (Q) Subject to the Football Association Rules dealing with Players without a written Contract, when a Player desires a transfer:-
- (i) the Club the Player wishes to transfer to shall write by Recorded Delivery Post or e-mail to the Club holding the Player's Registration:-
    - i advising that they propose to transfer the Player to their Club;
    - ii asking if they have any objections;
    - iii requesting that they return the Player's Registration ID Card to the Registration Secretary.
  - (ii) the Club requesting the transfer must submit to the Registration Secretary:-
    - i duly completed Transfer Form;
    - ii copy of letter or e-mail sent to the Club holding the Player's Registration;
    - iii the original confirmation of Recorded Delivery or copy e-mail delivery note as proof of postage/e-mail;
    - iv fee of £15.00 (waived if the transfer is between Teams in the same Club);
    - v stamped, addressed envelope.
  - (iii) the Club holding the Player's Registration should within 7 days of receipt of the notice of Transfer:-
    - i write to the Registration Secretary either confirming it's consent to the transfer or state it's objections in writing to the Registration Secretary and to the Player concerned;
    - ii return the Player's Registration ID Card to the Registration Secretary.
  - (iv) Upon receipt of the Club's consent and the Player's Registration ID Card, or upon the Club's failure to provide written objection within 7 days, the Registration Secretary may on behalf of the Management Committee transfer the Player who shall be deemed eligible to play for the new Club from such date as the Registration Secretary may determine. A Player's transfer will not be deemed to be complete until the Player is in possession of a duly transferred valid League Registration ID Card.

- (v) Any Club failing to provide written objection within the permitted time may incur a fine of £20.00. In the event of non-return of a Player's League Registration ID Card within the permitted time, the Registration ID Card in question will be rendered invalid and the Club will be fined £10.00 plus a further £10.00 for every 7 days or part thereof that the Registration ID Card is not returned. Under these circumstances a new Player Registration ID Card may be issued by the Registration Secretary.
- (vi) In the event of an objection to a transfer, the matter shall be referred to the Management Committee for a decision.
- (R) A player may not be registered for a Club / Team after the last day of March nor transferred to another Club / Team in the Competition after the last day of February except with special permission of the Management Committee. A player registered after the last day of February may not participate in a Challenge Cup Final. Applications for Registration, re-Registration or Transfer of Player(s) must be in the hands of the Registration Secretary within the dates mentioned in this Rule.
- (S) Every Club / Team 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 although normal Transfer Rules will apply.
- (T) A Register containing the names of all Players registered for each Club / Team with the date of registration shall be kept by the Registration Secretary and shall be open to inspection by any duly appointed Member Club Representative at all Management Committee Meetings or at other mutually agreed times. Registrations are valid for one Season only.
- In the event of a Player without a written Contract changing his status to that of a Contract Player with the same Club, another Club in the Competition or with a Club in another Competition, her registration as a Player without a written Contract will automatically be cancelled and declared void. In order to play in the SCWGL again, either for her original Club or for another Club, it will be necessary for her to be re-registered as required by this Rule.
- (U) Any Team playing an unregistered or otherwise ineligible Player or Players shall have the points gained in the match deducted from its total and may be fined up to £50.00 for each unregistered or otherwise ineligible Player and/or otherwise dealt with at the discretion of the Management Committee. The Management Committee may at its discretion award the points available in the match in question to the opponents or make such order in relation to the match(es) as they deem fit.
- (V) A Player desiring not to play for her Team or a Team not wishing to use the services of a Player again may submit Notice of De-registration signed by the Club Secretary and one other Club Officer together with the Player's League Registration ID Card to the Registration Secretary. A Player being de-registered shall not play for her relinquishing Team on or after the date the De-Registration is posted. Any Team requiring official Notice of De-Registration from the Registration Secretary must enclose a stamped, addressed envelope for its return. No De-Registered Player may re-Register after the last day of February. A De-Registered Player wishing to play for another Club / Team within the League will be treated as a transfer.
- (W) A senior Official of each Team must be in possession of the Players' League Registration ID Cards of his/her Team and substitutes to be used at each match. The ID Cards must be exchanged with the opposition's senior Official prior to kick-off and remain in the possession of the opposing Team for the duration of the match. Before the kick-off of any fixture all Teams must line up in order that their ID Cards may be inspected by the senior Official from the opposing Team (except where this task is carried out by a Management Committee Officer). Failure to comply with this Rule without good cause will result in a fine of up to £50.00
- (X) Upon request by a Management Committee Official, all League Registration ID Cards relevant to a fixture must be made available for inspection. Any Team failing to do so without good cause will be fined £20.00 and reported to the Management Committee.
- (Y) In the event that the Player Registration ID Cards are not available, the OPPOSING team's Senior Official MUST, prior to kick off, witness the completion of the Team Check Form (available for download from the League's website) by the team who do not have the Player Registration ID Cards available. The following process must be strictly followed:-
- (a) Each player, including all substitutes, MUST print their own name, fill in their date of birth and sign the Form;
  - (b) No player information can be completed before or during the witnessing of this by anyone other than the player(s);
  - (c) The completed Form MUST be then fully completed by the OPPOSING team's Senior Official (witness) and any comments must be made in the comment box, including any doubts about player authenticity. This Form MUST then be sent by the OPPOSING team to the Registration Secretary within 3 days of the date of the match.
- Failure to comply with the above process will result in a fine of £20.00 for either or both teams. Failure of the team to produce the ID Cards and not complete the Form shall be treated as serious misconduct bringing the name of the League into disrepute.
- (Z) A Player having taken part in matches for any Club affiliated to any County Football 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.
- (AA) No Ladies Team shall include more than 2 Players who have taken part in any 5 or more senior competition matches during the current season unless a period of 30 days has elapsed since they played. A senior competition shall include the FA Cup or the County Cup.
- (BB) A Player who has played for a Ladies Team 8 times or more shall not in that season be eligible to play in a lower age group except by permission of the Management Committee.

- (CC) Any Player selected to play in a Representative Match arranged by the League, without good and sufficient cause, refusing to comply with the arrangements of the Management Committee or failing to attend such a match, may be adjudged to have been guilty of misconduct. In these circumstances the Management Committee will have the power to take action in any way they deem fit. Any Player registered with this League must be available for and must give first priority to Inter-League and Representative appointments of this League unless specifically indicated to the contrary at the time of registration.
- (DD) Any Club or any official who may be deemed to have encouraged or instigated the Player to commit a breach of the above Rule shall be guilty of a similar offence. A Player, once selected, shall not take part in any match during that day on which she would have been required by the League unless representing the County Football Association or the Schools Football Association.
- (EE) No Representative Team Manager / Coach shall be permitted to register any Player from that Representative Team (other than his/her own Team members) for the following season into his/her own Club or Team without the express permission of the Management Committee.
- (FF) No more than 5 Players from the same Club / Team may be selected to play in a Representative Team for that particular Age Group.

## **CLUB COLOURS, CLUB NAME**

- 9. (A) Every Club / Team must register the colour of its shirts and shorts with the General Secretary at the time of application to the League who shall decide as to their suitability. All shirts should be numbered but the numbering of the Goalkeeper's shirt is optional.
- (B) Goalkeepers must wear colours which distinguish them from other Players and the referee.
- (C) No Player, including the goalkeeper, shall be permitted to wear black or very dark shirts.
- (D) 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 it's opponents at least 7 days before the match.
- (E) If, in the opinion of the referee, two Teams have the same or similar colours, the home 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 £20.00.
- (F) The General Secretary of the League 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.
- (G) Any Team / Club wishing to change it's name and/or colours must obtain permission from its affiliated County Football Association and from the Management Committee

## **PLAYING SEASON, CONDITIONS OF PLAY TIMES OF KICK-OFF, POSTPONEMENTS, SUBSTITUTES**

- 10. (A) The Annual General Meeting shall determine the commencement and conclusion dates for the ensuing season which shall be in accordance with Football Association Rules. No Club shall be permitted to play a League fixture after the conclusion date. If for any reason it is necessary to extend the playing season beyond the date specified at the Annual General Meeting then at least 28 days' notice will be given to Teams with outstanding fixtures.
- (B) 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 County Football Association Competitions. All other matches must be considered secondary. Clubs may bring forward a match with the consent of all interested parties and the League Fixture Secretary. The Fixture Secretary has the right to rearrange fixtures to the general benefit of the League programs.  
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).
- (C) The only exceptions for postponement of matches will be for County Cup matches and Football Association affiliated Competitions.
- (D) Each Team must play 2 County / League matches prior to the end of September. Failure to comply with this Rule will be reported by the Fixture Secretary to the Management Committee who may impose such penalties as they consider appropriate.
- (E) All Teams will be deemed to be available every Sunday both for AM and PM kick offs. Applications for leave of absence from the League for such items as Easter Tours etc must be made in writing to the League General Secretary as soon as details are known but not less than 27 days' notice must be given. Leave of absence will only be permitted on 2 occasions in any one season at the discretion of the Management Committee.
- (F) Clubs / Teams must take necessary precautions to keep their grounds in a playable condition. All matches shall be played on grounds deemed suitable by the Management Committee. If, through any fault of the home Team, a match has to be replayed the Management Committee shall have the power to order the venue to be changed.
- (G) The Management Committee shall have the power to decide whether a ground is suitable for matches in the League and to order the Team/Club concerned to play its fixtures on another ground.

- (H) Duration of Play
- (i) Ladies, Under 18 & Under 17 Divisions - Maximum 90 minutes (45 minutes each way); Minimum 50 minutes (25 minutes each way);
  - (ii) Under 16 & Under 15 Divisions - Maximum 80 minutes (40 minutes each way); Minimum 50 minutes (25 minutes each way);
  - (iii) Under 14 & Under 13 Divisions - Maximum 70 minutes (35 minutes each way); Minimum 40 minutes (20 minutes each way);
  - (iv) Under 12 & Under 11 Divisions - Maximum 60 minutes (30 minutes each way); Minimum 40 minutes (20 minutes each way);
  - (v) Under 10 & Under 9 Divisions - Maximum 50 minutes (25 minutes each way); Minimum 30 minutes (15 minutes each way);
  - (vi) The maximum time must be played in all matches unless there are exceptional circumstances which must be made known to both Teams prior to the start of the match and which have been notified to and approved as exceptional by the relevant Fixtures Secretary in advance.
- (I) Every Club shall have its best available qualified team or teams in all matches in the League. The intention of this Rule is not to interfere with normal team selection by Clubs, but to prevent Clubs deliberately fielding a weakened team in order to unreasonably reserve players for another game or to boost the strength of another or lower team. It is not intended that Clubs must field higher teams' players in lower teams when the higher team has no engagement. If in the opinion of the Management Committee the substance or the spirit of this Rule is obviously being disregarded, the Club or Clubs concerned may be called to account for its or their actions and shall be subject to such decisions as the Management Committee may determine.
- (J) The kick off times shall be determined by the Home Team. Any kick off prior to 10.00 am or after 2.00 pm on Sundays must be agreed by both Teams. Any Team failing to commence at the appointed time may be fined a sum not exceeding £20.00 or be otherwise dealt with as the Management Committee may determine.
- (K) Under 9 to Under 14 Teams will use Size 4 footballs; Under 15 teams and above will use Size 5 footballs.
- (L) Before Teams are elected into the Ladies, Under 18, 17 & 16 Divisions, the size of pitch to be used will be taken into consideration if it is not at least a minimum size of 100 yards x 60 yards. All pitches for other Age Groups must conform to Law 1 regarding size of pitches. Pitches may be inspected in regard to size and suitability and may be rejected or accepted by the Management Committee.
- (M) When a kick off is delayed by the absence of one Team, the referee and the opposing Team shall be required to wait in the vicinity of the pitch until 30 minutes have elapsed after the appointed kick off time before presuming the absent Team to be in default. No match should kick off more than 30 minutes after the appointed time of kick off. Both Teams and the referee shall submit details of the facts to the General Secretary for adjudication by the Management Committee. If the Management Committee consider a delayed kick off to be the result of a deliberate act by any Club, such Club shall be fined a sum not exceeding £50.00.
- (N) Referees must order matches to commence at the appointed time if possible and must report all late starts to the Referee Secretary.
- (O) All Teams at every Age Group must have a clearly defined spectator line (this can include the use of rope or tape). The spectator line must be at least one metre away from the line marking the field of play. Any team wishing to be exempt from this Rule must submit a written application to the Management Committee outlining the reasons for applying for the exemption. Failure to comply with this Rule will incur a fine not exceeding £20.00 or otherwise penalised at the discretion of the Management Committee.
- (P) In all matches the home Team must provide corner posts at least 5 feet high, linesmen's flags, 2 balls fit for play and properly secured goal nets on each set of posts. Each Team shall provide adequate first aid equipment at every match. A team not complying with any part of this Rule shall be fined a maximum of £20.00 per item.
- (Q) In the event of a Team failing to keep its engagement or failing to fulfil a fixture (either home or away) the Management Committee shall have power to impose a fine not exceeding £50.00, award the points to the opponents, order the defaulting Team to pay any expenses incurred by the opponents or otherwise deal with the matter at their discretion.
- (R) Notice of postponement of any match must be given without delay by the postponing Team (by personal contact or telephone) to the Fixture Secretary, the Referee Secretary, the Secretary of the opposing Team / Club, the Referee and the Results Line. Failure to completely comply with this Rule will incur a fine of £20.00.
- (S) The Fixture Secretary may refuse permission for a fixture postponement for whatever reason unless the two Teams affected have agreed, with the approval of the Fixture Secretary, the re-fixture date and time at the time of requesting permission for postponement.
- (T) All fixtures postponed / cancelled with less than 7 days' notice will be referred by the Fixture Secretary to the Disciplinary Secretary on an Unplayed Fixture Form for adjudication. For the avoidance of doubt, there must be at least 6 clear days between the date the notice is given and the date the fixture was scheduled, e.g. if the match is scheduled for next Sunday, the notice must have been provided prior to midnight on the previous Sunday.
- (U) Any postponement notified prior to 8.00 pm on Tuesday preceding the fixture will incur no fine. The points for the game may be awarded to the opponents of the Team causing the postponement at the discretion of the Management Committee.
- (V) Any postponement advised later than 8.00 pm on Tuesday preceding the fixture will incur a fine of £10.00 and the points for the game may be awarded to the opponents of the team causing the postponement at the discretion of the Management Committee.
- (W) Except in exceptional circumstances, any match postponed AFTER 12 noon on Saturday preceding the fixture will incur a fine of £25.00 and the points for the game shall be awarded to the opponents of the team causing the postponement.

- (X) Shortage of Players through illness, injury or suspension will not be an acceptable reason for cancellation of a fixture.
- (Y) (1) Where there are no free Sundays whilst games are outstanding the Fixture Secretary may order matches to be played on days other than Sundays, providing 7 days' notice is given, or order 2 games of short duration ("double header") to be played if home and away legs are outstanding between a pair of Teams. The Fixture Secretary will decide upon which ground the two games will be played.
- (2) For clarification, a double header is two separate matches of equal halves. For the purposes of recording the result, the first match will be considered the home team's "home" match and the second match will be considered the away team's "home" match. The minimum playing time for each match is defined in Rule 10 (H) Duration of Play. Any League appointed referee will be deemed as covering both games otherwise teams will agree upon a referee as per Rule 13 (B) with both teams sharing the cost of the referee. Any team failing to comply with this Rule may incur a fine not exceeding £50.00 and/or otherwise be dealt with as the Management Committee deem fit.
- (Z) Any Team failing to fulfil their fixtures on more than 3 occasions in any one playing season will be treated as misconduct to be dealt with by the Management Committee who may take action they deem necessary.
- (AA) The Secretary of the home Team/Club must give notice by e-mail of full particulars of situation of the ground (including a map), time of kick off and means of reaching ground to the referee and the Secretary of the opposing Team/Club at least 5 clear days (usually Tuesday) prior to the playing of the match. The away Team/Club shall acknowledge receipt of all particulars by confirmation e-mail. Any Club failing to comply with any part of this Rule may be fined up to a maximum of £20.00 per item.
- (BB) Eight Players (6 for Mini-Soccer) is the minimum number required to constitute a Team at the time of kick off. However, if a Team is reduced to 7 players or less (5 for Mini-Soccer) during the match then the match will be abandoned.
- (CC) Where on the day of a match a team are unable to play a match because of a shortage of players that match will be treated as a match postponed AFTER 12 noon on Saturday preceding the fixture and will incur a fine of £25.00 and the points for the game shall be awarded to the opponents of the team causing the postponement.
- (DD) A Team being unable to supply a home venue for whatever reason (frost, snow, waterlogged or double booked pitch, cancelled by groundsman or referee etc) must inform the Fixture Secretary and MUST offer their opponents the opportunity to play the game at their opponents ground on that day or at an alternative venue, if the kick-off time can be arranged within 1 hour of the original time set by the team whose pitch is unavailable. In these circumstances, if the fixture is reversed and neither Team have played each other, it will be classed as the opponent's home fixture. Where the Teams have already played any additional costs incurred (i.e. pitch fees) must be agreed by both Teams (or in default of agreement determined by the Fixtures Secretary) prior to the fixture being reversed. In circumstances of this nature, the Fixture Secretary must be informed.
- (EE) Any fixture not taking place in accordance with Rule 10 (DD) above will be referred to the General Secretary for adjudication who will report to the Management Committee who will have the power to impose a fine not exceeding £25.00 and/or award the points or otherwise deal with the matter at their discretion. Circumstances such as travelling distances and kick off times will all be taken into account when the Management Committee makes their decision.
- (FF) Should it be found that the pitch unavailability notification has been unduly delayed in being given to the Fixture Secretary or the opponents, thereby preventing Rule 10 (DD) being invoked, the offending Team may be dealt with as having failed to fulfil a fixture under Rule 10 (EE) and all due penalties of that Rule may be imposed.
- (GG) If neither Team have played each other and an application is made to the Fixture Secretary by any Team for a 'fixture reversal' of their first fixture, this must be formally approved by the Fixture Secretary before any other arrangements are made. In these circumstances the home Team will be responsible for the costs of the pitch supplied. This applies to both League and Cup matches.
- (HH) 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) (1) In the event of a match not being played or abandoned owing to causes over which neither Team has control, it may be replayed or dealt with as the Management Committee may in the circumstances determine.
- (2) If a match is played and the Management Committee are satisfied that Rules of the Competition have been breached, the Management Committee will have the power to expunge the result, order the match to be replayed, award the points or otherwise deal with the matter as they deem fit.
- (JJ) The Management Committee shall review all abandoned matches and deal with each case on its individual merits.
- (KK) In all cases where the Management Committee are satisfied that a game has been abandoned owing to the conduct of any one Team or its officials, members, spectators, supporters or persons reasonably judged to have been under its control, they shall have the power to award the points for the game or award the match in the case of a Cup game, to its opponents and/or take what other action they may deem necessary including a financial penalty.
- (LL) 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 not 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 it's Club Member(s) they shall be empowered to award the points for the match to the opponent. In all cases where the Management Committee are satisfied that a game has been abandoned owing to the conduct of both Teams or their Club Member(s)

they shall have the power to award the points for the game 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 declare the game null & void. No fine(s) may be applied by the Management Committee for an abandoned match.

(MM) Substitutes:-

- i. Under 13 to Under 16 Teams may name 5 substitutes and can use 5 from 5 during the match
  - ii. Under 17, Under 18 & Ladies Teams may at their discretion and in accordance with the Laws of the Game name 5 substitutes and can use 3 from 5 during the match
  - iii. The use of "roll-on/roll-off" substitutes will be used for all Age Groups from Under 16 downwards. A Player who has been substituted during a match herself becomes a substitute and may, in turn, 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 must be informed of the names of the substitutes before the start of the match.
  - iv. A Player who has been selected, appointed or named as a substitute before the start of a match but does not actually play in the game, shall be considered to have been a Player in that game. Substitute players shall not perform the duties of linesman.
- (NN) If a League or League Cup fixture has been set by the Fixture Secretary or Management Committee and the Teams engage in a match on that date it shall be considered as a League or League Cup fixture, irrespective of any special arrangements made between the competing Teams. There will be no such thing as a friendly or unofficial match in these circumstances. The principle of "if it's played, it counts as an official game" will be adhered to.
- (OO) No player under the age of 17 as at midnight on 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. 2 separate matches), 100 minutes per day in this Competition. This includes playing in any Competition outside the SCWGL. Clubs deemed to be in breach of this Rule may be called before the Management Committee who may take any action they deem fit.
- (PP) A Team having 2 or more players selected for a County or School Representative match may apply for a postponement of League or Cup fixtures. The decision of the Management Committee shall be final on whether or not this is granted. The interest of the competition shall be paramount.
- (QQ) Each Club Secretary MUST immediately inform the General Secretary of any Club suspension imposed by The Football Association or any County Football Association. Any Club in breach of this Rule will be reported to the Management Committee who will have the power to impose a fine or otherwise deal with the matter at their discretion. Any match postponed as the result of such Club suspension not being lifted by 8pm on the Thursday preceding the match will be awarded to the opposition team.
- (RR) In the event that neither Team are able to provide a natural grass pitch for the match then a suitably approved artificial surface may be used providing both Teams agree.

## REPORTING RESULTS

11. (A) Each Team must submit a fully completed Result Card via the website designated by the Management Committee for each League and League Cup match which must be received by 2359 hours on the day after the match. A Team in default shall be fined £5.00 for their first offence and £20.00 for each subsequent breach of this Rule. A Result Card as above MUST still be submitted to arrive within 7 days of notification of the fine, failing which the Club will be fined £10.00 plus a further £10.00 for every 7 days or part thereof that the Result Card is not submitted.
- (B) All County Cup results, abandonments or postponements must be communicated to the relevant Fixture Secretary by BOTH the home and away Clubs on the day of the match.
- (C) A Team in default of Rule 11 (B) will be fined £5.00 for their first offence and £20.00 for their second offence. Any subsequent offence will incur a fine of up to £50.00 and the Management Committee may also take any further action they deem necessary.

## DETERMINING CHAMPIONSHIP

12. (A) The Competition shall be decided by points. The Teams gaining the highest number of points in their respective Divisions at the conclusion of the season shall be deemed the winners. Three points to be awarded for a win and one point awarded for a draw.
- (B) In the event of 2 or more teams being equal on points at the close of the Competition:-

**Under 18 Age Group Downwards**

- (i) the team winning the most games will be taken into consideration;
- (ii) if still level, the aggregate score in the matches only between the "drawing" Teams will be taken into consideration;
- (iii) if the first 2 positions are still level after the foregoing, the trophy will be shared for half the holding period each.

### Ladies Division

- (i) goal difference;
  - (ii) goals scored;
  - (iii) deciding match(es) played under conditions determined by the Management Committee (for final positions to decide promotion, relegation or divisional winners only). In the event that scores are level at the end of the match, 30 minutes extra time will be played in two equal periods of 15 minutes. If the scores are level following extra time, the winners will be determined by the taking of penalties as laid down in the Referees Guide.
- (C) In the event of a Team withdrawing from the League all records will be deleted from the League Tables.
  - (D) Any unplayed fixtures at the conclusion of the season will be considered by the Management Committee and awarded against the defaulting Team. Where neither of the Teams are considered any more in default than the other, both Teams will be recorded as having lost the match. In all of the above cases the defaulting Team will be dealt with as having failed to complete its fixtures.
  - (E) In the event of a team not completing 75% of its fixtures for the season all points obtained by or recorded against such defaulting team shall be expunged from the Competition table

## REFEREES

- 13. (A) Registered Referees and Assistant Referees for all matches shall be appointed in a manner approved by the Management Committee and by the sanctioning Association(s). Referees will only be appointed for official games within this League. At any match to which an official referee has been appointed, that referee shall take charge of the match unless permission has been granted by the Referee Secretary to do otherwise. For the avoidance of doubt, a referee appointed by the Referee Secretary takes precedence over any appointment made by the Club/Team itself.
- (B) In the event of the non-appearance of the appointed Referee, the appointed Senior Assistant Referee shall take charge and a substitute Assistant Referee shall be appointed by the competing Teams. In cases where there are no officially appointed Assistant Referees, or where the Competition has been unable to appoint a Referee, the Home Club shall engage the services of a qualified registered Referee. If the Home Club are unable to engage the services of such a Referee they MUST notify their opponents and allow their opponents the opportunity to engage the services of their own qualified, registered Referee. If neither Club are able engage the services of such a Referee both Teams shall agree upon a Referee. A Referee thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee and will referee the whole match.
- (C) Team Managers and/or Coaches of Under 16, Under 17, Under 18 & Ladies Teams are not permitted to referee a match involving their own team. Any team in breach of this Rule will be liable to a fine of £25.00 and such further action as the Management Committee deem appropriate.
- (D) The Management Committee may, if they consider it desirable, or upon application by the two competing Teams, appoint Assistant Referees if available to any match. Where Assistant Referees are not appointed each Team shall provide a Team Assistant Referee. Failure to do so will result in a fine of £10.00 being imposed on the defaulting Team.
- (E) The appointed Referee shall have power to decide as to the fitness of the ground in all matches and the decision shall be final subject to in the case of a ground of a Local Authority or a private Ground, the representative of that body is the sole arbiter and whose decision must be accepted.
- (F) If any fixture is in doubt due to unfit pitches, it is the responsibility of the home Team to inspect the pitch early on the day of the match and advise their opponents not to travel pending an inspection. The Home team must contact the Referee to request an early inspection or contact a local Referee or their nearest League Officer if the appointed Referee is not easily available and confirm with their opponents the result of the pitch inspection. Failing to comply with this Rule will result in a fine of £25.00.
- (G) Officials appointed under this Rule shall be entitled to charge the following inclusive fee for all matches:-

Mini Soccer	-	£15.00
Under 13 to Under 14	-	£20.00
Under 15 to Under 16	-	£25.00
Under 17, Under 18 & Ladies	-	£30.00

Qualified Referees appointed by the Management Committee as Assistant Referees £15.00.  
The home Team shall pay the Officials their fees before the match or immediately after the match on the day of the match.
- (H) All Cup Final Referees and their Assistants may make an application for reimbursement of reasonable travelling expenses which will be considered by the Management Committee.
- (I) In the event of a fixture NOT being played and the match official(s) is in attendance the home Team must pay the official(s) his/her full fee(s).
- (J) A Referee not keeping his/her engagement, and failing to give a satisfactory explanation as to his/her non- appearance, may have his/her name removed from the list of Referees and the fact reported to the Association with which he/she is registered.
- (K) Any Club/Team marking a Referee between 0 & 50 inclusive must submit a written report giving the reasons for low marking to the Referee Secretary within 7 days after the match. Clubs/Teams failing to comply with this Rule shall be liable to be fined £20.00. Any team failing to provide the correct name of the referee shall be liable to be fined £5.00 for their first offence and £10.00 for every subsequent offence.

- (L) Any Club/Team marking a Referee between 0 & 50 inclusive must submit a written report giving the reasons for low marking to the Referee Secretary within 7 days after the match. Clubs/Teams failing to comply with this Rule shall be liable to be fined £20.00.
- (M) The League shall keep a record of the markings and on the Form provided and by the prescribed date each season, shall submit a summary to the relevant County Football Association.
- (N) The Referee shall submit a Report Form giving the result of the match etc to the person delegated by the Management Committee within 2 days of the match.
- (O) Referees and Assistant Referees registered with the League shall be supplied each Season with a copy of the Competition Rules free of charge.

## **CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB**

- 14. (A) After 31st December in the current Season a Club intending, or having a provisional intention, to withdraw a Team from the Competition upon completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing by 31st March each Season or be liable to a fine not exceeding £75.00.
- (B) A Club shall not be allowed to withdraw any or all of its Teams from the Competition after the Annual General Meeting. Any Club infringing this Rule shall be liable to a fine not exceeding £75.00 per Team.
- (C) The Membership for the coming season having been decided at a Special General Meeting held for that purpose or at the Annual General Meeting, the Competition shall have the right, irrespective of other provisions in this Rule, to refuse to permit a Club to withdraw its Team(s) 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 and/or disbanding it shall be immediately liable to discharge all its financial and other obligations to the League. In the event that any such obligation remains un-discharged after a period of 21 days then such obligation shall be met by the then current Club Members, excluding those under the 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.

## **PROTESTS AND COMPLAINTS**

- 15. (A) The Management Committee shall delegate the power to determine and deal with all cases of disputes regarding the interpretation of these Rules, all complaints regarding the behaviour of Clubs and all cases of alleged misconduct regarding activities connected to the League to a Disciplinary Sub-Committee which shall consist of the Disciplinary Secretary and a minimum of 2 and up to a maximum of 5 further members of the Management Committee. The Disciplinary Sub-Committee shall elect a Chairman for each of its hearings and meetings.
- (B) The business of the Disciplinary Sub-Committee shall be conducted in accordance with the Regulations set out in Appendix 5.

## **BOARD OF APPEAL**

- 16. (A) Within 14 days of the posting of written notification of any decision of the Management Committee or any of its Sub-Committees (such as the Disciplinary Sub-Committee), 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 relevant Football Association, including a fee that shall be determined by the relevant Football Association for adjudication of a Board of Appeal. The grounds of appeal shall be in accordance with Football Association 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 ground of unconstitutional conduct.

## **EXCLUSION OF CLUBS OR TEAMS MISCONDUCT, CLUBS, OFFICIALS, PLAYERS**

- 17. (A) At the Annual General Meeting, or Special General Meeting called for the purpose in accordance with the provisions of Rule 19 (SPECIAL GENERAL MEETINGS), notice of motion having been duly circulated on the Agenda, the accredited delegates present shall have the power to exclude any Club or Team of a Club from further membership which must be supported by more than 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.
- (B) At the Annual General Meeting, or at a Special General Meeting called for the purpose, in accordance with the provisions of Rule 19 (SPECIAL GENERAL MEETINGS), the accredited delegates present shall have the 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 more than 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 the Management Committee may decide and their Club shall also be liable to expulsion in accordance with the provisions of Clauses (A) & (B) of this Rule.
- (D) Any Club or Team failing to complete 75% 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.

## **TROPHY:- LEGAL OWNERS, CONDITIONS OF TAKING OVER, AGREEMENT TO BE SIGNED, AWARDS.**

- 18. (A) A cup or trophy presented to a Competition shall be vested into the League and remain the League's property. If a Competition be discontinued for any cause the cup or trophy shall remain in the custody of the League. At the close of each season, awards shall be made to winners and runners-up if the funds of the League permit.
- (B) A 'Sportsmanship Trophy' will be awarded within each Age Group of the League based on the Sportsmanship Marks given by the opposition for each match played in the League.
- (C) On receipt of any cup or trophy an Agreement shall be signed by the winners of that cup or trophy.
- (D) Only such Clubs and Players who have fulfilled their fixtures and other obligations to the League shall be eligible to receive any of the trophies or awards mentioned above.
- (E) Non-attendance to a trophy ceremony without a satisfactory explanation being supplied in writing to the General Secretary within 28 days of the trophy ceremony, may result in a Team/Club forfeiting their right to trophies won and incurring a fine not to exceed £50.00. In addition a Team attending with less than 8 players (6 for mini soccer) shall be deemed not to have attended for the purposes of this Rule and will be subject to the same penalties.
- (F) Provided that there are sufficient finances, official League Representative Teams will be awarded individual trophies to commemorate the occasion.
- (G) Clubs must return trophies / shields by the last day in February. The trophies must have been suitably engraved with the details of the winning Club and be in a clean and presentable state. They must be returned to any League Officer. Failure to return the trophies / shields by this date will result in a fine of £35.00.
- (H) Trophies returned not engraved or cleaned will incur a fine not exceeding £20.00 per trophy.
- (I) Any Club / Team not continuing in the League for the following season, having won a League or League Cup Trophy in the preceding season must return the same fully engraved and in a clean and presentable state before the AGM.
- (J) The Management Committee shall (providing there are sufficient finances) award the winners and runners-up of each Divisional Age Group up to 16 trophies for 11-a-side and up to 10 trophies for Mini-Soccer. The same trophy allocation shall apply to Challenge Cup Finals.
- (K) 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 ..... 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."

## **SPECIAL GENERAL MEETINGS**

- 19. (A) The General Secretary may call a Special General Meeting at any time. Also upon receiving a requisition signed by two-thirds of the Clubs in membership the Management Committee shall call a Special General Meeting. At least 7 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 full Member Club shall be empowered to send 2 delegates to all Special General Meetings. Each Club shall be entitled to one vote only as will Members of the Management Committee. Any 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. All amendment of Rules can only be implemented once approved by the appropriate sanctioning authority.

## ALTERATION TO RULES

20. (A) 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 specially convened for the purpose called in accordance with Rule 19 (SPECIAL GENERAL MEETINGS) or by post. Any alteration made during the playing season to the Rule relating to the qualification of players shall not take effect until the following season.
- (B) Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the General Secretary by 1st April in each year. The proposals, together with any proposals by the Management Committee shall be circulated to the Clubs with the Notice of the Annual General Meeting.
- (C) A proposal to change a Rule shall be carried if a majority of those present and entitled to vote are in favour.
- (D) A copy of the proposed alterations to Rules to be considered at the Annual General Meeting or Special General Meeting shall be submitted to the sanctioning Football Association 7 days prior to the date of the Meeting.
- (E) 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.

## RULES BINDING ON CLUBS

21. (A) Each Member Club shall be deemed to have given its assent to the foregoing Rules (including the Appendices) and agreed to abide by the decisions of the Management Committee subject to Rule 16 (BOARD OF APPEAL). Each Member Club must abide by any issued Football Association Code of Conduct

## FINANCE

22. (A) The Management Committee shall determine with which bank or other financial institution the funds of the Competition 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 2 Officers nominated by the Management Committee.
- (C) The Books, or a certified Balance Sheet, of a Competition shall be prepared and shall be audited/verified annually by some suitable person(s) who shall be appointed at the Annual General Meeting.
- (D) The financial year of the Competition will end on the last day of February in each year.

## MINI SOCCER

23. (A) The Rules of the SCWGL and Challenge Cup will apply to all teams in the SCWGL Mini Soccer Divisions unless expressly stated in these Mini Soccer Rules.
- (B) Age of Players - will be as set out in Rule 8 (B).
- (C) Pitch Size - Pitch size will be as laid down in the Football Association Guidelines:-  
Under 9 to Under 12 - Length 50-60 yards - Width 30-40 yards  
The penalty area will be 10 yards long x 18 yards wide with a penalty mark 8 yards from the centre of the goal line.
- (D) Goal Sizes - The goal sizes will be 4 yards x 2 yards and goals must be securely anchored to the ground and made of a substance approved by the Football Association.
- (E) Duration of Play - will be as set out in Rule 10 (H)
- (F) Number of Players - each Team shall consist of minimum of 6 players and a maximum of 10 players, of whom 7 players can be on the field of play at any one time. Substitutes allowed on a "rolling" basis, with permission of the referee during a break in play, need not be named and may return after earlier being substituted.
- (G) Offside - there will be no offside in Mini-Soccer
- (H) Goalkeepers - Goalkeepers may handle the ball anywhere in the penalty area. The back pass law will also apply in Mini-Soccer.
- (I) Free Kicks - All free kicks are direct in Mini-Soccer and opposing Players must be at least 5 yards from where the free kick is taken. Offences committed in the Player's own penalty area will be penalised by a penalty kick except for technical offences by the goalkeeper i.e. handling the ball when thrown in or kicked deliberately to her / him by a colleague, the goalkeeper touching the ball a second time before another Player has played it. For these offences a direct free kick is awarded on the edge of the penalty area at the nearest point to where the offence occurred.
- (J) Corner Kicks - The opposition will be a minimum of 5 yards from the ball.
- (K) Other Playing Rules - Football Association Laws apply unless otherwise stated.

- (L) Referees and Linesmen - The home Team shall provide a capable, fair and experienced person to referee the match. Where the League does appoint a referee then he / she will be paid as specified in Rule13 (REFEREES). Teams should strive to appoint a qualified registered Referee but where none is available the holder of a SCWGL Mini-Soccer Referee Certificate registered with the League is deemed to be senior to any person not holding such a Certificate.
- (M) Match Results - Please see Rule 11 (REPORTING RESULTS).
- (N) Team Officials & Spectators - The team officials will be held responsible for the behaviour of players, supporters and any other persons involved with the fixture. Any dispute or complaint will be forwarded to the General Secretary.
- (O) Football Size - a Size 4 ball must be used.
- (P) Spectator Line - The League will encourage Clubs to provide a spectator line adjacent to both lengths of the pitch. The line should be 2 yards away from the line marking the field of play.
- (Q) Maximum Playing Time  
Under 9 & Under 10 - The maximum playing time in any one day is 60 minutes.

## **SCWGL CHALLENGE CUP COMPETITION**

- 24. (A) The Cup Competition will be governed by the ordinary Rules of the League where appropriate, with the addition of the following:
  - (i) The Cup Competition shall be competed for annually on a knockout basis by all Teams within membership of the League.
  - (ii) The Cup Competition, including the draw for ties, shall be carried out by the Management Committee and their decision shall be final on all matters, the right of appeal to the Surrey County Football Association being reserved.

## **QUALIFICATION OF PLAYERS FOR CHALLENGE CUP COMPETITION**

- 24. (B) No player may play for more than one Team in the Cup Competition in any one season. All Age Groups are deemed to be one Competition under the meaning of this Rule. This means, once transferred, a player will be deemed to be cup-tied if she has played in the Competition at any Age Group.
- (C) A Player or nominated substitute shall be ineligible to play in the semi-final or final round of the competition unless she has played in a previous round or she has played at least TWO League matches in the current season. (Substitutes to be considered as having played).
- (D) A Player registered after the last day of February may not participate in a Challenge Cup Final. In re-arranged games only those Players shall be allowed to play who were eligible and not under suspension on the date the match was originally set.

## **PLAYING OF TIES & DRAWN MATCHES**

- 24. (E) All ties up to but excluding the Final shall be played on the first-named Team's ground on a date specified by the Fixture Secretary. In the event of the first-named Team not having a ground available on the determined date, the second-named Team shall have the option of staging the match on that date and shall assume status of the home Team. In Finals the venue and the time of kick off will be decided by the Management Committee.
- (F) In the event of level scores at full time (including Semi-Finals and Finals) extra time will be played at the discretion of the Referee.
 

Under 9 & Under 10	-	5 minutes each way
Under 11 & Under 12	-	7 minutes each way
Under 13 to Under 16	-	10 minutes each way
Under 17, Under 18 & Ladies	-	15 minutes each way.

After extra time has been played the match will be decided on penalties as laid down in the Referee's Guide.
- (G) Postponements shall take place on the following Sunday, unless directed otherwise by the Fixture Secretary.
- (H) In the event of the Teams having the same colours in the Final, both teams will be required to change (unless the Management Committee directs one Team to change).
- (I) Admission fees to all Cup Finals will be decided by the Management Committee each season prior to the Cup Finals taking place.
- (J) In Final ties all expenses will be met by the League and all proceeds will be retained for League funds.

**The Appendices form part of the SCWGL Rules and have the same force and effect as if expressly set out in the body of the Rules**

## **APPENDIX 1**

### **SAFEGUARDING CHILDREN POLICY**

#### **1. Child Protection Policy Statement**

The Surrey County Womens & Girls League ("the League") recognises its responsibility to safeguard the welfare of all children and young people (defined as any person under the age of 18) involved in football which it organises or which it supervises and is committed to working to provide them with a safe environment. The League subscribes to The Football Association's Child Protection Best Practice Policy and Procedures, Safeguarding Children and Young People in Football (Revised Edition 2006) and endorse and adopt the Policy Statement contained in that document namely:-

"Every child or young person, defined as any person under the age of 18, who plays or participates in football should be able to take part in an enjoyable and safe environment and should be protected from abuse. This is the responsibility of every adult involved in football.

The FA recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. The FA is, therefore, committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their abilities so long as they choose to do so".

#### **2. Key Principles**

The key principles of this Safeguarding Children Policy and that of the FA are that:-

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have the right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children and young people and their parents/carers is essential

#### **3. Acknowledgement**

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable safe environment and be protected from poor practice and abuse. The League recognises that this is the responsibility of every adult involved in football organised or supervised by the League.

#### **4. Role**

The League has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that the Football Association regulations (set out in Appendix 1A hereto) apply to all persons involved in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, coach, club official or medical staff.

The League endorses and will apply the Football Association regulations and will treat any infraction of those regulations as misconduct which will be the subject of the disciplinary procedures set out in the League Rules in addition to any other procedures which may be undertaken by any other body or authority.

The League also endorses and adopts the FA's Safeguarding Children and Best Practice Guidelines for recruiting volunteers and will:-

- Develop a role profile
- Request identification documents
- As a minimum, meet and discuss with the applicants and where possible will conduct interviews before appointing
- Request and follow up with 2 references before appointing
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA Guidelines

All current League officials with direct access to children and young people will be required to complete a CRB Enhanced Disclosure via the FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached the League to become one of its officials, guidance will be sought from the Football Association. It is noted and accepted that the FA will consider the relevance and significance of the information obtained via the FA CRB Unit and that all decisions will be made in the best interests of children and young people. It is accepted that the FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and young people and to minimise the risk of "grooming" within football.

## 5. Whistle Blowing

The League supports the FA's whistle blowing policy. Any adult or young person with concerns about a colleague can whistle blow by contacting the FA Child Protection Team or by writing to the FA Case Manager at the Football Association, 25 Soho Square, London W1D 4FA or by going direct to the police, social services or the NSPCC. The League encourages member clubs to familiarise themselves with the FA whistle blowing policy and to adopt it.

## 6. Youth League & Club Welfare Officer

The League has appointed a Youth League Welfare Officer (YLWO) and requires each member club to have appointed a Club Welfare Officer (CWO) in line with the FA's guidance as the appropriate profile for this role and following completion by the relevant individual of the FA Safeguarding Children workshop (formerly known as Child Protection and Best Practice workshop). The YLWO & CWO will also be required to complete the FA's Welfare Officer Workshop (WOW). The YLWO & CWO will be the first point of contact for parents/carers regarding concerns for the welfare of any child or young person. They liaise directly with the County FA Child Protection Officer (CFAWO) and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse within the League, in the case of the YLWO and within their respective clubs in the case of the CWO.

## 7. Bullying

We acknowledge and endorse the FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable within the League. If bullying does occur, all parents or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the YLWO and/or CWO or alternatively in cases of serious bullying, contact may be made with the CFAWO.

## 8. Codes of Conduct

Codes of Conduct for coaches, players, officials and parents/carers have been implemented by the League and are contained in Appendix 1B. Failure to comply with the Code of Conduct constitutes misconduct which may be the subject of disciplinary sanction in accordance with the League rules.

## 9. Further Advice

Further advice on Safeguarding Children matters can be obtained from:-

- The Surrey County Football Association Welfare Officer, whose details can be found in the County Handbook
- The FA/NSPCC Child Protection 24 hour Helpline 0808 800 5000
- [www.TheFA.com/goal](http://www.TheFA.com/goal)
- The FA Child Protection team

# APPENDIX 1A

## Regulations on Child Protection

### (as implemented by the Football Association and adopted by the League)

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. (a) 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 League or the FA to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.  
(b) All persons in such positions that the League or the FA deems it relevant that their normal duties include caring for, training, supervising or being in sole charge of children are required to obtain an enhanced disclosure via the FA's CRB process.
3. Upon receipt by the League 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 League or the FA reasonably to believe that a person poses or may pose a risk of harm to a child or children then the League shall have the power to order that the individual be suspended from all or any specific football activity organised or supervised by the League for such period and on such terms and conditions as the Management Committee of the League shall think fit.
4. In reaching its determination as to whether an Order under Regulation 3 should be made the League shall give consideration, among other things, 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 League or the FA or any other authority or body to proceed unimpeded having regard to the need for any action to be proportionate.
5. Where an Order is imposed on an individual under paragraph 3, the League shall bring and conclude any disciplinary proceedings under its rules against the person concerned as soon as is reasonably practicable.
  6. 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 League and the League shall have the power to order the suspension or exclusion of the person concerned from all or any specific football activity organised or supervised by the League for such a period (including indefinitely) and on such terms and conditions as it thinks fit.

## **APPENDIX 1B**

### **Best Practice on Child Protection**

**(This statement of Best Practice follows and adopts the Football Association's Safeguarding Children Best Practice Guidelines)**

1. Each member club of the League should acknowledge its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and be committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity.
2. Each member club should subscribe to the Football Association's Safeguarding Children Policy and Procedures and endorse and adopt the policy statement contained in that document.
3. The key principles of the FA Safeguarding Children Policy are that:-
  - The child's welfare is, and must always be, the paramount consideration
  - All children and young people will have the right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
  - All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
  - Working in partnership with other organisations, children and young people and their parents or carers is essential
  - Each member club should acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse
  - Each member club should recognise that this is the responsibility of every adult involved in the club
4. Each member club has a role to play in the safeguarding of the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It should be noted and accepted that the Football Association's Safeguarding Children Regulation (see the FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This includes those who are volunteers, match officials, helpers on club tours, football coaches, club officials or medical staff.
5. Each member club should endorse and adopt the FA's Safeguarding Children Guidelines for recruiting volunteers and will:-
  - Develop a role profile
  - Request identification documents
  - As a minimum, meet and chat with the applicants and where possible conduct interviews before appointing
  - Request and follow up with two references before appointing
  - Require an FA CRB unit enhanced disclosure where appropriate in line with FA Guidelines

All current member clubs whose members have direct access to children and young people should be required to complete a CRB enhanced disclosure via the FA CRB unit. If there are concerns regarding the appropriateness of an individual who is already involved who has approached the club to become a member or involved in its activities, guidance will be sought from the Football Association. It should be noted and accepted that the FA will consider the relevance and significance of the information obtained via the FA CRB unit enhanced disclosure and that all decisions will be made in the best interests of children and young people.

It should be accepted that the FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual physical harm to children and to minimise the risk of "grooming" within football.

6. Each member club should support the FA's whistle blowing policy. Any adult or young person with concerns about a colleague should be encouraged to "whistle blow" by contacting the FA Child Protection Manager or by writing to the FA Case Manager at the Football Association, 25 Soho Square, London W1D 4FA or by going directly to the police, social services, or the NSPCC.

Each member club should encourage everyone to know about these procedures and use them if necessary.

7. Each member club should appoint a Club Welfare Officer (CWO) in line with the FA's role profile and required completion of the safeguarding children workshop. The post-holder will be involved with designated persons with training provided by the FA. The CWO should be the first point of contact for all club members and parents or guardians regarding concerns for the welfare of any child or young person. They should liaise directly with the County

Football Association Welfare Officer and be familiar with procedures for referring any concerns. They should also play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

8. Each member club should acknowledge and endorse the FA's identification of bullying as a category of abuse. Bullying of any kind should not be acceptable at any club. If bullying does occur players, parents or guardians should be able to tell and know that incidents will be dealt with promptly. Incidents should be reported to the Club Welfare Officer of each member club, a member of the committee of the club or, in cases of serious bullying, contact should be made with the Youth League Welfare Officer or the County FA Welfare Officer.
9. The code of conduct for players, parents or spectators, officials and coaches should have been implemented by each member club. In order to validate these codes of conduct the club should have clear sanctions to deal with any misconduct at club level and should acknowledge the possibility of potential sanctions which may be implemented by the League or by the relevant County Football Association in more serious circumstances. All prospective members should be informed of these codes.

## APPENDIX 2

### REGISTRATION REGULATIONS

1. Each Registration Form is designed for up to 10 Players. The following number of Players may be registered:-

Mini-Soccer	-	14 Players
Under 11 to Under 16	-	20 Players
Under 17 to Ladies	-	30 Players
2. Photographs must be trimmed to fit within the black lines of the boxes on the Registration Form. This is vital to ensure the automatic scanning process crops the photograph.
3. The photographs submitted must be passport-approved and also fulfil the following criteria (otherwise the whole Team Registration may be rejected):-
  - (a) recent (taken within the last 2 6 months);
  - (b) 35mm 31mm high x 28mm 24mm wide (please trim your photographs to meet this condition);
  - (c) printed on photo-quality paper (with no watermarks, embossing or printing on the photograph);
  - (d) undamaged, for example by creases from paper clips;
  - (e) of the Player on her own (no hats or scarves);
  - (f) a close-up of the Player's head only;
  - (g) of the Player facing forwards looking straight towards the camera;
  - (h) of the Player's full head without any head covering, except for religious beliefs or medical reasons;
  - (i) nothing covering the Player's face.
4. Photographs must be glued (not stapled) within the box corresponding to the Player's details on the Registration Form, i.e. Player 1 Photograph matches Player 1 Details etc.
5. Player's details must be entered on the Registration Form & the Player must sign to confirm her desire to play for the Team. No person is permitted to sign on behalf of the Player. Player's Registration Number from the League's Prawn Sandwich website should be entered.
6. Evidence of date of birth is required for each Player being registered. This can be in the form of last season's Player Registration ID Card or a photocopy only of the Player's Birth Certificate, Passport or Medical Card.
7. The Club/Team Secretary must complete the Club Name, Team Name & Age Group on the Registration Form.
8. The Club/Team Secretary must countersign the Registration Form to confirm that all details entered on the Registration Form are correct.
9. The completed Registration Form should be folded in half (photographs inwards) and posted along with evidence of date of birth, and the correct payment and stamped, self-addressed envelope to the Registration Secretary, Gillian Wiggins.
10. Player Registration ID Cards can be collected on the Collection Evening, details of which will be published on the SCWGL Website.
11. The Registration process is time-consuming and it may not be possible for the Registration Secretary to return any telephone calls. Callers should leave a clear message on the answering machine detailing any query which will be dealt with as quickly as possible. Alternatively, a quicker response may be obtained by e-mailing the Registration Secretary at [registrationsecretary@scwgl.org.uk](mailto:registrationsecretary@scwgl.org.uk)
12. No Recorded Delivery or Registered Mail will be accepted by the Registration Secretary.
13. When posting Forms, please ensure correct postage is applied for size of envelope as underpaid envelopes may not be collected from the Post Office. Any excess postage charge incurred by the SCWGL will be payable by the Club concerned and may incur a fine of £5.00 per item.

## APPENDIX 3 SPORTSMANSHIP AWARDS

At the conclusion of each season the Sportsmanship Marks awarded to each Team will be reviewed. Those Teams who have achieved the criteria of the Management Committee will be awarded "Sportsmanship Award Status" for the following season. This status will be highlighted against the Team's name on all League documentation such as League Tables and Handbooks and anywhere the Team's name is featured. Where funds permit the Management Committee will waive Application Fees for the following season for any Team with Sportsmanship Award Status and / or may receive vouchers for equipment, coaching or other benefits as the Management Committee shall determine.

Sportsmanship Award Status will be awarded for the following season but may be removed at the discretion of the Management Committee if there are reasonable grounds to do so.

The Management Committee are committed to improving the sportsmanship and discipline within the SCWGL and it is hoped that all teams will strive to obtain Sportsmanship Award Status and maintain it season upon season.

## APPENDIX 4 CODE OF CONDUCT

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This Code applies to all those involved in football under the auspices of The Football Association.

### **Community**

Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

### **Equality**

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

### **Participants**

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

### **Young People**

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

### **Trust and Respect**

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

### **Violence**

Football rejects the use of violence of any nature by anyone involved in the game.

### **Fairness**

Football is committed to fairness in its dealings with all involved in the game.

### **Integrity and Fair Play**

Football is committed to the principle of playing to win consistent with Fair Play.

# CODE OF CONDUCT FOR COACHES

Coaches are key to the establishment of ethics in football. Their concept of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a "win-at-all-costs" attitude.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

**Set out below is The FA Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches), which forms the benchmark for all involved in coaching:-**

1. Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down by governing bodies.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches must not exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Coaches should, at the outset, clarify with the players (and, where appropriate, parents) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. Coaches must always promote the positive aspects of the sport (e.g. Fair Play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
11. Coaches must consistently display high standards of behaviour and appearance.
12. Not to use or tolerate inappropriate language.

# CODE OF CONDUCT FOR PLAYERS

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost - Fair Play and respect for all others in the game is fundamentally important.

This Code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

## Obligations towards the game

A player should:-

1. Make every effort to develop her own sporting abilities, in terms of skill, technique, tactics and stamina.
2. Give maximum effort and strive for the best possible performance during a game, even if her team is in a position where the desired result has already been achieved.
3. Set a positive example for others, particularly young players and supporters.
4. Avoid all forms of gamesmanship, and time-wasting.
5. Always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
6. Not use inappropriate language.

## Obligations towards one's own team

A player should:-

1. Make every effort consistent with Fair Play and the Laws of the Game to help her own team win.
2. Resist any influence which might, or might be seen to, bring into question her commitment to the team winning.

## Respect for the Laws of the Game and competition rules

A player should:-

1. Know and abide by the Laws, rules and spirit of the game, and the competition rules.
2. Accept success and failure, victory and defeat, equally.
3. Resist any temptation to take banned substances or use banned techniques.

## Respect towards Opponents

A player should:-

1. Treat opponents with due respect at all times, irrespective of the result of the game.
2. Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

## Respect towards the Match Officials

A player should:-

1. Accept the decisions of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

## Respect towards Team Officials

A player should:-

1. Abide by the instructions of her Coach and Team Officials, provided they do not contradict the spirit of this code.
2. Show due respect towards the Team Officials of the opposition.

## Obligations towards the Supporters

A player should:-

1. Show due respect to the interests of supporters.

# CODE OF CONDUCT FOR MATCH OFFICIALS

## (Referees, Assistant Referees, Fourth Officials and Substitute Referees)

Under the Laws of the Game the decisions of a referee on points of fact connected with the play are final as far as the result of the game is concerned. A referee also has wide-ranging powers defined in Law 5.

The exercising of such power requires a high level of ethics from referees and assistant referees (referred to in this Code together as “referees”).

In addition to the quality of refereeing, the behaviour of the referee has an impact, either directly or indirectly, on the conduct of all others involved in the game. Respect for referees and their decisions is a fundamental part of the game. A Code of Conduct for Match Officials is a proper response to those expectations.

While the Code focuses primarily on referees involved in top-class football, with few exceptions the basic ideas are valid for match officials at all levels, be they on the National List, or registered with County Football Associations and only involved in local football.

These Codes are applicable to match officials at all levels of the game.

### **Obligations towards the game**

The referee has a duty to the game in its widest sense.

One of those duties is to help the game to keep moving, compatible with Fair Play, and to seek to ensure it is attractive and is not subject to unnecessary halts.

The referee should:-

1. Make every effort to prepare fully for a match, both physically and mentally. On a physical level, a referee must be able to keep up with the speed of the modern game, and be alert and close enough to take correct decisions from credible locations on the field of play.
2. Not be afraid to take decisions. A referee should be fair and firm and must resist any possible influence from protests on the part of players, team officials or spectators.
3. Show respect towards players and team officials.
4. Be honest and completely impartial at all times, irrespective of the teams, players or team officials involved in the match.
5. Decline to be appointed to a match if not completely physically or mentally fit to referee that match (because of illness, injury, or for family or other reasons).
6. Inform The Football Association and/or County Association and/or league or competition directly responsible if unable to referee a team or teams for any reason.
7. Refrain from requesting hospitality of any kind, or accept any hospitality offered and considered to be excessive.
8. Always have regard to the best interests of the game, including where publicly expressing an opinion on the game or any particular aspect of it, including others involved in the game.
9. Not tolerate inappropriate language from players and/or officials.

### **Obligations towards the Players**

The powers of a referee must be used with wise judgement and care. Authority and a firm approach must be combined with respect.

1. A referee should have regard to protecting the players.
2. A referee should show due respect when speaking with the players, even in the event of infringements.
3. In reports, a referee should set out the true facts and not attempt to justify any decisions.

### **Obligations towards fellow Referees, Assistant Referees, Fourth Officials and Substitute Referees**

It is necessary for the referee's authority to be protected, not only for the sake of the game, but also in the interest of fellow referees, assistant referees, fourth officials and substitute referees. This protection should, however, not influence the over-riding regard for protection of the players.

1. A referee should refrain from publicly expressing any criticism of fellow referees, assistant referees or other match officials.
2. A referee should assist with the development of less experienced referees and assistant referees.
3. An assistant referee should give his/her total support to the referee, but without undue interference or insistence.

# CODE OF CONDUCT FOR TEAM OFFICIALS

**This Code applies to all team/club officials (although some items may not apply to all officials).**

## **Obligations towards the game**

The team official should:-

1. Set a positive example for others, particularly young players and supporters.
2. Promote and develop his/her own team having regard to the interest of the players, supporters and reputation of the national game.
3. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
4. Avoid all forms of gamesmanship.
5. Show due respect to Match Officials and others involved in the game.
6. Always have regard to the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
7. Not use or tolerate inappropriate language.

## **Obligations towards the team**

The team official should:-

1. Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results by the team, using all permitted means.
2. Give priority to the interests of the team over individual interests.
3. Resist all illegal or unsporting influences, including banned substances and techniques.
4. Promote ethical principles.
5. Show due respect to the interests of players, coaches and other officials, at his/her own club/team and others.

## **Obligations towards the Supporters**

The team official should:-

1. Show due respect to the interests of supporters.

## **Respect towards the Match Officials**

A team official should:-

1. Accept the decisions of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

## APPENDIX 5

# DISCIPLINARY REGULATIONS

1. Where any member of the Disciplinary Committee has any direct interest in a matter coming before the Committee, then that member shall not hear or determine that matter and his/her place shall be taken by another member of the Management Committee appointed specially by the Management Committee for that purpose.
2. Where any complaint or misconduct is proved to the satisfaction of the Disciplinary Committee then the Disciplinary Committee shall have the power (where no fixed penalty has been prescribed under these Rules) where any breach of the Competition Rules is proved:-
  - (i) To note the offence but take no further action;
  - (ii) To warn the Club or individual concerned as to future conduct but take no further action;
  - (iii) To suspend or disqualify the Club or individual concerned from participation in the activities of the League;
  - (iv) To impose a reasonable financial sanction within the upper limit prescribed by the Rules; and/or require the Club or individual to pay compensation;
  - (v) To terminate the membership of a Club or involvement of an individual in the activities of the League; or
  - (vi) To impose such other penalty as the Disciplinary Committee shall consider appropriate.and otherwise, in cases where penalties are prescribed, to impose such prescribed penalties.
3. Complaints by Member Clubs regarding the behaviour of other Member Clubs, howsoever arising shall be submitted to the General Secretary within 14 days of the relevant event. The complaint must:-
  - (i) be in writing signed by the Club Secretary;
  - (ii) provide full details of the matters complained of;
  - (iii) be accompanied by the written statement of any witness to the event or other evidence which the complainant seeks to rely upon.
4. Unless frivolous or outside the jurisdiction of the Disciplinary Committee, League Officers shall bring to the attention of the Disciplinary Committee any instances of misconduct which come to their attention and the General Secretary shall inform the Disciplinary Committee of any complaints received in proper form. Complaints not received in proper form shall not be proceeded with and the General Secretary shall so report to the complainant concerned.
5. Where misconduct is alleged or a complaint is made against a Club or individual ("a Respondent") the General Secretary shall so notify the Club or individual concerned providing them with a copy of the allegations and evidence in support thereof.
6. Within 14 days after such notification the Respondent shall provide any response thereto to the General Secretary in writing signed in the case of a Club, by the Club Secretary, and accompanied by the written statement of any witness to the event or other evidence which the complainant seeks to rely upon.
7. In the absence of any response or in the absence of a response which satisfies the General Secretary that the allegation is unsubstantiated, the matter shall be referred by the General Secretary to the Disciplinary Committee.
8. The Disciplinary Committee shall thereafter consider the matter and shall:-
  - (i) determine the matter on paper if it considers that the matter can properly be so determined; or
  - (ii) determine the matter following a hearing.In the event that the matter is to be determined at a hearing the General Secretary shall notify the parties concerned of the date thereof so as to provide them with 7 days' notice.
9. 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 £50.00 and indicate such when forwarding the written response.
10. At the hearing before the Disciplinary Committee:-
  - (i) Each party shall be permitted a defined time by the Disciplinary Committee within which he/she or his/her representative shall be permitted to open his/her case;
  - (ii) Each party shall be permitted to call such witnesses as he/she wishes to rely upon to give evidence and to put reasonable questions, through the Chairman of the Disciplinary Committee, by way of cross-examination of any other party's witness; and
  - (iii) After the conclusion of the evidence, each party shall be permitted a defined time by the Disciplinary Committee within which he/she or his/her representative may make a closing submissionProvided that the Disciplinary Committee shall nevertheless retain the power to alter or add to such procedures as it considers appropriate in the particular circumstances.
11. The Disciplinary Committee shall have the power to extend or abridge time in relation to any matter within its jurisdiction and to adjourn a hearing from time to time as it considers appropriate.
12. Following a determination the decision of the Disciplinary Committee shall be notified to the Respondent.
13. The Respondent may appeal against any decision of the Disciplinary Committee to the relevant County Football Association in accordance with Rule 16 if the Rules of the relevant County Football Association permit.

# SCHEDULE OF FEES & FINES 2011-12

2 (A)	Failure to notify change of e-mail address	£20.00	
2 (B)	Annual Subscription	£25.00 per Team (£35 after AGM)	
2 (D)	Failure to advise opposition of lack of changing rooms	£20.00	
2 (F)	Non-submission of Handbook Details Form within 14 days of AGM	£20.00 per Form	
2 (F)	Failure to notify General Secretary of change of details	£20.00	
2 (K)	Failure to advise Affiliation No by 30th September	Not exceeding £20.00	
2 (L)	Failure to advise CWO details	Not exceeding £20.00	
5 (F)	Breach of Competition Rule	Not exceeding £200.00	
5 (G)	Failure to attend Disciplinary Meeting	£25.00	
5 (I)	Bringing the name of the League into Disrepute	Not exceeding £200.00	
5 (L)	Failure to attend Disciplinary Meeting	Not exceeding £25.00	
5 (R)	Failure to attend to business of the League	Not exceeding £50.00	
6 (F)	Non-attendance at Annual General Meeting	£25.00	
8 (D) (iv)	Registration Fees pre 31st July	£3.00 per player up to 14 (10)	
	Additional Players	£7.00 per player	
	Registration Fees post 31st July	£7.00 per player	
8 (G)	Non-return of Player ID Card upon demand	£3.00 per card (max £30)	
8 (G)	Fee for duplicate Player ID Card	£7.00	
8 (I)	Failure to register at least 8 players (6 for mini-soccer) by 31st July	£35.00	
8 (J)	Non-attendance at Collection Evening	£35.00	
8 (P) (ii)	Registration Irregularities	Not exceeding £25.00	
8 (Q) (ii)	Player Transfer Fee	£15.00 (inter-club FREE)	
8 (Q) (v)	Failure to provide written objection to player transfer within 7 days	£20.00	
8 (Q) (v)	Non-return of transferred Player's ID Card	£10.00 plus £10.00 per 7 days	
8 (U)	Playing of Ineligible or Unregistered Player	Up to £50.00 per Player	
8 (W)	Failure to exchange/check Player ID Cards	Up to £50.00	
8 (X)	Failure to produce Player ID Cards to Management Committee upon request	£20.00	
8 (Y)	Failure to submit Team Check List to Registration Secretary within 3 days	£20.00	
9 (E)	No Change of Kit thereby delaying kick off	£20.00	
10 (J)	Late kick off	£20.00	
10 (M)	Deliberately delaying Kick Off	Not exceeding £50.00	
10 (O)	Lack of Spectator Line	Not exceeding £20.00	
10 (P)	Lack of Appurtenances	£20.00 per item	
10 (Q)	Failure to fulfill fixture	Not exceeding £50.00	
10 (R)	Failure to notify postponement	£20.00	
10 (V)	Postponement after 8.00 pm Tuesday	£10.00	
10 (W)	Postponement after 12 Noon Saturday	£25.00	
10 (AA)	Failure to e-mail match particulars 5 days before match	£20.00 per item	
10 (AA)	Failure to acknowledge match particulars	£20.00	
10 (CC)	Shortage of Players after 12 Noon Saturday	£25.00	
10 (EE)	Failure to comply with Rule 10 (DD)	£25.00	
11 (A)	Late or no Match Result Card	First Offence £5.00 Subsequent Offence £20.00	
	No Match Result Card within 7 Days of notification	£10.00 plus £10.00 per 7 days or part	
13 (C)	Team Manager or Coach refereeing U16/U17/U18 or Ladies	£25.00	
13 (D)	Failure to provide assistant referee	£10.00	
13 (F)	Failure to organise early pitch inspection and/or advise opponents	£25.00	
13 (G)	Referee Fees	Mini Soccer £15.00 U13-U14 £20.00 U15-U16 £25.00 U17-Ladies £30.00	
	Assistant Referee	£15.00	
13 (K)	Failure to mark Referee / Failure to provide correct name of Referee	First Offence £5.00 Subsequent Offence £10.00	
13 (L)	Low marking of Referee not accompanied by written report	£20.00	
14 (B)	Withdrawal of Team	Not exceeding £75.00	
18 (E)	Non-attendance at Presentation (8 players or 6 players for mini-soccer)	Not exceeding £50.00	
18 (G)	Late return of Cup/Shield	£35.00	
18 (H)	Failure to engrave/clean Cup/Shield	£20.00	
19 (A)	Non-attendance at SGM	£25.00	