

**SURREY COUNTY WOMEN & GIRLS LEAGUE**  
**LADIES SECTION**

**DEFINITIONS**

1. (A) In these Rules:-
- "Affiliated Association" means an Association accorded the status of an affiliated Association under the Rules of The FA.
- "AGM" shall mean the Annual General Meeting held in accordance with the constitution of the Competition.
- "Club" means a Club for the time being in membership of the Competition and "Team" means a side from a Club especially where a Club provides more than one Team in a Division in accordance with the Rules.
- "Competition" means the Surrey County Women & Girls (Ladies Section) League.
- "Competition Match" means any match played or to be played under the jurisdiction of the Competition.
- "Contract Player" means any Player (other than a Player on a Scholarship) who is eligible to play under a written contract of employment with a Club.
- "Fees Tariff" means a list of fees approved by the Clubs at a general meeting to be levied by the Management Committee for any matters for which fees are payable under the Rules.
- "Fines Tariff" means a list of fines approved by the Clubs at a general meeting to be levied by the Management Committee for any breach of the Rules.
- "Ground" means the ground on which the Club's team(s) plays its Competition Matches.
- "Management Committee" means in the case of a Competition which is an unincorporated association, the management committee elected to manage the running of the Competition and where the Competition is incorporated it means the Board of Directors appointed in accordance with the articles of association of that company.
- "Match Officials" means the referee, the assistant referees and any fourth official appointed to a Competition Match.
- "Non Contract Player" means any Player (other than a Player on a Scholarship) who is eligible to play for a Club but has not entered into a written contract of employment.
- "Officer" means an individual who is appointed or elected to a position in a Club or Competition which requires that individual to make day to day decisions.
- "Player" means any Contract Player, Non Contract Player or other Player who plays or who is eligible to play for a Club.
- "Playing Season" means the period between the dates on which the first competitive fixture in the Competition is played each year until the date on which the last competitive fixture in the Competition is played.
- "Rules" means these Rules under which the Competition is administered.
- "Sanctioning Authority" means the Surrey County Football Association Limited.
- "Scholarship" means a Scholarship as set out in Rule C 3 (a) (i) of the Rules of The FA.
- "Secretary" means such person or persons appointed or elected to carry out the administration of the Competition.
- "Team Sheet" means a form provided by the Competition on which the names of the Players taking part in a Competition match are listed.
- "The FA" means The Football Association Limited.
- "written" or "in writing" means the representation or reproduction of words or symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.
- (B) All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition, to have accepted the Rules and to have agreed to abide by the decisions of the Management Committee in relation thereto, subject to the provisions of Rule 16.
- (C) The Competition will be known as "Surrey County Women & Girls League (Ladies Section) (or such other name as the Competition may adopt). The Clubs participating in the Competition must be members of the Competition. A Club which ceases to exist or which ceases to be entitled to play in the Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Competition.
- (D) The administration of the Competition under these Rules will be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Management Committee in accordance with the rules, regulations and policies of The FA.

**NOMENCLATURE AND CONSTITUTION**

2. (A) This Competition shall consist of not more than ONE HUNDRED (100) Clubs approved by the Sanctioning Authority.
- (B) All Clubs must be affiliated to an Affiliated Association and their names and particulars shall be returned annually by the appointed date on the Form "D" to the Surrey County Football Association and must have a constitution approved by the Sanctioning Authority. 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.
- (C) Only one team shall be permitted from any Club to participate in the same Division as another team from the same Club unless there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries. The Competition will obtain the prior approval of the Sanctioning Authority in the event of a Division comprising of more than one team from the same Club. This Competition will ensure that, where permission is given, teams from a Club operating in the same Division are run as separate entities with no interchange of players other than via transfers of registration in accordance with these Rules.
- (D) **Inclusivity & Non-Discrimination**
- (i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination
- (ii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.

- (E) Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including, but not limited to, Charter Standard and RESPECT Programmes. Failure to do so may result in a fine of TWENTY FIVE POUNDS (£25.00).
- (F) Clubs shall not enter any of their teams playing in the Competition in any other Competitions (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee of the Competition. Failure to do so may result in a fine not exceeding FIFTY POUNDS (£50.00).
- (G) At the Annual General Meeting or a Special General Meeting called for the purpose, a majority of the delegates present shall have power to decide or adjust the constitution of the Divisions at their discretion. When necessary this Rule shall take precedence over Rule 12.
- (H) Applications will NOT be accepted from Clubs who have no toilet facilities, changing facilities, access to playing fields of sufficient size and quality to hold matches for this Competition, or that the facilities don't meet the standards required by the Management Committee.

### **ENTRY FEE, SUBSCRIPTION, DEPOSIT**

- 3. (A) Applications by Clubs for admission to this Competition or the entry of additional team(s) from the same Club must be made in writing to the Secretary and must be accompanied by the Entry Fee set out in the Fees Tariff per team which shall be returned in the event of non-election.  
At the discretion of a majority of the accredited voting members present applications, of which due notice has been given, may be received at the Annual General Meeting or a Special General Meeting.  
When Rule 12(B) is applied or a team seeks a transfer or is compulsorily transferred to another Division no Entry Fee shall be payable.
- (B) The Annual Subscription shall be TWENTY FIVE POUNDS (£25.00) per team payable on application.  
Annual Subscriptions received after 30<sup>th</sup> April will incur a supplement of TEN POUNDS (£10.00) and Annual Subscriptions received after the AGM will incur a supplement of TWENTY POUNDS (£20.00).
- (C) In the event of any issue concerning the membership of any Club with the Competition, the Management Committee may require a Deposit to be paid by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit.
- (D) A Club shall not participate in this Competition until the Entry Fee, Annual Subscription and Deposit (if required) have been paid.  
Should any Subscription Fees 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.
- (E) Clubs must advise annually to the General Secretary in writing by 30<sup>th</sup> September in each year of its Sanctioning Authority Affiliation Number for the forthcoming Season, failing which they shall be fined a sum not exceeding TWENTY POUNDS (£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. Failure to do so may result in a fine not exceeding FIFTY POUNDS (£50.00).

### **MANAGEMENT, NOMINATION, ELECTION**

- 4. (A) The Management Committee shall comprise the Officers of the Competition who shall all be elected at the Annual General Meeting.
- (B) All candidates for election as Officers or Members of the Management Committee shall be nominated to the 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 as and when required with no more than THREE (3) calendar months between each meeting.  
On receiving a requisition signed by two-thirds of the Members of the Management Committee, the Secretary shall convene a meeting of the Committee.
- (D) Except where otherwise mentioned, all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.
- (E) All communications received from Clubs must be conducted through their nominated Officers.

### **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.  
The Management Committee may appoint a Disciplinary Sub-Committee with powers to determine and deal with disputes or complaints regarding interpretation of Competition Rules, the behaviour of Clubs and alleged misconduct regarding activities connected to the Competition. It will consist of the Disciplinary Secretary plus a minimum of TWO (2) and up to a maximum of FIVE (5) further members of the Management Committee. The Disciplinary Sub-Committee shall elect a Chairman for each of its hearings and meetings. All decisions of the Disciplinary Sub-Committees shall be reported to the Management Committee.  
The business of the Disciplinary Sub-Committee shall be conducted in accordance with the procedures set out in Appendix 4.  
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.  
The Management Committee shall appoint an Executive Sub-Committee consisting of the Chairman, General Secretary and TWO (2) Members of the Management Committee. It shall have the full powers of the Management Committee and will only be convened for

matters of urgency which have to be resolved prior to a Management Committee Meeting or Special General Meeting. The decisions of the Executive Sub-Committee shall be reported to the Management Committee.

The cost of any venue and any expenses incurred by the League or League Officers attending any such Meeting may be borne in part by Club(s) involved at the discretion of the Management Committee.

- (B) Subject to the permission of the Sanctioning Authority 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 (1) 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). In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote.
- (D) The Management Committee shall have powers to apply, act upon and enforce these Rules and shall also have jurisdiction over all matters affecting the Competition, including any not provided for in these Rules. Any action by the Competition must be taken within TWENTY EIGHT (28) days of the Competition being notified.

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 to the Club concerned. The Club charged shall be given SEVEN (7) days from the date of notification of the charge 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 at a personal hearing.

All breaches of the Laws of the Game or the Rules and Regulations of The FA shall be dealt with in accordance with FA Rules by the appropriate Association.

Any fines levied shall be in accordance with the Fines Tariff.

The maximum fine permitted for any breach of a Rule is TWO HUNDRED AND FIFTY POUNDS (£250.00) and, when setting any fine, the Competition must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

- (E) All decisions of the Management Committee shall be binding subject to the right of appeal in accordance with Rule 16. Decisions of the Management Committee must be notified in writing to those concerned within TEN (10) days.
- (F) More than FIFTY PERCENT (50%) of its members shall constitute a quorum for the transaction of business by the Management Committee and THREE (3) Members shall constitute a quorum for the transaction of business by any Sub-Committee thereof.
- (G) 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.
- (H) A Club must comply with an order or instruction of the Management Committee, and must attend to the business and/or the correspondence of the Competition to the satisfaction of the Management Committee. Failure to do so will result in a fine not exceeding FIFTY POUNDS (£50.00).
- (I) All fines and charges are payable forthwith and must be paid within TWENTY ONE (21) days of the date of notification of the decision. Any Club failing to do so will be fined a sum not exceeding FIFTY POUNDS (£50.00). Further failure to pay the fine including the additional fine within FOURTEEN (14) days will result in fixtures being withdrawn until such time as the outstanding fines are paid.
- (J) A member of the Management Committee appointed by the Competition to attend a meeting or match may have any reasonable expenses incurred refunded by the Competition.
- (K) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the Annual General Meeting or Special General Meeting called to decide the constitution and the commencement of the Competition season.
- (L) The business of the Competition as determined by the Management Committee shall be transacted by electronic mail or facsimile. Clubs applying for membership of the Competition 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 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 the Club being charged and fined TWENTY POUNDS (£20.00) or otherwise dealt with by the Management Committee.
- (M) Member Clubs must notify to the Secretary any changes of their Club Officials. Clubs in breach of this Rule shall be charged and the Management Committee may impose a fine or otherwise deal with the matter at their discretion.
- (N) 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.
- (O) The 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 a Club, Club Official, Player or Individual who has been formally charged. Any Club, Official, Player or Individual having been given SEVEN (7) days' notice to attend a Disciplinary Sub-Committee Meeting and failing to attend may have the matter heard in their absence and fined a sum not exceeding FORTY POUNDS (£40.00).
- (P) 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 SEVEN (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 FORTY POUNDS (£40.00) 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).

- (Q) There shall not be more than THREE (3) persons elected to the Management Committee who have connections with the same Club.

### **ANNUAL GENERAL MEETING**

6. (A) The Annual General Meeting shall be held not later than the end of June in each year. At this meeting the following business shall be transacted provided that at least 25% Members are present and entitled to vote:-
- (i) To receive and confirm the Minutes of the preceding Annual General Meeting.
  - (ii) To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.
  - (iii) Election of Clubs to fill vacancies (as recommended by the Management Committee).
  - (iv) Constitution of the Competition for ensuing season.
  - (v) Election of Officers and Management Committee.
  - (vi) Appointment of Auditors.
  - (vii) Alteration of Rules, if any.
  - (viii) Fix the date for the commencement and conclusion of the season and kick off times applicable to the Competition.
  - (ix) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.
- (B) A copy of the duly audited/verified Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least SEVEN (7) days prior to the Annual General Meeting together with any proposed change of Rules.
- (C) A signed copy of the duly audited/verified Balance Sheet and Statement of Accounts shall be sent to the Sanctioning Authority within FOURTEEN (14) days of its adoption by the Annual General Meeting.
- (D) Each Club shall be empowered to send TWO (2) delegates to an Annual General Meeting. Each Club shall be entitled to ONE (1) vote only. SEVEN (7) days' notice shall be given of any Meeting.
- (E) Clubs who have withdrawn their membership of the Competition during the season being concluded or who are not continuing membership shall be entitled to attend but shall vote only on matters relating to the season being concluded. This provision will not apply to Clubs expelled in accordance with Rule 17.
- (F) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least FIFTY PERCENT (50%) of the delegates qualified to vote or the Chairman so decides.
- (G) No individual shall be entitled to vote on behalf of more than ONE (1) Member Club.
- (H) Any Club failing to be represented at the Annual General Meeting shall be fined a sum not exceeding SEVENTY FIVE POUNDS (£75.00).
- (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 which is an unincorporated Association and two Directors of each Club which is an incorporated entity 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/Director) and B, ..... of ..... (Secretary/Director) of ..... Football Club (Limited) have been provided with a copy of the Rules and Regulations of the SCWGL Ladies Section Competition and do hereby agree for and on behalf of the said Club, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 16."

Any alteration of the Chairman and /or Secretary on the above Agreement must be notified to the County Football Association(s) to which the Club is affiliated and to the Secretary of the Competition. Failure to do so may result in a fine not exceeding FIFTY POUNDS (£50.00).

### **QUALIFICATION OF PLAYERS**

8. (A) (i) Contract players are not permitted in this Competition with the exception of those Players who are registered under Contract with the same Club who have a team operating at Steps 1 to 6 of the National League System.  
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 TEN (10) and over crossing borders including Wales, Scotland & Ireland.
- (ii) While serving in any branch of Her Majesty's Regular Forces, a player must first obtain the consent of his/her Commanding Officer before signing a Registration Form to play for a Club.
  - (iii) At least EIGHT (8) Players from each Team must be registered with the Registration Secretary by 31<sup>st</sup> July. Failure of any Club to comply with this Rule may result in a fine not exceeding FIFTY POUNDS (£50.00).
- (B) A registered playing member of a Club is one who, being in all other respects eligible, has correctly completed a Competition Registration Form, and who has been registered with the Registration Secretary prior to playing and whose completed valid League Identity Card has been received by the Club prior to playing.
- The fully completed Competition Registration Form will incorporate the following:-
- (i) A current passport approved photograph of the player seeking registration. The photograph must be glued in the appropriate section of the Registration Document. (A photograph need not be supplied where a player has registered in the Competition in the previous season).
  - (ii) Proof of the player's date of birth.

(iii) Player's signature.

NOTE: The player's name on the Competition Registration Form must be exactly as it appears on the Birth Certificate or Passport.

A League Identity Card (ID Card) shall be supplied by the Competition for each registered player. It is the property of the Competition and shall be returnable on demand.

Replacement ID Cards shall be provided at a cost of FIVE POUNDS (£5.00) per card upon submission of a correctly completed Competition Registration Form.

NOTE: A player remains ineligible to play in the Competition until the registration process, as required by League Rules has been complied with and a valid ID Card has been received by the Club.

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 shall be dealt with as the Management Committee may determine and in accordance with Rule 5(D).

Prior to the start of the season, Clubs are required to attend a Meeting specially convened by the Management Committee for the distribution of SCWGL Player Registration ID Cards. The date of the Meeting will be determined by the Management Committee. Any Club that fails to attend the Meeting or fails to collect their SCWGL Player Registration ID Cards will incur a fine not exceeding THIRTY FIVE POUNDS (£35.00).

(C) NOT ADOPTED

(D) 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. In the event that a Player could be required to pay a proportion of a debt due under The FA Football Debt Recovery System then, whether or not the debt has been referred to the relevant County FA, the Competition must not affect the player's registration in any way or refuse to register a transfer due to that debt being outstanding. The Competition cannot refuse to register a Player for an unpaid non-footballing debt.

(E) Fees shall be paid for each player registered to play in the Competitions as follows:-

- £3.00 per player prior to 31<sup>st</sup> July of each year
- £7.00 per player from 1<sup>st</sup> August of each year

Competition Registration Forms shall be obtained from the Registration Secretary or downloaded from the Competition Website.

(F) The Management Committee shall decide all registration disputes.

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

(G) It shall be a breach of Rule 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 for registration that the player had wilfully neglected to accurately or fully complete.

(H) (i) The Management Committee shall have the power to accept the registration of any player subject to the provisions of Clauses (ii) and (iii) below.

(ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any player or may fine up to a maximum of FIFTY POUNDS (£50.00) at their discretion, 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 or may fine 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 proven misconduct, 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 or intending to be registered with.

(iv) For a player who has previously had a registration removed in accordance with Clause (iii) but has a registration accepted at the expiry of exclusion will be considered to be under a probationary period of TWELVE (12) months. Whilst under a probationary period, should the player commit a further act of proven misconduct under the jurisdiction of the Competition (excluding standard dismissals) the Competition would be empowered to consider a further charge of bringing the Competition into disrepute.

(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. All decisions must include the period of restriction. For the purpose of this Rule, bringing the competition into disrepute can only be considered where the player has received in excess of ONE HUNDRED AND TWELVE (112) days' suspension, or TEN (10) matches in match based discipline, in a period of TWO (2) years or less from the date of the first offence for any team playing in this Competition.)

(I) Subject to compliance with FA Rule C2(a) when a Club wishes to register a player who is already registered with another Club, it shall submit a Transfer Form (by post) to the Registration Secretary accompanied by a fee as set out in the Fees Tariff. Such transfer shall be referred by the Registration Secretary to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the Registration Secretary and to the player concerned within THREE (3) days of receipt of the Transfer Form. NOTE: The THREE (3) days begins on the date when the Registration Secretary sends the transfer request notification to the Club the player is transferring from).

Upon receipt of the Club's consent, or upon its failure to give written objection within THREE (3) 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 the date the duly transferred valid ID Card has been received and is in the possession of the new Club.

In the event of an objection to a transfer the matter shall be referred to the Management Committee for a decision.

- (J) A player may not be registered for a Club or Team after the last day of March nor transferred to another Club / Team in the Competition after the last day of February except by special permission of the Management Committee.
- (K) A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee.
- (L) A register containing the names of all players registered for each Club, with the date of registration, shall be kept by the Registration Secretary and shall be open to the inspection of any duly appointed Member Club representative at all Management Committee meetings or at other times mutually arranged. Registrations are valid for ONE (1) season only.  
In the event of a player without a written Contract changing her 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 unless the Club conforms to the exception detailed in Rule 8(A)(i).
- (M) A player shall not be eligible to play for a team in any special championship, promotion or relegation deciding match (as specified in Rule 12(A)) unless the player has played FIVE (5) games for that team in this Competition in the current season.
- (N) NOT ADOPTED
- (O) Any team playing an unregistered or otherwise ineligible player or players in a match or matches shall have any points gained in that match or matches deducted from its record, up to a maximum of 12 points, and have levied upon it a fine not exceeding FIFTY POUNDS (£50.00). The Management Committee may also order that such match or matches be replayed on such terms as are decided by the Management Committee which may also levy penalty points against the Club in default. The Management Committee may vary this decision in respect of the points gained only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or where the ineligibility is related to the player's status. In exceptional circumstances. The Management Committee may, at its discretion, award the points available in the match in question to the opponents, subject to the match not being ordered to be replayed.  
(The following Clause applies to Competitions involving players in full-time secondary education):-
- (P) (i) Priority must be given at all times to school and school organisations' activities.  
(ii) The availability of children must be cleared with the Head Teachers (except for Sunday Leagues).  
(iii) To play open age football the player must have achieved the age of SIXTEEN (16).
- (Q) A Player desiring not to play for her Team or a Team not wishing to use the services of a Player again, and not subject of misconduct, may submit Notice of De-Registration signed by the Club Secretary and ONE (1) 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.

#### **CLUB COLOURS. CLUB NAME**

9. (A) Every Club must register the colour of its shirts and shorts with the Secretary who shall decide as to their suitability. Goalkeepers must wear colours which distinguish them from other Players and the referee.  
No Player, including the goalkeeper, shall be permitted to wear black or very dark shirts.  
Any team not being able to play in its normal colours as registered with the Competition shall notify its opponents of the colours in which they will play (including the colour of the goalkeeper's jersey) at least FIVE (5) days before the match.  
If, in the opinion of the referee, two Clubs 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 TWENTY POUNDS (£20.00).  
The Secretary of the Competition may request shirts to be submitted if complaints are received as to lack of distinguishing colours and the Management Committee may refuse to permit any shirts or shorts as they think fit.  
Shirts must be numbered.
- (B) Any Club wishing to change its name must obtain permission from its Sanctioning Authority and from the Management Committee. Any Club wishing to change its colours during the Playing Season must obtain permission from the Management Committee.

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

10. (A) The Annual General Meeting shall determine the date for the commencement of the season.
- (B) All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board. Clubs must take all reasonable precautions to keep their grounds in a playable condition. All matches shall be played on pitches deemed suitable by the Management Committee. If through any fault of the home team a match has to be replayed, the Management Committee shall have power to order the venue to be changed.  
The Management Committee shall have power to decide whether a pitch and/or facilities are suitable for matches in the Competition and to order the Club concerned to play its fixtures on another ground.  
Football Turf pitches (3G) are allowed in this Competition providing they meet the required performance standards and are listed on the FA's Register of Football Turf pitches and registered with the General Secretary of the SCWGL. For clubs playing at Step 7 and below a pitch must be tested (by a FIFA accredited test institute) every three years and the results passed to the FA. The FA will give a decision on

the suitability for use and add the pitch to the Register. The home Club is also responsible for advising participants of footwear requirements when confirming match arrangements in accordance with Rule 10(D).

All matches shall have a duration of NINETY (90) minutes unless a shorter time (not less than SIXTY (60) minutes) is mutually arranged by the two Clubs in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves. TWO (2) matches involving the same TWO (2) teams can be played on the same day providing the total playing time is not more than ONE HUNDRED AND TWENTY (120) minutes.

The times of kick off shall be fixed at the AGM and can only be altered by the mutual consent of the TWO (2) competing Clubs prior to the scheduled date of the match with written notification given to the Competition. Any Club failing to commence at the appointed time may be fined a sum not exceeding TWENTY POUNDS (£20.00) or be otherwise dealt with as the Management Committee may determine.

NOTE: Times of Kick-off are ratified at the AGM as follows:- With the exception of matches arranged by the Management Committee any kick off prior to 10.00am or after 2.00pm on Sundays must be mutually agreed by both teams and the match official

Referees must order matches to commence at the appointed time and must report all late starts to the Competition.

If the appointed kick off is delayed by the absence of ONE (1) Team, the referee and the opposing Team is required to remain in the vicinity of the pitch until THIRTY (30) minutes has elapsed after which Rule 10(F)(i) applies. Both Clubs and the referee shall report the facts to the Secretary as required in Rule 10(F)(iii).

The home team must provide at least TWO (2) footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable.

The home Team must provide:-

- Properly secured goal nets
- Corner posts and flags
- Set of linesmen's flags

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 TWENTY POUNDS (£20.00) per item.

- (C) Except by permission of the Management Committee all matches must be played on the dates originally fixed but priority shall be given to the Football Association and Parent County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a match with the consent of the Fixture Secretary.

In the case of a revised fixture date the Clubs must be given by the Competition FIVE (5) clear days' notice of the match (unless otherwise mutually agreed).

Where there are no free Sundays remaining in the Season and there remain fixtures to be played the Fixture Secretary may order matches to be played on days other than Sundays, provided that SEVEN (7) days' notice is given, or may order the playing of TWO (2) matches between the TWO (2) Clubs / Teams on the same day ("double header"). These will be of shorter duration of TWO (2) equal halves, only to be played if the home and away fixtures remain as unplayed. The Fixture Secretary will decide upon which ground the TWO (2) games shall be played.

For clarification, a "double header" is TWO (2) separate matches of equal halves. For the purposes of recording the result, the first match will be considered the home team's "home" fixture and the second match will be considered the away team's "home" fixture. The minimum playing time for each match is defined in Rule 10(B). 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.

- (D) The Secretary of the home Club must give notice in writing of full particulars of the location of, and access to, the ground and time of kick-off to the match officials and the Secretary of the opposing Club at least FIVE (5) clear days prior to the playing of the match. If not so provided, the away Club shall seek such details and report the circumstances to the Competition.

Any Club failing to comply with this Rule shall be liable to a fine of TWENTY POUNDS (£20.00).

- (E) A minimum of SEVEN (7) players will constitute a team for a Competition match.

- (F) (i) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have power to impose a fine, deduct points from the defaulting Club, award the points from the match in question to the opponents, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except the award of goals. Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a match to be played on a neutral ground or on the opponent's ground if they are satisfied that such action is warranted by the circumstances.

- (ii) Any Club with more than ONE (1) team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence:- First Team, Reserve Team, A Team. Clubs in breach of this requirement shall be fined a sum not exceeding TWENTY POUNDS (£20.00) or otherwise dealt with by the Management Committee.

NOTE: All Clubs / Teams will be deemed to be available to play every Sunday both for AM and PM kick offs.

There will be no such thing as a friendly or unofficial match to take the place of appointed fixtures.

- (iii) Any Club unable to fulfil a fixture, or where a fixture has been postponed for any reason, must, without delay, give notice (by personal contact or telephone) to:-

- The Fixture Secretary
- The Referees Secretary
- The Secretary or Team Secretary / Manager of the opposing Club
- The match officials
- A Match Result Card must be completed

Any Club failing to comply shall be dealt with by the Management Committee who may impose a fine not exceeding FIFTY POUNDS (£50.00).

- (iv) In the event of a match not being played or abandoned owing to causes over which neither Club has control, it shall be played in its entirety on a date to be mutually agreed by the TWO (2) Clubs and approved by the Management Committee. Failing such agreement and notification to the Fixture Secretary within SEVEN (7) days the Management Committee shall have power to order the match to be played on a named date or on or before a given date.

- (v) The Management Committee shall review all matches abandoned in cases where it is consequent upon the conduct of either or both teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee is empowered to order the score at the time of the abandonment to stand. In all cases where the Management Committee is satisfied that a match was abandoned owing to the conduct of ONE (1) team or its Club member(s) it will be empowered to award the points for the match to the opponent. In cases where a match has been abandoned owing to the conduct of both teams or their Club member(s), the Management Committee will rule all points for the match as void. No fine(s) can be applied by the Management Committee for an abandoned match.
- (vi) The Management Committee shall review any match that has taken place where either or both teams were under a suspension imposed upon them by the Association or Affiliated Association. In each case the team that was under suspension would be dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 8(O) above. Where both teams were under suspension the game must be declared null and void.
- (G) A Club may at its discretion and in accordance with the Laws of the Game use FIVE (5) substitute players who may be selected from FIVE (5) players  
A player who has been substituted herself becomes a substitute and may replace another player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.  
The referee shall be informed of the names of the substitutes not later than directly before the start of the match and a player not so named may not take part in that match.  
A player who has been selected, appointed or named as a substitute before the start of the match but does not actually play in the game shall not be considered to have been a player in that game within the meaning of Rule 8 of this Competition.
- (H) The half time interval shall be of FIVE (5) minutes duration, but it shall not exceed FIFTEEN (15) minutes. The half time interval may only be altered with the consent of the referee.
- (I) The teams taking part in a fixture shall identify a team captain who has a responsibility to offer support in the management of the on-field discipline of her team mates.
- (J) Each home club shall make arrangements for the provision of designated areas for spectators. This area can be marked by an additional painted line, the use of cones, a roped off area or use of a temporary spectator barrier. The area for spectators should ideally start TWO (2) metres from the touchline on both sides of the pitch but this can be ONE (1) metre from the touchline where it cannot be achieved. Each area should run the full length of the pitch. It is recognised, however, that the alignment of some public pitches does not allow for this arrangement in which case other appropriate arrangements should be made. Failure to comply with these provisions may incur a fine not exceeding TWENTY FIVE POUNDS (£25.00) or otherwise be dealt with as the Management Committee see fit.
- (K) The Management Committee view the good reputation of the League as paramount and therefore shall have the power to require a Club, Club Official, Player or Individual to attend a Meeting to answer to allegations of breaches of the Respect Programme Codes of Conduct.
- (L) Teams must make every effort to fulfil their fixture on the day of the match. Where the Home Team is unable to supply a venue to fulfil its appointed fixture, no matter what the reason, they shall inform the Fixture Secretary as soon as possible and MUST offer their opponents the opportunity to play the game at the opponents ground or at an alternative venue on the same day provided the kick-off time can be arranged within ONE (1) hour of the original time set by the Home Team. Failure to comply with this Rule will be dealt with as an unplayed fixture under Rule 10 (F) (i).
- (M) A Club causing any undue delay of informing pitch unavailability to the Fixture Secretary or the opponents, thereby preventing Rule 10(J) being invoked shall be dealt with by the Management Committee who may impose a fine of TWENTY FIVE POUNDS (£25.00).
- (N) Applications for leave of absence from the Competition for such reasons as Easter Tours etc must be made in writing to the Secretary provided that a minimum of TWENTY SEVEN (27) days' notice has been given for such Application. The granting of 'Leave of Absence' is at the discretion of the Management Committee and will only be permitted to a Club / Team on TWO (2) separate occasions in any ONE (1) season.
- (O) A Club who having TWO (2) or more players from ONE (1) team selected for a County or School Representative match may apply for a postponement of League or Cup fixtures. The interest of the Competition will always be paramount and any decision of the Management Committee shall be final.
- (P) 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 FIFTY POUNDS (£50.00).
- (Q) 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:-
  - (i) Each player, including all substitutes, MUST print their own name, fill in their date of birth and sign the Form;
  - (ii) No player information can be completed before or during the witnessing of this by anyone other than the player(s);
  - (iii) The completed Form MUST then be 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 be sent by the OPPOSING team to the Registration Secretary within THREE (3) days of the date of the match.
Any team that fails to comply with any of the above processes shall be fined TWENTY POUNDS (£20.00). Any team that fails to produce the ID Cards and not complete the Form as required in this Rule shall be charged with bringing the League into disrepute.
- (R) 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 TWENTY POUNDS (£20.00) and reported to the Management Committee.
- (S) NOTE: Where breaches of Rule 10(F) are found proved the following criteria will be used to determine the appropriate level of punishment:-



- (i) Clubs who are unable to fulfil a fixture with less than 7 days' notice will be referred via the Fixture Secretary to the General Secretary of the League on an unplayed Fixture Form. 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.
- (ii) Clubs who are unable to fulfil a fixture having notified the relevant parties 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 unfulfilled fixture at the discretion of the Management Committee.
- (iii) Clubs who are unable to fulfil a fixture that notify the relevant parties later than 8.00 pm on Tuesday preceding the fixture will incur a fine not exceeding £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.
- (iv) Unless there are exceptional circumstances, Clubs who are unable to fulfil a fixture that advise the relevant parties AFTER 12 noon on the Saturday preceding the fixture will incur a fine not exceeding £25.00 and the points for the game shall be awarded to the opponents of the team causing the postponement.

Shortage of Players through illness, injury or suspension will not be an acceptable reason for failing to fulfil a fixture.

- (T) Club Secretaries MUST immediately inform the 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. Any match which is unfulfilled as the result of such Club suspension not being lifted by 8pm on the Thursday preceding the match shall be awarded to the opponents.
- (U) Any Team failing to fulfil their fixtures on more than THREE (3) occasions in any ONE (1) playing season will be treated as misconduct to be dealt with by the Management Committee who may take action they deem necessary.
- (V) Any Club failing to comply with Rule 10(B)(i) Double Header fixtures may incur a fine not exceeding FIFTY POUNDS (£50.00) and/or otherwise be dealt with as the Management Committee deem fit.
- (W) 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.
- (X) 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.
- (Y) 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.
- (Z) No more than FIVE (5) Players from the same Club / Team may be selected to play in a Representative Team for that particular Age Group.

### **REPORTING RESULTS**

- 11. (A) The League must receive by 23:59 hours the day following the match, the result of each Competition match in the prescribed manner. This must include the forename(s) and surname of the team players (in block letters) and also the Referee markings required by Rule 13, or any other information required by the Competition. Failure to do so will incur a fine of FIVE POUNDS (£5.00) for the first offence and TWENTY POUNDS (£20.00) thereafter and/or the Club being dealt with as the Management Committee decide. A Result Card as above MUST still be submitted to arrive within SEVEN (7) days of notification of the fine, failing which the Club will be fined TEN POUNDS (£10.00) plus a further £10.00 for every 7 days or part thereof that the Result Card is not submitted.

NOTE: The prescribed manner means the posting of a fully completed Result Card onto the League website

- (B) NOT ADOPTED

- (C) The match result notification, correctly completed, shall be signed by a responsible member of the Club. Failure to do so will result in a fine of TWENTY POUNDS (£20.00). Failure to complete the Result Card ACCURATELY will result in a fine of TWENTY POUNDS (£20.00).

- (D) Club / Team Respect Programme Marks will be submitted by each Team as part of the Result Card notification marking of the opponents. The Club / Team Respect Programme Marks will be monitored throughout the season by the Management Committee. A low mark is an indication that a Club / Team has fallen below the acceptable standard of the Competition. Therefore a Club / Team whose mark is deemed to be in this category may be required to attend a Disciplinary Sub-Committee Meeting or may receive written notice of their mark with a warning that, should it not improve, they will be requested to attend a Meeting of the Disciplinary Sub-Committee to answer for their record.

The Disciplinary Sub-Committee will have the power to consider the Respect Programme 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 poor 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. Any Club, Team, Official or Player having been given SEVEN (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 TWENTY POUNDS (£20.00) or be otherwise dealt with as the Management Committee may determine.

The Disciplinary Sub-Committee will have the power to recommend to the Annual General Meeting that any such Club / Team which has failed to satisfactorily answer for their record and/or failed to make a satisfactory plan for future improvement may be considered for non election into the Competition for the forthcoming season.

NOTE: If the fixed penalty exceeds TWENTY POUNDS (£20.00) the Club must be charged as detailed in Rule 5(D).

- (E) All County Cup & FA Cup results, abandonments or postponements must be communicated by BOTH the home and away Clubs to the relevant Fixture Secretary on the day of the match. A Team in default will be fined FIVE POUNDS (£5.00) for their first offence and TWENTY POUNDS (£20.00) for their second/subsequent offence.

#### DETERMINING CHAMPIONSHIP

12. (A) Team rankings within the Competition will be decided by points with THREE (3) points to be awarded for a win and ONE (1) point for a drawn match. The teams gaining the highest number of points in their respective Divisions at the conclusion shall be adjudged the winners. Matches must not be played for double points.  
In circumstances where two or more teams are equal on points team rankings shall be determined by goal difference where the goals scored against by each team shall be deducted from the goals scored by that team and the largest positive difference shall be placed the highest. In the event of the goal difference being equal the highest placed team shall be the team which has scored the most goals. In the event that two or more teams have the same goal difference and have scored the same number of goals then the highest placed team shall be the team which has won the most matches.  
In the event of the two teams still being equal the team which has the better playing record against the other team in their head to head Competition matches during the Season will be the highest placed team.  
If the records of two or more teams are still equal and it is necessary for any reason to determine the position of each then the teams affected shall play a deciding match or matches as determined by the Management Committee.
- (B) Automatic rights for promotion to the South East Counties Womens Football League or London & South East Regional Womens Football League shall be given to the championship team subject to the Club wishing to be promoted and/or meeting the requirements for entry into that Competition.
- (C) 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 where approved by the FA or County FA) for all matches shall be appointed in a manner approved by the Management Committee and by the sanctioning Association(s).  
NOTE: For the avoidance of doubt, a referee appointed by the Referee's Secretary takes precedence over any appointment made by a Club or Team.
- (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 the Referee's Secretary has not been able to appoint a Referee it is incumbent on the Home Club to engage the services of a qualified Referee. If the Home Club is unable to appoint such a Referee they MUST notify their opponents of the facts and allow their opponents the opportunity to engage the services of their own registered Referee. If neither Club are able engage the services of such a Referee both Teams shall agree upon a Referee. An individual thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee. Individuals under the age of 16 must not participate either as a Referee or Assistant Referee in any open age competition.
- (C) Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Failure to do so will result in a fine of TEN POUNDS (£10.00) being imposed on the defaulting Club.  
NOTE: The Management Committee may, if they consider it desirable, or upon application by the TWO (2) competing Teams, appoint Assistant Referees.
- (D) 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 either in the case of a ground of a Local Authority or the owners of a Ground, the Representative of that body is the sole arbiter and whose decision must be accepted unless the ground is declared fit for play.  
If any fixture is in doubt due to unfit pitches, it is the responsibility of the home Club to have the pitch inspected early on the day of the match and advise their opponents not to travel pending an inspection. The Home Club 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 available and confirm with their opponents the result of the pitch inspection. Failing to comply with this Rule will result in a fine of TWENTY FIVE POUNDS (£25.00).
- (E) Subject to any limits/provisions laid down by the sanctioning Association, Match Officials appointed under this Rule shall be paid a match fee of THIRTY POUNDS (£30.00) [Double Header FORTY FIVE POUNDS (£45.00)].  
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.  
Referees travelling to matches that are postponed are paid HALF the relevant match fee by the Home team.  
The home Team shall pay the Officials their fees and or expenses before the match or immediately after the match. Failure to do so will result in a fine not exceeding FIFTY POUNDS (£50.00)  
Clubs/Teams failing to make contact with a League appointed referee by Thursday before the match will incur a fine of TEN POUNDS (£10.00)
- (F) In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to HALF fee from the Home Team. Where a match is not played owing to ONE (1) Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their FULL fee.
- (G) A Referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Association with which he or she is registered.
- (H) Each Club shall in a manner prescribed from time to time by the Football Association award marks to the Referee for each match and the correct and FULL NAME of the Referee and the marks awarded shall be submitted to the League in the League approved manner. Clubs

failing to comply with this Rule shall be liable to a fine of FIVE POUNDS (£5.00) on the first occasion and TEN POUNDS (£10.00) for each subsequent offence.

- (I) The Competition shall keep a record of the markings and, on the Form provided by the prescribed date each season, shall submit a summary to The Football Association / County Football Association  
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 SEVEN (7) days of the match. Clubs failing to comply with this Rule shall be liable to a fine of TWENTY POUNDS (£20.00).
- (J) The Referee shall submit a Report Form, supplied by the Competition, giving the result of the match, the number of players in each team and the time of the kick-off to the person delegated by the Management Committee within TWO (2) days of the match.
- (K) Referees and Assistant Referees registered with the League shall be supplied each season, with a copy of the Competition Rules free of charge.
- (L) Referees and Assistant Referees shall have undertaken a Respect briefing offered by the FA/County FA or the League.
- (M) Referees will submit a Club / Team Respect Programme Mark as part of their match result notification.
- (N) Team Managers and/or Coaches 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 TWENTY FIVE (£25.00) and such further action as the Management Committee deem appropriate.

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

- 14. (A) 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 31<sup>st</sup> March each Season. Failure to do so will result in a fine not exceeding SEVENTY FIVE POUNDS (£75.00).
- (B) The Management Company shall have the discretion to deal with a team being unable to start or complete its fixtures for a Playing Season.
- (C) In the event of a Member Club failing to discharge all its financial obligations to the Competition in excess of FIFTY POUNDS (£50.00), the Management Committee are empowered to refer the debt under The FA Football Debt Recovery provisions.
- (D) A Club shall not be allowed to withdraw any or all of its Teams from the Competition after the Annual General Meeting for the following Season. Any Club infringing this Rule shall be liable to a fine not exceeding SEVENTY FIVE POUNDS (£75.00) per Team and shall also be liable for its share of any call which may be made under Rule 5(D).
- (E) The Membership for the coming season having been decided at a Special General Meeting held for that purpose or at the Annual General Meeting held not later than the end of June 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.
- (F) 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. The Management Committee can advise non-inclusion of Clubs to Members at the AGM.
- (G) The League Management Committee can advise non inclusion of Clubs to Members at the AGM.

#### **PROTESTS AND COMPLAINTS**

- 15. (A) (i) All questions of eligibility, qualifications of players or interpretations of the Rules shall be referred to the Management Committee.  
(ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Management Committee unless a protest is lodged with the Referee before the commencement of the match.
- (B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged in duplicate with the Secretary within SEVEN (7) days (excluding Sundays) of the match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A Member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.
- (C) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum of FIFTY POUNDS (£50.00). This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the enquiry or to order that the costs be shared by the parties.
- (D) 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 SEVEN (7) days prior to the protest or complaint being heard.
  - (i) All parties must have received SEVEN (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 indicate such when forwarding the written response.

#### **PROTESTS, APPEALS**

- 16. (A) All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Management Committee, or a sub-committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining must send a copy of such protest, appeal, claim or complaint and deposit a fee which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and the party not succeeding may, in addition, be ordered to pay the costs at the direction of the Management Committee.
- (B) All such protests claims complaints and appeals must be received in writing by the Secretary within FOURTEEN (14) days of the event or decision causing any of these to be submitted.

- (C) The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.
- (D) Any appeal against a decision of the Management Committee must be lodged with the Sanctioning Authority within FOURTEEN (14) days of the posting of the written notification of the decision causing the appeal, accompanied by a fee which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary.
- (E) If so requested the Management Committee may arbitrate on any disputes, protests, appeals, claims or complaints between two Clubs in which event both Clubs shall send a non-returnable fee. Such arbitration shall be final and binding upon the parties to the arbitration.

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

- 17. (A) At the Annual General Meeting, or Special General Meeting called for the purpose, 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.
- (B) At the Annual General Meeting, or at a Special General Meeting called for the purpose, in accordance with the provisions of Rule 19, 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 Clause (A) of this Rule.

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

- 18. (A) The following Agreement shall be signed on behalf of the winners of the Cup or Shield:-  
"We A ..... and B ....., the Chairman and Secretary of ..... FC, members of and representing the Club, having been declared winners of ..... Cup or Shield, 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 Shield to the Competition Secretary on or before ..... If the Cup or Shield 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."  
Failure to comply will result in a Fine as determined by the Management Committee.
- (B) At the close of each Competition awards may be made to the winners and runners-up if the funds of the Competition permit. Only such Clubs and Players who have fulfilled all of their fixtures and other obligations to the Competition shall be eligible to receive any Competition trophies or awards.
- (C) Non-attendance of a Trophy Ceremony without giving a satisfactory explanation in writing to the Secretary within TWENTY EIGHT (28) days of the Trophy Ceremony will result in a Club receiving a charge for breach of Competition Rules and the Club may forfeit their right to the trophies or awards. Any fine imposed will not exceed FIFTY POUNDS (£50.00).  
In addition a Team attending with less than EIGHT (8) players, shall be deemed not to have attended for the purposes of this Rule and will be subject to the same penalties.
- (D) Clubs must return Cups / Shields by the last day in February. The Cups / Shields 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 Cups / Shields by the due date will result in the Club being charged and may receive a fine not exceeding THIRTY FIVE POUNDS (£35.00). Cups / Shields must be returned to the Competition in good order and correctly engraved. Failure to do so will result in a Club charge with a fine not exceeding TWENTY POUNDS (£20.00) per Cup / Shield.
- (E) Any Club / Team not continuing in the League for the following season, having won a League Cup or Shield in the preceding season must return the same fully engraved and in a clean and presentable state before the AGM.
- (F) A Club failing to return any trophy / shield will be responsible for the full replacement cost of such trophy / shield in addition to the above-mentioned fines.

**SPECIAL GENERAL MEETINGS**

- 19. Upon receiving a requisition signed by two-thirds of the Clubs in membership the Secretary shall call a Special General Meeting. The Management Committee may call a Special General Meeting at any time.  
At least SEVEN (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 Member Club shall be empowered to send TWO (2) delegates to all Special General Meetings. Each Club shall be entitled to ONE (1) vote only, as will members of the Management Committee.  
Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall be fined FORTY POUNDS (£40.00)  
Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

### **ALTERATION TO RULES**

20. 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. Any alteration made during the playing season to the Rule relating to the qualification of players shall not take effect until the following season.
- Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the 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. A proposal to change a Rule shall be carried if a majority of those present, entitled to vote and voting are in favour.
- 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 SEVEN (7) days prior to the date of the meeting.

### **FINANCE**

21. (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 ONE THOUSAND POUNDS (£1,000.00) shall be approved by the Management Committee. Cheques shall be signed by at least TWO (2) Officers nominated by the Management Committee.
- (C) The financial year of the Competition will end on the last day of February.
- (D) 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.

### **INSURANCE**

22. All Clubs must have Public Liability Insurance cover of at least TEN MILLION POUNDS (£10,000,000.00).
- All Clubs shall be members of a Players' personal accident scheme. The policy cover shall be at least equal to the minimum recommended cover determined from time to time by the sanctioning Association. In instances where The Football Association is the sanctioning Association, the minimum recommended cover will be the cover required by the Affiliated Association to which a Club affiliates.

### **DISSOLUTION**

23. (A) Dissolution of the Competition shall be by resolution approved at a Special General Meeting by a majority of three quarters (3/4) of the members present and shall take effect from the date of the relevant Special General Meeting.
- (B) In the event of the dissolution of the Competition, the members of the Management Committee are responsible for the winding up of the assets and liabilities of the Competition.
- (C) The Management Committee shall deal with any surplus assets as follows:-
- (i) Any surplus assets, save for a Trophy or any other presentation, remaining after the discharge of the debts and liabilities of the Competition shall be transferred only to another Competition or Affiliated Association or The Football Association Benevolent Fund or to such other charitable or benevolent object in the locality of the Competition as determined by resolution at or before the time of winding up, and approved in writing by the sanctioning Association.
  - (ii) If a Competition is discontinued for any reason a Trophy or any other presentation shall be returned to the Donor if the conditions attached to it so provide or, if not, dealt with as the sanctioning Association may decide.

### **SURREY COUNTY WOMEN & GIRLS CHALLENGE CUP COMPETITION** **LADIES SECTION RULES**

1. The Cup Competition will be governed by the League Competition Rules 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**

2. (A) No player may play for more than ONE (1) Team in the Cup Competition in any ONE (1) season. This means, once transferred, a player will be deemed to be cup-tied if she has played in the Competition at any Age Group.
- (B) A Player 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 (2) League and/or County Cup matches in the current season.
- (C) A Player registered after the last day of February is ineligible to play in a Challenge Cup Final.

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

3. (A) 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.

- (B) In the event of level scores at full time (including semi-finals and finals) extra time will be played in accordance to 'The Laws of the Game'. The referee has the discretion of reducing extra time to a minimum of TWO (2) halves of TEN (10) minutes. After extra time has been played the match will be decided on penalties

Kicks from the Penalty Mark

Subject to the conditions below, both teams take FIVE (5) kicks

- The kicks are taken alternately by the teams
  - If, before both teams have taken five kicks, one has scored more goals than the other could score, even if it were to complete its five kicks, no more kicks are taken
  - If, after both teams have taken five kicks, both have scored the same number of goals, or have not scored any goals, kicks continue to be taken in the same order until one team has scored a goal more than the other from the same number of kicks
- (C) Postponements shall take place on the following Sunday, unless directed otherwise by the Fixture Secretary.
- (D) In the event of the Teams having the same colours in the Final, the first-named team will be required to change.
- (E) Admission fees to all Cup Finals will be decided by the Management Committee each season prior to the Cup Finals taking place.  
In Final ties all expenses will be met by the League and all proceeds will be retained for League funds

### FEES TARIFF

RULE NUMBER	DESCRIPTION	MAXIMUM FEE
3 (B)	ANNUAL SUBSCRIPTION	£25.00 / £35.00 / £45.00 per team
13 (E)	REFEREE FEES	£30.00
15 (C),16 (A),16(D)	PROTEST/APPEAL FEES	£50.00

### FINES TARIFF

RULE NO	DESCRIPTION	MAXIMUM FINE
2 (B)	FAILURE TO AFFILIATE	£50.00
2 (E)	FAILURE TO COMPLY WITH FA INITIATIVES	£25.00
2 (F)	UNAUTHORISED ENTRY OF TEAMS INTO COMPETITIONS	£50.00
3 (C)	FAILURE TO PAY A DEPOSIT	£50.00
3 (E)	FAILURE TO PROVIDE AFFILIATION NUMBER/DETAILS FORM	£50.00
4 (D)	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED OFFICERS	£50.00
5 (H)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT COMMITTEE	£50.00
5 (I)	FAILURE TO PAY A FINE WITHIN 21 DAYS OF NOTICE	£50.00
6 (H)	FAILURE TO BE REPRESENTED AT AGM	£75.00
7	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY CHANGES TO SIGNATORIES	£50.00
8 (A) (iii)	FAILURE TO HAVE THE REQUIRED NUMBER OF REGISTERED PLAYERS PRIOR TO THE SEASON COMMENCING	£50.00
8 (B)	FAILURE TO CORRECTLY REGISTER A PLAYER	£50.00
8 (G)	SIGNING OR PLAYING FOR MULTIPLE CLUBS, OR INACCURATE COMPLETION OF A REGISTRATION FORM	£50.00
8 (H) (ii)	REGISTRATION IRREGULARITIES	£50.00
8 (O)	PLAYING AN INELIGIBLE PLAYER	£50.00
8 (P)	FAILURE TO GIVE PRIORITY TO SCHOOL ACTIVITIES	£50.00
9 (A),10 (B)	DELAYING KICK OFF/NO NETS/ NO CORNER FLAGS	£20.00
9 (B)	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£50.00
10 (C)	FAILURE TO PLAY MATCHES ON THE DATE FIXED	£50.00
10 (D)	FAILURE TO PROVIDE DETAILS OF A FIXTURE	£20.00
10 (E)	PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS	£50.00
10 (F)	FAILURE TO PLAY FIXTURE	£10.00 / £25.00
10 (I)	NO CAPTAIN'S ARMBAND	£50.00
11 (A)	LATE TEAM SHEET	£5.00 / £10.00 / £20.00
11 (C)	FAILURE TO PROVIDE RESULT	£20.00
13 (C)	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE	£10.00
13 (E)	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	£50.00
13 (F)	FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED	£50.00
13 (H)	FAILURE TO PROVIDE REFEREE'S MARK	£5.00 / £10.00
14 (A)	WITHDRAWAL FROM LEAGUE AFTER 31ST MARCH	£75.00
14 (B)	FAILURE TO START/COMPLETE FIXTURES	£50.00
18 (A)	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY	£50.00
22	FAILURE TO HAVE THE REQUIRED INSURANCE	£50.00

**SURREY COUNTY WOMEN & GIRLS LEAGUE**  
**YOUTH SECTION**

**NOMENCLATURE AND CONSTITUTION**

1. (A) This Competition shall be designated the Surrey County Women & Girls League (Youth Section) ("SCWGL") and known as the Surrey County Women & Girls League (Youth Section) and shall consist of not more than ONE HUNDRED (100) Clubs approved by the sanctioning authority.  
The Competition will provide football in accordance with the agreed youth formats published under FA Rule C4(A). This Competition will reproduce the relevant FA Rule in its Handbook and on its website to ensure clarity and compliance with Rule 8(B).
- (B) All such Member Clubs must be affiliated to an affiliated County Football Association and their names and particulars shall be returned annually by the appointed date on the Form "D" to the Surrey County Football Association. The area covered by the Competition Membership shall be within the parameters set by the Management Committee.  
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 each not exceeding FOURTEEN (14) in number.
- (C) Inclusivity & Non-Discrimination
  - (i) This Competition and each Member Club must be committed to promoting inclusivity and to eliminating all forms of discrimination
  - (ii) This Competition and each Member Club does not and must not by its rules or regulations or in any manner whatsoever unlawfully discriminate against any person within the meaning and scope of the Equality Act 2010 or any law, enactment, order or regulation relating to discrimination (whether by age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise).
  - (iii) This Competition and each Member Club must make every effort to promote equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community, irrespective of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise.
  - (iv) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate sanctioning Association for investigation.
- (D) As an FA Charter Standard League this Competition requires all its Clubs to have achieved FA Charter Standard status by the end of the 2015-2016 season. The League Management Committee may expel any Club that has failed to achieve Charter Standard Club award. The League has the right to refuse membership to a Club if it fails to demonstrate commitment to achieving the award.
- (E) 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.
- (F) A Member Club shall not enter any of their teams playing in the Competition in any more than ONE County Cup Competition except with the written consent of the Management Committee.
- (G) NOT ADOPTED
- (H) Applications will NOT be accepted from Clubs who have no toilet facilities, changing facilities, access to playing fields of sufficient size and quality to hold matches for this Competition, or that the facilities don't meet the standards required by the Management Committee.

**ENTRY FEE, SUBSCRIPTION, DEPOSIT**

2. (A) Applications by new Clubs for admission to this Competition or the entry of additional team(s) must be made in writing to the General Secretary and must be accompanied by an Entry Fee of ZERO POUNDS (£0.00) per team which shall be returned in the event of non-election.  
At the discretion of a majority of the accredited voting members present, Applications of which due notice has been given may be received at the Annual General Meeting or a Special General Meeting. The Entry Fee shall apply.  
When Rule 12(B) is applied and a team seeks a transfer or is compulsorily transferred to another Division no Entry Fee shall be payable.
- (B) The Annual Subscription shall be TWENTY FIVE POUNDS (£25.00) per team payable on or before 30<sup>th</sup> April in each year.  
Annual Subscriptions received after 30<sup>th</sup> April will incur a supplement of TEN POUNDS (£10.00) and Annual Subscriptions received after the AGM will incur a supplement of TWENTY POUNDS (£20.00).
- (C) A Club shall not participate in this Competition until the Entry Fee, Annual Subscription and Deposit have been paid.  
Should any 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) Clubs must advise annually to the General Secretary in writing by 30<sup>th</sup> 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 TWENTY POUNDS (£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.

**OFFICERS**

3. The Officers of the Competition shall be determined by the Annual General Meeting and elected thereat (N.B. Auditors/ Verifiers 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 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 (2) 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  
On receiving a requisition signed by two-thirds of the Members of the Management Committee, the General Secretary shall convene a meeting of the Committee.
- (D) Except where otherwise mentioned, all communications shall be addressed to the General Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.
- (E) All communications received from Clubs must be conducted through their nominated Officers, which mean Club Secretary, Chairman, Treasurer or Club Welfare Officer.

## POWERS OF MANAGEMENT

5. (A) The Management Committee may appoint Sub-Committees and delegate such of their powers as they deem necessary. 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.  
The Management Committee may appoint a Disciplinary Sub-Committee with powers to determine and deal with disputes or complaints regarding interpretation of Competition Rules, the behaviour of Clubs and alleged misconduct regarding activities connected to the Competition. It will consist of the Disciplinary Secretary plus a minimum of TWO (2) and up to a maximum of FIVE (5) further members of the Management Committee. The Disciplinary Sub-Committee shall elect a Chairman for each of its hearings and meetings. All decisions of the Disciplinary Sub-Committees shall be reported to the Management Committee.  
The business of the Disciplinary Sub-Committee shall be conducted in accordance with the Regulations set out in Appendix 4.  
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.  
The Management Committee shall appoint an Executive Sub-Committee consisting of the Chairman, General Secretary and TWO (2) Members of the Management Committee. It shall have the full powers of the Management Committee and will only be convened for matters of urgency which have to be resolved prior to a Management Committee Meeting or Special General Meeting. The decisions of the Executive Sub-Committee shall be reported to the Management Committee.  
The cost of any venue and any expenses incurred by the League or League Officers attending any such Meeting may be borne in part by Club(s) involved at the discretion of the Management Committee.
- (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. (See Rule 6(E)).
- (C) Each Member of the Management Committee shall have the right to attend and vote at all Management Committee Meetings and have ONE (1) 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).  
In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote.
- (D) The Management Committee shall have powers to apply, act upon and enforce the Rules of the Competition and shall also have jurisdiction over all matters affecting the Competition, including any not provided for in the Rules.  
With the exception of Rules 5(I), 6(H), 10(A), 11 and 19 for any breaches of Rule a formal written charge must be issued. The respondent shall be given SEVEN (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 or Disciplinary Sub-Committee appointed for the purpose  
All breaches of the Laws of the Game, Rules and Regulations of The Football Association shall be dealt with in accordance with FA Rules by the appropriate Association.  
With the exception of Clubs playing at Step SEVEN (7) of the Football Pyramid and the FA Women's Premier League, the maximum fine permitted for any breach of a Competition Rule is TWO HUNDRED AND FIFTY POUNDS (£250.00) and, when setting any fine, the Competition must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.
- (E) All decisions of the Management Committee shall be binding subject to the right of appeal in accordance with Rule 16.  
Decisions of the Management Committee must be notified in writing to those concerned within FOURTEEN (14) days.
- (F) FIVE (5) Members of the Management Committee shall constitute a quorum for the transaction of business of the Management Committee and THREE (3) Members shall constitute a quorum for the transaction of business by any Sub-Committee of the Competition

- (G) The Management Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number
- (H) A Club having failed to comply with an order or instruction of the Management Committee, or failing to satisfactorily attend to the business and/or the correspondence of the Competition, shall be liable to be fined or otherwise penalised at the discretion of the Management Committee.
- (I) All fines and charges shall be paid within FOURTEEN (14) days of the date of posting of the written notification.  
Any Club failing to do so will be fined a maximum of FIFTY POUNDS (£50.00). Further failure to pay the fine including the additional sum within FOURTEEN (14) days will result in fixtures being withdrawn until such time as the outstanding payments are settled.
- (J) A member of the Management Committee appointed by the Competition to attend a meeting or match may have any expenses incurred refunded by the Competition.
- (K) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the Annual General Meeting or Special General Meeting called to decide the constitution and the commencement of the Competition season.
- (L) No participant under the age of EIGHTEEN (18) can be fined.
- (M) Leagues who organise Mini Soccer for teams playing U7, U8 & U9 football may not, with the exception of Rules 6, 10(A), 11(D), 14 and 19 fine Clubs for breaches of League Rules.
- (N) For those Leagues defined under Rule 5(M), when a team fails to fulfil either a festival or development fixture and pitch hire costs have been incurred, the organising Competition will be empowered to order the defaulting Club to pay these costs and charge an administration fee of up to TEN POUNDS (£10.00).
- (O) The business of the Competition as determined by the Management Committee shall be transacted by electronic mail or facsimile.  
Clubs applying for membership of the Competition 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 the Club being charged and fined TWENTY POUNDS (£20.00) or otherwise dealt with by the Management Committee.
- (P) Member Clubs must to notify to the General Secretary any changes of their Club Officials (including Club Welfare officer). Clubs in breach of this Rule shall be charged and the Management Committee may impose a fine or otherwise deal with the matter at their discretion.
- (Q) 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.
- (R) 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 a Club, Club Official, Player or Individual who has been formally charged. Any Club, Official, Player or Individual having been given SEVEN (7) days' notice to attend a Disciplinary Sub-Committee Meeting and failing to attend may have the matter heard in their absence and fined a sum not exceeding FORTY POUNDS (£40.00).
- (S) 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 SEVEN (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 FORTY POUNDS (£40.00) 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).
- (T) There shall not be more than THREE (3) persons elected to the Management Committee who have connections with the same Club.

#### **ANNUAL GENERAL MEETING**

- 6. (A) The Annual General Meeting shall be held not later than the end of June in each year. At this meeting the following business shall be transacted provided that at least 25% of Members are present and entitled to vote:-
  - (i) To receive and confirm the Minutes of the preceding Annual General Meeting.
  - (ii) To consider any business arising therefrom.
  - (iii) To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.
  - (iv) Election of Clubs to fill vacancies (as recommended by the Management Committee).
  - (v) Constitution of the Competition for ensuing season.
  - (vi) Election of Officers and Management Committee.
  - (vii) Appointment of Auditors.
  - (viii) Alteration of Rules, if any (of which notice has been given).
  - (ix) Fix the date for the commencement and conclusion of the season and kick off times applicable to the Competitions.
  - (x) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.
- (B) A copy of the duly audited/verified Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least SEVEN (7) days prior to the Annual General Meeting and to the Surrey County Football Association.
- (C) A signed copy of the duly audited/verified Balance Sheet and Statement of Accounts and Agenda shall be sent to the Surrey County Football Association within FOURTEEN (14) days' of its adoption at the Annual General Meeting.

- (D) Each Member Club shall be empowered to send TWO (2) delegates to an Annual General Meeting. Each Club shall be entitled to ONE (1) vote only. SEVEN (7) days' notice shall be given of any Meeting.
- (E) Clubs who have withdrawn their membership of the Competition during the season being concluded or who are not continuing membership shall be entitled to attend but shall vote only on matters relating to the season being concluded. This provision will not apply to Clubs expelled in accordance with Rule 17.
- (F) 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.
- (G) No individual shall be entitled to vote on behalf of more than ONE (1) Member Club.
- (H) Any continuing Member Clubs failing to be represented at the Annual General Meeting without satisfactory reason being given shall be fined a sum not exceeding FIFTY POUNDS (£50.00).
- (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.

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 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) (i) Contract players, as defined in Football Association Rules, are not permitted in this Competition with the exception of those players who are registered under Contract with the same Club who have a team operating at Steps 1 to 6 of the National League System. . It is the responsibility of each Club to ensure that any player signing a Player Registration Form for that Club has, where necessary, the required International Transfer Certificate. Clearance is required for any player aged TEN (10) and over crossing borders including Wales, Scotland & Ireland.
- (ii) No player registered with a Football Association Premier League or Football League Academy under the Elite Player Performance Plan contained within Youth Development Rules will be permitted to play in this Competition. A player registered with a Centre of Excellence may only play in this Competition subject to the Regulations of the Programme for Excellence.  
NB Players who are invited to trial at a Premier League or Football League Academy or Centre of Excellence are not registered at the Academy or Centre of Excellence until they have successfully completed the trial. They may continue to play for their local youth club during the trial period if they so wish. Players on a trial should not be considered to be ineligible under this rule in the event they play in the competition during the trial period
- (iii) While serving in any branch of Her Majesty's Regular Forces, a player must first obtain the consent of his/her Commanding Officer before signing a Registration Form to play for a Club.

- (B) A registered playing member of a Club is one who, being in all other respects eligible, has correctly completed a Player Registration Form, and who has been registered with the Registration Secretary prior to playing and whose completed valid League Identity Card has been received by the Club prior to playing.

The fully completed Player Registration Form will incorporate the following:-

- (i) A current passport approved photograph of the player seeking registration. The photograph must be glued in the appropriate section of the Registration Document.
- (ii) Proof of the player's date of birth. This Competition will only accept a copy of a birth certificate.
  - o In cases where the birth certificate is not available the Competition 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.
  - o A previous League ID Card issued to the player is considered sufficient proof of date of birth.
- (iii) Player's signature

NOTE: The player's name on the Player Registration Form must be exactly as it appears on the Birth Certificate or Passport.

A League Identity Card (ID Card) shall be supplied by the Competition for each registered player. It is the property of the Competition and shall be returnable on demand.

Replacement ID Cards shall be provided at a cost of FIVE POUNDS (£5.00) per card upon submission of a correctly completed Competition Registration Form.

NOTE: A player remains ineligible to play in the Competition until the registration process, as required by Rule 8(B)(i) to (iii) has been complied with and a valid ID Card has been received by the Club.

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 shall be dealt with as the Management Committee may determine and in accordance with Rule 5(D).

The date for collection of ID Cards will be determined by the Management Committee. The failure of any Club to collect their Teams' ID Cards will result in a Club being dealt with as the Management Committee may determine and in accordance with Rule 5(D).

- (C) A child who has not attained the age of SIX (6) shall not play, and shall not be permitted or encouraged to play, in a match of any kind. The relevant age for each player is determined by his or her age as at midnight on 31 August of the relevant playing season i.e. children who are aged SIX (6) as at midnight on 31 August in a playing season together with those who attain the age of SIX (6) during the playing season will be classed as Under SEVEN (7) players for that playing season. Children who are aged SEVEN (7) as at midnight on 31 August in a playing season will be classed as Under EIGHT (8) players for that playing season, and so on. Notwithstanding the above, a child is permitted to play up in the age group above his or her chronological age group, irrespective of any changes of format or competition structure, save that a child who attains the age of SIX (6) after 31 August is permitted to play only in the Under SEVEN (7) age group, and may not play in the Under EIGHT (8) age group, for that playing season. The age groups that children are eligible to play in are set out in the Table below, along with the permitted football formats for each of those age groups. Children shall not play, and shall not be permitted or encouraged to play, in a match between sides of more than the stated number of players, according to their age group:-

Age on 31 August of the relevant playing season	Eligible Age Groups	Maximum Permitted Format
6	Under 8	4v4
7	Under 8 Under 9	4v4
8	Under 9 Under 10	4v4 5v5
9	Under 10 Under 11	5v5 7v7
10	Under 11 Under 12	7v7 9v9
11	Under 12 Under 13	9v9 9v9
12	Under 13 Under 14	9v9 11v11
13	Under 14 Under 15	11v11
14	Under 15 Under 16	11v11
15	Under 16 Under 18	11v11
16	Under 18 Open Age	11v11

- (D) NOT ADOPTED
- (E) 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.
- (F) Fees shall be paid for each player registered to play in the Competitions as follows: -
- Under 8, Under 9 & Under 10 age groups are £3.00 per player all season
  - All other age groups are:-
    - £3.00 per player prior to 31<sup>st</sup> July of each year
    - £7.00 per player from 1<sup>st</sup> August of each year
- Registration Forms shall be obtained from the Registration Secretary or downloaded from the Competition Website.
- (G) The Management Committee shall decide all registration disputes. In the event of a player signing a registration form or having a registration submitted for more than ONE (1) Club priority of registration shall decide for which Club the player shall be registered. The Registration Secretary shall notify the Club last applying to register the player of the fact of the previous registration.
- (H) It shall be deemed misconduct for a Player to:-
- (i) Play for more than ONE (1) Team / Club in the Competition in the same season without first being transferred;
  - (ii) Having signed for ONE (1) 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 for registration that the player had wilfully neglected to accurately or fully complete
- (I) (i) The Management Committee shall have the power to accept the registration of any player subject to the provisions of clauses (ii) and (iii) below.
- (ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any player who has been charged and found guilty of registration irregularities. (Subject to Rule 16).
- (iii) The Management Committee shall have power to make application to refuse or cancel the registration of any player charged and found guilty of undesirable conduct (subject to Rule 16) subject to the right of appeal to the FA or the relevant County Football Association.

Undesirable conduct shall mean an incident of repeated proven misconduct, 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 or intending to be registered with.

- (iv) For a player who has previously had a registration removed in accordance with Clause (iii) but has a registration accepted at the expiry of exclusion will be considered to be under a probationary period of TWELVE (12) months. Whilst under a probationary period, should the player commit a further act of proven misconduct under the jurisdiction of the Competition, (excluding standard dismissals), the Competition would be empowered to consider a further charge of bringing the Competition into disrepute.

(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. All decisions must include the period of restriction. For the purpose of this Rule, bringing the competition into disrepute can only be considered where the player has received in excess of ONE HUNDRED AND TWELVE (112) days' suspension, or TEN (10) matches in match based discipline, in a period of TWO (2) years or less from the date of the first offence for any team playing in this Competition.)

- (J) Subject to FA Rule C2(a) dealing with players without a written contract when a player desires a transfer, the Club the player wishes to transfer to shall submit (by post) a transfer form to the Registrations Secretary accompanied by a fee of FIFTEEN POUNDS (£15.00) which will be waived if the transfer is between teams in the same Club. Such transfer shall be referred by the Registration Secretary to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the Registration Secretary and to the player concerned within SEVEN (7) days of receipt of the Transfer Form. (NOTE: The SEVEN (7) days begins on the date when the Registration Secretary sends the transfer request notification to the Club the player is transferring from). Upon receipt of the Club's consent, or upon its failure to give written objection within SEVEN (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 the date the duly transferred valid League Registration ID Card has been received and is in the possession of the new Club. In the event of an objection to a transfer the matter shall be referred to the Management Committee for a decision.
- (K) A player may not be registered for a Club or Team after the last day of March nor transferred to another Club / Team in the Competition after the last day of February except by special permission of the Management Committee.
- (L) A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee.

Under 11 upwards - In the event a Club has more than ONE (1) team in an age group, each team must be clearly identifiable but not designated "A" and "B" etc. In such cases, players will be registered for ONE (1) team only. A player so registered will be allowed to play for his Club in a younger or older age group within the provisions of Rule 8 (B).

For the purposes of this Competition every Player must be registered to a Member Club.

In the case of Under 8, Under 9 & Under 10 teams, the players need not be registered to a specific team and can play in any team at the age group to which they are registered for their Member Club. In every other age group, a player must be registered to a specific team and if their Club has multiple teams at that age group, the player cannot play for another team without effecting a transfer. An inter-Club transfer does not attract a fee.

- (M) A register containing the names of all players registered for each Club, with the date of registration, shall be kept by the Registration Secretary and shall be open to the inspection of any duly appointed Member Club representative at all Management Committee meetings or at other times mutually arranged. Registrations are valid for ONE (1) season only.
- (N) NOT ADOPTED
- (O) NOT ADOPTED
- (P) (i) 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 and/or otherwise dealt with at the discretion of the Management Committee.
- (ii) In addition the team may have THREE (3) points deducted from its total at the discretion of the Management Committee and may be dealt with in any further manner which is thought to be fit.
- (iii) The Management Committee may, at its discretion, award the points available in the match in question to the opponents, subject to the match not being ordered to be replayed.

(The following Clause applies to Competitions involving players in full-time secondary education):-

- (Q) (i) Priority must be given at all times to school and school organisations' activities. This is not applicable for under 17/18 football.
- (ii) The availability of children must be cleared with the Head Teachers (except for Sunday Competitions).
- (iii) Children under FIFTEEN (15) shall not play in a team involving players who are more than TWO (2) years older.
- (R) A Player desiring not to play for her Team or a Team not wishing to use the services of a Player again, and not subject of misconduct, may submit Notice of De-Registration signed by the Club Secretary and ONE (1) 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.
- (S) At least EIGHT (8) Players (Under 11: SIX (6) Players, 9v9: SEVEN (7) Players) from each Team must be registered with the Registration Secretary by 31<sup>st</sup> July. Failure of any Club to comply with this Rule may result in a fine not exceeding FIFTY POUNDS (£50.00).
- (T) Prior to the start of the season Clubs are required to attend a Meeting specially convened by the Management Committee for the distribution of SCWGL Player Registration ID Cards. The date of the Meeting will be determined by the Management Committee. Any Club that fails to attend the Meeting or fails to collect their SCWGL Player Registration ID Cards will incur a fine not exceeding THIRTY FIVE POUNDS (£35.00).

#### CLUB COLOURS. CLUB NAME

9. (A) Every Club must register the colour of its shirts and shorts with the General Secretary who shall decide as to their suitability.

Goalkeepers must wear colours which distinguish them from other Players and the referee.

No Player, including the goalkeeper, shall be permitted to wear black or very dark shirts.

Any team not being able to play in its normal colours as registered with the Competition shall notify the colours in which they will play to its opponents at least FIVE (5) days before the match.

If, in the opinion of the referee, two Clubs 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 TWENTY POUNDS (£20.00).

The Secretary of the Competition may request shirts to be submitted if complaints are received as to lack of distinguishing colours and the Management Committee may refuse to permit any shirts or shorts as they think fit.

All shirts must be numbered but the numbering of the Goalkeeper's shirt is optional. Teams failing to comply with this Rule may be fined a sum not exceeding FORTY POUNDS (£40.00) or dealt with as the Management Committee may determine.

- (B) Any Team / Club wishing to change its 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 date for the commencement of the season in accordance with Football Association Rules. Original fixtures arranged by the Fixture Secretary, or at a meeting specially convened for that purpose, to be held no later than 31<sup>st</sup> August, must not be arranged for a date later than SEVEN (7) days preceding the concluding date determined by the Annual General Meeting.

- (B) All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board or, for Mini-Soccer, 7v7 and 9v9 football, the Laws as set down by The Football Association.

Clubs must take all reasonable precautions to keep their grounds in a playable condition. All matches shall be played on pitches deemed suitable by the Management Committee. If through any fault of the home team a match has to be replayed, the Management Committee shall have power to order the venue to be changed.

The Management Committee shall have power to decide whether a pitch and/or facilities are suitable for matches in the Competition and to order the Club concerned to play its fixtures on another ground.

Football Turf Pitches (3G Artificial Pitches) are allowed in this Competition providing they meet the required performance standards and are listed on the FA's Register of Football Turf Pitches and registered with the General Secretary of the SCWGL. For Clubs playing at Step 7 and below from season 2014/2015, all Football Turf Pitches used must be on the FA's Register and must be tested (by an accredited test institute) every THREE (3) years and the results passed to The FA. The FA will give a decision on the suitability for use and add the pitch to the Register. The home Club is responsible for advising participants of footwear requirements when confirming match arrangements in accordance with Rule 10 (D).

All matches shall have a duration as set out below: -

- (i) 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 Divisions – Maximum 60 minutes (30 minutes each way); Minimum 40 minutes (20 minutes each way);
- (v) Under 11 Divisions (7v7) – 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 has been notified to and approved as exceptional by the relevant Fixtures Secretary in advance.

The minimum time for any game will not be less than TWENTY (20) minutes each half for players in the Under FOURTEEN (14) age group and below and TWENTY FIVE (25) minutes each half for all other age groups.

No player participating in Under ELEVEN (11) or Under TWELVE (12) Divisions shall be permitted to play in more than ONE (1) game or, in the event the Competition allows the playing of a double header, i.e.: TWO (2) separate matches, EIGHTY (80) minutes per day in all Competitions.

No player participating in Under THIRTEEN (13) to Under SIXTEEN (16) Divisions shall be permitted to play in more than ONE (1) game or, in the event the Competition allows the playing of a double header, i.e.: TWO (2) separate matches, ONE HUNDRED (100) minutes per day in all Competitions.

No player participating in an Under SEVENTEEN (17) or Under EIGHTEEN (18) Division shall be permitted to play more than ONE (1) game or, in the event the Competition allows the playing of a double-header, i.e.: TWO (2) separate matches, ONE HUNDRED AND TWENTY (120) minutes per day in all Competitions.

#### **For Mini-Soccer**

The maximum duration of play IN ALL COMPETITIONS shall be:-

Under 8 Development Football - total game time not to exceed FORTY (40) minutes;

Under 9 & Under 10 Development Football - total game time not to exceed SIXTY minutes

The times of kick-off shall be fixed at the AGM. Any Club failing to commence at the appointed time may be fined a sum not exceeding TWENTY POUNDS (£20.00) or be otherwise dealt with as the Management Committee may determine.

NOTE: Times of kick-off are ratified at the AGM as follows:- With the exception of matches arranged by the Management Committee any kick off prior to 10.00am or after 2.00pm on Sundays must be mutually agreed by both teams and the match official.

Referees must order matches to commence at the appointed time and must report all late starts to the Competition. Any Club failing to commence at the appointed time may be fined a sum not exceeding TWENTY POUNDS (£20.00) or be otherwise dealt with as the Management Committee may determine.

If the appointed kick off is delayed by the absence of ONE (1) Team, the referee and the opposing Team are required to remain in the vicinity of the pitch until THIRTY (30) minutes has elapsed after which Rule 10(F)(i) applies. Both Clubs and the referee shall report the facts to the Secretary as required in Rule 10(F)(iii).

If the Management Committee consider a delayed kick off to be the result of a deliberate act by any Club / Team, the Club shall be fined a sum not exceeding FIFTY POUNDS (£50.00).

The home team must provide at least TWO (2) footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable.

- A Size THREE (3) ball will be used for age groups U7 to U9.
- A Size FOUR (4) ball will be used for age groups U10 to U14.
- A Size FIVE (5) ball will be used for all other age groups.

The home Team must provide:-

- Properly secured goal nets
- Corner posts and flags
- Set of linesmen's flags
- TWO (2) match balls

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 TWENTY POUNDS (£20.00) per item.

- (C) Except by permission of the Management Committee all matches must be played on the dates originally fixed but priority shall be given to the Football Association and Parent County Football Association Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a match with the consent of the Fixture Secretary.

In the case of a revised fixture date, the Clubs must be given by the Competition FIVE (5) clear days notice of the match (unless otherwise mutually agreed).

Where there are no free Sundays remaining in the Season and there remain fixtures to be played the Fixture Secretary may order matches to be played on days other than Sundays, provided that SEVEN (7) days' notice is given, or may order the playing of TWO (2) matches between the TWO (2) Clubs / Teams on the same day ("double header"). These will be of shorter duration of TWO (2) equal halves, only to be played if the home and away fixtures remain as unplayed. The Fixture Secretary will decide upon which ground the TWO (2) games shall be played.

For clarification, a "double header" is TWO (2) separate matches of equal halves. For the purposes of recording the result, the first match will be considered the home team's "home" fixture and the second match will be considered the away team's "home" fixture. The minimum playing time for each match is defined in Rule 10(B). 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.

- (D) The Secretary of the home Club must give notice in writing of full particulars of the location of, and access to, the ground and time of kick-off to the match officials and the Secretary of the opposing Club at least FIVE (5) clear days prior to the playing of the match. The away Club shall seek and acknowledge receipt of such particulars.

Any Club failing to comply with this Rule (either providing or acknowledging particulars) shall be liable to a fine of TWENTY POUNDS (£20.00)

- (E) In the event of a Club playing in any match with less than ELEVEN (11) players they WILL NOT BE FINED for each missing player.

11v11	A minimum of SEVEN (7) players will constitute a team for a Competition match.
9v9	A minimum of SEVEN (7) players will constitute a team for a Competition match.
7v7	A minimum of SIX (6) players will constitute a team for a Competition match.
Mini-Soccer	A minimum of SIX (6) players will constitute a team for a Competition match.
5v5	A minimum of FOUR (4) players will constitute a team for a Competition match.

- (F) (i) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have power to impose a fine, deduct points from the defaulting Club, award the points from the match in question to the opponents, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except the award of goals. Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a match to be played on a neutral ground or on the opponent's ground if they are satisfied that such action is warranted by the circumstances.

NOTE: All Clubs / Teams will be deemed to be available to play every Sunday both for AM and PM kick offs

There will be no such thing as a friendly or unofficial match to take the place of appointed fixtures.

- (ii) Any Club unable to fulfil a fixture must, without delay, give notice (by personal contact or telephone) to:-

- The Fixtures Secretary
- The Referees Secretary
- The Secretary or Team Secretary / Manager of the opposing Club
- The match officials
- A Match Result Card must be completed

Any Club failing to comply shall be dealt with by the Management Committee who may impose a fine of TWENTY POUNDS (£20.00).

- (iii) In the event of a match not being played or abandoned owing to causes over which neither Club has control, it shall be played in its entirety on a date to be mutually agreed by the TWO (2) Clubs and approved by the Management Committee. Failing such agreement and notification to the Fixture Secretary within SEVEN (7) days the Management Committee shall have power to order the match to be played on a named date or on or before a given date.

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

Management Committee will rule all points for the match as void. No fine(s) can be applied by the Management Committee for an abandoned match.

- (v) The Management Committee shall review any match that has taken place where either or both teams were under a suspension imposed upon them by the Association or Affiliated Association. In each case the team that was under suspension would be dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 8(O) above. Where both teams were under suspension the game must be declared null and void.
- (G) A Club may at its discretion and in accordance with the Laws of the Game use FOUR (4) substitute players in any Under 12 & Under 13 match in this Competition who may be selected from FOUR (4) players  
A Club may at its discretion and in accordance with the Laws of the Game use FIVE (5) substitute players in any matches involving Under 14 to Under 18 age groups who may be selected from FIVE (5) players.  
A player who has been substituted herself becomes a substitute and may replace a player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.  
For Under 11 7v7 format – THREE (3) substitutions may be used at any time with the permission of the Referee.  
For 4v4 & 5v5 format – any number of substitutions may be used at any time with the permission of the Referee.  
Entry onto the field of play will only be allowed during a stoppage in play.  
A player who has been replaced may return to the play as a substitute for another player.  
A player who has been selected, appointed or named as a substitute before the start of the match but does not actually play in the game shall not be considered to have been a player in that game within the meaning of Rule 8 of this Competition.  
The maximum number of players permitted to be registered to each team must not exceed the following:-
- |                             |   |            |
|-----------------------------|---|------------|
| Under 8 (4v4)               | - | 8 Players  |
| Under 9 (4v4)               | - | 8 Players  |
| Under 10 (5v5)              | - | 10 Players |
| Under 11 (7v7)              | - | 14 Players |
| Under 12 & Under 13 (9v9)   | - | 18 Players |
| Under 14 - Under 16 (11v11) | - | 20 Players |
| Under 17 - Ladies (11v11)   | - | 30 Players |
- (H) The half time interval shall be of FIVE (5) minutes duration, but it shall not exceed FIFTEEN (15) minutes. The half time interval may only be altered with the consent of the referee.
- (I) The Competition shall require all players and club officials to have signed the FA's Respect Codes of Conduct and produce these if so requested by the League Management Committee.  
Prior to each match the participating teams and officials shall conduct the 'Respect' handshake and/or participating teams to offer 'three cheers' and handshakes to the opposing team after the match.  
The participating Clubs taking part in the fixture shall identify a team captain designated with a captain's armband who has a responsibility to offer support in the management of the on-field discipline of her team mates. If the participating players are considered to be too young to take on this role a member of the team coaching staff should provide this support.
- (J) Each home club shall make arrangements for the provision of designated areas for spectators. This area can be marked by an additional painted line, a roped off area or use of a temporary spectator barrier. The area for spectators should ideally be on one side of the pitch and the other used for coaches / substitutes etc. Ideally this would be 1-2 metres from the touchline. It is recognised, however, that the alignment of some pitches does not allow for this arrangement in which case exemption must be sought from the Management Committee. Failure to comply with these provisions may incur a fine not exceeding TWENTY FIVE (£25.00) or otherwise be dealt with as the Management Committee see fit.
- (K) The Management Committee view the good reputation of the League as paramount and therefore shall have the power to require a Club, Club Official, Player or Individual to attend a Meeting to answer to allegations of breaches the Respect Programme Codes of Conduct.
- (L) The format below will be the maximum format allowed for each age group for the 2015/16 season.  
U8 – 4v4  
U9 – 4v4  
U10 – 5v5  
U11 – 7v7  
U12 – 9v9  
U13 – 9v9  
U14 - U18 – 11v11
- (M) Applications for leave of absence from the Competition for such reasons as Easter Tours etc. must be made in writing to the Secretary provided that a minimum of TWENTY SEVEN (27) days' notice has been given for such Application. The granting of 'Leave of Absence' is at the discretion of the Management Committee and will only be permitted to a Club / Team on TWO (2) separate occasions in any one season.
- (N) Teams must make every effort to fulfil their fixture on the day of the match. Where the Home Team is unable to supply a venue to fulfil its appointed fixture, no matter what the reason, they shall inform the Fixture Secretary as soon as possible and MUST offer their opponents the opportunity to play the game at the opponents ground or at an alternative venue on the same day provided the kick-off time can be arranged within ONE (1) hour of the original time set by the Home team. Failure to comply with this Rule will be dealt with as an unplayed fixture under Rule 10 (F) (i).
- (O) A Club causing any undue delay of informing pitch unavailability to the Fixture Secretary or the opponents, thereby preventing Rule 10(N) being invoked shall be dealt with by the Management Committee who may impose a fine of TWENTY FIVE POUNDS (£25.00).
- (P) A Club who having TWO (2) or more players from ONE (1) team selected for a County or School Representative match may apply for a postponement of League or Cup fixtures. The interest of the Competition will always be paramount and any decision of the Management Committee shall be final.



- (Q) 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 FIFTY POUNDS (£50.00).
- (R) 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:-
- (i) Each player, including all substitutes, MUST print their own name, fill in their date of birth and sign the Form;
  - (ii) No player information can be completed before or during the witnessing of this by anyone other than the player(s);
  - (iii) The completed Form MUST then be 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 be sent by the OPPOSING team to the Registration Secretary within THREE (3) days of the date of the match.
- Any team that fails to comply with any of the above processes shall be fined TWENTY POUNDS (£20.00). Any team that fails to produce the ID Cards and not complete the Form as required in this Rule shall be charged with bringing the League into disrepute.
- (S) 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 TWENTY POUNDS (£20.00) and reported to the Management Committee.
- (T) NOTE: Where breaches of Rule 10(F) are found proved the following criteria will be used to determine the appropriate level of punishment:-
- (i) Clubs who are unable to fulfil a fixture with less than 7 days' notice will be referred via the Fixture Secretary to the General Secretary of the League on an unplayed Fixture Form. 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.
  - (ii) Clubs who are unable to fulfil a fixture having notified the relevant parties 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 unfulfilled fixture at the discretion of the Management Committee.
  - (iii) Clubs who are unable to fulfil a fixture that notify the relevant parties later than 8.00 pm on Tuesday preceding the fixture will incur a fine not exceeding £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.
  - (iv) Unless there are exceptional circumstances, Clubs who are unable to fulfil a fixture that advise the relevant parties AFTER 12 noon on the Saturday preceding the fixture will incur a fine not exceeding £25.00 and the points for the game shall be awarded to the opponents of the team causing the postponement.
- Shortage of Players through illness, injury or suspension will not be an acceptable reason for failing to fulfil a fixture.
- (U) Club Secretaries MUST immediately inform the 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. Any match which is unfulfilled as the result of such Club suspension not being lifted by 8pm on the Thursday preceding the match shall be awarded to the opponents.
- (V) Any Team failing to fulfil their fixtures on more than THREE (3) occasions in any ONE (1) playing season will be treated as misconduct to be dealt with by the Management Committee who may take action they deem necessary.
- (W) Any Club failing to comply with Rule 10(B)(i) Double Header fixtures may incur a fine not exceeding FIFTY POUNDS (£50.00) and/or otherwise be dealt with as the Management Committee deem fit.
- (X) 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.
- (Y) 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.
- (Z) 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.

### REPORTING RESULTS

11. (A) The League must receive by 23:59 hours the day following the match, the result of each Competition match in the prescribed manner. This must include the forename(s) and surname of the team players (in block letters) and also the Referee markings required by Rule 13, or any other information required by the Competition. Failure to do so will incur a fine of FIVE POUNDS (£5.00) for the first offence and TWENTY POUNDS (£20.00) thereafter and/or the Club being dealt with as the Management Committee decide. A Result Card as above MUST still be submitted to arrive within SEVEN (7) days of notification of the fine, failing which the Club will be fined TEN POUNDS (£10.00) plus a further £10.00 for every 7 days or part thereof that the Result Card is not submitted.
- NOTE: The prescribed manner means the posting of a fully completed Result Card onto the League website
- (B) NOT ADOPTED

- (C) The match result notification, correctly completed, shall be submitted by a responsible member of the Club. Failure to do so will result in a fine of TWENTY POUNDS (£20.00). Failure to complete the Result Card ACCURATELY will result in a fine of TWENTY POUNDS (£20.00).
- (D) Leagues are permitted to collect but not publish the results for fixtures they organise for U7, U8, U9 & U10 Mini Soccer and U11 7v7 format. They may require a Club to confirm that a set fixture has been played. A maximum fine of FIVE POUNDS (£5.00) may be imposed for a breach of this Rule.
- (E) Club / Team Respect Programme Marks will be submitted by each Team as part of the Result Card notification marking of the opponents. The Club / Team Respect Programme Marks will be monitored throughout the season by the Management Committee. A low mark is an indication that a Club / Team has fallen below the acceptable standard of the Competition. Therefore a Club / Team whose mark is deemed to be in this category may be required to attend a Disciplinary Sub-Committee Meeting or may receive written notice of their mark with a warning that, should it not improve, they will be requested to attend a Meeting of the Disciplinary Sub-Committee to answer for their record.  
 The Disciplinary Sub-Committee will have the power to consider the Respect Programme 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 poor 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. Any Club, Team, Official or Player having been given SEVEN (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 TWENTY FIVE POUNDS (£25.00) or be otherwise dealt with as the Management Committee may determine.  
 The Disciplinary Sub-Committee will have the power to recommend to the Annual General Meeting that any such Club / Team which has failed to satisfactorily answer for their record and/or failed to make a satisfactory plan for future improvement may be considered for non election into the Competition for the forthcoming season.
- (F) All County Cup & FA Cup results, abandonments or postponements must be communicated by BOTH the home and away Clubs to the relevant Fixture Secretary on the day of the match. A Team in default will be fined FIVE POUNDS (£5.00) for their first offence and TWENTY POUNDS (£20.00) for their second/subsequent offence.

#### DETERMINING CHAMPIONSHIP

- 12. (A) Team rankings within the Competition will be decided by points with THREE (3) points to be awarded for a win and ONE (1) point for a drawn match. The teams gaining the highest number of points in their respective Divisions at the conclusion shall be adjudged the winners. Matches must not be played for double points.  
 In the event of TWO (2) or more teams being equal on points team rankings may be determined by deciding match(es) played under conditions determined by the Management Committee by the following sequence of factors:-
  - (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 TWO (2) positions are still level after the foregoing, the Shield will be shared for half the holding period each.
- (B) NOT ADOPTED
- (C) 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.
- (D) NOT ADOPTED

#### REFEREES

- 13. (A) Registered Referees (and Assistant Referees where approved by the FA or County FA) for all matches shall be appointed in a manner approved by the Management Committee and by the sanctioning Association(s).  
 NOTE: For the avoidance of doubt, a referee appointed by the Referee's Secretary takes precedence over any appointment made by a Club or Team.
- (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 the Referee's Secretary has not been able to appoint a Referee it is incumbent on the Home Club to engage the services of a qualified Referee. If the Home Club is unable to appoint such a Referee they MUST notify their opponents of the facts and allow their opponents the opportunity to engage the services of their own 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.
- (C) Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Failure to do so will result in a fine of TEN POUNDS (£10.00) being imposed on the defaulting Club.  
 NOTE: The Management Committee may, if they consider it desirable, or upon application by the TWO (2) competing Teams, appoint Assistant Referees.
- (D) 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 either in the case of a ground of a Local Authority or the owners of a Ground, the Representative of that body is the sole arbiter and whose decision must be accepted unless the ground is declared fit for play.  
 If any fixture is in doubt due to unfit pitches, it is the responsibility of the home Club to have the pitch inspected early on the day of the match and advise their opponents not to travel pending an inspection. The Home Club 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 available and confirm with their opponents the result of the pitch inspection. Failing to comply with this Rule will result in a fine of TWENTY FIVE POUNDS (£25.00).

- (E) Subject to any limits/provisions laid down by the sanctioning Association Match Officials appointed under this Rule shall be paid a match fee of Officials appointed under this Rule shall be entitled to the following match fees:-
- |                                     |   |        |   |                        |
|-------------------------------------|---|--------|---|------------------------|
| Referee = Mini Soccer 5v5 or 7v7    | - | £15.00 | - | (Double Header £20.00) |
| Referee = Under 12 & Under 13 9v9   | - | £20.00 | - | (Double Header £30.00) |
| Referee = Under 14 & Under 15 11v11 | - | £25.00 | - | (Double Header £35.00) |
| Referee = Under 16 - Under 18 11v11 | - | £30.00 | - | (Double Header £45.00) |
- Qualified Referees appointed as Assistant Referees £15.00 (Double Header £20.00).  
 Referees travelling to matches that are postponed are paid HALF the relevant match fee by the Home team.  
 The home Team shall pay the Officials their fees and or expenses before the match or immediately after the match. Failure to do so will result in a fine not exceeding FIFTY POUNDS (£50.00)  
 Clubs/Teams failing to make contact with a League appointed referee by Thursday before the match will incur a fine of TEN POUNDS (£10.00)
- (F) In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to HALF fee from the Home Team. Where a match is not played owing to ONE (1) Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their FULL fee.
- (G) A Referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non- appearance, may be reported to the Association with which he or she is registered.
- (H) Each Club shall in a manner prescribed from time to time by the Football Association award marks to the Referee for each match and the correct and FULL NAME of the Referee and the marks awarded shall be submitted to the League in the League approved manner. Clubs failing to comply with this Rule shall be liable to a fine of FIVE POUNDS (£5.00) on the first occasion and TEN POUNDS (£10.00) for each subsequent offence.
- (I) The Competition shall keep a record of the markings and, on the Form provided by the prescribed date each season, shall submit a summary to The Football Association / County Football Association  
 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 SEVEN (7) days after the match. Clubs failing to comply with this Rule shall be liable to a fine of TWENTY POUNDS (£20.00).
- (J) The Referee shall submit a Report Form, supplied by the Competition, giving the result of the match, the number of players in each team and the time of the kick-off to the person delegated by the Management Committee within TWO (2) days of the match.
- (K) Referees and Assistant Referees registered with the League shall be supplied, each Season, with a copy of the Competition Rules free of charge.
- (L) Referees and Assistant Referees shall have undertaken a Respect briefing offered by the FA/County FA or the League.
- (M) Referees will submit a Club / Team Respect Programme Mark as part of their match result notification.
- (N) Team Managers and/or Coaches of Under 16 or Under 18 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 TWENTY FIVE POUNDS (£25.00) and such further action as the Management Committee deem appropriate.

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

14. (A) After 31<sup>st</sup> 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 31<sup>st</sup> March each Season or be liable to a fine not exceeding SEVENTY FIVE POUNDS (£75.00).  
 All Clubs wishing to remain in membership of the Competition for the following Season must confirm their intention to do so, in writing, to the Secretary by 31<sup>st</sup> March.
- (B) A Club shall not be allowed to withdraw any or all of its Teams from the Competition after the Annual General Meeting for the following Season. Any Club infringing this Rule shall be liable to a fine not exceeding SEVENTY FIVE POUNDS (£75.00) per Team and shall also be liable for its share of any call which may be made under Rule 5(B).
- (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 held not later than the end of June 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 Competition.  
 In the event that any such obligation remains un-discharged after a period of TWENTY ONE (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.
- (E) 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. The Management Committee can advise non-inclusion of Clubs to Members at the AGM.
- (F) The League Management Committee can advise non inclusion of Clubs to Members at the AGM.

#### PROTESTS AND COMPLAINTS

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

- (ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Management Committee unless a protest is lodged with the Referee before the commencement of the match. Any Club lodging such protest and not proceeding with it shall be deemed guilty of a breach of this Rule and shall be dealt with by the Management Committee
- (B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged in duplicate with the Secretary within SEVEN (7) days (excluding Sundays) of the match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A Member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.
- (C) Any dispute occurring between Clubs in the Competition shall be referred for determination by the Management Committee whose decision shall be binding upon all parties subject to Rule 16.
- (D) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum of TWENTY POUNDS (£20.00). This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the enquiry or to order that the costs to be shared by the parties.
- (E) All parties to a protest or complaint must receive a copy of the submission and must be afforded an opportunity to make a statement at least SEVEN (7) days prior to the protest or complaint being heard.
  - (i) All parties must have received SEVEN (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 FIFTY POUNDS (£50.00) and indicate such when forwarding the written response.
- (F) When dealing with a protest or complaint the Management Committee shall take into consideration the possession by the protesting or complaining Club of any information which, if properly used, might have avoided the protest or complaint.

#### **BOARD OF APPEAL**

16. Within FOURTEEN (14) days of the posting of written notification of any decision of the Management Committee or the Competition, a Club, Official or Player against whom action is taken may appeal against such decision by lodging particulars in duplicate with the Secretary of the Surrey County Football Association, including a fee of TWENTY FIVE POUNDS (£25.00) 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 grounds 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, 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.
- (B) At the Annual General Meeting, or at a Special General Meeting called for the purpose, in accordance with the provisions of Rule 19, 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) If a Competition is discontinued for any reason a trophy or any other presentation shall be returned to the Donor if the conditions attached to it so provide or, if not, dealt with as the sanctioning Association may decide. The following Agreement shall be signed on behalf of the winners of the Cup or Shield:-  
 "We A ..... and B ....., the Chairman and Secretary of ..... FC, members of and representing the Club, having been declared winners of ..... Cup or Shield, 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 Shield to the Competition Secretary on or before ..... If the Cup or Shield 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."  
 Failure to comply will result in a Fine as determined by the Management Committee.

- (B) At the close of each Competition awards may be made to the winners and runners-up if the funds of the Competition permit. Only such Clubs and Players who have fulfilled all of their fixtures and other obligations to the Competition shall be eligible to receive any Competition Trophies or Awards.
- (C) Non-attendance of a Trophy Ceremony without giving a satisfactory explanation in writing to the Secretary within TWENTY EIGHT (28) days of the Trophy Ceremony will result in a Club receiving a charge for breach of Competition Rules and the Club may forfeit their right to the trophies or awards. Any fine imposed will not exceed FIFTY POUNDS (£50.00).
- (D) In addition a Team attending with less than EIGHT (8) players for 11v11, SEVEN (7) players for 9v9 shall be deemed not to have attended for the purposes of this Rule and will be subject to the same penalties.
- (E) Clubs must return Cups / Shields by the last day in February. The Cups / Shields 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 Cups / Shields by the due date will result in the Club being charged and may receive a fine not exceeding THIRTY FIVE POUNDS (£35.00). Cups / Shields must be returned to the Competition in good order and correctly engraved. Failure to do so will result in a Club charge with a fine not exceeding TWENTY POUNDS (£20.00) per Cup / Shield.
- (F) A Club failing to return any trophy / shield will be responsible for the full replacement cost of such trophy / shield in addition to the above-mentioned fines.
- (G) Any Club / Team not continuing in the League for the following season, having won a League Cup or Shield in the preceding season must return the same fully engraved and in a clean and presentable state before the AGM.

### SPECIAL GENERAL MEETINGS

19. Upon receiving a requisition signed by two-thirds of the Clubs in membership the Secretary shall call a Special General Meeting. The Management Committee may call a Special General Meeting at any time. At least SEVEN (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 Member Club shall be empowered to send TWO (2) delegates to all Special General Meetings. Each Club shall be entitled to ONE (1) vote only, as will members of the Management Committee. Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall be fined FORTY POUNDS (£40.00). Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

### 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. Any alteration made during the playing season to the Rule relating to the qualification of players shall not take effect until the following season. Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the 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. A proposal to change a Rule shall be carried if a majority of those present, entitled to vote and voting are in favour. 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 SEVEN (7) days prior to the date of the meeting.

### FINANCE

21. (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 ONE THOUSAND POUNDS (£1,000.00) shall be approved by the Management Committee. Cheques shall be signed by at least TWO (2) Officers nominated by the Management Committee.
- (C) The financial year of the Competition will end on the last day of February.
- (D) 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.

### INSURANCE

22. All Clubs must have public liability insurance cover of at least TEN MILLION POUNDS (£10,000,000.00).

### DISSOLUTION

23. (A) Dissolution of the Competition shall be by resolution approved at a Special General Meeting by a majority of three quarters of the members present and shall take effect from the date of the relevant Special General Meeting
- (B) In the event of the dissolution of the Competition, the members of the Management Committee are responsible for the winding up of the assets and liabilities of the Competition.
- (C) The Management Committee shall deal with any surplus assets as follows:-
- (i) Any surplus assets, save for a trophy or any other presentation, remaining after the discharge of the debts and liabilities of the Competition shall be transferred only to another Competition or Affiliated Association or The Football Association Benevolent Fund or

- to such other charitable or benevolent object in the locality of the Competition as determined by resolution at or before the time of winding up, and approved in writing by the sanctioning Association
- (ii) If a Competition is discontinued for any reason a trophy or any other presentation shall be returned to the Donor if the conditions attached to it so provide or, if not, dealt with as the sanctioning Association may decide.

### **SURREY COUNTY WOMEN & GIRLS CHALLENGE CUP COMPETITION**

#### **YOUTH SECTION RULES**

1. The Cup Competition will be governed by the League Competition Rules 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 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**

2. (A) No player may play for more than ONE (1) Team in the Cup Competition in any ONE (1) season. This means, once transferred, a player will be deemed to be cup-tied if she has played in the Competition at any Age Group.
- (B) A Player 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 (2) League or County Cup matches in the current season.
- (C) A Player registered after the last day of February is ineligible to play in a Challenge Cup Final.

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

3. (A) 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.
- (B) 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 12             | - | 7 minutes each way  |
| Under 13 to Under 16 | - | 10 minutes each way |
| Under 17 to Under 18 | - | 15 minutes each way |
- After extra time has been played the match will be decided on penalties:-
- Kicks from the Penalty Mark
- Subject to the conditions below, both teams take FIVE (5) kicks
- The kicks are taken alternately by the teams
  - If, before both teams have taken five kicks, one has scored more goals than the other could score, even if it were to complete its five kicks, no more kicks are taken
  - If, after both teams have taken five kicks, both have scored the same number of goals, or have not scored any goals, kicks continue to be taken in the same order until one team has scored a goal more than the other from the same number of kicks
- (C) Postponements shall take place on the following Sunday, unless directed otherwise by the Fixture Secretary.
- (D) In the event of the Teams having the same colours in the Final, the first-named team will be required to change.
- (E) Admission fees to all Cup Finals will be decided by the Management Committee each season prior to the Cup Finals taking place. In Final ties all expenses will be met by the League and all proceeds will be retained for League funds

#### **5v5 & 7v7 FORMAT RULES**

Laws of the Game Mini Soccer are available from 'The FA' website

1. The Rules of the Surrey County Women & Girls League Youth Section (SCWGL) shall apply to the SCWGL 5v5 & 7v7 format Competition with the following added Rules.
2. Number of Players – 5v5 format - A Team shall consist of minimum of 4 players and a maximum of 7 players, of which 5 players should be on the field of play at any one time. Substitutes are allowed, "roll-on roll-off" basis, subject of permission of the referee and only during a break in play, need not be named and may return to the field of play as a substitute after earlier being substituted
3. Number of Players – 7v7 format - A Team shall consist of minimum of 6 players and a maximum of 10 players, of which 7 players should be on the field of play at any one time. Substitutes are allowed, "roll-on roll-off" basis, subject of permission of the referee and only during a break in play, need not be named and may return to the field of play as a substitute after earlier being substituted
4. 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.
5. Match Confirmation/Results - Each Team must submit a Result Card via the website designated by the Management Committee for each League and League Cup match so as to be received by 2359 hours on the day after the match. A Team in default shall be fined FIVE POUNDS (£5.00) for their first offence and TWENTY POUNDS (£20.00) for each subsequent breach of this Rule. A Result Card as above MUST still be submitted to arrive within SEVEN (7) days of notification of the fine, failing which the Club will be fined TEN POUNDS (£10.00) plus a further £10.00 for every 7 days or part thereof that the Result Card is not submitted.

6. 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.

### **9v9 RULES**

The Laws of the Game for 9v9 football are the same as 11v11 and are available from 'The FA' Website

1. The Rules of the Surrey County Womens & Girls League (SCWGL) and SCWGL League Challenge Cup Rules shall apply to the SCWGL 9v9 Competition with the following added Rules.
2. Number of Players - A Team shall consist of minimum of 7 players and a maximum of 13 players, of whom 9 players can be on the field of play at any one time. Substitutes are allowed, "roll-on roll-off" basis, subject to permission of the referee and only during a break in play, need not be named and may return to the field of play as a substitute after earlier being substituted.
3. 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.
4. Match Confirmation/Results - Each Team must submit a Result Card via the website designated by the Management Committee for each League and League Cup match so as to be received by 2359 hours on the day after the match. A Team in default shall be fined FIVE POUNDS (£5.00) for their first offence and TWENTY POUNDS (£20.00) for each subsequent breach of this Rule. A Result Card as above MUST still be submitted to arrive within SEVEN (7) days of notification of the fine, failing which the Club will be fined TEN POUNDS (£10.00) plus a further £10.00 for every 7 days or part thereof that the Result Card is not submitted.
5. 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.

**APPENDIX 1**  
**SAFEGUARDING CHILDREN POLICY**

1. Child Protection Policy Statement

The Surrey County Women & 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 2A 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 2B. 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 0800 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

### PLAYER REGISTRATION PROCEDURES

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

Under 8	-	8 Players
Under 9	-	8 Players
Under 10	-	10 Players
Under 11	-	14 Players
Under 12 & Under 13	-	18 Players
Under 14 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. [LADIES ONLY - a photograph need not be supplied where a player has registered in the Ladies League in the previous season].
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 6 months);
  - (b) 31mm high x 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 Team Registration Form should be folded in half (photographs inwards) and brought along with evidence of Player's date of birth and the correct payment to a Registration Surgery, details of which are published on the SCWGL website. From 18<sup>th</sup> August, all Registration Forms should be posted, along with evidence of Player's date of birth, correct payment and stamped, self-addressed envelope to the Registration Secretary, Alex 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.

#### QUALIFICATION DATES 2015-2016

Format	Age Group	From (inclusive)	To (inclusive)
4v4	Under 8	01-09-2007	31-08-2009
4v4	Under 9	01-09-2006	31-08-2008
5v5	Under 10	01-09-2005	31-08-2007
7v7	Under 11	01-09-2004	31-08-2006
9v9	Under 12	01-09-2003	31-08-2005
9v9	Under 13	01-09-2002	31-08-2004
11v11	Under 14	01-09-2001	31-08-2003
11v11	Under 15	01-09-2000	31-08-2002
11v11	Under 16	01-09-1999	31-08-2001
11v11	Under 18	01-09-1997	31-08-2000
11v11	Ladies	MUST BE 16 YEARS OLD AT DATE OF REGISTRATION	

#### APPENDIX 3 RESPECT 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.

#### RESPECT 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.

## **RESPECT 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 his 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 his 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 his own team win.
2. Resist any influence which might, or might be seen to, bring into question his 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 his 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.

## **RESPECT 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 total support to the referee, but without undue interference or insistence.

### **RESPECT 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 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 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 4** **DISCIPLINARY PROCEDURES**

1. 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.

2. Where misconduct is alleged or a complaint is made against a Club or individual ("a Respondent") the General Secretary shall if applicable send the complaint to the relevant County Football Association or in the case of a matter deemed by the General Secretary suitable to be dealt with by the league notify the Club or individual concerned and request a response thereto.
3. Within 7 days after such notification the Respondent shall provide any response 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.
4. 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.
5. 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.
6. Where the complaint involves any breach of league rule other than for which a fixed penalty allows the club / team shall receive a formal charge notice and follow the procedure outlined in League Rule 5(D)
7. 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.
8. 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 £25.00 and indicate such when forwarding the written response.
9. At the hearing before the Disciplinary Committee:-
  - (i) Each party shall be permitted a defined time by the Disciplinary Committee within which he or his representative shall be permitted to open his case;
  - (ii) Each party shall be permitted to call such witnesses as he 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 or his representative may make a closing submission
10. Provided 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.