

# **SUFFOLK GIRLS FOOTBALL LEAGUE**

## **STANDING ORDERS**

1. Committee meetings shall be held as required, with each Meeting fixing the date for the following meeting. Not less than seven days notice of any such Meeting shall be given.
  2. The Secretary shall keep a record of the attendance of the Members at each Meeting.
  3. At all Meetings, the Secretary shall read the minutes of the preceding Meeting of that Committee. These, if approved, shall be signed by the Chairman. Matters arising from the Minutes shall follow and the Secretary shall read letters as may be necessary. Members may ask questions, through the Chairman, which may reference to the minutes or letters. Business of the Agenda shall proceed in such order as the Chairman may direct.
  4. All Members, on speaking, shall address themselves to the Chairman. The ruling of the Chairman on any points of order shall be final.
  5. Whenever any amendment is made to an original proposition, no second amendment shall be moved until the first amendment has been disposed of. No motion or amendment shall be proceeded with until it be seconded. All questions shall be determined by a show of hands, unless a formal division be demanded. Whenever the number for any resolution or amendment shall be equal, the Chairman shall have a second or casting vote.
  6. The discussion, statements of Members, evidence of witnesses and other matters within and before the committee, shall be deemed privileged, and the committee shall have the power to censure, or suspend from service, any Member proven to be guilty of disclosure to a third party.
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## **LEAGUE RULES**

### **NOMENCLATURE AND CONSTITUTION**

1. This Competition shall be designated the Suffolk Girls Football League and shall consist of not more than 30 Clubs who shall be Full Member Clubs. 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 Suffolk County Football Association. The area covered by the Competition Membership shall be the County of Suffolk and a 10 mile radius from the borders of this County. This Competition shall apply annually for sanction to the Suffolk County Football Association and the constituent teams of Member Clubs may be grouped in divisions, each not exceeding 12 in number and with a minimum of 3 in number. The competition will provide 11-a-side or 9-a-side football for girls who have attained the age of 12 as at midnight 31<sup>st</sup> August in a playing season and Mini-Soccer for girls who have attained the age of 8 years but not the age of 12 years as at midnight on 31<sup>st</sup> August in a playing season.

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

2. (A) Applications by Clubs for admission to this Competition must be made in writing to the Secretary and must be accompanied by an Entry Fee of £5.00 per club which shall be returned in the event of non-election. At the discretion of a majority of the accredited voting members present applications, of which due notice has been given, may be received at the Annual General Meeting or a Special General Meeting. The Entry Fee shall apply. When Rule 12(B) is applied and a team seeks a transfer or is compulsorily transferred to another division no Entry Fee shall be payable.  
  
(B) The Annual Subscription shall be £45.00 per Team playing 11-a-side or 9-a-side football and £45.00 per team playing Mini-Soccer payable on or before the 31<sup>st</sup> July in each year *or in default be fined £10 per club*.  
  
(C) Each Club shall, upon election, pay a Deposit of £20.00 which shall be returnable to Clubs on leaving the Competition provided they have fulfilled their fixtures and complied with all orders of the Management Committee.  
  
(D) A Club shall not participate in this Competition until the Entry Fee, Annual Subscription and Deposit have been paid.  
  
(E) Clubs must advise annually to the Secretary in writing by the 31<sup>st</sup> July of its County Football Association affiliation number for the forthcoming Season, failing which they shall be fined £10.00. 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.

(F) All Member Clubs must be covered by Public Liability Insurance. Clubs must provide documentary evidence that they are covered in this way by the 31<sup>st</sup> July.

### **OFFICERS**

3. The Officers of the Competition shall be the President, Chairman, Vice-Chairman, Treasurer, Secretary, Registration Secretary, Results & Fixtures Secretary, Referees Appointments Officer, Welfare Officer, Development Officer and Press Officer to be elected annually at the Annual General Meeting. (N.B. Auditors are not Officers).

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

4. (A) The Competition shall be governed in accordance with the Rules and Regulations of The Football Association by a Management Committee comprised of the Officers and 6 members who shall be elected at the Annual General Meeting. All Participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The Association from time to time.

(B) Retiring Officers shall be eligible to become candidates for re-election without nomination. All other candidates for election as Officers or Members of the Management Committee shall be nominated to the Secretary in writing, signed by the Secretaries of two Member Clubs, not later than the 30<sup>th</sup> April in each year. Names of the candidates for election shall be circulated with the notice of the Annual General Meeting. In the event of there being no 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 often as is necessary, and not less than 3 times during the playing season, to deal with business as it arises. 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 appoint sub-committees and delegate such of their powers as they deem necessary. The decisions of all sub- committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of the Football Association or affiliated Association.

(B) Subject to the permission of the Suffolk County Football Association having been obtained the Management Committee may order a match or matches to be played each season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any 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 vote thereat, but no Member shall be allowed to vote on any matters directly appertaining to such Member or to the Club so represented. (This shall 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. Except where these Rules provide for the imposition of a set penalty any Club, Club Official (limited to Chairman, Secretary or Treasurer) or Player alleged to be in breach of a Competition Rule must be formally charged in writing and given the opportunity to present their case before the Management Committee. Financial penalties can only be imposed if included within the set penalties for breaches of Competition Rules. All breaches of the Laws of the Game, Rules and Regulations of The Football Association shall be dealt with in accordance with F.A. Rules by the appropriate Association.

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

(F) Five Members of the Management Committee shall constitute a quorum for the transaction of business of the Management Committee and three Members shall constitute a quorum for the transaction of business by any sub-committee of the Competition.

(G) The Management Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number.

(H) A Club having failed to comply with an order or instruction of the Management Committee, or failing to satisfactorily attend to the business and/or the correspondence of the Competition, shall be liable to be fined or otherwise penalised at the discretion of the Management Committee.

(I) All fines and charges shall be paid within 14 days of the date of posting of the written notification. Clubs, Officials or individuals committing a breach of this Rule will incur such penalties as the Management Committee may impose.

(J) A member of the Management Committee appointed by the Competition to attend a meeting or match may have any expenses incurred refunded by the Competition.

(K) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the Annual General, or Special General Meeting called to decide the constitution, and the commencement of the Competition season.

(L) No participant under the age of 18 can be fined.

(M) Leagues who organise Mini Soccer for teams playing U7 and U8 football may not, with the exception of Rules 6, 11d, 14 and 19 fine clubs for breaches of League Rules.

#### **ANNUAL GENERAL MEETING**

6. (A) The Annual General Meeting shall be held not later than the 30<sup>th</sup> June in each year. At this meeting the following business shall be transacted provided that at least 10 Members are present and entitled to vote:-

- (i) To receive and confirm the Minutes of the preceding Annual General Meeting.
- (ii) To consider any business arising there-from.
- (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 playing season.
- (x) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.

(B) A copy of the duly audited Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least fourteen days prior to the meeting, and to the Suffolk County Football Association.

(C) A signed copy of the duly audited Balance Sheet and Statement of Accounts shall be sent to the Suffolk County Football Association within fourteen days of its adoption by the Annual General Meeting.

(D) Each Full Member Club shall be empowered to send two delegates to an Annual General Meeting. Each Club shall be entitled to one vote only. Not less than seven days' notice shall be given of any Meeting.

(E) Clubs who have withdrawn their Membership of the Competition during the season being concluded or who are not continuing Membership shall be entitled to attend but shall vote only on matters relating to the season being concluded.

(F) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least one third of the delegates qualified to vote or the Chairman so decides.

(G) No individual shall be entitled to vote on behalf of more than one Full Member Club.

(H) Any continuing Member Club failing to be represented at the Annual General Meeting without satisfactory reason being given shall be fined £25.00.

(I) Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.

**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 Suffolk Girls Football League 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 to which the Club is affiliated and to the Secretary of the Competition. In addition, we agree to abide by the FA RESPECT programme and its Codes of Conduct.

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

**QUALIFICATION OF PLAYERS**

8. (A) Contract players, as defined in Football Association Rules, are not permitted in this Competition. No player registered with a F.A. Premier League or Football League Academy will be permitted to play in this competition. A Player registered with a Centre of Excellence may only play in this Competition subject to the Regulations of the Programme for Excellence.

(B) A registered youth playing member of a Club is one who, being in all other respects eligible, has:-  
Signed a fully and correctly completed Competition registration form in ink, countersigned by her parent or guardian and by an Officer of the Club, and who has been registered with the Registrations Secretary five days prior to playing and whose completed registration counterfoil has been received by the Club prior to playing. The registration document must incorporate any known serious medical conditions of the player and emergency contact details of the player's parents or guardians. These details must be available at matches and training events the player attends within the management of the Club or Competition.

If a player's age is required for registration purposes a competition must accept an original birth certificate or a photocopy. In cases where the birth certificate is not available a Competition is required to 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.

The qualification dates for the competition shall be as follows:

Mini-Soccer.

Under 10 – the player must have attained the age of 8 but must be under the age of 10 at midnight on 31<sup>st</sup> August in the playing season.

Under 11 – the player must have attained the age of 9 but must be under the age of 11 as at midnight on 31<sup>st</sup> August in the playing season.

Under 12 – the player must have attained the age of 10 but must be under the age of 12 as at midnight on 31<sup>st</sup> August in the playing season.

Youth Football.

Under 13 – the player must have attained the age of 11 but must be under the age of 13 as at midnight on 31<sup>st</sup> August in the playing season.

Under 14 – the player must have attained the age of 12 but must be under the age of 14 as at midnight on 31<sup>st</sup> August in the playing season.

Under 15 – the player must have attained the age of 13 but must be under the age of 15 as at midnight on 31<sup>st</sup> August in the playing season.

Under 16 – the player must have attained the age of 14 but must be under the age of 16 as at midnight on 31<sup>st</sup> August in the playing season.

In accordance with the foregoing qualifications a player under the age of 16 as at midnight on 31<sup>st</sup> August in the playing season must not play in a match where any other player is older or younger by 2 years or more.

(C) Not applicable.

(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.

(E) Registration forms shall be obtained from the Registrations Secretary on prepayment of £0.01 per form.

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

(G) It shall be deemed misconduct for a player to:-

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

(ii) Having signed for one Club in the Competition, 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 power to accept the registration of any player.

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

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

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

(I) Subject to The Football Association Rules dealing with players without a written contract when a player desires a transfer the Club the player wishes to transfer to shall submit a transfer form to the Registrations Secretary accompanied by a fee of £5.00. Such transfer shall be referred, by the Registrations 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 Registrations Secretary, and to the player concerned, within seven days of receipt of the transfer form. Upon receipt of the Club's consent, or upon its failure to give written objection within seven days, the Registrations Secretary may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club from such date or fourteen days after receipt of such transfer.

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

(J) A player may not be registered for a Club nor transferred to another Club in the Competition after the 1<sup>st</sup> March in the current season except by special permission of the Management Committee, *which will only be given in exceptional circumstances and subject to Rule 8(M).*

(K) A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee.

In the event a Club has more than one team in an age group, each team must be clearly designated "A" and "B" etc. In such cases, players will be registered for one team only. A players so registered will be allowed to play for her Club in a younger or older age group within the provisions of Rule 8 (B).

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

In the event of a player without a written contract changing his status to that of a contract player with the same Club, another Club in the Competition or with a Club in another Competition his registration as a player without a written contract will automatically be cancelled and declared void. In order to play in the League again either for his original Club or for another Club it will be necessary for him to be re-registered as required by this Rule.

(M) A player shall not be eligible to play for a team in any special championship, promotion or relegation deciding match (as specified in Rule 12(A)), *after the 1<sup>st</sup> March*, unless the player has played in 25% of the games for that team in this Competition in the current season.

(N) Not applicable.

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

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

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

(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 Competitions).

(iii) Children under 16 shall not play in a team involving players who are more than 2 years older.

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

(Q) *Each team upon joining the League will receive 20 registration forms.*

(R) *A team may de-register players during the season, provided it maintains a minimum number required to fulfil fixtures (subject to Rule 8(B)). It is the responsibility of the Club to advise any player whom they have de-registered of their action. A player, once de-registered, may join another club (subject to Rule 8(J)), without the need for a transfer, after a lapse of 14 days.*

(S) *In the event of a Team withdrawing from the Competition, all of their players will be de-registered automatically, and consequently will be free immediately to register for other Clubs subject to Rule 8(J)).*

(T) *No player shall play more than one match per day for her Club.*

(U) *All teams are required to register a minimum of 7 players by the 15<sup>th</sup> August in the playing season. Any club failing to comply shall be fined £10.00.*

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

9. (A) Every Club must register the colour of its shirts and shorts with the Secretary by the 31<sup>st</sup> August in the current season who shall decide as to their suitability.

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

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

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

If, in the opinion of the referee, two Clubs have the same or similar colours, the away team shall make the change.

Any team not having a change of colours or delaying the kick-off by not having a change shall be fined £10.00.

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.

(B) Any Club wishing to change its name and/or colours must obtain permission from its affiliated County Football Association and from the Management Committee.

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

10. (A) The Annual General Meeting shall determine the commencing and concluding dates for the ensuing season which shall be in accordance with Football Association Rules. No Club shall be compelled to play after the concluding date. Original fixtures arranged by the Fixtures Secretary, or at a meeting specially convened for that purpose, to be held no later than the 15<sup>th</sup> August, must not be arranged for a date later than seven days preceding the concluding date determined by the Annual General Meeting.

(B) All matches shall be played in accordance with the Laws of the Game, with the exception of Laws 1 and 3, as determined by the International Football Association Board or, for Mini-Soccer, the Laws of Mini-Soccer as set down by The Football Association.

Clubs must take all reasonable precautions to keep their grounds in a playable condition. All matches shall be played on pitches deemed suitable by the Management Committee. If through any fault of the home team 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.

All matches shall have a duration as set out below unless a shorter time (not less than 15 minutes) is mutually arranged by the two captains in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves.

For Mini-Soccer – The maximum duration of play shall be two halves of 20 minutes each way for the under 10 group. The duration of play shall be as follows: for under 10 age group, 20 minutes each way, under 11 age group, 25 minutes each way and for under 12, 30 minutes each way. The maximum playing time in any one day for the under 10 age group is 60 minutes.

For Youth football – The duration of play shall be as follows unless it is mutually agreed by all parties to reduce the time: for under 13 and under 14, 35 minutes each half and for the under 15 and under 16, 40 minutes each half. The minimum time for any game will not be less than 20 minutes each half for players in the under 14 and under 15 age groups.

No player under the age of 17 as at midnight on 31<sup>st</sup> August in any season shall be permitted to play more than one game or, in the event the competition allows the playing of a double-header, ie: two separate matches, 100 minutes per day in this Competition.

The times of kick-off shall be fixed by the *home team, but shall not be earlier than 11.00am, nor later than 3.00pm, unless by mutual agreement.* Any Club failing to commence at the appointed time may be fined a sum not exceeding £5.00 or be otherwise dealt with as the Management Committee may determine.

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

The home team must provide at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable. The size of football to be used: For Mini-Soccer, size 4 for those playing in the under 10, 11 and 12 age groups. For Youth Football - size 4 for those playing under 13 and under 14 and size 5 for all other age groups.

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

(D) The Secretary, *Manager or other Club official*, 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 Manager of the opposing Club at least five clear days prior to the playing of the match. *Full particulars of the location of, and access to, all grounds shall be contained in the League Handbook.* Any Club failing to comply with this Rule shall be liable to a fine of £10.00.

(E) Every Club shall play its best available qualified team or teams in all matches in the Competition.

(Note: The intention of this Rule is not to interfere with normal team selection by Clubs, but to prevent Clubs deliberately fielding a weakened team in order to unreasonably reserve players for another game or to boost the strength of another or lower team. It is NOT intended that Clubs MUST field higher team players in lower teams when the higher team has no engagement. If, in the opinion of the Management Committee, the substance or spirit of the Rule is obviously being disregarded, the Club or Clubs concerned may be called to account for its/their actions and shall be subject to such decisions as the Management Committee may determine, despite the fact that Rule 8 has not been infringed.)

In the event of a Club playing in any match with less than seven players they may be fined £10.00 for each missing player. At the start of a match, a minimum of six players will constitute a team for a Competition Mini-Soccer match and seven for a 9-a-side match and eight for an 11-a-side match. If, in any Mini-Soccer fixture, the number of players reduces to below 6, and if in any other fixture, the number of players reduces to below 7, the referee shall abandon the match.

(F) 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 inflict a fine, deduct points from the defaulting Club, award the points 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.

Any club unable to fulfil a fixture must, without delay, give notice to the Fixtures Secretary, the Competition Referees Appointments Secretary, the Manager of the opposing Club and the match officials. *Such postponement, and the reason for the postponement, must be notified to the Fixtures Secretary, on the appropriate form, within 3 days of the date of the postponement. Any Club failing to comply shall be liable to a fine of £10.00.*

*Unless in the case of bad weather, such postponement will not be accepted after 8.00 pm on the Friday evening prior to the fixture and will also not be accepted if the postponing team has previously postponed 2 fixtures with less than 10 days notice, unless any of these were due to bad weather. Any Club failing to comply with this rule shall be charged with failing to fulfil the fixture under rule 10(f).*

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 Clubs and approved by the Management Committee. Failing such agreement and notification to the Fixtures Secretary within fourteen days the Management Committee shall have power to order the match to be played on a named date or on or before a given date.

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

(G) A Club may at its discretion and in accordance with the Laws of the Game use up to five substitute players in any match in this Competition who may be selected from five players.

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

For Youth Football - for teams in the under 16 age group and below, a player who has been substituted 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 five minutes before the start of the 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 at least five minutes duration, but it shall not exceed fifteen minutes. The half time interval may only be altered with the consent of the referee.

(J) *For Youth Football matches in the under-13, under-14 and under-15 groups, teams will consist of 8 outfield players and a goalkeeper and shall take place on pitches which measure between 70 and 90 yards by between 40 yards and 60 yards. Goal sizes shall be between 6.5 and 7.5 yards wide by between 6.5 and 7.5 feet high. For Mini-Soccer, under-10 and under - 11 matches shall take place on pitches which measure between 50 yards and 60 yards by between 30 and 40 yards, and under-12 & 13 matches shall take place on pitches which measure 60 yards by 40 yards. Under-15 and Under-16 matches, except by prior agreement of both teams, will play 9v9 in accordance with Youth Football matches as above, except that the use of full size goals and full size pitch is permissible. Prior agreement – made at least 5 days before the fixture – may be made to play in accordance with normal 11-a-side football.*

### **REPORTING RESULTS**

11. (A) The Fixtures Secretary must receive within three days of the date played, 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 £10.00 and/or the Club being dealt with as the Management Committee decide.

(B) *The Home Team shall provide the result of each match to the Results & Fixtures Secretary by 10.00 pm on the day of the match by email message, or if not possible by text message, or if not possible by telephone message. The message should clearly indicate the age group, competition, teams and match result.*

(C) The match result notification, correctly completed, shall be signed by a responsible member of the Club. The Management Committee shall have power to take such action as they deem suitable against a Club which submits an incomplete form or incorrect information.

(D) Leagues are not permitted to collect result sheets or compile any playing data for fixtures they organise for U7 and U8 Mini Soccer. They may require a Club to confirm that a set fixture has been played. A maximum fine of £5 may be imposed for a breach of this Rule.

### **DETERMINING CHAMPIONSHIP**

12. (A) Team rankings within the Competition will be decided by points with three points to be awarded for a win and one point for a drawn match. The teams gaining the highest number of points in their respective Divisions at the conclusion shall be adjudged the winners. Matches must not be played for double points. In Mini Soccer points can only be awarded for Under 9 Competitions onwards.

In the event of two or more teams being equal on points team rankings may be decided by

- (i) the results between the teams involved in the tie, and if still level,
- (ii) overall goal difference will decide. If teams are still level,
- (iii) the number of goals scored will decide, and if teams are still level,
- (iv) play-off matches will be played under conditions determined by the Management Committee.

(B) There may be promotion and/or relegation from one division to another dependent on the constitution as decided at the Annual General Meeting.

(C) In the event of a team not completing 75% 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, *when required*, for all matches shall be appointed *by the Referees Appointments Officer* in a manner approved by the Management Committee and by the sanctioning Association.

(B) In the event of the non-appearance of the appointed referee or in cases where the competition has been unable to appoint a referee, the Clubs 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) Not applicable.

(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.

(E) Match Officials appointed under this Rule shall be entitled to charge standard class public transport expenses or private car expenses of thirty pence per mile and any other permitted expenses actually incurred together with the following match fees:-

Referee £13.00 for Youth Football and £9.00 for Mini-Soccer fixtures. Registered Referees appointed by the Management Committee as Assistant Referees £7.00 for Youth Football and £4.00 for Mini-Soccer fixtures, subject to any limits laid down by the sanctioning Association(s).

The Home Club shall pay the Officials their fees and expenses immediately after the match.

(F) In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to half fee plus expenses. Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses.

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

(H) *Both home and away teams shall provide a responsible assistant referee to assist the referee.*

#### **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 on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing each Season or be liable to a fine not exceeding £5.00. All Clubs wishing to remain in membership of the Competition for the following Season must confirm their intention to do so, in writing, to the Secretary by the 31<sup>st</sup> May.

(B) A Club shall not be allowed to withdraw any or all of its teams from the Competition after the arrangement of fixtures for the following Season. Any Club infringing this Rule shall be liable to a fine not exceeding £25.00 per team and shall also be liable for its share of any call which may be made under Rule 5(B).

(C) The Membership for the coming season having been decided at the Annual General Meeting held not later than the 30<sup>th</sup> 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.

#### **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 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 £5.00. 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 be afforded an opportunity to make a statement when the protest or complaint is being heard and must have received seven days notice of the hearing, together with a copy of the submission. 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 14 days of the posting of written notification of any decision of the Management Committee or the Competition, a Club, Official or Player against whom action is taken may appeal against such decision by lodging particulars in duplicate with the Secretary of the Suffolk County Football Association, including a fee of £25.00, for adjudication of a Board of Appeal. The grounds of appeal shall be in accordance with FA Rules. The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne. The decision of the Board of Appeal is final and binding on all parties concerned. No appeal can be lodged against a decision taken at an Annual or Special General Meeting unless this is on the ground of unconstitutional conduct.

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

17. (A) At the Annual General Meeting, or Special General Meeting called for the purpose in accordance with the provisions of Rule 19, Notice of Motion having been duly circulated on the Agenda, the accredited delegates present shall have the power to exclude any Club or Team from further membership which must be supported by (more than) two-thirds ( $\frac{2}{3}$ ) 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 ( $\frac{2}{3}$ ) of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.

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

#### **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.

(B) The following agreement shall be signed on behalf of the winners of the Cup or Trophy:-

“We, A \_\_\_\_\_ and B \_\_\_\_\_, the Chairman and Secretary of \_\_\_\_\_ FC, members of and representing the Club, having been declared winners of \_\_\_\_\_ Cup or Trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to the Competition Secretary on or before the 1<sup>st</sup> March of the following year. If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current replacement value or the cost of its thorough repair.”

(C) At the close of each Competition awards may be made to the winners and runners-up if the funds of the Competition permit. *Clubs winning a Trophy/Trophies shall bear the full cost of engraving, which shall be carried out by reputable engraver prior to the 1st March of the following year. Any club failing to comply, or failing to return a trophy by the 1st March, shall be fined £20.00 per trophy, plus the cost of the engraving.*

### **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 days notice shall be given of either meeting under this Rule, together with an agenda of the business to be transacted at such meeting.  
Each Full Member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only. Not less than seven days' notice shall be given of any Meeting.  
Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given may be fined £25.00.  
Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.  
All amendment of Rules can only be implemented once approved by the appropriate sanctioning authority.

### **ALTERATION TO RULES**

20. Alterations 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 the 14<sup>th</sup> May in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by the 28<sup>th</sup> May and any amendments thereto shall be submitted to the Secretary by 24 hours before the Annual General Meeting. The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the Annual General Meeting. A proposal to change a Rule shall be carried if a majority of those present and entitled to vote are in favour.  
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 fourteen days prior to the date of the meeting.  
Any alterations or additions decided upon at any meeting shall not become operative until the approval of the Association issuing sanction shall have been obtained.

### **RULES BINDING ON CLUBS**

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

### **FINANCE**

22. (A) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged.  
(B) All expenditure, in excess of £500.00, shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the Management Committee.  
(C) The financial year of the Competition will end on the 10<sup>th</sup> May in the current season.  
(D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be audited annually by some suitable person(s) who shall be appointed at the Annual General Meeting.
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