

H.G.F.P.L. HANDBOOK 2015-2016

Website: - www.hgfpl.co.uk

Established 2008

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H.G.F.P.L. Committee Members

<u>TITLE</u>	<u>NAME</u>	<u>EMAIL ADDRESS</u>
Chair/Charter Standard Secretary	Kerry Reed	chair.hgfpl@gmail.com
Vice-Chair/Fines Officer	Pete Tomlin	fines.hgfpl@gmail.com
General Secretary	Jenny Davies	gensec.hgfpl@gmail.com
Treasurer	Colin Janes	treasurer.hgfpl@gmail.com
Registrations Secretary (Competitive)	Elaine Thornton	reg.hgfpl@gmail.com
Registrations Secretary (Child Friendly)	John Cooper	regcf.hgfpl@gmail.com
League Child Welfare Officer	Tina Cooper	LWO.hgfpl@gmail.com
Fixtures/Results Secretary (Competitive)	Michelle Chandler	fixtures.hgfpl@gmail.com
Social Media Secretary	Sarah Lewis	webmaster.hgfpl@gmail.com
Referee Secretary	Davey Gray	referee.hgfpl@gmail.com
Fixtures/Results Secretary (Child Friendly)	Nikki Blythe	fixturescf.hgfpl@gmail.com

Notes to Secretaries and Managers

1) Home teams authorised person must contact the opposition number at the away club to confirm the fixture no later than **9pm** **four days** before the match (i.e. 9pm Tuesday for a Saturday fixture, 9pm Saturday for a Tuesday fixture, etc. - Rule 10(D)).

2) Teams must notify opposition and Fixtures Secretary of postponements as soon as possible (Rule 10 (F) (iii)). Please send written confirmation so proof can be supplied in case of dispute. Please ensure confirmation of postponement notification is received by both.

If a match is postponed on the day of the game, the home team must contact the opposition immediately. Please also telephone the opposition to confirm safe receipt and acceptance of the information.

In all cases where a match is postponed, **BOTH** teams must email the Fixtures Secretary no later than 6pm on the day of the postponed fixture giving the reason for postponement.

If a team is unable to fulfil a fixture for any reason they must notify the Fixtures Secretary & opposition as soon as possible.

For midweek fixtures, if both teams are in agreement, the match can be played on a different day within the same week as originally scheduled. If a change of day is agreed, the home team must notify the Fixtures Secretary by email as soon as possible (and no later than 24 hours before kick-off) so the Full Time process is correct.

3) Please ensure any referee used is qualified and registered with the County FA. The Referee's Registration Number should be entered onto result card. Please remember to pay the referee

immediately after the match (Rule 13 E). Unless the League appoints assistants, each club must appoint one linesperson each for all 9 and 11 a side games.

- 4) Referees must be presented with **TWO** match quality balls at least 15 minutes prior to the scheduled kick off.
- 5) Both teams must reply to Full-Time result text by 6pm on day of game.
- 6) Both teams must complete the electronic result card on Full-Time by 9pm three days after day of match.
- 7) All clubs must ensure that the photo registration cards for all of their players are at the ground for all matches. The committee may conduct random checks on cards during the season
- 8) Clubs are requested to keep General Secretary aware of where they will be playing their matches in the competition and any changes that occur during the season
- 9) All correspondence between the League and Clubs should be from General Secretary to Club Secretary. This is with the exception of the following but the General Secretary must still be copied in:-
 - a) Monies owed, Club Secretaries should contact Treasurer.
 - b) Child Welfare issues, CWO and Club Secretaries should contact League Child Welfare Officer.
 - c) League, Cup and Shield Fixtures, Club Secretaries and Managers should contact Fixtures Secretary.
 - d) All disciplinary matters, Club Secretaries should contact Fines Officer.
 - e) For referee queries, Club Secretaries should contact the Referee Secretary.

Notes on County and League Cups

Most Clubs will participate in the County Cup during the season. These matches will take precedent over all league fixtures

Please ensure Fixtures Secretary is informed of your affiliated County FA fixtures to ensure League fixtures are arranged as necessary. (Rule 10 (C) (i))

Full time result text must be replied to as specified for league games.

All teams will compete in the first round of the League Cup (excluding child-friendly age groups).

All teams who do not progress through their first fixture (Preliminary or 1st Round) of the League Cup will participate in the League Shield (if the league has decided to run a Shield Competition for that age group).

Referees and Assistant Referees (for 9 and 11 a side) will be allocated by the league for all League Cup and Shield Semi-Finals and Finals. Referees will be supplied for all 7 a side Semi-Finals and Finals.

Players who have transferred between teams/clubs having represented their previous team/club in any League Cup/Shield fixture in that season will not be eligible to play for their new team/club in the same competition in the same season. If a team plays an ineligible player in a League Cup/Shield fixture that team will be immediately removed from the Competition and the tie will be awarded to the opposition. If a player has transferred between teams having represented their team in any League Cup fixture in that season, they WILL be eligible to play for their new team in any League Shield match in the same season. This also applies to a player who has played in a League Shield match for their previous

team – they WILL be eligible to represent their new team in any League Cup match in the same season.

Timings for knock-out cup ties will be:-

Age Group	Minutes each way	Extra Time
Under 12	25 mins	10 minutes
Under 13	30 mins	10 minutes
Under 14	30 mins	10 minutes
Under 15	35 mins	10 minutes
Under 16	35 mins	10 minutes
Under 17	40 mins	10 minutes
Under 18	40 mins	10 minutes

Extra time will be played as 2 equal halves of 5 minutes with an immediate change of ends at half-time.

If scores are level at end of extra time 5 penalties will be taken by each team.

If scores remain level after extra time and 5 penalties sudden death penalties will be taken.

For Cup/Shield matches that are NOT knock-out ties, timings as per league match timings.

Ball sizes as per HGFPL Rules

Pitch sizes as per HGFPL Rules

Referee fees as per HGFPL Rules

Assistant referees will be allocated by the League for all 9 a Side & 11 a Side League Cup and Shield Finals.

HGFPL Rules 2015-2016

Summary of fines, charges and fees

Rule	Offence details	Fine Amount
2 (A) (ii)	Team withdrawn after the date of the AGM and before the start of the season	50% entry fee
2 (E)	Failure to notify General Secretary of Club affiliation number	£20
5 (H)	Failure to satisfactorily attend to the business and/or correspondence of the Competition	£20
5 (I)	Fines not paid within 14 days of issue Any Club failing to do so will be fined a maximum of £50. Future failure to pay the fine including the additional sum within 14 days will result in fixtures being withdrawn until such time as the outstanding payments are settled.	Max £50
5 (O)	Failure of Member Club to be represented at League General Meeting	1 st offence £10 2 nd offence £15 3 rd offence £20
6 (H)	Failure of Member Club to be represented at AGM	£20
8 (F)	Replacement Registration Card fee	£10 per card (max. £50)
8 (F)	Failure to send player registration card to General Secretary when requested	£10
8 (J) (i)	Player transfer fee	£10
8 (P) (i)	A team playing an unregistered/ineligible player shall have points deducted and may be fined and/or dealt with at the discretion of the Management Committee	Max £35
8 (P) (iv)	A team playing an unregistered/ineligible player in a League Cup/Shield tie shall be removed from the Competition and the tie will be awarded to the opposition. The team may be fined and/or dealt with at the discretion of the Management Committee	Max £35
8 (R)	Failure to provide player registration cards at start of	£50

	game	
9 (A) (iv)	Failure of home team to provide change of colour kit	£5
10 (B) (v)	Kick off later than 10 minutes after scheduled kick off	£5
10 (C) (ii)	Failure to notify Fixtures Secretary of County Competition fixture	£10
10 (D)	Failure to contact the away team by 9pm four days prior to game	£10
10 (E)	Failure to provide sufficient players on match day	£2 per missing player
10 (F) (i)	Failure to fulfil a Competition fixture (points/tie awarded to opposition)	5 a side:- £25 7 a side:- £30 9 a side:- £35 11 a side:- £35 (For double headers the fine will be multiplied by 1½)
10 (F) (ii)	Failure to fulfil a fixture in order of precedence	Max £25
10 (F) (iii)	Failure to follow correct procedure for postponed match	£10
10 (I)	Failure to comply with the League Respect Campaign	£10 per failure
11 (A) (i)	Failure to complete an electronic result card on Full-Time within 3 days of match	£10
11 (A) (ii)	Failure to send match report within 7 days of match	£10
11 (B) (i) / (ii)	Failure of both teams to reply to Full-Time result text by 6m on day of game (or 9pm for midweek fixtures). (This includes all Cup and Shield games, postponed and abandoned fixtures)	£10
11 (C)	Incomplete or incorrectly completed result card	£10
11 (D)	Publishing results for child-friendly football matches	Max £5
13 (C)	Failure to provide Assistant Referee (9 a side and 11 a side only)	£10
13 (H) (ii)	Failure to send referee report within 7 days of match	£10

14 (A) (i)	Failure to notify of withdrawal from Competition before AGM	£25
14 (B)	Team withdrawing membership after the AGM and after the arrangement of fixtures	£50
15 (D)	All appeals must include payment of	£10
15 (E)	Failure to attend a discipline hearing	£20
18 (A) (vi)	Failure to return a trophy in good condition/ engraved with the season and team name by 31 st March each year	£50
19 (A) (iii)	Failure of Member Club to be represented at a SGM	£20

RULE 1: NOMENCLATURE AND CONSTITUTION

1 (A) This Competition shall be designated the Hertfordshire Girls Football Partnership League and shall consist of not more than 60 clubs who shall be Full Member Clubs approved by the sanctioning authority

All such Member Clubs must be affiliated to the relevant Football Association and their names and particulars shall be returned annually by the appointed date on the Form "D" to the Hertfordshire County Football Association. The area covered by the Competition Membership shall be Hertfordshire. To apply for entry when your club is outside of Hertfordshire your reasoning must be covered by the FA Rules and Regulations of the Association establishment operation of the Women's football pyramid and girl's football Rule 13. For clarification please contact parent FA.

This Competition shall apply annually for sanction to the Hertfordshire Football Association and the constituent teams of Member Clubs may be grouped in divisions in the following age groups: Under 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, each not exceeding 12 in number.

Member clubs shall not enter any of their teams playing in the Competition in any other Competitions (with the exception of F.A. and County F.A. competitions) except with the written consent of the Management Committee of the Competition.

This Competition and its Clubs shall support the FA's Respect programme. As such it recognises that everyone in football has a collective responsibility to create a fair, safe and enjoyable environment in which the game can take place. A Respect League values the courtesy and fairness by opposing players, club officials and spectators. The League and its Clubs will seek to play fixtures in a fair, competitive but not antagonistic environment.

The Competition will provide 11 a side football for players who attained the age of 10 as at midnight 31st August in the playing season and mini soccer for players who have attained the age of 6 but not the age of 10 as at the midnight on 31st August in the playing season, 9v9 may be provided for players who attained the age of 9 as at midnight on 31st August in accordance with Rule 8 (B)

Other formats of youth football as authorised from time to time by the FA are also permitted.

1 (B) The Management Committee shall have the power to decide or adjust the constitutions of the divisions.

1 (C) Inclusivity and 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.

1 (D) As an FA Charter Standard League this Competition requires all of its' Clubs to have achieved FA Charter Standard League status by 2015. The League Management Committee may expel any club that has failed to achieve Charter Standard status by this date. New Member Clubs have one year to achieve the 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.

RULE 2: ENTRY FEE, SUBSCRIPTION, DEPOSIT

2 (A) (i) Applications by Clubs for admission to this Competition must be made on the intentions form provided by the agreed date each year to the General Secretary.

2 (A) (ii) If a team withdraws after the date of the AGM and before the start of the scheduled season, the Club will be liable for 50% of the Entry fee.

2 (A) (iii) 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.

2 (B) The Annual Subscription shall be determined at the AGM for Clubs and shall be payable by the date stated on the Club's invoice(s) or accompanying correspondence.

2 (C) Each Club shall, upon election, pay a deposit, which shall be determined at the AGM and 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.

2 (D) A Club may be suspended from all participation in this Competition if the Subscription and Deposit (if the Deposit has not been previously paid) is not received by the Treasurer on or before the date stated on the invoice or accompanying correspondence.

2 (E) Clubs must advise annually to the General Secretary in writing by the last player registration evening of each season of its County Football Association Affiliation number for the forthcoming season, failing to do so will result in a fine of £20. Clubs must also advise the General Secretary on the provided form details of its Headquarters, Officers and any other information required by the Competition.

2 (F) All payments to the Competition must be in the form of an electronic payment or cheque drawn on the Clubs Account, no cash will be accepted.

RULE 3: 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).

RULE 4: 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 comprising of the Officers and any other members who shall be elected at the Annual General Meeting. All participants shall abide by the Football Association Regulations for safeguarding children as determined by the Football Association.

4 (B) (i) Retiring Officers shall be eligible to become candidates for re-election without nomination. The appointment of Presidents and any Vice Presidents will take place after they have been nominated and received the votes of a majority of delegates at an AGM. Once appointed they do not require annual re-election and can only be removed if they tender their resignation or if removed from office in accordance with Rule 17.

4 (B) (ii) All other candidates for election as Officers or Members of the Management Committee shall be nominated to the General Secretary in writing, signed by the Secretaries of two Member Clubs, not later than 21 days before the AGM 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.

4 (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.

4 (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.

4 (E) All communications received from Clubs must be conducted through their Club Secretary first, or in their reported absence, a nominated Officer of their Club.

RULE 5: POWERS OF MANAGEMENT

5 (A) The Management Committee may appoint such other sub-committees as they may consider necessary and may delegate such of their powers, as they deem necessary to such committees. The decisions of all such committees shall be reported to the Management Committee for ratification. The Chairperson, Vice Chairperson, General Secretary and Treasurer shall be ex-officio members of all sub-committees. The Management Committee shall have the power to deal with only matters within the Competition and not for matters of misconduct that are under the jurisdiction of the FA or affiliated association.

5 (B) Subject to the permission of the Hertfordshire 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)).

5 (C) Each member of the Management Committee shall have the right to attend and vote at all Management Committee meetings and have one vote thereat, but no Member shall be allowed to vote on any matters directly appertaining to such Member or to the Club so represented or where there may be a conflict of interest. (This shall apply to the procedure of any sub-committee).

In the event of the voting being equal on any matter, the Chairperson shall have a second or casting vote.

5 (D) The Management Committee shall have the 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), 11 and 19 for any breaches of Rule a formal written charge must be issued. The respondent shall be given seven days from the date of notice to reply to the charge and given the opportunity to:-

- (i) Accept or deny the charge
- (ii) Submit in writing a case of mitigation, or
- (iii) Put their case before the Management Committee

All breaches of the Laws of the Game, Rules and Regulations of the Football Association shall be dealt with in accordance with F.A. Rules by the appropriate Association.

With the exception of Clubs playing at Step 7 of the Football Pyramid and the FA Women's Premier League, the maximum fine permitted for any breach of a Competition rule is £250 and, when setting any fine, the Competition must ensure that the penalty is

proportional to the offence, taking into account any mitigating circumstances.

5 (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 14 days.

5 (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.

5 (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.

5 (H) A Club failing 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 £20 and shall not be allowed to play or take part in the business of the Competition until the order has been complied with, and a reason for the delay has been furnished to the General Secretary who shall submit it to the Management Committee for its adjudication, or otherwise penalised at the discretion of the Management Committee.

5 (I) All fines and charges shall be paid within 14 days of posting of the written notification. Any Club failing to do so will be fined a maximum of £50. Future failure to pay the fine including the additional sum within 14 days will result in fixtures being withdrawn until such time as the outstanding payments are settled.

5 (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.

5 (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

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

5 (M) Leagues who organise Mini Soccer for teams playing U7, U8, U9 and U10 football may not, with the exception of Rules 6, 10(A), 11(D), 14 and 19 fine clubs for breaches of League Rules.

5 (N) The business of the Competition as determined by the Management Committee may be transacted by electronic mail or facsimile.

5 (O) A Club failing to be represented at a General Meeting may be fined £10 for the first offence, £15 for the second offence and £20 for the third offence, and failing to be represented at three consecutive meetings shall be dealt with as the Management Committee may determine.

RULE 6: ANNUAL GENERAL MEETING

6 (A) The Annual General Meeting shall be held no later than 30th June in each year. At this meeting the following business shall be transacted provided that at least 65% of the Members are present and entitled to vote:

- i) To receive and confirm the Minutes of the preceding Annual General Meeting
- ii) To consider any business arising there from.
- lii) 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) No Club will be elected if it has any outstanding discipline fines or other financial liabilities to the League at the time of the AGM.
- v) Constitution of the Competition for the ensuing season
- vi) Election of Officers and Management Committee.
- vii) Appointment of Auditors
- viii) Alterations of Rules, if any (of which notice has been given)
- ix) Fix the date of commencement of the playing season and kick off times applicable to the competitions
- x) Fix the annual subscription and referees fees for the coming season
- xi) Other business of which due notice has been given and accepted as being relevant to an Annual General Meeting.

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

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

6 (D) Each Full Member Club shall be empowered to send two delegates to an Annual General Meeting and other General Meetings. Each Club shall be entitled to one vote only. Not less than fourteen days notice shall be given of any meeting.

6 (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

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

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

6 (H) Any continuing Member Club failing to be represented at the Annual General Meeting without giving satisfactory reason shall be fined £20.

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

RULE 7: AGREEMENT TO BE SIGNED

7 The Chairperson 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 complete.

“We (A) _____ of _____ (Chairperson)
and (B) _____ of _____ (Secretary) of
the _____ Football Club
have been provided with a copy of the Rules and Regulations of the Hertfordshire Girls Football Partnership 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 Chairperson and / or Club Secretary on the above agreement must be notified to the Hertfordshire County Football Association to which the Club are affiliated and to the General Secretary of the Competition.

(Note: - The spaces above are intended for the inclusion of the signatures and addresses of the officers named in brackets.)

RULE 8: 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 registration form for that Club has, where necessary, the required International Transfer Certificate. Clearance is required for any Player **aged 10 and over** crossing borders including Wales, Scotland and Ireland.

8 (A) (ii) No player registered with a 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. Details of the Youth Development Rules are published on the FA website.

8 (A) (iii) While serving in any branch of Her Majesty's Regular Forces, a Player must first obtain the consent of his Association Secretary before signing a registration form to play for a Club

8 (B) A registered youth playing member of a Club is one who, being in all other aspects eligible, has been issued with a valid league registration card and has:-

Been registered with the Registrations Secretary three days prior to playing and whose registration card had 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.

The registration document must incorporate one current passport size photograph of the player seeking registration together with proof of the player's date of birth in the form of a photocopy of an

original birth certificate, passport, or medical card. For players previously registered with the Hertfordshire Girls Football Partnership League, the previous season's registration card may be used as proof of date of birth.

The qualification dates for the competition shall be as follows:-

Mini Soccer:-

To play in a KO Cup game or a game where points are awarded or results published a player must have achieved the age of 10 on or before the 31st August

Under 8 – the player must have attained the age of 6 as at midnight on 31st August in the playing season but must be under the age of 8 on 31st August in the playing season

Under 9 - the player must be under the age of 9 as at midnight on 31st August in the playing season.

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

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

Youth Football:-

Under 11 – the player must have attained the age of 10 but must be under the age of 11 as at midnight 31st August in the playing season if the format of football is 11v11. If the format provided is 9v9, the player must have attained the age of 9 but must be under 11 as at midnight on 31st August in the playing season.

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

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

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

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

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

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

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

In accordance with the foregoing qualifications a player under the age of 15 as at midnight on 31st August in the playing season must not play in a match where any other player is older or younger by 2 years or more. If a player has attained the age of 15 as at midnight on 31st August in the playing season then player can play in an Under 18 league.

(The above qualification dates are subject to provisions contained in FA Rules C 4 (A) (v), (vi) and (vii)).

8 (C) A child who has not attained the age of six 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 6 as at midnight on 31 August in a playing season together with those who attain the age of 6 during the playing season will be classed as Under 7 players for that playing season. Children who are aged 7 as at midnight on 31 August in a playing season will be classed as Under 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 6 after 31 August is permitted to play only in the Under 7 age group, and may not play in the Under 8 age group, for that playing season.

The age groups that children are eligible to play in are set out in the table on the next page, 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 7	5v5
	Under 8	
7	Under 8	5v5
	Under 9	7v7
8	Under 9	7v7
	Under 10	
9	Under 10	7v7
	Under 11	9v9
10	Under 11	9v9
	Under 12	
11	Under 12	9v9
	Under 13	11v11
12	Under 13	11v11
	Under 14	
13	Under 14	11v11
	Under 15	
14	Under 15	11v11
	Under 16	
15	Under 16	11v11
	Under 17	
	Under 18	
16	Under 17	11v11
	Under 18	
	Open Age	

8 (D) A team shall not include any player who has taken part in any more senior competition matches during the current season unless a period of 14 days has elapsed.

8 (E) A player having taken part in any 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 players signature without first ascertaining whether such claims have been discharged to the satisfaction of the Club or Clubs, for which the player last played.

8 (F) Replacement registration cards to replace lost ones will be charged at £10 each, up to a maximum of £50.

The registration card of a player who is suspended for more than seven days shall be surrendered to the General Secretary together with a S.A.E. for its return. The registration card is to be posted to the General Secretary on the date the suspension commences. The player's registration with the Competition is regarded as having been withdrawn on the date the suspension commences. The registration card shall be retained by the General Secretary for the duration of the suspension, and will be returned to the player's Club Secretary when the suspension ends. Failure to send the registration card to the General Secretary on the occasion of the imposition of a suspension shall result in a fine of £10 being imposed on the club for whom the suspended player is registered.

8 (G) The Management Committee shall decide all registration disputes. In the event of a player signing a registration form or having submitted for more than one Club priority of registration

shall decide for which Club the player shall be registered. The General Secretary shall notify the Club last applying to register the player of the facts of the previous registration.

8 (H) 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 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.

8 (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.

8 (I) (ii) The Management Committee shall have the power to refuse, cancel or suspend the registration of any player or may fine any player at their discretion proved guilty of registration irregularities. (Subject to Rules 5 (L) and 16).

8 (I) (iii) The Management Committee shall have the 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 with or intending to be registered with.

8 (I) (iv) For a player who has previously had a registration removed in accordance with clause (iii) but has a registration accepted the expiry of exclusion will be considered to be under a probationary period of 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 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 in any case 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 112 days suspension or 10 matches in match based discipline, in a period of 2 years or less from the date of the first offence for the team playing in this Competition)

8 (J) (i) 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 a transfer form to the Registrations Secretary accompanied by a fee of £10. Such transfer shall be referred by the Registrations Secretary to the Club 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 Clubs 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 14 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

8 (J) (ii) The Club Secretary of the present team must advise the new Club Secretary on the transfer form whether the player has played in a League Cup, Shield or Special Match (County Cup etc) prior to the date of transfer in the current season as any player may not play for more than one team in the League Cup, Shield or Special Match (County Cup etc) within the League in any one season (as per Rule 8 (P) (iv).

8 (K) A player may not be registered for a Club nor transferred to another Club in the Competition after the end of February, except by special permission of the Management Committee.

8 (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.

In the event of a Club having more than one team in an age group each team must be clearly identifiable but not designated "A" or "B" or "1st" or "2nd". This must also be stated on the player's registration card. In such cases, players will be registered for one team only. A player so registered will be allowed to play for her Club in a younger or older age group within the provisions of Rule 8 (B), provided the transfer process has been completed for that player.

8 (M) 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.

8 (N) A player shall not be eligible to play for a team in a League Cup/Shield match, any special championship, or promotion or relegation deciding match (as specified in Rule 12 (A)) unless the player has played in two games for that team in this competition in the current season, or has been registered for that team in the League for two weeks or has received special permission from the Management Committee. In the case of postponed, drawn or replayed matches only those players shall be allowed to play who were eligible on the original date fixed for the completion of the fixture.

8 (O) Not applicable to this competition

8 (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 a maximum of £35 and /or otherwise dealt with at the discretion of the Management Committee.

8 (P) (ii) In addition the team may have 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.

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

8 (P) (iv) Any team playing an ineligible player in a League Cup or Shield tie will be immediately removed from the Competition and the tie will be awarded to the opposition. The offending team may be fined a maximum of £35 and/or otherwise dealt with at the discretion of the Management Committee.

(The following clause applies to Competitions involving players in Full-time secondary education)

8 (Q) (i) Priority must be given at all times to school and school organised activities. This is not applicable for under 17/18 football.

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

8 (Q) (iii) A child under the age of 15 as at midnight on 31st August in a playing season, shall not be permitted to play in a match during that playing season where any other player is older or younger than that child by two years or more.

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

8 (R) Registration cards must be given to the person in charge of the opposing team prior to every HGFPL match. Proven failure to produce cards will result in a fine of £50 and the match being awarded to the opposing team. In the event of one or both teams being unable to produce their registration cards the match is to be played and both clubs are required to submit a written report within 24 hours to the Fixtures Secretary and a copy to the General Secretary detailing in full the circumstances for the non-production of the cards. Any individual players whose registration card is not made available will not be permitted to participate in the match

8 (S) It is the responsibility of the team manager to ensure minimum squad size is registered by the last age relevant registration evening of each season. Failure to register sufficient

players will result in the team being liable to a fine for non-compliance of League Business (Rule 5 (H))

8 (T)

Each 5 a side team shall be restricted to a squad of 10 players

Each 7 a side team shall be restricted to a squad of 14 players

Each 9 a side team shall be restricted to a squad of 16 players

Each 11 a side team shall be restricted to a squad of 18 players.

RULE 9: CLUB COLOURS, CLUB NAME

9 (A) (i) Every Club must register the colour of its shirts and shorts with the General Secretary by the last player registration evening of each season, who shall decide as to their suitability.

9 (A) (ii) Goalkeepers must wear colours, which distinguish them from other players and the referee.

9 (A) (iii) No player, including the goalkeeper, shall be permitted to wear black or very dark shirts.

9 (A) (iv) 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 £5

9 (A) (v) The General Secretary of the Competition may request shirts to be submitted if complaints are received as to lack of distinguishing colours, and the Management Committee may refuse to permit any shirts or shorts as they think fit. Shirts must be numbered and no two shirts shall have the same number.

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

RULE 10: PLAYING SEASON, CONDITIONS OF PLAY, TIMES OF KICK-OFF, POSTPONEMENTS, SUBSTITUTES

10 (A) (i) The Annual General meeting shall determine the commencing 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 30th April, must not be arranged for a date later than seven days preceding the concluding date determined by the Annual General Meeting.

10 (A) (ii) Fixtures will be issued by the Fixtures Secretary in three blocks: - September to December, January to start of school half term February, end of half term February to end of season.

10 (A) (iii) All teams will be granted 2 free weeks between the school half term of October and the end of the season if required. Each free week request should be made on the appropriate form to the Fixtures Secretary at least 21 days prior to the date of proposed fixture or fixture alteration. No requests will be processed after the 28th February.

10 (A) (iv) The Fixtures Secretary shall have the power to arrange or rearrange any fixtures provided that notice (by telephone if necessary) is given to the authorised person of the teams affected by the fixture in question no later than 9pm on the Tuesday prior to the date of the proposed fixture or fixture alteration.

10 (B) (i) 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 and 9v9 football, the Laws as set down by the Football Association.

10 (B) (ii) 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 the power to order the venue to be changed.

10 (B) (iii) The Management Committee shall have the power to decide whether a pitch and /or its facilities are suitable for matches in the Competition and to order the Club concerned to play its fixtures on another ground. **All clubs must play their fixtures on the correctly sized pitch.** Please refer to the Pitch Dimensions as recommended by the FA (see below). Fixtures must not be played on a pitch that is outside the recommended minimum or maximum dimensions for the appropriate age group. Furthermore, the goalposts MUST be as per the sizes suggested by the FA for the appropriate age group.

If a club is found to have played a fixture on an incorrectly sized pitch or with incorrectly sized goalposts, the Management Committee may order the fixture to be replayed or deduct the points gained in the match from the offending club's total and the club may be fined a maximum of £35 at the discretion of the Management Committee.

10 (B) (iv) 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. For clubs playing at Step 7 and below from season 2014/15, all Football Turf Pitches used must be on the FA's register and must be tested (by an 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).

10 (B) (v) All matches shall have a duration as set out on the next page unless a shorter time (not less than 40 minutes) is mutually arranged by the two managers in consultation with the referee prior to the commencement of the match and in any event shall be of equal halves.

Age group	Format	Duration of play	Ball size
Under 8	5v5	4 equal 1/4s of 10 minutes	3
Under 9	5v5	4 equal 1/4s of 10 minutes	3
Under 10	7v7	25 minutes each way	4
Under 11	7v7	30 minutes each way	4
Under 12	7v7	30 minutes each way	4
Under 12	9v9	30 minutes each way	4
Under 13	9v9	35 minutes each way	4
Under 14	9v9	35 minutes each way	4
Under 14	11v11	35 minutes each way	4
Under 15	11v11	40 minutes each way	5
Under 16	11v11	40 minutes each way	5
Under 17	11v11	45 minutes each way	5
Under 18	11v11	45 minutes each way	5

For Mini-Soccer – The maximum duration of play for the under 7 and under 8 age groups shall be two halves of 20 minutes each way, **and for the under 9 and under 10 age groups, two halves of 25 minutes each way.** The maximum playing time in any one day for the under 7 and under 8 age groups is 40 minutes, and for the under 9 and under 10 age groups is 60 minutes **in all competitions.**

For Youth football – The maximum duration of play shall be as follows unless it is mutually agreed by all parties to reduce the time. For under 11 and under 12, 30 minutes each half; for under 13 and under 14, 35 minutes each half; for under 15 and under 16, 40 minutes each half and for under 17 and under 18, 45 minutes each half.

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

No player participating in an under 11 or under 12 division as at midnight on 31st August in any season shall be permitted to play more than one game or, in the event the Competition allows the playing of a double-header, i.e. two separate matches, 80 minutes per day in all competitions. For under 13 to under 16 divisions, no player may play more than 100 minutes per day in all competitions and for under 17 and under 18 divisions, not more than 120 minutes per day in all competitions.

PITCH DIMENSIONS:-

As recommended by FA

Age grouping	Type		Pitch Size in Yards		Pitch Size in Metres		Suggested Size of Goal posts			
			Length	Width	Length	Width	Height	Width	Height	Width
Mini-Soccer U9-U10-U11-U12	7 v 7	Recommended	60	40	54.86	36.58	6	12	1.83	3.66
		Minimum	50	30	45.72	27.43				
		Maximum	60	40	54.86	36.58				
Youth U13-U14	9v9	Recommended	80	50	73.15	45.72	7	16	2.13	4.88
		Minimum	70	45	64.01	41.15				
		Maximum	80	50	73.15	45.72				
Youth Under 14	11v11	Recommended	90	55	82.30	50.29	8	24	2.44	7.32
		Minimum	80	50	73.15	45.72				
		Maximum	90	55	82.30	50.29				
Youth U15-U16	11v11	Recommended	100	60	91.44	54.86	8	24	2.44	7.32
		Minimum	90	50	82.30	45.72				
		Maximum	110	70	100.58	64.01				

10 (B) (vi) The times of kick off shall be fixed by the AGM or by the Management Committee or by the home club. No match shall kick off earlier than 10am or later than 2pm (or 1.30pm during the months of November, December, January, and February) unless the Management Committee so decides or gives express permission. Any Club failing to commence ten minutes after the appointed time shall be fined a sum not exceeding £5 or be otherwise dealt with as the Management Committee may determine. Any delay exceeding twenty minutes from the agreed kick off time shall deem the game as a non-fulfilment. The offending team will be dealt with as appropriate. (Rule 10 (F) (i)).

Continuing breach of rules on this point will result in the club being requested to explain its failings to the Management Committee at a convened meeting.

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

10 (B) (vii) 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.

A size 3 ball will be used for age groups U7 to U9s

A size 4 ball will be used for age groups U10 to U14s

A size 5 ball will be used for all other age groups

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

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

10 (C) (ii) If a team is notified that it is to play an FA or County FA Competition fixture on the same day as a League or League Cup/ Shield match the Club concerned shall notify the Fixtures Secretary within 48 hours of receiving notification, and the League or League Cup / Shield match may be postponed. If an FA or County FA match is postponed, the Fixtures Secretary must be notified within 24 hours of that match of the rescheduled date. A Club failing to comply with this instruction shall be fined £10. Postponements of League or Cup / Shield games will only be granted to teams when competing in their affiliated County Cup.

10 (C) (iii) Amateur Football Alliance (AFA) Cup fixtures do not take priority over league or cup/shield fixtures. If an AFA Cup fixture is arranged for the same date as a League fixture the team will either have to request a free week from the Fixtures Secretary (in accordance with Rule 10(A) (iii)) or the AFA Cup fixture will need to be rearranged for a date when there is no fixture. If a team postpones a League fixture in order to play an AFA Cup fixture the League fixture postponement will be treated as a non-fulfilment as per Rule 10 (F) (i).

10 (D) The authorised person of the home club must give notice of full particulars of the location of, and access to, the ground and time of kick off to the match officials and the authorised person of the opposing club at least four days prior to the playing of the match, (i.e. by 9pm on the previous Tuesday in relation to a Saturday match, 9pm on the Wednesday in relation to a Sunday match, etc.) The away Club shall seek and acknowledge receipt of such particulars. Where the away team has not received notice from the home team by 9pm on the Tuesday prior to the Saturday / Sunday fixture, the authorised person shall notify the Fixtures Secretary by email within 24 hours.

Any Club failing to comply with this Rule shall be liable to a fine of £10.

10 (E) In the event of a Club playing in any match with less than eleven players they may be fined £2 for each missing player. A minimum of seven players will constitute a team for Competition matches at 11-a-side, for 9-a-side, six players will constitute a team and for 7-a-side mini soccer, five players will constitute a team.

10 (F) (i) Home and away matches shall be played. In the event of a club failing to fulfil a published Competition fixture they may be fined £25 for 5 a side teams, £30 for 7 a side teams, £35 for 9 and 11 a side teams (for the non-fulfilment of double headers the fine will be multiplied by 1½), and the points or tie awarded to the

opposition, at the discretion of the Management Committee). 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 opponents' ground if they are satisfied that such action is warranted by the circumstances.

10 (F) (ii) Any Club with more than one 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 £25 or otherwise dealt with by the Management Committee who may inflict a fine

10 (F) (iii) Notice of postponement of any match must be given without delay by the opposing Club (or notice of a club being unable to fulfil a match) 48 hours prior to the match by the Club or as soon as possible to the Fixtures Secretary and the authorised person of the opposing club and the match officials. The opposing club must acknowledge receipt of notification. Teams must reply to Full Time text **P-P** for all postponed games and email the Fixtures Secretary by 6pm on day of postponed game (or by 9pm for midweek matches) with reason for postponement.

If a match needs to be postponed because of a school competition, the appropriate form must be completed by the team and the school and it must be sent to the Fixtures Secretary at least 7 days before the date of the fixture.

Any Club failing to comply shall be fined £10 and dealt with by the Management Committee who may inflict any further penalty it may deem suitable.

10 (F) (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 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.

10 (F) (v) The Management Committee shall review all abandoned matches and in a case where it is to the advantage of the Competition and does no injustice to either Club, 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 and /or take what other action they may deem necessary. In cases where a match is abandoned owing to the conduct of both teams or their Club Members, the Management Committee shall rule all points for the match void – no fines can be applied by the Management Committee for an abandoned match.

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.

10 (F) (vi) A team, which fails to fulfil three or more fixtures during a season will be suspended from further participation in the League until the club concerned submits a written explanation to the Management Committee as to the reason for its non-fulfilment of its fixtures. The report should be submitted within seven days to the General Secretary in any event. Failure to do so may result in further action being taken under Rule 5 (H).

10 (G) (i) A club may at its discretion and in accordance with the Laws of the game use three substitute players in any match in this Competition who may be selected from seven 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. ALL SUBSTITUTES MUST BE USED AND PLAY FOR 50% OF THE TOTAL MATCH TIME A team must not have a squad greater than double the size of its team in any 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 the Association Football. ALL SUBSTITUTES MUST BE USED IF NAMED AND MUST PLAY FOR 50% OF THE TOTAL MATCH TIME.

10 (G) (ii) The referee shall be informed of the names of the substitutes not later than 10 minutes before the start of the match.

10 (G) (iii) 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.

10 (H) (i) The half time interval shall be a minimum of five minutes duration, but it shall not exceed fifteen minutes. The half time interval may only be altered with the consent of the referee.

10 (H) (ii) For double-header fixtures, the interval between the 2 matches shall be a minimum of ten minutes, but it shall not exceed twenty minutes.

10 (I) The League shall require all players, parents/guardians and club officials to have signed the FA Respect Codes Of Conduct and produce these if so requested by the League Management Committee. As part of the League Respect Campaign full compliance of all of the following areas is to be complied with at all League and Cup / Shield games:-

Prior to each match the participating teams and officials shall conduct the “Respect” handshake and to offer handshakes to the opposing team after the match.

Each home team 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 temporary spectator barrier. The area for spectators should start two metres from the touchline on both sides of the pitch. 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 cases other appropriate arrangements should be made.

Match delegates must be made known to all officials and opposing managers / match delegates before the game and must be wearing HGFPL high-viz jackets.

Any club failing to comply with any of the above may be liable for a fine of £10 per failure.

10 (J) From the beginning of the 2015/16 season the format below will be adopted

Under 7 – 5v5

Under 8 – 5v5

Under 9 – 7v7

Under 10 – 7v7

Under 11 – 9v9

Under 12 – 9v9

Under 13 – Under 18 – up to 11v11

10 (K) In the event of an HGFPL Representative match falling on the same day as a scheduled fixture where a team has 1 or more players participating in the Representative match that Club may apply to the Fixtures Secretary at least five days prior to the match for a postponement of the League fixture. This also applies to Clubs with players selected for County representative matches.

The Management Committee can select any number of players from any Club as League Representatives and any player selected for the Representative squad shall not be allowed to play any other football on that day unless permission is granted by the Management Committee.

10 (L) The Management Committee reserves the right to hold any Supplementary Competitions. Entry will be at the Management Committees discretion and any such Competition will be held in accordance with the League Rules.

10 (M) The Management Committee may for any reason instruct teams to play two short games on one day. In addition, the Management Committee may also instruct that matches be played mid-week. For timings etc please see guidelines for double headers and midweek games.

RULE 11: REPORTING RESULTS

11 (A) (i) For all age groups, both teams must complete an electronic result card on Full-Time in the prescribed manner for each published fixture without failure by 9pm within three days of the match, i.e. 9pm Tuesday for Saturday games. All required information must be completed. Failure to do so will incur a fine of £10 for each offence and the Club being dealt with as the Management Committee decides. Result Cards are not required for postponed games but notice of postponement must be emailed to the Fixtures Secretary no later than 6pm on the day of the match.

11 (A) (ii) The result card must also contain a sporting mark for the opposition. If a mark of 60 or below is given a match report must be emailed to the Fines Officer within 7 days of match. Failure to do so will result in a fine of £10.

11 (B) (i) The authorised person of home and away team shall reply to the Full-Time result text by 6pm on the day of the match. This shall include all postponed and abandoned fixtures. Any failure under this clause will result in a fine of £10.

11 (B) (ii) The authorised person of home and away team shall reply to the Full-Time result text by 6pm on day of match for all League Cup and Shield fixtures. This shall include all postponed and abandoned fixtures. Any failure under this clause will result in a fine of £10.

11 (C) The result card, correctly completed, shall be signed by a responsible member of the Club. The Management Committee shall have the power to take such action, as they deem suitable against a Club, which deliberately submits incomplete or incorrect information. The minimum fine imposed in such circumstances shall be £20.

11 (D) Leagues are permitted to collect but not publish results for fixtures they organise for U7, U8, U9, U10 and U11 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.

RULE 12: DETERMINING CHAMPIONSHIP

12 (A) (i) 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 12 Competition onwards.

12 (A) (ii) In the event of two or more teams being equal on points deciding match /es may be played under conditions determined by the Management Committee to decide team rankings. Goal difference does not count in this Competition.

12 (A) (iii) For deciding matches, in the event of scores in a special championship match played under conditions determined by the Management Committee being level at the end of the game, extra time shall be played. If the scores are level after the period of extra time, the winners will be determined by the taking of kicks from the penalty mark in accordance with the International Board Decision contained in the Laws of Association Football.

12 (B) 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 League table.

RULE 13: REFEREES

13 (A) Registered referees and assistant referees for all matches shall be appointed in a manner approved by the Management Committee and by the sanctioning Association.

League preferred manner for appointing referees:-

- 1) Referee appointed by the League
- 2) Home team secure independent registered qualified (level 9 upwards) referee from the league provided spreadsheet
- 3) Home team secure independent registered qualified (level 9 upwards) referee
- 4) Away team secure independent registered qualified (level 9 upwards) referee

- 5) Home team secure registered qualified (level 9 upwards) referee
- 6) Both teams agree on a suitable person to officiate the match. This person must be CRB checked.

13 (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 appointed by the competing teams. In cases where there are no officially appointed assistant referees or where the competition has been unable to appoint a referee, the clubs shall agree upon a referee. A referee thus agreed upon shall, for the game, have the full powers, status and authority of a registered referee. This shall also apply to all Cup / Shield fixtures.

13 (C) The Management Committee may, if they consider it desirable, or upon application by the two competing Clubs, appoint assistant referees, if available, to any match. Where assistant referees are not appointed each team shall provide a Club assistant referee for all 9 and 11 a side matches. Failure to do so will result in a fine of £10 being imposed on the defaulting club.

13 (D) The appointed referee shall have the 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 the ground, the representative of that body is the sole arbiter and whose decision must be accepted unless the ground is declared fit to play.

If the referee declares that a pitch is unfit for play, the teams must abide by this decision. If teams decide to play a 'friendly' match on a pitch that has been declared unfit for play, this will become a Child Welfare issue as players will be at risk of injury.

13 (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:-

5 a side:	£15
7 a side:	£20
U12 & U13:	£22
U14, U15 & U16:	£25
U17:	£30
U18:	£30

Registered referees appointed by the Management Committee as Assistant Referees will be entitled to half fee as the above subject to any limits laid down by the sanctioning Associations.

The home club shall pay the Officials immediately after the game.

13 (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. Where a match is not played owing to one Club being at default, that Club shall be ordered to pay the Officials, if they attend the ground, full fee

13 (G) A referee not keeping his or her engagement and failing to give satisfactory explanation as to their non-appearance, may be reported to the Association with which they are registered.

13 (H) (i) 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 name of the referee and the marks awarded shall be submitted to the Competition on the result cards provided. Clubs failing to comply with this Rule shall be liable to be fined or dealt with as the Management Committee shall determine.

Guide to Referee marks:-

100-86: The referee demonstrated very accurate decision making and controlled the game very well using management and communication skills effectively to add value to the game.

85-76: The referee demonstrated accurate decision making and controlled the game well using management and communication skills to contribute positively to the game.

75-61: The referee demonstrated reasonably accurate decision making and despite some shortcomings generally controlled the game well.

60 and below: The referee demonstrated shortcomings in the accuracy of decision making and control which affected the game.

How to decide on referee marks:-

- 1) Always try to be objective when marking. You are not always most objective immediately after the match
- 2) Always judge the performance over the whole game
- 3) Do not mark the referee down unfairly because your team were unlucky and lost the game or if disciplinary action was taken against any of your players.

13 (H) (ii) If the referee is awarded a mark of 60 or less the Club must submit a report to the Fines Officer within seven days of the date of the match. Failure to do so will result in a fine of £10.

13 (I) (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.

13 (I) (ii) Referees for all Cup/Shield semi-finals and finals will be allocated by the Management Committee.

13 (J) Not applicable to this Competition.

13 (K) Referees and assistant referees shall be supplied, each season, with a copy of the Competition Rules free of charge.

13 (L) Not applicable to this Competition.

13 (M) All referees will be required to show their I.D. card to verify they are registered and affiliated to their County FA. The number on this card must be entered onto the result card of home and away teams. Any match official must be fully compliant with the FA Safeguarding Children Guidelines.

RULE 14: CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

14 (A) (i) After 31st December in the current season a Club intending or having a provisional intention to withdraw a team from the Competition on the completion of its fixtures and fulfilment of all other obligations to the Competition must notify the General Secretary in writing by 31st March for each season or be liable for a fine not exceeding £25

14 (A) (ii) All clubs wishing to remain in membership of the Competition for the following season must confirm their intentions to do so, on the intentions form provided, to the General Secretary by 31st March.

14 (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 £50 per team and shall also be liable of its share of any call which may be made under rule 5 (B)

14 (C) The membership for the coming season having been decided at a Special General Meeting held for that purpose not earlier than the 30th June nor later than the 31st July or at the Annual General Meeting held not later than the 30th June, the Competition shall have the right, irrespective of the 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

14 (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 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 Clubs Parent County Association for a suspension order.

RULE 15: PROTESTS AND APPEALS

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

15 (A) (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.

Referees must notify the General Secretary of any pitch objections lodged with him/her before a match within three days of the match.

15 (B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged in duplicate with the General Secretary within seven days (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 their Club) when such a protest or complaint is being determined.

(Note: - all protests or complaints will be issued with a reference number by the General Secretary and this must be used in correspondence)

15 (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

15 (D) No protest of whatever type shall be considered by the Management Committee, unless the complaining Club shall have deposited with the General Secretary a sum of £10. 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 defaulting Club or the Club making a losing or frivolous protest or complaint to pay expenses of the enquiry or to order that the costs to be shared by the parties.

15 (E) All parties to a protest or complaint must receive a copy of 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 14 days notice of the Hearing should they be instructed to attend.

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

A Club failing to attend a hearing when ordered to do so, will result in a maximum fine of £20 at the discretion of the Management Committee. The Management Committee may reimburse reasonable travel expenses, as it deems necessary.

15 (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.

RULE 16: BOARD OF APPEAL

16 (A) Within fourteen 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 Hertfordshire Football Association, including a fee of £35 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.

16 (B) A copy of the appeal must be sent to the General Secretary of the Competition, and the operation of the (sub) committee shall not be suspended pending the result of the appeal unless the Board of Appeal or the Council of the Hertfordshire Football Association through its officers orders suspension.

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.

RULE 17: 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 of those present and voting. Voting on this point shall be conducted by ballot.

17 (B) At the Annual General Meeting or 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.

17 (C) Any official or member of a Club proved guilty of either a breach of rules, 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.

17 (D) Any 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 AGM or Special General Meeting decide otherwise by a majority of two-thirds of votes cast) can be debarred from membership the following season.

17 (E) At the AGM or Special General Meeting called for the purpose in accordance with the provisions of Rule 19, Notice of Motion having been duly circulated, accredited delegates present shall have the power to withdraw the honorary positions of President or Vice-President from a named holder of such a position which must be supported by two-thirds of those present and voting. Voting on this point will be conducted by ballot.

RULE 18: TROPHY: - LEGAL OWNERS, CONDITIONS OF TAKING OVER, AGREEMENT TO BE SIGNED, and AWARDS

18 (A) (i) Competition Cup or Trophy shall be vested in the Association sanctioning the Competition as Trustees. If a Competition were discontinued for any cause the Cup or Trophy shall be returned to the Donor, if the conditions attached to it so provide, or otherwise dealt with as the Association may decide.

18 (A) (ii) The Treasurer of the Competition shall be responsible for the insurance of all the trophies belonging to the Competition.

18 (A) (iii) At the Close of each Competition awards may be made if funds of the Competition permit.

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

“We (A) _____ and (B) _____
the Chairman and General Secretary of _____
Football Club, members of and representing the Club, having been
declared winners of _____ Cup or Trophy, and
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 General Secretary on or before _____
If the Cup or Trophy is lost or damaged whilst under our care we
agree to refund 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.

18 (A) (v) No trophy can be won outright.

18 (A) (vi) A club failing to return a Cup or Trophy in good condition
by 1st March each year, or failing to engrave the Cup or Trophy with
the season and team name shall be fined a sum of £50 for each
offence, and shall be liable for the costs of restoration to the
condition at the time of presentation.

RULE 19: SPECIAL GENERAL MEETINGS

19 (A) (i) Upon receiving a requisition signed by two-thirds of the
Clubs in membership the General Secretary shall call a Special
General Meeting.

19 (A) (ii) 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, as will members of the Management Committee.

19 (A) (iii) Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall be fined £20.

19 (A) (iv) Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings

RULE 20: ALTERATIONS TO RULES

20 (A) (i) 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.

20 (A) (ii) Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the General Secretary by 31st March in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by 15th April, and any amendments thereto shall be submitted to the General Secretary by 1st May. The proposals and proposed amendments thereto shall be circulated to Clubs with 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 and voting are in favour.

20 (A) (iii) 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 days prior to the date of the meeting.

20 (A) (iv) Any alterations or additions decided upon at any meeting shall not become operative until the approval of the Association issuing sanction has been obtained.

RULE 21: FINANCE

21 (A) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged.

21 (B) All expenditure in excess of £250 shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the Management Committee.

21 (C) The financial year of the Competition will end on 31st March.

21 (D) The books or a certified balance sheet of the Competition shall be prepared and shall be verified annually by some suitable person(s) who shall be appointed at the Annual General Meeting.

RULE 22: INSURANCE

22 (A) All clubs must have public liability insurance cover of at least ten million pounds (£10,000,000).

GUIDELINES FOR DOUBLE HEADERS

A double header will be played at the opposition venue to any previous league fixture played in the same season.

If no league fixture has been previously played, then the venue will be by alphabetical listing of clubs.

Arrangements for kick off times, referee booking etc must be made as per normal HGFPL rules.

Please ensure you allow for longer playing time and rest between games when booking pitches. The interval between the two games must be no less than 10 minutes and no more than 20 minutes.

Referee fees will be split between both teams.

Both games must be treated as separate games and result cards/replies to Full Time text must be submitted for both games as per HGFPL rules.

Age Group	Timings	Ref Fee per team
Under 10	2 games @15 minutes each way	£15
Under 11	2 games @20 minutes each way	£15
Under 12	2 games @20 minutes each way	£18.75
Under 13	2 games @ 22.5 minutes each way	£18.75
Under 14	2 games @ 22.5 minutes each way	£18.75
Under 15	2 games @ 25 minutes each way	£18.75
Under 17	2 games @ 27.5 minutes each way	£18.75
Under 18	2 games @ 27.5 minutes each way	£18.75

GUIDELINES FOR MIDWEEK GAMES

Midweek games can be arranged at any time during the season. The Fixtures Secretary will give at least 5 days' notice of such games.

Midweek matches will be scheduled on a specified date but, if both teams are in agreement, the match can be played on a different day within the same week. Home team managers should contact opposition within 24 hours of notice from Fixtures Secretary to agree day and timing for game which is agreeable to both teams. If a day cannot be agreed by both teams the Management Committee will decide which day the game will be played and at which venue.

If both teams agree to play the midweek match on a different day, both teams must inform the Fixtures Secretary as soon as possible. If notification is not received from both teams by the Fixtures Secretary at least 24 hours before kick-off, disciplinary action may be taken.

Full Time result text must be replied to in the normal manner by 9pm on day of game.

Electronic result cards must be completed in normal manner by 9pm after 3 days the game.

Respect Code of Conduct

Coaches, Team Managers and Club Officials

We all have a responsibility to promote high standards of behaviour in the game.

In The FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This included the abuse of match officials and the unacceptable behaviour of over competitive parents, spectators and coaches on the sideline.

Play your part and observe The Football Association's Respect Code of Conduct in everything you do.

On and off the field, I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Always respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure all parents/carers of all players under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance

- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA:

- Required to meet with the club, league or County Welfare Officer
- Required to meet with the club committee
- Monitored by another club coach
- Required to attend an FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club.

In addition:

- My FACA (FA Coaches Association) membership may be withdrawn.

Spectators and Parents/Carers

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Always respect the match officials' decisions
- Remain outside the field of play and within the Designated Spectators' Area (where provided)
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Avoid criticising a player for making a mistake – mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or

The FA:

I may be:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or County FA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents.

In addition:

- The FA/County FA could impose a fine and/or suspension on the club.

Young Players

- Always play to the best of my ability
- Play fairly – I won't cheat, complain or waste time
- Respect my team-mates, the other team, the referee or my coach/manager
- Play by the rules, as directed by the referee
- Shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/ team manager tells me
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training

- Be required to leave the club.

In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.

Role of the Match Delegate

Both clubs home and away, must nominate a responsible adult/member of their club to act as Match Delegate on the day of the game. This should NOT be the team manager or coach, but another adult who is at the match.

The responsibility of the Match Delegate will be to:

- Upon arrival at the venue, the Match Delegate from the home team will ask their opponents, who their Match Delegate is and make introductions to each other.
- The Match Delegate must wear the league-supplied hi-viz vest for the duration of the match. Failure to do so will result in a fine being issued.
- Together, they will then report to the match referee at least 15 minutes before the start of the game and introduce themselves to him or her.
- The primary responsibility of the home team Match Delegate to look after the referee before, during and after the game until he or she leaves the ground. It would be appropriate if the home and away team delegates did the job together.
- This would include, showing the referee where the changing rooms and toilets are, directing them to the correct pitch, possibly offering a drink at half time and after the game and ensuring that their fees are paid.
- During the game, each delegate will be responsible for the behaviour of all club members and spectators. If the referee needs to he/she will, during a stoppage in play, approach the match delegate to assist him/her in dealing with any problems that may occur. The Match Delegate is not exempt from being reported for misconduct.
- It would be good practice for the Match Delegate to ensure that the referee is able to leave the ground safely.
- The FA Respect Programme must be considered by the delegate at all times.