



PORTSMOUTH YOUTH FOOTBALL LEAGUE

Founded 1906
Main Sponsor



A Guide and Hints for Club Secretary

The Club Secretary is responsible for the Club administration in the Portsmouth Youth Football League as well as ensuring the good behaviour of players, officials and supporters both on and off the field of play. They are the only official recognised by the League for the purpose of correspondence.

Respond to **all** League correspondence within 14 days.

Apply to join the Portsmouth Youth Football League by 1st May. Late applications are considered if there is available places in appropriate age group.

Affiliate Club and teams to the relevant County Football Association (this should usually be done before the end of June).

Study the Rules of the competition in which your Club is involved and see that they are complied with. Ignorance of the rules is no excuse.

Every person concerned with running the club and a team should have a copy of the League rule book.

Clubs must not compete in any unsanctioned competition or with any unaffiliated club/team.

Attend the Annual General Meeting held in June where you are responsible for your Club's voting on matters that take place and any discussions that occur during the meeting.

Attend the League General Meetings which are held in August, October, January, March, April and June.

Keep the League Secretary informed of any changes of detail regarding the Club officials. Ensure the Club has £10 million minimum of public liability insurance.

Any fines awarded against your club must be paid within 14 days, otherwise the Club will be liable to a further fine.

Trophies that may have been won must be returned to a League Official no later than 1st February, in good condition.



PORTSMOUTH YOUTH FOOTBALL LEAGUE

Founded 1906
Main Sponsor



Qualification of players

A registered youth playing member of a Club is one who, being in all other respects eligible (see Rule 8A (i), (ii) & (iii) for more detail) has;

Signed a fully and correctly completed Competition registration form in ink, countersigned by his/her parent/guardian and by an Officer of the Club, and who has been registered with the Registrations Secretary 3 days prior to playing and whose completed registration counterfoil has been received by the Club prior to playing.

The registration document must incorporate the emergency contact details of the player's parents/guardian. 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 two identical current passport-size colour photograph of the player seeking registration together with proof of the player's date of birth if the player is new to the league, i.e. U7 or has not been registered in the last 3 years with our League.

Each team must have the following number of players registered 14 days before the start of each playing season – 20th August.

FORMAT	Minimum Number
5v5	5
7v7	7
9v9	9
11v11	11

New and extra players may register for the current season up until 31st January.

A list of registered players must be kept along with a record of games the players have played in.

A player may only be transferred between 2nd October and 31st January in any season, with the appropriate forms submitted to the Registration Secretary.

Squad size		Match Day
U7 – U8	Unlimited	10
U9 – U10	Unlimited	14
U11 – U12	14	14
U13 – U16	18	16
U18	20	16

Ball Size	
U7 – U9	Size 3
U10 – U14	Size 4
U15 – U18	Size 5



PORTSMOUTH YOUTH FOOTBALL LEAGUE

Founded 1906
Main Sponsor



A child who has not attained the age of 6 shall not play, and shall not be permitted or encouraged to play, in a match of any kind.

Teams must expect to be allocated fixtures on every Sunday in the season.

Non-playing Sundays are; Christmas & New Year weekends.

Optional playing days are; Remembrance Sunday & Easter Sunday – Divisional Secretaries must be advised if your teams **DO NOT** want to play on these days at least 14 days prior to the date of the fixture.

Electronic team sheets will be emailed out to you by the Registrations Secretary prior to the start of the season and throughout the season as and when new players are registered. All team sheets need to be fully completed with;

Match: Name of home team v name of away team	Date: Date match took place
Venue: Where match was played	Age group: Age group of team
Div: Division name or letter	Time: K.O. time
Home: Number of goals scored by home team	Away: Number of goals scored by away team

Players' registration number and name are already entered on the team sheet. The players that took part in the match need to be marked with X and the number of goals scored need to be entered against the player that scored them. The referee's first name and surname with a mark out of one hundred needs to be entered as well as a fair play mark for the opposition (1, 3, 5, 7 or 9 only). Ensure that the Manager's name and number is completed. If applicable the name of Assistant referee (lines-person) and match steward must also be completed.

Fully completed team sheets must be received by the Divisional Secretary within 2 days of the date of the fixture & **both** clubs shall telephone/SMS/email the result of each match to the Divisional Secretary by 8pm on the day of the match.

Ensure that the teams wear the registered colours, shirt sponsorship must be approved by the appropriate County Association.

If no referee is appointed by the League, then the home team should find a neutral referee if possible. If this is not possible then a person acceptable to both managers should be chosen. Referees and Assistant referees should not coach whilst officiating.



PORTSMOUTH YOUTH FOOTBALL LEAGUE

Founded 1906
Main Sponsor



Summary of PYFL Rule 10

Ensure that you give five days notice of matches to your opponents and the referee. Always acknowledge receipt of match notifications. Also check the colour of your opponents playing kit to ensure that there is no clash of colours.

When a match is postponed, then notice must be given without delay by the team postponing the fixture to the Divisional Secretary, the referee and the opposing team. If this is on the morning of the fixture, please inform the opposition and referee by telephone.

International clearance

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. Clearance should be received before applying to register the player with the League. Please see link below for The FA website which provides further information.

<http://www.thefa.com/football-rules-governance/more/player-registration/international-clearance>

Many of the PYFL documents will be available to download from the website under the documents section.



PORTSMOUTH YOUTH FOOTBALL LEAGUE

Founded 1906
Main Sponsor



FAQs

These may help answer your questions or direct you to where to find them. If you have any problems then your first point of reference should be the League handbook or a league official.

Q: I want to speak to someone from the League?

A: League official's contact details are in the handbook. The fastest method for communication is via email. However, most common questions can be answered by looking in the handbook or on our website. Contact should be from Club Secretary. Please note that the vast majority of officials are also in full time employment.

Q: Where can I see fixtures, results and league tables?

A: Go to our Full Time site; full-time.thefa.com – Portsmouth Youth Football League or visit our website www.pyfl.co.uk

Q: My opponents have not advised of this week's League/Cup/trophy event fixture?

A: Check on Full Time in the first instance, then contact them yourselves. Also let the Divisional Secretary for the age group know.

Q: I had a player cautioned/sent off, what happens?

A: Please consult the County FA Discipline interactive guide which gives clear instructions on the whole process, who needs to do what and the timescales involved.

Please note that the League and the County FA are two separate organisations. The League cannot get involved with on the field offences i.e. cautions.

Q: My opponents have told me we are playing on 3G pitch, is this allowed?

A: Yes. The Standard Code of Rules makes this clear. Playing on 3G pitches is allowed providing they meet the required performance standards and are listed on the FA's Register of Football Turf Pitches. When your opposition give you details of the fixture, they must inform you that the game is on 3G and they must let you know details of the footwear which is allowed to be used.

Q: My opponent has just told me we are playing on a Saturday, is this allowed?

A: No fixtures are not permitted on a Saturday in this League; we are a Sunday League.

Q: Is it true that goal-difference and goals scored no longer count?

A: Yes. So if the team are winning by a large amount the manager can look to challenge the players by putting them in different positions etc.



PORTSMOUTH YOUTH FOOTBALL LEAGUE

Founded 1906
Main Sponsor



Q: What does the manager need to take with him/her on match day?

A: League, handbook, First Aid Kit, all the player's registration cards, manager's ID card, the team & equipment.

Q: Why does my manager need to show players registration cards before the game, they may say they are not cheating?

A: To prove to the opponents that all the players are fully registered with the League. If they are not cheating, then they have nothing to worry about by showing the cards.

Q: A team plays non-competitive games do the results still need to be reported?

A: Yes, but be aware the score will show as X-X on the Full Time site. The League will use the scores to formulate the 'divisions'.

Q: The referee we had this week was awful. I want to report him?

A: All issues regarding a referee's performance have to be sent to the County FA. The information required in the report needs to include, the home and away teams, the date of the fixture, the referee's name. Please refer to the guidelines on referee marking on PYFL website.

Q: Where can I find a referee?

A: The League have a referee appointment secretary which has been appointed to the League by Hants FA. Their contact details are in the League rulebook.

Q: As the home team, we cannot provide a qualified and registered referee, what can we do?

A: Your team can offer the away team the chance to provide a qualified and registered referee. If neither of the teams can do this, then both team must agree upon a referee for that match. A referee thus agreed upon shall, for that game, have the full powers, status and authority of a registered referee.

Q: How do I register a player?

A: A player registration form needs to be completed in full, signed by the player and the parent/guardian and with two identical, colour, passport-size photos attached to it. Once FULLY completed & signed off by yourself, it needs to be sent to the League Registrations Secretary.

Q: Will new players need to provide a copy of their birth certificate when they register?

A: Yes, all new players need to confirm their date of birth. This can be done by either a copy of their birth certificate or any other official government document form that shows the player's date of birth, i.e. passport, NHS card.



PORTSMOUTH YOUTH FOOTBALL LEAGUE

Founded 1906
Main Sponsor



Q: How do I cancel a player's registration?

A: The player needs to complete the back of the registration card and get you to sign and date it. It then needs to be forwarded to the League Registration Secretary along with £5 administration fee.

Q: I have received a League charge, what do I do?

A: Answer the charge. The letter contains a variety of options. When giving mitigation, give as much detail as possible.

Q: If I dispute a fine imposed by the League, can I appeal against it?

A: Yes. If you received a standard League fine, i.e. for a late match card, then in the first instance contact the Divisional Secretary for that age group. If you wish to appeal a fine/punishment/League decision, then you need to appeal in accordance with Standard Code of Rules – rule 16.

Q: How do I make a rule change?

A: Submit the rule change and rationale to the League Secretary before 1st December.

Q: Team X has 'poached' one of my Club's players, what can I do?

A: This is a County FA matter as this is a breach of a Football Association Regulation. You will need to report this to Hants FA giving as much detail as possible.