

**PORTSMOUTH YOUTH FOOTBALL LEAGUE**  
**(Founded 1906)**

**CLUB GUIDE**



**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 & County FA correspondence within the timescales given. see League & County Rules for more information.

Study the Rules of the competition in which your Club is involved; Portsmouth Youth League & Hampshire Cup 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 League General Meetings which are held in August, October, January, March, April and 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 these meetings.

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 fines or sanctions as imposed by the Management Committee.

Trophies shall be presented to the winning Team and Runners-up of the Finals for Challenge & League Cups. These must be returned to a League Official no later than 14<sup>th</sup> February, in good condition and engraved.

### 1. Registration of players

All player registrations are processed through the FA Whole Game system. There is no longer a paper based registration process.

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

Age Groups	Playing Format	Minimum Nbr registered to start season	Minimum Nbr to constitute a team for Competition
U7 & U8	5 v 5	5	4
U9 & U10	7 v 7	7	5
U11 & U12	9 v 9	9	6
U13 - U18	11 v 11	11	7

Players only become eligible to play for a Club when their registration has been approved on the Whole Game System and the player appears on the team squad list.

Whole Game produces a Squad list of registered players for your Team(s) and associated Managers/coaches. Please ensure that your managers are in possession of a printed Squad List, as these will need to be shown at all PYFL organised & affiliated matches.

Printed squad lists should be stored securely & must only be used for the purpose of the administration & organisation of affiliated youth football within the league/competition(s) entered. Squad lists must be produced as required to provide details to relevant club and league officials as defined within competition rules & should be destroyed appropriately after use

New and extra players may be registered on the Whole Game System for the current season up until 31<sup>st</sup> January.

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

A player may only be transferred between 2<sup>nd</sup> October and 31<sup>st</sup> January in any season and only once. Please refer to Rule 17(j) & Note regarding transfers

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.

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

It shall be deemed a breach of these Rules for a Player to:-

- Play for more than one Club in the Competition in the same Playing Season without first being transferred.
- Having signed for one Club in the Competition, sign for another Club in the Competition in that Playing Season, except for the purpose of a transfer.

A Player may not be registered for a Club nor transferred to another Club in the Competition after 31<sup>st</sup> January except by special permission of the Management Committee.

No more than one player may transfer between the same two Teams until 28 days have elapsed between applications.

The date used to determine the 28 Days shall be taken as the date of registration of the 1<sup>st</sup> application to Transfer.

No more than two (2) players may transfer between the same two teams (in one direction) during the season.

No one team may transfer into that team more than three (3) Players in any one season.

A player may only Transfer in this Competition once per season.

No player will be permitted to transfer until after the 1<sup>st</sup> October in each season.

## 2. ARRANGING MATCHES

The home team must contact the opposing team and allocated/appointed referee at least **FIVE DAYS** before the game with: kick off time, location, access to the ground and your team colours, please ensure that there is no clash of colours. This is not deemed to have been done until confirmation has been received.

## 3. MATCH DAY

- Greet opposing team & manager and show them dressing room, facilities, warm up area etc.
- If appointed, greet referee show him/her dressing room facilities & pay fees (before the game).
- In cases where there are no officially appointed Match Officials in attendance the Clubs shall agree upon a referee. An individual thus agreed upon shall, for that game, have the full powers, status and authority of a registered referee.
- Where assistant referees are not appointed each Team shall provide a Club assistant referee. See section Club Assistant Referees for more information
- Check Pitch, pitch markings, goal nets, Assistant Referees flags and corner flags, (a spare whistle is also a good idea).
- Provide at least two correctly sized footballs fit for play. (Don't forget ball pump).
- Check that YOUR players' equipment is not dangerous - Referees will also check the studs.
- An identity parade will be held to allow for the identity of the players to be confirmed by the managers. This will use the Squad list printed from the Whole Game system. If a player does **NOT appear** on the Squad List that player may not participate in the match.
- Don't forget refreshments for your team
- **It is the responsibility of both teams to ensure that a Respect Handshake takes place prior to the game and that Squad Lists are shown**

## 4. FIRST AID

Each Club shall provide for its team a clearly marked first aid kit containing basic items:

- A supply of adhesive dressings
- A selection of clean bandages
- Suitable dressing material to cover lacerations etc
- A supply of fresh, clean water and an eye wash facility
- A suitable mouth to mouth resuscitation aid
- The home team **MUST** ensure that there is a qualified & League registered First Aider (QFA) present

It is strongly recommended that Club managers should hold details of any medical conditions for their players in case of any problems arising during training or match days.

## 5. SUBSTITUTES

- 5 v 5 - Up to five rolling substitutes maybe named and used, all players must play 50% of the match
- 7 v 7 - Up to seven rolling substitutes maybe named and used, all players must play 50% of the match
- 9 v 9 - Up to 5 rolling substitutes maybe named and used
- 11 v 11 - Up to 5 rolling substitutes maybe named and used

## 6. AFTER THE MATCH

Players and team managers to thank each other and match officials at the end of the game - do not castigate your team - win or lose - applaud their effort.

## 7. REPORTING RESULTS

- **Both Clubs** shall telephone/SMS/email/notify the result of each match to the Divisional Secretary by 8pm
- Your Divisional Secretary must receive within 2 days of the date played, a fully completed Team Result Sheet.
- Each match must have two Team Result Sheets, both Home & Away Teams must submit these to the Divisional Secretary.
- All registered Players Names can be entered prior to the match, together with the match details.
- All players need to be registered and on the Squad List downloaded from the Whole Game system.
- If a player **IS NOT** on the Squad List they cannot participate.
- After the match enter the final score onto Team sheet together with scorers, fair play score, official's names etc.
- **All blue boxes need to be completed.**

**IMPORTANT** ~ League Fines (currently £5.00 each time) apply to:

- Not sending a Team Result
- A Team Result sheet arriving more than two days after the match was played is charged at £5 per week or part thereof until it is received
- An incomplete Team Result Sheet

### Note:

The Competition and Clubs are permitted to collect but **NOT** publish results or any grading tables for fixtures involving Development Age Groups (U7 – U11)

The Competition and Clubs are permitted to collect and publish results for trophy events.

## 8. RESPECT STEWARDS/MATCH DELEGATES

As a Charter Standard & Respect League, the PYFL is 100% committed to the FA Respect programme and as such expects the same commitment from its member clubs.

- ALL clubs/teams MUST subscribe & conform to the Respect codes of conduct
- Spectator barriers MUST be used by ALL teams at ALL grounds (The bare minimum that will be accepted as a 'barrier' will be a line marked on the ground with coloured training cones).
- Spectators must stand behind the 'barrier' at one side of the pitch with managers, coaches & subs stood at the opposite side of the pitch with NO ONE stood behind either goal; referees will be instructed not to commence any match until some form of barrier is in place and everyone is stood in the designated areas.
- The Respect handshake MUST be carried out by ALL teams before EVERY match
- The Teams taking part in Under 7 to Under 11 or Youth Football shall identify a Team captain who may wear an armband (ideally, the official Respect armband) & Youth Team Captains should have read the 'Respect Captains Guide' (see [www.thefa.com/Leagues/Respect/captains](http://www.thefa.com/Leagues/Respect/captains)).

Respect Stewards (RS)/Match Delegates (MD) are a compulsory part of football fixtures at U7 – U11 inclusive and it is the responsibility of each team within these age groups, to nominate a responsible adult member of their Club to take on this role on all Match Days

### Who should carry put the role?

- Ideally **NOT** the Manager or coach.
- An adult who, preferably, is someone that is calm but confident in dealing with others within their Club.
- Try to keep the same person every week, or a small group of people to carry out the role on a rotational basis.
- Make sure they are known to supporters of the home team.

### Responsibilities

- Prior to the game, each RS/MD, wearing the Hi-viz jacket provided by the League, shall introduce themselves to the referee and make them feel welcome. The home RS/MD shall direct the referee to their changing room if applicable and offer a drink if that facility is available. The home RS/MD shall ensure that the referee is paid their fee and following the fixture, escort them from the venue if required.
- Introduce themselves to the RS/MD of the opposition.

- **Ensure** that their own spectators comply with the designated RESPECT spectator area.
- **Remind** own supporters of responsibilities in relation to RESPECT.
- **Support** the referee when dealing with any spectator related issues with your own team.
- **Use common sense**, and at all times be a visual point of contact for any concerns from the opposition RS/MD.
- **Dependent** on League procedures the RS/MD may assist in checking registration cards prior to the game or by completing team sheets.

**The FA RESPECT programme** must be considered by the RS/MD at all times, and any issues should be reported to the League & County Association.

The RS/MD can help the Club ensure that the RESPECT Programme is followed for the benefit of all participants. The RS/MD should use their own knowledge of their Club's spectators to help prevent abuse, foul language or other unacceptable behaviour. The RS/MD should ensure their own safety always, and if in doubt about the potential for a situation to escalate, they should act in accordance with those concerns.

### **Reporting concerns**

Report any concerns to:

Your Club Welfare Officer

Your League Welfare Officer ~ Karen Stevens [leaguercwoportsmouth@gmail.com](mailto:leaguercwoportsmouth@gmail.com)

County Welfare Officer ~ Ian Binks [ian.binks@hampshirefa.com](mailto:ian.binks@hampshirefa.com)

HFA Discipline Manager

[discipline@hampshirefa.com](mailto:discipline@hampshirefa.com)

HFA Referee Development Manager

Andy Moisey

[andy.moisey@hampshirefa.com](mailto:andy.moisey@hampshirefa.com)

### **Additional resources**

FA Codes of Conduct

FA Captain's Guide

FA Parents and Carers guide

Club Referee and Assistant Referee workshops can be arranged via the HFA

Referees Development Officer - 01256 853010.

## **9. POSTPONING FIXTURES**

Rule 20 (B) of the league's rules states:

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

## 10. FIXTURES

Teams must expect to be allocated fixtures on every Sunday in the Playing Season (2<sup>nd</sup> Sunday in September to 31<sup>st</sup> May).

Non-playing Sundays are Christmas & New Year weekends.

Optional playing days for all age groups are

- Remembrance Sunday
- Easter Sunday

Please advise your Divisional Secretary at least 14 days prior to the date of the fixture if any of your teams **DO NOT** want to play on either of these days.

For Development Age Groups (U7 – U11) optional playing days are available, these can be taken on the first weekend of School half terms in October & February again please advise your Divisional Secretary at least 14 days prior to the date of the fixture if any of your teams **DO NOT** want to play on either of these days.

Any club failing to provide the correct period of notification shall be considered to fail to fulfil their fixture and shall be dealt with in accordance with League Rules

Any Club unable to fulfil a fixture or where a fixture has been postponed for any reason must without delay, give notice to the Divisional Secretary, the Competition Referees Appointments Secretary, the secretary of the opposing Club and the Match Officials. **NOTE: if this in on the Match Day then you need to speak to the secretary of the opposing Club and the Match Officials, text or email is not acceptable.**

If the home pitch is unplayable, please try and switch wherever possible, talk to the secretary of the opposing Club.

### Severe weather advice

The first thing to remember is that player safety is paramount when deciding whether to play a game or to postpone it. The decision as to whether the pitch is playable or not is firstly down to the Council or the groundsmen if a private pitch.

In the event that the Council close their pitches our Chairman & Pitch Fitness Officer, John Carter, is advised on the morning of the match, if you have booked a Council Pitch & the weather is bad it is your responsibility to contact John to confirm which pitches have been closed. The only other person who can postpone a game is a registered referee or the appointed referee for the game.

As soon as the decision has been made to declare a pitch unfit, the home club should contact the away club secretary and ask them if they have a pitch available so the game could be switched, please consider the kick off time and the distant to travel, when arranging this.

## 11. SEASON KICK OFF TIMES

Kick-Off Times will be determined by the home club and pitch availability, but no earlier than 9:30am and no later than 2:30pm (except by permission of the League and opposition) unless otherwise agreed at the AGM).

## **CLUB ASSISTANT REFEREES**

Each team playing in age groups Under 11 & above needs to provide one assistant referee who ideally should be at least 18 years old.

Before every match the referee should provide a briefing to the assistant referee along the following lines.

Always operate from your defensive end of the pitch, i.e. nearer to your own goal than the opponent's goal. You will invariably be with your own left back, although in very rare cases, the referee may ask you both to swap sides so that both linesmen are with their own right back.

Concentrate on line decisions ONLY (i.e. goal kicks, offsides, corners and throw-ins). So every time the ball is out of play on your side of the pitch or along the goal line at your end of the pitch then raise your flag. Remember the ball is out of play only when the whole of the ball is over the whole of the line.

In the case of the ball crossing your side line, point the flag in the direction that the throw is to go. If you are not sure then just hold the flag up vertically and if the referee looks at you for a decision then just shrug your shoulders. If the referee doesn't know either then he should generally go with the defence, i.e. give a goal kick or a throw to the defenders. The important thing is to put the flag up every time the ball is out of play.

In the case of the ball being over the goal line, then point the flag at the goal (horizontally) if you think it's a goal kick, and point down at the corner if you think it's a corner (even if it's a corner on the far side still point at the near corner. If you're not sure then again raise the flag vertically and again if the referee looks at you for a decision then shrug your shoulders.

You shouldn't receive any abuse or criticism from anyone, but if you do then call the referee over and explain what has happened. The referee is limited in what they can do if they don't see or hear the offence but once they are aware that something has happened then they will be able to watch out for further problems.

Always stay in line with the second last defender (normally this will be the last outfield player, as the goalkeeper will generally be the last defender). Move up and down the pitch with that last defender (who will, of course, not always be the same player, as players move up and down the pitch).

Never go beyond the half-way line, and of course change ends at half-time so that you are again nearer your own goal in the second half.

Leave all fouls and handballs to the referee. Even if you are confident with making those decisions yourself the risk is that if one of you starts flagging for fouls then the other one may start to do so as well. If you leave it all to the referee then he may be wrong sometimes but he will hopefully be consistent for the two teams.

Similarly with throw-ins: please flag only when the player taking the throw has either foot completely over the line, because the referee can't always see the lines from their position. Please leave all other foul throw offences (for lifting a foot and for offences with the arms) to the referee. Again, if you can leave these decisions to the referee then he will endeavour to be consistent for both teams.

If you are not sure about the offside rule then ask the referee to explain before the match what he wants.

When you give an offside decision then hold the flag up vertically and stand still (in line with where the offside occurred) and wait for the referee to blow the whistle. Then, and only then, lower the flag and point to which side of the pitch the offside player was standing in (so horizontal for in the middle of the pitch, pointing downwards for the near side, and raised slightly for on the far side).

You mustn't coach the players when you are running the line.

Simple encouragement to players is fine, but you can't for example tell defenders who to mark, and you certainly can't shout at a defender to move up the field, and then immediately flag for offside!



***SUPPORT YOUR  
OFFICIALS  
MAKE FOOTBALL  
ENJOYABLE FOR ALL***

## SPECTATORS PLEASE CONSIDER THE REFEREE!

Think of it this way. If each player from each team brings 1 parent/supporter and if each supporter voices an 'opinion' about just two decisions during the course of the game this amounts to 56 occasions when the referee is being subject to pressure and criticism (i.e. 14 players x 2 teams x 2 opinions). Almost one for every minute of the game.

**Remember referees are an endangered species – look after them well or they will become extinct.**

Referees do not get up each Sunday morning and look forward to how many mistakes they might make during the forthcoming game. They think about helping 22 children enjoy a game of football. Referees give up their time to undertake training so they can help local football. Mistakes happen, it's how we deal with them that makes a difference, Negative comments affect the referee, the players and the entire game. The players are more likely to accept a decision going against them if their supporters do. If all supporters gave lots of encouragement and if all supporters never criticised a decision.....  
What kind of experience would that be for the players to take away.

We all know that when we are learning or practising a sport the best way to improve is to focus on and encourage good things; 'being positive'.

Emphasising weaknesses and mistakes makes us feel bad, dents confidence and makes things worse. How do you think the referee feels when he gets constantly reminded each time he makes a mistake or a decision that is not universally agreed?  
Imagine a coach load of people jeering at you every time you make a mistake during your driving test – how many people would be able to pass the test? Professional referees learn to live with criticism; they operate in a totally different environment. Our local referees should not be expected to put up with any more than you or I would, particularly Dads who have VOLUNTEERED to help out in the absence of allocated referees.

ENCOURAGE ALL  
23 PEOPLE ON  
THE PITCH

## 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.

## Basics that you need to know

Ball Sizes	
U7 - U9	Size 3
U10 - U14	Size 4
U15 - U18	Size 5

AGE GROUP	SQUAD SIZE Maximum registrations allowed	MATCH DAY Squad Sizes
U7 & U8	Unlimited	10
U9 & U10	Unlimited	14
U11 & U12	18	14
U13 - U18	20	16

<b>League Meetings Held at Broad Oak Social Club on the following Thursday evenings:</b>
August 23rd 2018
October 25th 2018
January 24th 2019
March 28th 2019
April 25th 2019
June 6th 2019 - AGM

## 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, website 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](http://full-time.thefa.com) – Portsmouth Youth Football League or visit our website [www.pyfl.co.uk](http://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.

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

A: League handbook, First Aid Kit, Whole Game system squad list, the team & equipment, (correct size footballs, whistle, flags).

Q: Why does my manager need to show the Whole Game system squad list 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 list

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' for future weeks and competitions.

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

A: All issues regarding a referee's performance must 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 are appointed a referee appointment secretary. 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: All player registrations are processed through the FA Whole game system. There is no longer a paper based registration process.

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

A: Send an email with the reasons for cancellation to the League Registration Secretary.

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

A: Answer the charge, within the given timescales. 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

Q: How do I make a rule change?

A: Submit the rule change and rationale to the League Secretary before 1<sup>st</sup> 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.

## NOTES



Our governing body the FA (Football Association) and our County Hampshire FA Also provide a wealth of information which can be found on their websites:

[www.thefa.com/football-rules-governance/lawsandrules](http://www.thefa.com/football-rules-governance/lawsandrules)

&

[www.hampshirefa.com](http://www.hampshirefa.com)

These websites also include the Laws of the Game which are different for Development age groups U7 – U11, U12 and U13 – U18. Please make use of these websites and familiarise yourself, your coaches, parents and players with these Laws before the season starts.



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