

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



**OFFICIAL LEAGUE RULEBOOK**  
**SEASON 2018-2019**

Affiliated to Hampshire Football Association  
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# SECTION ONE

# DEFINITIONS &

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## STANDARD CODE OF RULES FOR MINI SOCCER AND YOUTH FOOTBALL COMPETITIONS

This document contains the Standard Code of Rules developed by The Football Association for Mini Soccer and Youth Football Competitions (the “Standard Code”). The Standard Code is mandatory for all Mini Soccer and Youth Football Competitions.

### DEFINITIONS

1. (A) In these Rules:

“**Affiliated Association**” means an Association accorded the status of an Affiliated Association under the rules of The FA.

“**AGM**” shall mean the annual general meeting held in accordance with the constitution of the Competition.

“**Club**” means a club for the time being in membership of the Competition.

“**Competition**” means the **Portsmouth Youth League**.

“**Competition Match**” means any match played or to be played under the jurisdiction of the Competition.

“**Contract Player**” means any Player (other than a Player on a Scholarship) who is eligible to play under a written contract of employment with a Club.

“**Deposit**” means a sum of money deposited with the Competition as part of the requirements of membership of the Competition.

“**Fees Tariff**” means a list of fees approved by the Clubs at a general meeting to be levied by the Management Committee for any matters for which fees are payable under the Rules, as set out at Schedule A.

“**Fines Tariff**” means a list of fines approved by the Clubs at a general meeting to be levied by the Management Committee for any breach of the Rules, as set out at Schedule A.

“**Ground**” means the ground on which the Club’s Team(s) plays its Competition Matches.

“**Management Committee**” means in the case of a Competition which is an unincorporated association, the management committee elected to manage the running of the Competition and where the Competition is incorporated it means the Board of Directors appointed in accordance with the articles of association of that company.

“**Match Officials**” means the referee, the assistant referees and any fourth official appointed to a Competition Match.

“**Mini Soccer**” means those participating at ages under 7s to under 10s.

“**Non-Contract Player**” means any Player (other than a Player on a Scholarship) who is eligible to play for a Club but has not entered into a written contract of employment.

“**Officer**” means an individual who is appointed or elected to a position in a Club or Competition which requires that individual to make day to day decisions.

“**Participant**” shall have the same meaning as set out in the rules of The FA from time to time.

**“Player”** means any Contract Player, Non-Contract Player or other player who plays or who is eligible to play for a Club.

**“Playing Season”** means the period between the date on which the first competitive fixture in the Competition is played each year until the date on which the last competitive fixture in the Competition is played.

**“Rules”** means these rules under which the Competition is administered.

**“Sanctioning Authority”** means The FA the Hampshire County Football Association Limited.

**“Scholarship”** means a Scholarship as set out in Rule C 3 (a) (i) of the rules of The FA.

**“Season”** means the period of time between an AGM and the subsequent AGM.

**“Secretary”** means such person or persons appointed or elected to carry out the administration of the Competition.

**“SGM”** means a special general meeting held in accordance with the constitution of the Competition.

**“Team”** means a team affiliated to a Club, including where a Club provides more than one team in the Competition in accordance with the Rules.

**“The FA”** means The Football Association Limited.

**“WGS”** means the Whole Game System and the procedures for the operation thereof as determined by The FA from time to time.

**“Written”** or **“in writing”** means the representation or reproduction of words or symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

**“Youth Football”** means those participating at ages under 11s to under 18s.

(B) Unless stated otherwise, terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and vice-versa.

## GOVERNANCE RULES

### COMPETITION NAME AND CONSTITUTION

2.

- (A) The Competition will be known as “**Portsmouth Youth League**”(or such other name as the Competition may adopt). The Clubs participating in the Competition must be members of the Competition. A Club which ceases to exist or which ceases to be entitled to play in the Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Competition.
- (B) This Competition shall consist of not more than **100 Clubs or 400 Teams** approved by the Sanctioning Authority.
- (C) The geographical area covered by the Competition membership shall be **Portsmouth Divisional Football Association**.
- (D) The administration of the Competition under these Rules will be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Management Committee in accordance with the rules, regulations and policies of The FA.
- (E) All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition to have accepted the Rules and to have agreed to abide by the decisions of the Management Committee in relation thereto, subject to the provisions of Rule 7.
- (F) The Rules are taken from the Standard Code of Rules for Youth Competitions (the “Standard Code”) determined by The FA from time to time. In the event of any omissions from the Standard Code then the requirements of the Standard Code shall be deemed to apply to the Competition.
- (G) All Clubs must be affiliated to an Affiliated Association and their names and particulars shall be returned annually by the appointed date in a manner prescribed by the Sanctioning Authority and must have a constitution approved by the Sanctioning Authority. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

This Competition shall apply annually for sanction to the Sanctioning Authority and the constituent Teams of Clubs may be grouped in divisions, each not exceeding 10 in number.

- (H) Inclusivity and Non-discrimination
  - (i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination and should abide and adhere to The FA Equality Policy and any legislative requirements (to include those contained in the Equality Act 2010).
  - (ii) This Competition and each 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.

- (iii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.
- (I) Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including, but not limited to, Charter Standard and RESPECT programmes. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (J) All Participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The FA from time to time.
- (K) Clubs shall not enter any of their Teams playing at a particular age group in the Competition in any other competition (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (L) At the AGM or a SGM called for the purpose, a majority of the delegates present shall have power to decide or adjust the constitution of the divisions at their discretion. When necessary this Rule shall take precedence over Rule22.

#### **CLUB NAME**

- 1. Any Club wishing to change its name must obtain permission from the Sanctioning Authority and from the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

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

- 4. (A) Applications by Club for admission to the Competition or the entry of an additional Team(s) from the same Club must be made in writing to the Secretary and must be accompanied by an entry fee per Team as set out in the Fees Tariff, which shall be returned in the event of non-election.  
At the discretion of the voting members present applications, of which due notice has been given, maybe received at the AGM or a SGM or on a date agreed by the Management Committee.
- (B) The annual subscription shall be payable in accordance with the Fees Tariff per Club and shall be payable on or before 20<sup>th</sup> August in each year.
- (C) A Deposit of £50 shall be payable in accordance with the Fees Tariff per Club (where a Club provides more than one Team in membership of the Competition) and shall be payable on or before 20<sup>th</sup> August in each year. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (D) A Club shall not participate in this Competition until the entry fee annual subscription and Deposit (if required) have been paid.
- (E) If requested by the Competition, Clubs must advise annually to the Secretary in writing by 17<sup>th</sup> July of its Sanctioning Authority affiliation number for the forthcoming Playing Season. Clubs must advise the Secretary in writing, or on the prescribed form, of details of its headquarters, its Officers and any other information required by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

**(NOTE:** Each club shall receive and return a copy of the League code of conduct, duly signed by the Secretary of each club to confirm their acceptance and endorsement of the code. A club shall not be allowed to play in this competition(s) until this document have been received by the Secretary of the competition. Identified Mini soccer co-ordinators and Club Registration Secretaries will be recognised by the League providing all their details have been registered with the League on the competition entry documentation)

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

5. (A) The Management Committee shall comprise the Officers of the Competition and **15** members who shall all be elected at the AGM.
- (B) Retiring Officers shall be eligible to become candidates for re-election without nomination provided that the Officer notifies the Secretary in writing not later than **15<sup>th</sup> May** in each year.

All other candidates for election as Officers of the Competition or members of the Management Committee shall be nominated to the Secretary in writing, signed by the secretaries of two Clubs, no later than **10<sup>th</sup> May** in each year. Names of the candidates for election shall be circulated with the notice of the AGM. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the AGM.

- (C) The Management Committee shall meet as and when required, save that no more than three calendar months shall pass between each meeting.

On receiving a requisition signed by two-thirds (2/3) of the members of the Management Committee the Secretary shall convene a meeting of the Management Committee.

- (D) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.
- (E) All communications received from Clubs must be conducted through their Officers and sent to the Secretary.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

### **POWERS OF MANAGEMENT**

6. (A) The Management Committee may appoint sub-committees and delegate such of their powers as they deem necessary. The decisions of all sub-committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of The FA or Affiliated Association.
- (B) Subject to the permission of the Sanctioning Authority having been obtained the Management Committee may order a match or matches to be played each Season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any club which may have withdrawn during the Season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the Season.



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

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

- (D) The Management Committee shall have powers to apply, act upon and enforce these Rules and shall also have jurisdiction over all matters affecting the Competition. Any action by the Competition must be taken within 28 days of the Competition being notified.

With the exception of Rules 6(I), 8(H) and 9, for all alleged breaches of a Rule the Management Committee shall issue a formal written charge to the Club concerned. The Club charged shall be given 7 days from the date of notification of the charge to reply. In such reply a Club may:-

- (i) Accept the charge and submit in writing a case of mitigation for consideration by the Management Committee on the papers; or
- (ii) Accept the charge and notify that it wishes to put its case of mitigation at a hearing before the Management Committee; or
- (iii) Deny the charge and submit in writing supporting evidence for consideration by the Management Committee on the papers; or
- (iv) Deny the charge and notify that it wishes to put its case of mitigation at a hearing before the Management Committee.

Where the Club charged fails to respond within 7 days, the Management Committee shall determine the charge in such manner and upon such evidence as it considers appropriate.

Where required, hearings shall take place as soon as reasonably practicable following receipt of the reply of the Club as more fully set out above.

Having considered the reply of the Club (whether in writing or at a hearing), the Management Committee shall make its decision and, in the event that the charge is accepted or proven, decide on the appropriate penalty (with reference to the Fines Tariff where applicable).

The maximum fine permitted for any breach of a Rule is £100 and, when setting any fine, the Management Committee must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

No Participant under the age of 18 can be fined.

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

- (E) All decisions of the Management Committee shall be binding subject to the right of appeal in accordance with Rule 7.

Decisions of the Management Committee must be notified in writing to those concerned within 7 days.

- (F) 25% of its members shall constitute a quorum for the transaction of business by the Management Committee or any sub-committee thereof.
- (G) The Management Committee, as it may deem necessary, shall have power to fill, in an acting capacity, any vacancies that may occur amongst their number.
- (H) A Club must comply with an order or instruction of the Management Committee, and must attend to the business and/or the correspondence of the Competition to the satisfaction of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (I) Subject to a Club's right of appeal in accordance with Rule 7 below, all fines and charges must be paid within 14 days of the date of notification of the decision. Any Club failing to do so will be fined in accordance with the Fines Tariff.  
Further failure to pay the fine including the additional fine within a further 14 days will result in fixtures being withdrawn until such time as the outstanding fines are paid.
- (J) A member of the Management Committee appointed by the Competition to attend a meeting or Competition Match may have any reasonable expenses incurred refunded by the Competition.
- (K) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the AGM or SGM called to decide the constitution and the commencement of the Playing Season.
- (L) The business of the Competition as determined by the Management Committee may be transacted by electronic mail or facsimile.

#### **PROTESTS, CLAIMS, COMPLAINTS, APPEALS**

- 7. (A) (i) All questions of eligibility, qualification of Players or interpretations of the Rules shall be referred to the Management Committee or a sub-committee duly appointed by the Management Committee.
- (ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Management Committee unless a protest is lodged with the referee before the commencement of the Competition Match.
- (B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged with the Secretary within 7 days (excluding Sundays) of the Competition Match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.
- (C) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum in accordance with the Fees Tariff. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the inquiry or to order that the costs to be shared by the parties.

- (D) All parties to a protest or complaint must receive a copy of the submission and must be afforded an opportunity to make a statement at least 7 days prior to the protest or complaint being heard.
- (i) All parties must have received 7 days' notice of the hearing should they be instructed to attend.
  - (ii) Should a Club elect to state its case in person then it should forward a deposit of **£10.00** and indicate such when forwarding the written response.
- (E) The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.
- (F) Any appeal against a decision of the Management Committee must be lodged with the Sanctioning Authority within 14 days of the posting of the written notification of the decision causing the appeal, accompanied by a fee (as set out in the Fees Tariff), which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary.

The procedure for the appeal shall be determined by the Sanctioning Authority, in such respect the Sanctioning Authority may (but is not obliged to):

- (i) invite submissions by the parties involved; or
- (ii) convene a hearing to hear the appeal; or
- (iii) permit new evidence; or
- (iv) impose deadlines as are appropriate.

Any appeal shall not involve a rehearing of the evidence considered by the Management Committee.

- (G) No appeal can be lodged against a decision taken at an AGM or SGM unless this is on the ground of unconstitutional conduct.

## **ANNUAL GENERAL MEETING**

8. (A) The AGM shall be held not later than **12<sup>th</sup> June** in each year. At this meeting the following business shall be transacted provided that at least **50%** members are present and entitled to vote:-
- (i) To receive and confirm the minutes of the preceding AGM.
  - (ii) To receive and adopt the annual report, balance sheet and statement of accounts.
  - (iii) Election of Clubs to fill vacancies.
  - (iv) Constitution of the Competition for the ensuing Season.
  - (v) Election of Officers of the Competition and the Management Committee members.
  - (vi) Appointment of auditors.
  - (vii) Alteration of Rules, if any (see Rule14).
  - (viii) Fix the date for the commencement of the Playing Season and kick off times applicable to the Competition.
  - (ix) Fix the date for the end of the Playing Season.

- (x) Other business of which due notice shall have been given and accepted as being relevant to an AGM.
- (B) A copy of the duly **verified** balance sheet, statement of accounts and agenda shall be forwarded to each Club at least 14 days prior to the meeting together with any proposed Rule changes.
- (C) A signed copy of the duly **verified** balance sheet and statement of accounts shall be sent to the Sanctioning Authority within 14 days of its adoption by the AGM.
- (D) Each Club shall be empowered to send two delegates to an AGM. Each Club shall be entitled to one vote only. 14 days' notice shall be given of any AGM.

Clubs who have withdrawn their membership of the Competition during the Playing 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 12.

- (E) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least 50% of the delegates qualified to vote or the Chairman so decides.
- (F) No individual shall be entitled to vote on behalf of more than one Club.
- (G) Any continuing Club must be represented at the AGM. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (H) Officers of the Competition and Management Committee members shall be entitled to attend and vote at an AGM.
- (I) Where a Competition is an incorporated entity, the Officers of the Competition shall ensure that the Articles of Association of the Competition are consistent with the requirements of these Rules.

### **SPECIAL GENERAL MEETINGS**

9. Upon receiving a requisition signed by two-thirds (2/3) of the Clubs in membership the Secretary shall call a SGM.

The Management Committee may call a SGM at any time.

At least seven (7) days' notice shall be given of a meeting under this Rule, together with an agenda of the business to be transacted at such meeting.

Each Club shall be empowered to send two delegates to all SGMs. Each Club shall be entitled to one vote only.

Any Club failing to be represented at a SGM shall be fined in accordance with the Fines Tariff.

Officers of the Competition and Management Committee members shall be entitled to attend and vote at all SGMs.

## **AGREEMENT TO BE SIGNED**

10. Each Club shall complete and sign the following agreement which shall be deposited with the Competition together with the application for membership for the coming Season, or upon indicating that the Club intends to compete.

“We, (A), (name) [of Club] of (address) [of Club] (Chairman)/Director and (B) (name) [Chairman] of (address) [of Chairman] (Secretary/Director) of [Name of Club] Football Club (Limited) have been provided with a copy of the Rules and Regulations of the **Portsmouth Youth 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 Rule7.”

The agreement shall be signed by:

- (i) Where a Club is an unincorporated association, the Club chairman and secretary; or
- (ii) Where a Club is an incorporated entity, two directors of the Club.

Any alteration of the chairman and/or secretary of the Club on the above agreement must be notified to the County Football Association(s) to which the Club is affiliated and to the Secretary.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

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

(A) Any Club intending, or having a provisional intention, to withdraw a Team from the Competition must do so at least 30 days before the AGM. This does not apply to a Club moving in accordance with Rule 22(B). Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (B) The Management Committee shall have the discretion to deal with a Team being unable to start or complete its fixtures for a Playing Season, including but not limited to, issuing a fine in accordance with the Fines Tariff.
- (C) Notwithstanding the powers of the Management Committee pursuant to Rule 6(I), in the event of a Club failing to discharge all its financial obligations to the Competition in excess of £50, the Management Committee shall be empowered to refer the debt under The FA Football Debt Recovery provisions.

## **EXCLUSION OF CLUBS OR TEAM.MISCONDUCT OF CLUBS, OFFICERS, PLAYERS, MANAGEMENT COMMITTEE**

11. (A) At the AGM or SGM called for the purpose in accordance with the provisions of Rule 9, notice of motion having been duly circulated on the agenda by direction of the Management Committee, the accredited delegates present shall have the power to: (i) remove a member of the Management Committee from office, (ii) exclude any Club or Team from membership, both of which must be supported by more than two-thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A member of the Management Committee or Club which is the subject of the vote being taken shall be excluded from voting.

- (B) At the AGM, or at a SGM called for the purpose in accordance with the provisions of Rule 9, the accredited delegates present shall have the power to exclude from further participation in the Competition any *Club or Team* whose conduct has, in their opinion, been undesirable, which must be supported by more than two-thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.
- (C) Any Officer or member of a Club proved guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a Player or Players of another Club in the Competition to join them shall be liable to 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/or (B) of this Rule.

## TROPHY

12. (A) The following agreement shall be signed on behalf of the winners of the cup or trophy:-

"We A [name] and B [name], the Chairman and Secretary of [Name of Football Club] FC (Limited), members of and representing the Club, having been declared winners of **Challenge/League/Invitation** cup or trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the cup or trophy to the Competition Secretary on or before **14<sup>th</sup> February**. If the cup or trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair."

Failure to comply will result in a fine in accordance with the Fines Tariff.

- (B) At the close of each Competition awards **may** be made to the winners and runners-up if the funds of the Competition permit.

## ALTERATION TO RULES

13. Alterations, for which consent has been given by the Sanctioning Authority, shall be made to these Rules only at the AGM or at a SGM specially convened for the purpose called in accordance with Rule 9. Any alteration made during the Playing Season to these Rules shall not take effect until the following Playing Season.

Notice of proposed alterations to be considered at the AGM shall be submitted to the Secretary by **1st December** in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by 15<sup>th</sup> January and any amendments thereto shall be submitted to the Secretary by 10<sup>th</sup> February. The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the AGM. A proposal to change a Rule shall be carried if 2/3 [a majority] of those present, entitled to vote and voting are in favour.

A copy of the proposed alterations to Rules to be considered at the AGM or SGM shall be submitted to the Sanctioning Authority or The FA (as applicable) at least 28 days prior to the date of the meeting or by 1<sup>st</sup> April whichever is sooner.

## FINANCE

14. (A) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged.
- (B) All expenditure in excess of £350.00 shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the Management Committee.
- (C) The financial year of the Competition will end on 30<sup>th</sup> April.
- (D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be **verified** annually by a suitably qualified person(s) who shall be appointed at the AGM.

## INSURANCE

15. (A) All Clubs must have valid public liability insurance cover of at least ten million pounds (£10,000,000) at all times.
- (B) All Clubs must have valid personal accident cover for all Players registered with them from time to time. The Players' personal accident insurance cover must be in place prior to the Club taking part in any Competition Match and shall be at least equal to the minimum recommended cover determined from time to time by the Sanctioning Authority. In instances where The FA is the Sanctioning Authority, the minimum recommended cover will be the cover required by the Affiliated Association to which a Club affiliates.  
  
Failure to comply with Rule 16(A) or 16(B) will result in a fine in accordance with the Fines Tariff.

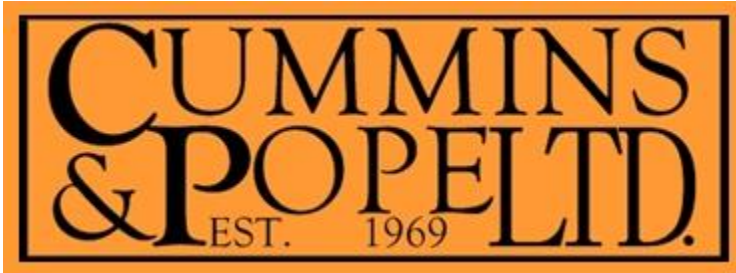
## DISSOLUTION

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

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# SECTION TWO

# MATCH RELATED

# RULES

- Rule 18 Qualification of Players
- Rule 19 Club Colours
- Rule 20 Playing Season. Conditions of Play, Times of Kick-Off.  
Postponements. Substitutes
- Rule 21 Reporting Results
- Rule 22 Determining Championship
- Rule 23 Match Officials

## **SCHEDULE A**

- Fees Tariff
- Fines Tariff

## MATCH RELATED RULES

### QUALIFICATION OF PLAYERS

17. (A) (i) A Player is one who, being in all other respects eligible, has: -  
registered through WGS.

If a Club attempts to register a player via WGS but does not fully and correctly complete the necessary information via WGS, the registration will not be processed.

For Clubs registering Players via WGS (under Rule 18 (A) (i) (c)) Clubs must access WGS in order to complete the registration process.

- (ii) NOT APPLICABLE TO THIS COMPETITION

The registration document must incorporate a current passport-size photograph of the Player seeking registration together with confirmation that the Player's proof of date of birth has been checked by the Club and is accurate.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

**(NOTE:** An up to date photograph of the player seeking registration must be uploaded via WGS each season)

**(NOTE:** Prior to the start of all matches, managers/coaches from each team will provide a paper copy of their squad lists to the opposition manager/coach who shall check these lists and players prior to the start of the match. Each manager/coach must produce his teams squad lists on request from opposition, Club Officials, or any officer of the League or be fined in accordance with the fines tariff under this Rule.

If a player does not appear on the squad list, then the player cannot participate in the match. If the player participates without being on a valid squad list, they shall be deemed ineligible.

It is the team's responsibility to ensure that they have the squad lists prior to the match. All managers and coaches shall be registered with the league & County on an annual basis and ensure their CRC, Safeguarding and emergency aid are all valid and renewed in a timely fashion)

- (B) (i) Contract Players are not permitted in this Competition with the exception of those Players who are registered under contract with the same Club who have a Team operating at Steps 1 to 6 of the National League System.

It is the responsibility of each Club to ensure that any Player registered to the 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.

A Player registered with a Premier League or English Football League Academy under the Elite Player Performance Plan contained within Youth Development Rules will not be permitted to play in this Competition. Details of the Youth Development Rules are published on The FA website. A Player registered with a FA Girls' Regional Talent Club may play in this Competition subject to the FA Programme for Excellence (Female) Regulations.

- (ii) Each Team must have the following number of Players registered 14 days before the start of each Playing Season:

FORMAT	MINIMUM
5v5	5
7v7	7
9v9	9
11v11	11

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (c) 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.

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 below, along with the permitted football formats for each of those age groups. Children shall not play, and shall not be permitted or encouraged to play, in a match between sides of more than the stated number of players, according to their age group:

Age on 31 August of the relevant playing season	Eligible Age Groups	Maximum Permitted Format	Minimum Pitch Sizes		Maximum Pitch Sizes		Recommended Goal Sizes	Ball Size
			Yards	Metres	Yards	Metres		
					in feet			
6	Under 7	5v5	30 x 20	27.45 x 18.3	40 x 30	36.3 x 27.45	12 x 6	3
	Under 8		30 x 20	27.45 x 18.3	40 x 30	36.3 x 27.45	12 x 6	
7	Under 8	5v5	30 x 20	27.45 x 18.3	40 x 30	36.3 x 27.45	12 x 6	3
	Under 9	7v7	50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	
8	Under 9	7v7	50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	3
	Under 10		50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	4
9	Under 10	7v7	50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	4
	Under 11	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	
10	Under 11	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	4
	Under 12		70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	
11	Under 12	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	4
	Under 13	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	
12	Under 13	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	4
	Under 14		90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	
13	Under 14	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	4
	Under 15		90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	
14	Under 15	11v11	90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
	Under 16		90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	
15	Under 16	11v11	90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
	Under 17		100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	
	Under 18		100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	
16	Under 17	11v11	100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	5
	Under 18		100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	
	Open Age		100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	

(D) A fee as set out in the Fees Tariff shall be paid by each Club/Team for each Player registered, if applicable.

**(NOTE:** No Team shall have registered more than 20 players at any one time for 11 a-side teams or 18 players at any one time for 9 a-side teams)

(E) The Management Committee shall decide all registration disputes taking into account the following.

- (i) A Player shall not be permitted to register for more than one Club subject to the exceptions set out in Rule 18 (E) (iii) below.
- (ii) In the event of a Player signing a registration form or having a registration submitted for more than one Club priority of registration shall decide for which Club the Player shall be registered.

- (iii) The Secretary shall notify the Club last applying to register the Player of the fact of the previous registration subject to the exceptions set out in Rule 18 (E)(iii) below.
- (iv) A Player is only permitted to register for more than one Club provided that:
  - a. The Team(s) in which the Player plays in are not in the same age group; or
  - b. Except for the purpose of a transfer.

And the Player meets the requirements in Rule 18(C).

- (F) It shall be a breach of these Rules for a Player to:-
  - (i) Play for more than one Team in the same age group in the Competition in the same Playing Season without first being transferred.
  - (ii) Having registered for one Club in the Competition, register for another Club in the Competition in that Playing Season, except if the provisions set out in Rule 18 (E)(iii) apply.
  - (iii) Submit a signed registration form or submit a registration through WGS for registration that the Player had wilfully neglected to accurately or fully complete.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (G) (i) The Management Committee shall have the power to accept the registration of any Player subject to the provisions of Rule 18(G)(ii) and (iii) below.
- (ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any Player, the exercise of such power being without prejudice to the Management Committee's ability to fine a Club at its discretion (in accordance with the Fines Tariff) that has been charged and found guilty of registration irregularities (subject to Rule 7).
- (iii) The Management Committee shall have the power to refuse or cancel the registration of any Player charged and found guilty of undesirable conduct (subject to Rule 7) subject to the right of appeal to the Sanctioning Authority or The FA. Where the Management Committee does not have enough information to enable it to make a decision pursuant to the above power, it may apply, in its absolute discretion, to the Sanctioning Authority or The FA for further information.

Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a Participant from being involved in this Competition.

For a Player who has previously had a registration removed in accordance with Rule 18(G)(iii) but has a registration accepted at 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 Rule 18(G)(iii) shall only be taken against a Player in cases of the Player bringing the Competition into disrepute and will in any event be subject to an appeal to the Sanctioning Authority or The FA. 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 any competition (and is not restricted to the Competition) in a period of two years or less from the date of the first offence)

- (H) Subject to compliance with FA Rule C2(a) when a Club wishes to register a player who is already registered with another club it shall submit a transfer form (in a format as determined by the Competition) to the Competition accompanied by a fee as set out in the Fees Tariff. Such transfer shall be referred by the Competition to the club for which the player is registered.
- (I) Should this club object to the transfer it should state its objections in writing to the Competition and to the player concerned within 3 days of receipt of the notification. Upon receipt of the Club's consent, or upon its failure to give written objection within 3 days, the 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 3 days after receipt of such transfer.

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

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

**NOTE:** 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 when added onto the WGS 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

A Club shall keep a list of the Players it registers and a record of all matches in which those Players have played for the Club, and shall produce such records upon demand by the Management Committee.

In the event a Club has more than one Team in an age group, each Team must be clearly identifiable but not designated 'A' or 'B' or 1<sup>st</sup> or 2<sup>nd</sup>. In such cases, Players will be registered for one Team only. A Player so registered will be allowed to play for his Club in a younger or older age group within the provisions of Rule 18(C).

- (K) 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 an Officer of the Club at all Management Committee meetings or at other times mutually arranged. Registrations are valid for one Playing Season only.

In the event of a Non Contract Player changing his status to that of a Contract Player with the same Club, another Club in the Competition or with a club in another competition his registration as a Non Contract Player will automatically be cancelled and declared void unless the Club conforms to the exception detailed in Rule 18(B)(i).

- (L) A Player shall not be eligible to play for a Team in any special championship, promotion or relegation deciding Competition Match (as specified in Rule 22(A)) unless the Player has played 4 Competition Matches for that Team in the current Playing Season.

(M) NOT APPLICABLE TO THIS COMPETITION

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (N) (i) Subject to Rule 18(N)(ii), a Club found to have played an ineligible Player in a Competition Match or Matches where points are awarded shall have the points gained from that Competition Match deducted from its record, up to a maximum of 12 points, and have levied upon it a fine in accordance with the Fines Tariff.
- (ii) The Management Committee may vary the sanction as relates to the deduction of points set out at Rule 18(N) (i) only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or where the ineligibility is related to the Player's status.
- (iii) Where a Club is found to have played an ineligible Player in accordance with Rule 18(N)(i) above, the Management Committee may also, at its discretion:
- (a) Award the points available in the Competition Match in question to the opponents, subject to the Competition Match not being ordered to be replayed; or
  - (b) Levy penalty points against the Club in default; or
  - (c) Order that such Competition Match or Matches be replayed (on such terms as are decided by the Management Committee).

(The following clause applies to Competitions involving Players in full-time secondary education):-

- (O) (i) Priority must be given at all times to school and school organisations activities. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (ii) The availability of children must be cleared with their head teacher (except for Sunday league competitions).
- (iii) A child under the age of 15 as at midnight on 31 August in the relevant Playing Season shall not be permitted to play in a Competition Match during that Playing Season where any other Player is older or younger than that child by two years or more.

## CLUB COLOURS

19. Every Club must register the colour of its shirts and shorts with the Secretary by 31<sup>st</sup> May who shall decide as to their suitability.

Any Club wishing to change its colours during the Playing Season must obtain permission from the Management Committee.

Goalkeepers must wear colours which distinguish them from all other Players and the Match Officials.

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

Any Team not being able to play in its normal colours as registered with the Competition shall notify its opponents the colours in which they will play (including the colours of the goalkeeper jersey) at least 5 days before the Competition Match.

If, in the opinion of the referee, two Teams have the same or similar colours, the **away** Team shall make the change. Should a Team delay the scheduled time of kick-off for a Competition Match by not having a change of colours they will be fined in accordance with the Fines Tariff.

**Shirts must be numbered, failing which a fine will be levied in accordance with the Fines Tariff.**

## PLAYINGSEASON, CONDITIONS OF PLAY, TIMES OF KICK-OFF, POSTPONEMENTS, SUBSTITUTES

20. (A) All Competition 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 Rules as set down by The FA.

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

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

Football Turf Pitches (3G) are allowed in this Competition provided they meet the required performance standards and are listed on the FA's Register of Football Turf Pitches. All Football Turf Pitches used must be tested (by a FIFA accredited test institute) every three years and the results passed to The FA. The FA will give a decision on the suitability for use and add the pitch to the Register.

The home Club is also responsible for advising Participants of footwear requirements when confirming match arrangements in accordance with Rule20(C).

All Competition Matches shall have a duration as set out below unless a shorter time is mutually arranged by the two Clubs in consultation with the referee prior to the commencement of the Competition Match, and in any event shall be of equal halves.



Competition Matches should be played in accordance with the Laws appropriate to the relevant age group, as laid down by The FA, as detailed below.

For round robin/trophy events, the maximum duration of play per half cannot be exceeded, but the minimum duration of play per half may be adjusted.

For trophy events, the Competition may award mementos.

The times of kick-off shall be fixed at the AGM and can only be altered by the mutual consent of the two competing Clubs prior to the scheduled date of the Competition Match with written notification given to the Competition at least 5 days prior.

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

The home Team must provide goal nets, corner flags and at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

Age Group	Minimum duration of play per half (minutes)	Maximum duration of play per half (minutes)	Maximum playing time in one day in all organised development fixtures (minutes)	Maximum playing time in one day in all tournaments and trophy events/festivals (minutes)	Competition structure
Under 7 & Under 8	10	20	40	60	Development focussed with a maximum of 3 trophy events per season over 2 week periods (6 weeks)
Under 9 & Under 10	20	25	60	90	Development focussed with a maximum of 3 trophy events per season over 4 week periods (12 weeks)
Under 11	20	30	80	120	Development focussed with a maximum of 3 trophy events per season over 6 week periods (18 weeks)
Under 12	20	30	80 (if applicable)	120	Any varieties including one season long league table
Under 13 & Under 14	25	35	100	150	Any varieties including one season long league table
Under 15 & Under 16	25	40	100	150	Any varieties including one season long league table
Under 17 & Under 18	25	45	120	180	Any varieties including one season long league table

**(NOTE:** 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)

**(NOTE:** Mini soccer co-ordinators shall be recognised with regard to Mini soccer only for purposes of Fixture co-ordination. The Club shall bear the responsibility for ensuring that other clubs are kept informed regarding the status and details of these co-ordinators. The League shall pass fixtures to a nominated person, whilst all general correspondence shall continue to be passed through the Club secretary)

- (B) Except by permission of the Management Committee all Competition Matches must be played on the dates originally fixed but priority shall be given to The FA and parent County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a Competition Match with the consent of the Divisional Secretary. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

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

- (C) An Officer 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 an Officer of the opposing Club at least 5 clear days prior to the playing of the Competition Match. If not so provided, the away Club shall seek such details and report the circumstances to the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (D) The minimum number of Players that will constitute a Team for a Competition Match is as follows:

FORMAT	MINIMUM
5v5	4
7v7	5
9v9	6
11v11	7

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

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

- (ii) Any Club unable to fulfil a fixture or where a Competition Match 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 is on the day of the fixture, then contact needs to be verbal to the secretary of the opposing Club & the Match Officials, a text message or email is not acceptable, **DO NOT** assume they are getting through)
- (iii) In the event of a Competition Match not being played or abandoned owing to causes over which neither Club has control, it should be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the Management Committee. Failing such agreement and notification to the Divisional Secretary within 5 days the Management Committee shall have the power to order the Competition Match to be played on a named date or on or before a given date. Where it is to the advantage of the Competition and the Clubs involved agree, the Management Committee shall also be empowered to order the score at the time of an abandonment to stand.
- Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (iv) The Management Committee shall review all Competition Matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a Competition 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 Competition Match to the opponent. In cases where a Competition Match has been abandoned owing to the conduct of both teams or their Club member(s), the Management Committee shall rule that neither Team will be awarded any points for that Competition Match and it shall not be replayed. No fine(s) can be applied by the Management Committee for an abandoned Competition Match.
- (v) The Management Committee shall review any Competition Match that has taken place where either or both Teams were under a suspension imposed upon them by The FA 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 18(N)(i) above. Where both Teams were under suspension the Competition Match must be declared null and void and shall not be replayed.

- (F) A Club may at its discretion and in accordance with the Laws of the Game use substitute Players in any Competition Match.

Where a Competition does allow return substitutes:

**For Under 11s - Under 18s**– a Club may use up to **5** from **5** substitute Players. A Player who has been substituted becomes a substitute and may replace any Player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

**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 play as a substitute for another Player. A Team must not have a match day squad greater than double the size of its team in an age group.

In Youth Football only, the referee shall be informed of the names of the substitute Players not later than **10** minutes before the start of the Competition Match and a Player not so named may not take part in that Competition Match.

A Player who has named as a substitute before the start of that Competition Match but does not actually play in the game shall not be considered to have been a Player in that Competition Match within the meaning of Rule 18 of this Competition.

- (G) The half time interval shall be of **10** minutes' duration, but it shall not exceed 15 minutes. The half time interval may only be altered with the consent of the referee.
- (H) The Teams taking part in Under 7 to Under 11 or Youth Football shall identify a Team captain who may wear an armband and shall have a responsibility to offer support in the management of the on-field discipline of his/her teammates. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

## REPORTING RESULTS

21. (A) The Divisional Secretary must receive within 2 days of the date played, the result of each Competition Match in the prescribed manner. This must include the forename(s) and surname of the Team Players (in block letters) and also the referee markings required by Rule 23, or any other information required by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (B) Both Clubs shall telephone/SMS/email/notify the result of each Competition Match to the Divisional Secretary by 8pm on the day of the match. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (C) The match result notification, correctly completed, shall be signed by an Officer of the Club, or as prescribed by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (D) The Competition and Clubs are permitted to collect but NOT publish results or any grading tables for fixtures involving Under 7s, Under 8s, Under 9s, Under 10s, and Under 11s. Any Competition failing to abide by this Rule will be dealt with by the Sanctioning Authority, and any Club failing to abide by this Rule will be fined in accordance with the Fines Tariff). The Competition and Clubs are permitted to collect and publish results for trophy events.

## DETERMINING CHAMPIONSHIP

22. (A) In Competitions where points are awarded, 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 Competition Match. The Teams gaining the highest number of points in their respective divisions at the end of the Playing Season shall be adjudged the winners. Competition Matches must not be played for double points.

In the event of two or more Teams being equal on points at the end of the Playing Season, rankings may be determined by a deciding match or matches played under conditions determined by the Management Committee, or the position shared.

- (B) Automatic promotion shall be applied for the first **2** Teams and automatic relegation shall be applied for the last **2** Teams in each division except as provided for hereunder, subject to the provisions of Rule 2(L).
- (i) Should one or more Teams withdraw from any one division after the Playing Season has commenced an equal number of Teams to those withdrawing in that division shall not be automatically relegated
  - (ii) Vacancies occurring after the conclusion of the Playing Season may be filled in any of the following ways:
    - (a) retention of otherwise relegated Team(s); or
    - (b) additional promotion of the next ranked Team(s) from the division below; or
    - (c) election
  - (iii) NOT APPLICABLE IN THIS COMPETITION
  - (iv) NOT APPLICABLE IN THIS COMPETITION
  - (v) NOT APPLICABLE IN THIS COMPETITION
  - (vi) NOT APPLICABLE IN THIS COMPETITION
- (C) NOT APPLICABLE IN THIS COMPETITION
- (D) In the event of a Team withdrawing from the Competition before completing 75% of its fixtures for the Playing Season all points obtained by or recorded against such defaulting Team shall be expunged from the Competition table. For the purposes of this Rule 22 (D) a completed fixture shall include any Competition Match(es) which has been awarded by the Management Committee.

## MATCH OFFICIALS

23. (A) Registered referees (and assistant referees where approved by The FA or County FA) for all Competition Matches shall be appointed in a manner approved by the Management Committee and by the Sanctioning Authority.
- (B) 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 Competition Match, have the full powers, status and authority of a registered referee. Individuals under the age of 16 must not participate either as a referee or assistant referee in any open age competition and individuals under the age of 14 must not participate either as a referee or assistant referee in any Competition Match. Referees between the ages of 14 and 16 are only eligible to officiate in competitions where the Players' age band is at least one year younger than the age of the referee, for example a 15 year old referee may only officiate in competitions where the age banding is 14 or younger.
- (C) Where assistant referees are not appointed each Team shall provide a Club assistant referee. Failure to comply with this Rule will result in a fine (in accordance with the Fines Tariff) being imposed on the defaulting Club.
- (D) The appointed referee shall have power to decide as to the fitness of the Ground in all Competition Matches and that decision shall be final, subject to the determination of the Local Authority or the owners of a Ground, which must be accepted.
- (E) Subject to any limits/provisions laid down by the Sanctioning Authority, Match Officials appointed under this Rule shall be paid a match fee in accordance with the Fees Tariff inclusive of travel expenses.
- Match Officials will be paid their fees and/or expenses by the home Club immediately after the Competition Match, unless otherwise ordered by the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (F) In the event of a Competition 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 Competition Match is not played owing to one Club being in default, that Club shall be ordered to pay the Match Officials, if they attend the Ground, their full fee and expenses. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (G) A referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Affiliated Association with which he or she is registered.
- (H) Each Club shall, in a manner prescribed from time to time by The FA, award marks to the referee for each Competition Match and the name of the referee and the marks awarded shall be submitted to the Competition on the prescribed form provided. Clubs failing to comply with this Rule shall be liable to be fined (in accordance with the Fines Tariff) or dealt with as the Management Committee shall determine.
- (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 FA/County FA.

- (J) NOT APPLICABLE TO THIS COMPETITION
- (K) Match Officials shall be supplied, each season, with a copy of the Competition Rules free of charge.
- (L) Match Officials shall have undertaken a RESPECT briefing offered by The FA/County FA or the Competition.

## SCHEDULE A

<b>FEES TARIFF</b>			
<b>RULE NUMBER</b>	<b>DESCRIPTION</b>	<b>MAXIMUM FEE</b>	<b>PYFL FEE</b>
4 (A)	TEAM ENTRY FEE	£50.00	£12.00 per team (5 & 7 a side teams) £16.00 per team (9 & 11 a side teams)
4 (B)	CLUB/TEAM ANNUAL SUBSCRIPTION	£150.00	N/A
4 (C)	DEPOSIT/GOODWILL	£100.00	£50.00
7 (C)& 7(E)	PROTEST/APPEAL FEES	£25.00	£25.00
18 (D)	PLAYER REGISTRATION FEE	£10.00 (per player)	£1.50 (per player)
18 (H)	TRANSFER FEE	£10.00	£10.00
23 (E)	REFEREE FEES	£25.00 inclusive of expenses (11 a side). £16.00 inclusive of expenses (mini soccer)	£25.00 inclusive of expenses (11 a side) £16.00 inclusive of expenses (mini soccer)
23 (E)	ASSISTANT REFEREE FEES	£17.00 inclusive of expenses (11 a side).	£17.00 inclusive of expenses (11 a side)

<b>FINES TARIFF</b>		
<b>RULE NUMBER</b>	<b>DESCRIPTION</b>	<b>MAXIMUM FINE</b>
2 (G)	FAILURE TO AFFILIATE	£100.00
2 (I)	FAILURE TO COMPLY WITH FA INITIATIVES	£100.00
2 (K)	UNAUTHORISED ENTRY OF TEAMS INTO COMPETITIONS	£100.00
3	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£30.00
4 (C)	FAILURE TO PAY A DEPOSIT	£100.00
4(E)	FAILURE TO PROVIDE AFFILIATION NUMBER/DETAILS FORM	£100.00
5 (E)	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED OFFICERS	£25.00
6 (H)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT COMMITTEE	£100.00
6 (I)	FAILURE TO PAY A FINE WITHIN REQUIRED TIMEFRAME	DOUBLE THE ORIGINAL FINE UP TO <del>£100.00</del>
8 (H)	FAILURE TO BE REPRESENTED AT AGM	£100.00
9	FAILURE TO BE REPRESENTED AT SGM	£100.00
10	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY CHANGES TO SIGNATORIES	£25.00
11 (A)	FAILURE TO PROVIDE NOTICE OF WITHDRAWAL BEFORE DEADLINE	£100.00
11 (B)	FAILURE TO COMMENCE/COMPLETE FIXTURES	£100.00
13 (A)	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY	£25.00
16(A)	FAILURE TO HAVE THE REQUIRED INSURANCE	£100.00
16(B)	FAILURE TO HAVE THE REQUIRED INSURANCE	£100.00
18 (A)	FAILURE TO CORRECTLY REGISTER A PLAYER	£40.00
18 (B)(iii)	FAILURE TO HAVE THE REQUIRED NUMBER OF REGISTERED PLAYERS PRIOR TO THE PLAYING SEASON COMMENCING	£25.00
18 (F)	REGISTERING OR PLAYING FOR MULTIPLE CLUBS OR INACCURATE COMPLETION OF A REGISTRATION FORM	£25.00



<b>FINES TARIFF</b>		
<b>RULE NUMBER</b>	<b>DESCRIPTION</b>	<b>MAXIMUM FINE</b>
18 (G)(ii)	REGISTRATION IRREGULARITIES	£100.00
18(M)	FIELDING MORE THAN THE PERMITTED NUMBER OF PLAYERS WHO HAVE PARTICIPATED IN SENIOR COMPETITIONS MATCHES	£100
18 (N)(i)	PLAYING AN INELIGIBLE PLAYER	£100.00
18 (O)(i)	FAILURE TO GIVE PRIORITY TO SCHOOL	£50.00
19	FAILURE TO NUMBER SHIRTS	£10.00 (per shirt, up to an aggregate maximum of £30)
19	DELAYING KICK OFF TO DUE TO NO CHANGE OF COLOURS	£30
20(A)	DELAYING KICK OFF DUE TO FAILURE TO PROVIDE REQUIRED EQUIPMENT	£30.00
20 (B)	FAILURE TO PLAY MATCHES ON THE DATE FIXED	£100.00
20 (C)	FAILURE TO PROVIDE DETAILS OF A FIXTURE	£50.00
20 (D)	PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS	£100.00
20 (E) (i) & (iii)	FAILURE TO PLAY FIXTURE	£100.00
20 (H)	NO CAPTAIN'S ARMBAND	£10.00
21 (A) & 21 (C)	LATE RESULT NOTIFICATION FORM	£20.00
21 (B)	FAILURE TO PROVIDE RESULT	£20.00
21(D)	PUBLISHING RESULTS/GRADING TABLES FOR FIXTURES INVOLVING U7S, U8S, U9S, U10S OR U11S	£50.00
23 (C)	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE	£25.00
23 (E)	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	£25.00
23 (F)	FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED	£25.00
23 (H)	FAILURE TO PROVIDE REFEREE'S MARK	£25.00

# **SECTION THREE**

## **CHALLENGE, INVITATION CUPS & TROPHY EVENT RULES**

## CHALLENGE, INVITATION CUPS & TROPHY EVENTS.

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- 1.) Cup competitions and development football trophy events will be governed by the League competition rules where appropriate with the addition of the following:
  - i) All Cup competitions shall be competed for annually on a knock-out basis by all Teams within membership of the League
  - ii) The Competition, including the draw for ties, shall be carried out by the Management Committee and their decision shall be final on all matters, the right of appeal to Hampshire County Football Association being reserved. The Management Committee shall determine which Divisions at each age group enter the PYFL Challenge Cup
  - iii) The configuration, draw and organisation of the playing groups of all development football trophy events will be carried out by the League Management Committee and their decision shall be final on all matters, the right of appeal to Hampshire County Football Association being reserved.

### 2.) **Arthur Hughes Memorial Cup**

The cup to be played for under the rules of the football association shall be called “the Portsmouth Youth League Arthur Hughes Memorial Cup” and shall not become the property of any one club.

The competition shall be open to Clubs taking part in the Portsmouth Youth Football league or any other recognised Youth Organisation or club not connected with any League, at the discretion of the Committee.

All players shall be under 16 at midnight on 31<sup>st</sup> August of the current season and be registered with the club at least 3 days to be eligible to compete. All other rules as per Challenge Cup.

### 3.) **Vernon Stokes Cup**

The cup to be played for under the rules of the football association shall be called “the Portsmouth Youth League Vernon Stokes Cup” and shall not become the property of any one club.

The competition shall be open to Clubs taking part in the Portsmouth Youth Football league or any other recognised Youth Organisation or club not connected with any League, at the discretion of the Committee.

All players shall be under 15 at midnight on 31<sup>st</sup> August of the current season and be registered with the club at least 3 days to be eligible to compete. All other rules as per Challenge Cup.

#### 4.) **Truman Cup**

The cup to be played for under the rules of the football association shall be called "the Portsmouth Youth League Truman Cup" and shall not become the property of any one club.

The competition shall be open to Clubs taking part in the Portsmouth Youth Football league or any other recognised Youth Organisation or club not connected with any League, at the discretion of the Committee.

All players shall be under 13 at midnight on 31<sup>st</sup> August of the current season and be registered with the club at least 3 days to be eligible to compete. All other rules as per Challenge Cup.

#### 5.) **Challenge Cups, Invitation Cups and the above Cups.**

- a.) These competitions shall be open to clubs participating in the League only. Trophies shall not become the property of any one club. For Mini soccer (Under 9 & Under 10) where there are 5 or more Divisions, the cup competitions shall be split into a Junior Cup (Lowest 3 divisions) and Senior cup (remaining divisions). Both competitions shall be subject to the standard cup competitions as detailed within section 24.
- b.) All players shall be registered with the club participating in accordance with League Rule 8. A player may only play in one challenge competition per season, and for one team in that competition, any club playing an ineligible player or providing a team sheet indicating the playing of an ineligible player shall be fined in accordance with Rule 18(N) and shall be removed from the competition.
- c.) Entrance Fee shall be £5.00 per team.
- d.) The first named club in the draw for any round except the final shall be the home club and assume responsibility as such.
- e.) The League shall be responsible for staging the finals only.
- f.) The duration of matches shall be as follows:

U18 / U17 Challenge Cup	45 minutes each way
U16 Arthur Hughes Memorial Cup & U15 Vernon Stokes Cup	40 minutes each way
U14 Memorial Cup & U13 Truman Cup	35 minutes each way
U12 Challenge Cup	30 minutes each way

In the event of a tie at the end of normal time, then a penalty kicks will be taken:

- The kicks taken alternatively by the teams
- If, before both teams have taken 5 kicks, one has scored more goals than the other could score, even if it were to complete its 5 kicks, no more kicks are taken
- If, after both teams have taken 5 kicks, both have scored the same number of goals, or have not scored any goals, kicks continue to be taken in the same order until one team has scored a goal more than the other from the same number of kicks

Due to time and light constraints, Under 17 & Under 18 Challenge cup fixtures shall commence no later than 13:30

- g.) Should 2 Clubs with similar colours be drawn against each other, in the final tie both clubs shall change unless by mutual consent.
- h.) H.F.A. Ltd Rule 22 will apply to all cup competitions.

If any club shall refuse, or fail to play a match in the competition, on the date fixed for it, (the exigencies of the weather alone accepted) it shall be removed from the competition, and in the final tie, the council shall have the power to reinstate the Club beaten in the Semi-Final by the defaulting Club. Further, and in addition, a defaulting club shall be liable to a penalty to be decided by the council.

In the event that a fixture is cancelled due to the weather, then it shall be played on the following Sunday (the finals accepted, subject to the precedence of competitions). In the event that the home venue is unfit for a second week then the fixture shall be reversed. In the event that both venues are unfit for 2 weeks each then the competition committee shall nominate an alternate venue with costs shared by both clubs. Any team withdrawing from a cup competition after the draw has been made, shall be subject to a penalty not exceeding £10.00. In addition the Competition may refuse any further application from the same team to be involved in future cup competitions.

- i.) All other League rules shall apply.
- j.) Cup Result Cards shall be sent to the relevant Divisional Secretary. Result cards not received within 5 days shall incur the Club a fine of £5.00, if not received within 5 days the fine will be £5.00 per week, or part of, until such time as it is received.
- k.) In the event of an infringement of the rules the decision of the management committee shall be final and binding. All competition rules detailed within the handbook refer to these competitions except where specific Cup competition rules apply.

#### 6.) **Invitation Cups**

**“Campbell McFaul Cup” , “Geldard Cup” , “GEC Marconi Cup” , “Stuart Madigan Cup” & “Solent Cup”**

The above cups are played for annually, by teams who, upon nomination by Divisional Secretaries and Officers of the League are invited to do so by the Management committee. Any Club with a proven record of sportsmanship, and Friendship, and whose activities, both on and off the field of play, are conducted in an orderly and efficient manner, with special regard to the rules of the League, may be nominated for the above trophies.

Additional invitation cups may be included at other age groups on an ad-hoc basis providing that sanction is approved by the County FA and that such competition meets the FA trophy event criteria where appropriate.

The age groups normally considered for these Cups are:-

GEC Marconi Cup	Under 16's
Campbell McFaul Cup	Under 15's
Stuart Madigan Cup	Under 14's
Geldard Cup	Under 13's
Solent Cup	Under 12's



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# **SECTION FOUR**

## **GUIDANCE**

**Optional Playing Days**

**Fair Play Marks**

**Referee Marks**

## **OPTIONAL PLAYING DAYS**

- 1.) Easter Bank Holiday weekend
- 2.) Remembrance Sunday (date to be confirmed each season)
- 3.) First weekend of school half terms for Non-Competitive/Development Age groups only (dates advised each season)

In all cases any team which wishes to take up its option **NOT** to play any fixtures on the above Sunday's must provide/notify the Divisional Secretary giving 14 days notice of their intentions. Any team 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 Rule 20 (E)

**NON PLAYING SUNDAYS** are Christmas & New Year Weekends

## **FAIR PLAY MARKS**

Each Team shall provide a Fair play mark to the opposition on a weekly basis. The mark shall be entered on the Match result card (directly below the Referee Number. The mark shall be applied as follows:-

- |      |                          |
|------|--------------------------|
| 1-2  | Poor fair play.          |
| 3-4  | Below Average fair play. |
| 5-6  | Average Fair play.       |
| 7-8  | Above Average Fair play. |
| 9-10 | Exceptional Fair play    |

The awarding of marks is limited to the above only. Any Team failing to award a fair play mark shall be fined £30.00 max and a default mark of 3 shall be awarded to the opposition.

The League shall compile a Fair play rankings table for all clubs in the League. The individual teams performance shall also be monitored. Dependent upon availability of funding, a prize shall be awarded each season to the club with the highest Fair play ranking.

In order to ensure a parity of rankings, the league shall apply the average mark of all games played throughout the season. Any fixtures that are not played, where neither team are deemed at fault will be awarded a default mark of 3 to both sides. Where the management Committee have deemed one or both teams at fault, a default mark of 1 shall be applied to one or both teams.



## Advice on Fair Play Marking

Where spectator performance and / or opposition player and / or coaching performance is considered to be significantly below the expected standard, a mark of 1-2 should be applied.

Where spectator performance and / or opposition player and / or coaching performance is considered to be below the expected standard, a mark of 3-4 should be applied.

Where spectator performance and / or opposition player and / or coaching performance is considered to be of the expected standard, a mark of 5-6 should be applied.

Where spectator performance and / or opposition player and / or coaching performance is considered to be above the expected standard, a mark of 7-8 should be applied.

In the event that the fair play of the opposition is sufficiently high that exceptional recognition should be awarded, then a mark of 9-10 should be awarded.

## GUIDE TO REFEREE MARKING (Taken from Hampshire FA Handbook)

The mark awarded by a club must be based on the Referee's overall performance. It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games.

The Referee's performance should be determined by the table below which should act as a guide for the overall mark which should fall within the mark range for each standard of performance.

<b>Mark Range</b>	<b>Comment</b>
<b>100-86</b>	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.
<b>85-76</b>	The Referee demonstrated accurate decision-making and controlled the game well using management and communication skills to contribute positively to the game.
<b>75-61</b>	The Referee demonstrated reasonably accurate decision-making and despite some shortcomings generally controlled the game well.
<b>60 and below</b>	The Referee demonstrated shortcomings in the accuracy of decision-making and control which affected the game.

## **NOTE**

- Club officials should use the full range of marks within each category to help distinguish between different performance levels, e.g. within the 85-76 category a mark of 84 indicates a better performance than a mark of 77.
- While some Referees may have below average performances, there will usually have been some positive aspects of their performance, so extremely low marks should be very rare.
- When club officials are marking a Referee, they should always look at the game as a whole and not isolated decisions. The result of the match should not influence the mark and disciplinary action should be judged objectively.
- When a mark of 60 or lower is awarded, an explanation must be provided to the Competition using the box provided on the marking form. The purpose of this is to assist Referees to improve their performance levels, so the comments should be as helpful as possible.

## **HOW TO DECIDE ON THE REFEREE'S MARK**

The following questions focus on the key areas of a Referee's performance. They are intended as an "aide memoire", are not necessarily comprehensive and need not be answered individually. It is, however, worth considering them before committing yourself to a mark for the Referee.

### **CONTROL AND DECISION MAKING**

- How well did the Referee control the game?
- Were the players' actions recognized correctly?
- Were the Laws applied correctly?
- Were all incidents dealt with efficiently/effectively?
- Were all the appropriate sanctions applied correctly?
- Was the Referee always within reasonable distance of incidents?
- Was the Referee well positioned to make critical decisions, especially in and around the penalty area?
- Did the Referee understand the players' positional intentions and keep out of the way accordingly?
- Did the Referee demonstrate alertness and concentration throughout the game?
- Did the Referee apply the use of the advantage to suit the mood and temperature of the game?
- Was the Referee aware of the players' attitude to advantage?
- Did the Referee use the assistants effectively?
- Did the officials work as a team, and did the Referee lead and manage them to the benefit of the game?

## **COMMUNICATION AND PLAYER MANAGEMENT**

- How well did the Referee communicate with the players during the game?
- Did the Referee's Level of involvement/profile suit this particular game?
- Did the Referee understand the players' problems on the day – e.g. difficult ground/weather conditions?
- Did the Referee respond to the changing pattern of play/mood of players?
- Did the Referee demonstrate empathy for the game, allowing it to develop in accordance with the tempo of the game?
- Was the Referee pro-active in controlling of the game?
- Was the Referee's authority asserted firmly without being officious?
- Was the Referee confident and quick thinking?
- Did the Referee appear unflustered and unhurried when making critical decisions?
- Did the Referee permit undue questioning of decisions?
- Did the Referee deal effectively with players crowding around after decisions/incidents?
- Was effective player management in evidence?
- Was the Referee's body language confident and open at all times?
- Did the pace of the game, the crowd or player pressure affect the Referee negatively?

## **FINAL THOUGHTS**

- Always try to be objective when marking. You may not obtain the most objective view by marking immediately after the game.
- Judge the performance over the whole game. Don't be too influenced by one particular incident.
- Don't mark the Referee down unfairly because your team was unlucky and lost the game or some disciplinary action was taken against your players.

# **SECTION FIVE**

**CHILD PROTECTION POLICY STATEMENT  
DATA PROTECTION ACT**

## 1. Child Protection Policy Statement

The Portsmouth Youth League (“the League”) recognises its responsibility to safeguard the welfare of all children and young people (defined as any person under the age of 18) involved in football which it organises or which it supervises and is committed to working to provide them with a safe environment. The League subscribes to The Football Association’s Child Protection Best Practice Policy and Procedures, Safeguarding Children and Young People in Football (Revised Edition 2006) and endorse and adopt the Policy Statement contained in that document namely:-

*“Every child or young person, defined as any person under the age of 18, who plays or participates in football should be able to take part in an enjoyable and safe environment and should be protected from abuse. This is the responsibility of every adult involved in football. The FA recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. The FA is, therefore, committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their abilities so long as they choose to do so”.*

## 2. Key Principles

The key principles of this Safeguarding Children Policy and that of the FA are that:-

The child’s welfare is, and must always be, the paramount consideration

All children and young people have the right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

Working in partnership with other organisations, children and young people and their parents/carers is essential

## 3. Acknowledgement

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable safe environment and be protected from poor practice and abuse. The League recognises that this is the responsibility of every adult involved in football organised or supervised by the League.

#### 4. Role

The League has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that the Football Association regulations (set out in Appendix 2A hereto) apply to all persons involved in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, coach, club official or medical staff.

The League endorses and will apply the Football Association regulations and will treat any infraction of those regulations as misconduct which will be the subject of the disciplinary procedures set out in the League Rules in addition to any other procedures which may be undertaken by any other body or authority.

The League also endorses and adopts the FA's Safeguarding Children and Best Practice Guidelines for recruiting volunteers and will:-

Develop a role profile

Request identification documents

As a minimum, meet and discuss with the applicants and where possible will conduct interviews before appointing

Request and follow up with 2 references before appointing

Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA Guidelines

All current League officials with direct access to children and young people will be required to complete a CRB Enhanced Disclosure via the FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached the League to become one of its officials, guidance will be sought from the Football Association. It is noted and accepted that the FA will consider the relevance and significance of the information obtained via the FA CRB Unit and that all decisions will be made in the best interests of children and young people.

It is accepted that the FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people.

This is to prevent direct sexual or physical harm to children and young people and to minimise the risk of "grooming" within football.

#### 5. Whistle Blowing

The League supports the FA's whistle blowing policy. Any adult or young person with concerns about a colleague can whistle blow by contacting the FA Child Protection Team or by writing to the FA Case Manager at the Football Association, 25 Soho Square, London W1D 4FA or by going direct to the police, social services or the NSPCC. The League encourages member clubs to familiarise themselves with the FA whistle blowing policy and to adopt it.

## 6. Youth League & Club Welfare Officer

The League has appointed a Youth League Welfare Officer (YLWO) and requires each member club to have appointed a Club Welfare Officer (CWO) in line with the FA's guidance as the appropriate profile for this role and following completion by the relevant individual of the FA Safeguarding Children workshop (formerly known as Child Protection and Best Practice workshop). The YLWO & CWO will also be required to complete the FA's Welfare Officer Workshop (WOW). The YLWO & CWO will be the first point of contact for parents/carers regarding concerns for the welfare of any child or young person. They liaise directly with the County FA Child Protection Officer (CFAWO) and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse within the League, in the case of the YLWO and within their respective clubs in the case of the CWO.

## 7. Bullying

We acknowledge and endorse the FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable within the League. If bullying does occur, all parents or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the YLWO and/or CWO or alternatively in cases of serious bullying, contact may be made with the CFAWO.

## 8. Codes of Conduct

Codes of Conduct for coaches, players, officials and parents/carers have been implemented by the League and are contained in Appendix ???. Failure to comply with the Code of Conduct constitutes misconduct which may be the subject of disciplinary sanction in accordance with the League rules.

## 9. Further Advice

Further advice on Safeguarding Children matters can be obtained from:-

- The Hampshire County Football Association Welfare Officer, whose details can be found in the County Handbook
- The FA/NSPCC Child Protection 24 hour Helpline 0808 800 5000
- [www.TheFA.com/goal](http://www.TheFA.com/goal)
- The FA Child Protection team



## **This statement of Best Practice follows and adopts the Football Association's Safeguarding Children Best Practice Guidelines**

1. Each member club of the League should acknowledge its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and be committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity.
  
2. Each member club should subscribe to the Football Association's Safeguarding Children Policy and Procedures and endorse and adopt the policy statement contained in that document.
  
3. The key principles of the FA Safeguarding Children Policy are that:-
  - The child's welfare is, and must always be, the paramount consideration
  - All children and young people will have the right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
  - All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
  - Working in partnership with other organisations, children and young people and their parents or carers is essential
  - Each member club should acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse
  - Each member club should recognise that this is the responsibility of every adult involved in the club
  
4. Each member club has a role to play in the safeguarding of the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It should be noted and accepted that the Football Association's Safeguarding Children Regulation (see the FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This includes those who are volunteers, match officials, helpers on club tours, football coaches, club officials or medical staff.
  
5. Each member club should endorse and adopt the FA's Safeguarding Children Guidelines for recruiting volunteers and will:-
  - Develop a role profile
  - Request identification document



- As a minimum, meet and chat with the applicants and where possible conduct interviews before appointing
- Request and follow up with two references before appointing
- Require an FA CRB unit enhanced disclosure where appropriate in line with FA Guidelines

All current member clubs whose members have direct access to children and young people should be required to complete a CRB enhanced disclosure via the FA CRB unit. If there are concerns regarding the appropriateness of an individual who is already involved who has approached the club to become a member or involved in its activities, guidance will be sought from the Football Association. It should be noted and accepted that the FA will consider the relevance and significance of the information obtained via the FA CRB unit enhanced disclosure and that all decisions will be made in the best interests of children and young people.

It should be accepted that the FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual physical harm to children and to minimise the risk of “grooming” within football.

6. Each member club should support the FA’s whistle blowing policy. Any adult or young person with concerns about a colleague should be encouraged to “whistle blow” by contacting the FA Child Protection Manager or by writing to the FA Case Manager at the Football Association, 25 Soho Square, London W1D 4FA or by going directly to the police, social services, or the NSPCC.

Each member club should encourage everyone to know about these procedures and use them if necessary.

7. Each member club should appoint a Club Welfare Officer (CWO) in line with the FA’s role profile and required completion of the safeguarding children workshop. The post-holder will be involved with designated persons with training provided by the FA. The CWO should be the first point of contact for all club members and parents or guardians regarding concerns for the welfare of any child or young person. They should liaise directly with the County Football Association Welfare Officer and be familiar with procedures for referring any concerns. They should also play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

8. Each member club should acknowledge and endorse the FA’s identification of bullying as a category of abuse. Bullying of any kind should not be acceptable at any club. If bullying does occur players, parents or guardians should be able to tell and know that incidents will be dealt with promptly. Incidents should be reported to the Club Welfare Officer of each member club, a member of the committee of the club or, in cases of serious bullying, contact should be made with the Youth League Welfare Officer or the County FA Welfare Officer.

9. The code of conduct for players, parents or spectators, officials and coaches should have been implemented by each member club. In order to validate these codes of conduct the club should have clear sanctions to deal with any misconduct at club level and should acknowledge the possibility of potential sanctions which may be implemented by the League or by the relevant County Football Association in more serious circumstances. All prospective members should be informed of these codes.

## **DATA PROTECTION ACT**

In making an application to join the Competition, the personal information of the Secretary plus other of its Club members and the consent of all will be presumed unless otherwise notified.

The Management Committee point out that it is a condition of entry to the Competition that this information is held securely on computers and only used by members of the Management Committee and that **email** shall be used as a form of communicating correspondence within the Portsmouth Youth Football League

### **As a League we are committed to protecting and respecting your privacy.**

We now have a Data Protection Policy in force which can be found on our website we are also registered with the ICO (Information Commissioners Office).

# SECTION SIX

## RESPECT – CODES OF CONDUCT



**RESPECT**

## **RESPECT – Code of Conduct**

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This Code applies to all those involved in football under the auspices of The Football Association.

All the participants in Football have a duty to ensure that the highest standards of behaviour are maintained at all times and that everyone subsequently has an enjoyable time before, during and after playing or watching the game that we all love.

**Community** – Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

**Equality** – Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

**Participants** – Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

**Young People** – Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

Trust and Respect – Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

**Violence** – Football rejects the use of violence of any nature by anyone involved in the game.

**Fairness** – Football is committed to fairness in its dealings with all involved in the game.

**Integrity and Fair Play** – Football is committed to the principle of playing to win consistent with Fair Play.

As such each Club In our League is expected to ensure that the appropriate code of conduct has been provided to and signed by those that take part. This includes, Players, Spectators, Managers, Coaches and anyone else that is regularly involved in the great game.

## **RESPECT**

### **Players**

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

As a player, you have a big part to play.

That's why The FA is asking every player to follow a Respect Code of Conduct.

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When playing football,

#### **I will:**

- ✓ 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 prior to the Start and 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:

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#### **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.

## Spectators, Parents & Carers

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

This League is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment.

Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything.

Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

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I will:

- ✓ 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.

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:

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I may be:

- ✓ Issued with a verbal warning from a club or league official
- ✓ Required to meet with the club, league or CFA 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
- ✓ Be 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

- ✓ Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

## Match Officials

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

The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the sidelines.

Play your part and observe The FA's Respect Code of Conduct of match officials at all time.

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I will:

- ✓ Be honest and completely impartial at all times
- ✓ Apply the Laws of the Game and competition rules fairly and consistently
- ✓ Manage the game in a positive, calm and confident manner
- ✓ Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- ✓ Never tolerate offensive, insulting or abusive language or behaviour from players and officials
- ✓ Support my match official colleagues at all times
- ✓ Set a positive personal example by promoting good behaviour and showing Respect to everyone involved in the game
- ✓ Communicate with the players and encourage fair play
- ✓ Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains
- ✓ Prepare physically and mentally for every match
- ✓ Complete and submit, accurate and concise reports within the time limit required for games in which I officiate.

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:

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I may be:

- Required to meet with The FA/County FA Refereeing Official
- Required to meet with The FA/County FA Refereeing Committee

## **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.

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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.
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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 or The FA:

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I may be:

- ✓ 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 a 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

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