

Harrogate & District Junior Girls FL

Competition Rule Book



2009/10

League & Cup Competition Rules

1. Nomenclature And Constitution

- (A) This Competition shall be designated the Harrogate & District Junior Football League and shall consist of not more than 100 Clubs who shall be Full Member Clubs.

All such Member Clubs must be affiliated to an affiliated County Football Association and their names and particulars shall be returned annually by the appointed date on the Form "D" to the West Riding County Football Association. The area covered by the Competition Membership shall be within a 12.5 miles radius of the War Memorial in Harrogate town centre and any area of the Harrogate & District Football Association outside this radius.

This Competition shall apply annually for sanction to the West Riding County Football Association and the constituent teams of Member Clubs may be grouped in divisions by age group. No division shall have more than 14 teams.

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

The competition will provide 11-a-side football for players who have attained the age of 11 as at midnight 31st. August in a playing season and Mini-Soccer for players who have attained the age of 8 years but not the age of 11 years as at midnight on 31st August in a playing season.

Teams within each age group may be allocated into Sections by the Management Committee. With the exception of the Under 10 age group, new teams joining the League shall be entered into the lowest sections, if there is need for more than one sections.

Where two member clubs of this League combine, the teams from the combined club will be placed in divisions at the discretion of the Management Committee.

If an existing Member Club at 30th June 2000 was outside the area covered by the Competition as defined in Rule 1(A), it can remain a Member Club provided that it retains at least one Team in the Competition each year, subject to its satisfying all other Rules in respect of its membership. If such a Club withdraws from the Competition then it will be considered eligible to re-apply for membership, provided that such application is received no more than 12 months after the Club's withdrawal from the Competition.

2. *Entry Fee. Subscription. Deposit*

- (A) Applications by Clubs for admission to this Competition must be made in writing to the Secretary on or before 30th June in the year of entry and must be accompanied by an Entry Fee £for each team, which shall be returned in the event of non-election.

At the discretion of a majority of the accredited voting members present, applications, of which due notice has been given, may be received at the Annual General Meeting or a Special General Meeting. The Entry Fee shall apply.

When Rule 12(B) is applied and a team seeks a transfer or is compulsorily transferred to another division no Entry Fee shall be payable.

- (B) An Annual Subscription shall be paid for each Team Mini-Soccer payable on or before the 1st September in each year.
- (C) Each Club shall, upon election, pay a Deposit, which shall be returnable to Clubs on leaving the Competition provided all teams of that club have fulfilled their fixtures and complied with all orders of the Management Committee.
- (D) A Club shall not participate in this Competition until the Entry Fee, Annual Subscription and Deposit have been paid.

- (E) Clubs must advise annually to the Secretary in writing by 30th June of its West Riding County Football Association affiliation number for the forthcoming Season. Clubs must advise the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition. All teams must have a manager and assistant named in the Handbook, complete with contact details. A Manager and Assistant may manage or assist only one team in any one season.
- (F) The Annual Subscription, Entry Fee and Deposit specified in Rules 2(A), 2(B) and 2(C) shall be determined by a majority of the accredited voting members at the Annual General Meeting.

3. *Officers*

The Officers of the Competition shall be the President, one or more Vice-Presidents, Chairman, Vice-Chairman, Treasurer, League Secretary, Registration Secretary, Referees Appointment Secretary, Results Secretary and Divisional Secretaries, to be elected annually at the Annual General Meeting

4. *Management. Nomination. Election*

- (A) The Competition shall be governed in accordance with the Rules and Regulations of The Football Association by a Management Committee comprised of the Officers and up to two members who shall be elected at the Annual General Meeting. . All participants shall abide by “The Football Association Regulations for Safeguarding Children” as determined by The Association from time to time.
- (B) Retiring Officers shall be eligible to become candidates for re-election without nomination. All other candidates for election as Officers or Members of the Management Committee shall be nominated to the Secretary in writing, signed by the Secretaries of two Member Clubs, not later than 15th June in each year. Names of the candidates for election shall be circulated with the notice of the Annual General Meeting. In the event of there being no nomination in accordance with the foregoing for any

office, nominations may be received at the Annual General Meeting

- (C) The Management Committee shall meet monthly or as often as is necessary to deal with business as it arises. On receiving a requisition signed by two-thirds of the Members of the Management Committee the Secretary shall convene a meeting of the Committee. Not less than seven days notice of a meeting of the Management Committee shall be given in writing to all Officers.
- (D) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.
- (E) All communications received from Clubs must be conducted through their nominated Officers.
- (F) All telephone calls to League Officials by officials of a club, other than the reporting or results or match cancellation, must be restricted to evenings between 7pm. and 9pm.

5. Powers Of Management

- (A) The Management Committee may appoint such other sub-committees as they may consider necessary and may delegate such of their powers, as they deem necessary to such committees. The decisions of all such committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of the Football Association or affiliated Association.
- (B) Subject to the permission of the West Riding County Football Association having been obtained, the Management Committee may order a match or matches to be played each season, the proceeds to be devoted to the funds of the Competition and, if necessary may call upon each Club (including any Club which may have withdrawn during the season) to contribute equally

such sums as may be necessary to meet any deficiency at the end of the season. (See Rule 6(E)).

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

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

- (D) The Management Committee shall have powers to apply, act upon and enforce the Rules of the Competition and shall also have jurisdiction over all matters affecting the Competition, including any not provided for in the Rules. Except where these Rules provide for the imposition of a set penalty any Club, Club Official (limited to Chairman, Secretary or Treasurer) or Player alleged to be in breach of a Competition Rule must be formally charged in writing and given the opportunity to present their case before the Management Committee. Financial penalties can only be imposed if included within the set penalties for breaches of Competition Rules. All breaches of the Laws of the Game, Rules and Regulations of The Football Association shall be dealt with in accordance with F.A Rules by the appropriate Association.
- (E) All decisions of the Management Committee shall be binding subject to the right of appeal to the Board of Appeal in accordance with Rule 16. Decisions of the Management Committee must be notified in writing to those concerned within seven days.
- (F) Five Members of the Management Committee shall constitute a quorum for the transaction of business of the Management Committee and three Members shall constitute a quorum for the transaction of business by any sub-committee of the Competition

- (G) The Management Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number.
- (H) A Club having failed to comply with an order or instruction of the Management Committee, or failing to satisfactorily attend to the business and/or the correspondence of the Competition shall be liable to be fined or otherwise penalised at the discretion of the Management Committee.
(See Appendix 1 — Penalties for Breach of Rules)
- (I) All fines and charges shall be paid within 14 days of the date of posting of the written notification. Clubs, Officials or individuals committing a breach of this Rule will incur such penalties as the Management Committee may impose.
- (J) A member of the Management Committee appointed by the Competition to attend a meeting or match may have any expenses incurred refunded by the Competition.
- (K) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the Annual General or Special General Meeting called to decide the constitution and the commencement of the Competition season.
- (L) No participant under the age of 18 can be fined.

6. *Annual General Meeting*

- (A) The Annual General Meeting shall be held not later than 31st July in each year. At this meeting the following business shall be transacted provided that at least 20 Members are present and entitled to vote:
 - (i) To receive and confine the Minutes of the preceding Annual General Meeting.
 - (ii) To consider any business arising there from.
 - (iii) To receive and adopt the Annual Report, Balance Sheet and Statement Accounts.

- (iv) Election of Clubs to fill vacancies (as recommended by the Management Committee).
 - (v) Constitution of the Competition for ensuing season.
 - (vi) Election of Officers and Management Committee.
 - (vii) Appointment of Auditors.
 - (viii) Alteration of Rules, if any (of which notice has been given).
 - (ix) Fix the date for the commencement and conclusion of playing season.
 - (x) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.
- (B) A copy of the duly audited Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least fourteen days prior to the meeting, and to the West Riding County Football Association.
- (C) A signed copy of the duly audited Balance Sheet and Statement of Accounts shall be sent to the West Riding County Football Association within fourteen days of its adoption by the Annual General Meeting.
- (D) Each Full Member Club shall be empowered to send two delegates to an Annual General Meeting. Each Club shall be entitled to one vote only. Not less than fourteen days' notice shall be given of any Meeting.
- (E) Clubs who have withdrawn their Membership of the Competition during the season being concluded or who are not continuing Membership shall be entitled to attend but shall vote only on matters relating to the season being concluded.
- (F) All voting shall be conducted by a show of voting cards unless a ballot is demanded by at least one third of the delegates qualified to vote or the Chairman so decides.

- (G) No individual shall be entitled to vote on behalf of more than one Full Member Team.
- (H) Any continuing Member Club failing to be represented at the Annual General Meeting without satisfactory reason being given shall be fined £10.00.
- (I) Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.

7. Agreement To Be Signed

The Chairman and the Secretary of each Club shall complete and sign the following agreement which shall be deposited with the Competition together with the Application for Membership for the coming season, or upon indicating that the Club intends to compete.

"We, A _____ of
 _____, Chairman
 and B _____ of
 _____ (Secretary)
 of the _____ Football
 Club have been provided with a copy of the Rules and
 Regulations of the Harrogate & District Junior Football League
 Competition and do hereby agree for and on behalf of the said
 Club, If elected or accepted into Membership, to conform to
 those Rules and Regulations and to accept, abide by and
 implement the decisions of the Management Committee of the
 Competition, subject to the right of appeal in accordance with
 Rule 16."

Any alteration of the Chairman and or Secretary on the above Agreement must be notified to the County Football Association(s) to which the Club is affiliated and to the Secretary of the Competition.

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

8. Qualification Of Players

- (A) Contract players, as defined in Football Association Rules, are not permitted in this Competition.

No player registered with an F.A. Premier League or Football League Academy will be permitted to play in this competition. A Player registered with a Centre of Excellence may only play in this Competition subject to the Regulations of the Programme for Excellence.

- (B) A registered youth playing member of a Club is one who, being in all other respects eligible, has:

- (i) Signed a fully and correctly completed Competition registration form in ink, in duplicate, countersigned by his/her parent or guardian and by an Officer of the Club, and who has been registered with the (Registrations) Secretary seven days prior to playing and whose completed registration card has been received by the Club prior to playing. Players not registered before 31 August will be ineligible to play in the first fixture of the competition. The registration form must incorporate any known serious medical conditions of the player and emergency contact details of the player's parents or guardians. These details must be available at matches and training events the player attends within the management of the Club or Competition.
- (ii) Signed two (2) correctly completed League Registration Cards, each with an identical photograph of that player affixed and been registered with the League for the current season on a Player Registration Form. The player may not play for the Club until the Club has received endorsed copy of the Registration Card from the Registration Secretary.

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

of the player's passport or other official document issued by a Government Agency attesting to the player's date of birth.

(NB This league will accept only photocopies of the above documents. We will not take the risk of being held responsible for the loss of original documents)

All registration documents submitted to the (Registrations) Secretary for processing must be accompanied by a stamped addressed envelope for the return of the endorsed registration card and photocopy of the proof of the player's date of birth. Incorrectly completed or incomplete registration documents will be returned unprocessed.

The qualification dates for the competition shall be as follows:

Mini-Soccer

To play in a KO Cup game or a game where points are awarded, or results collected, a player must have achieved the age of eight (8) on or before 31st August.

Under 7— the player must have attained the age of 6 as at midnight on 31st August in the playing season but must be under the age of 7 as at midnight on 31st August in the playing season.

Under 8— the player must be under the age of 8 as at midnight on 31st August in the playing season.

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

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

Under 11 — the player must have attained the age of 10 but must be under the age of 11 by midnight 31st August in the playing season.

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

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

Under 14— the player muss be under the age of 14 as at midnight on 31st August in the playing season.

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

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

Under 17— the player must be under the age of 17 as at midnight on 31st August In the playing season.

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

In accordance with the foregoing qualifications a player under the age of 15 (under 16 for Season 2007/8 and later) as at midnight on 31st August 2006 in the playing season must not play in a match where any other player is older or younger by 2 years or more.

(The above qualification dates are subject to the provisions contained in FA Rule C.4(a)(v)).

(D) A player, having taken part in matches for any Club affiliated to any County Football Association, shall not be allowed to join, be transferred to, or sign for a Club in the Competition without first proving to the officials of the intended Club that the player has discharged all reasonable financial liabilities to the previous Club or Clubs, and a Club official may not accept such player's signature without first ascertaining whether such claims have been discharged to the satisfaction of the Club, or Clubs, for which the player last played.

(F) The Management Committee shall decide all registration disputes.

In the event of a player signing a registration form or having a registration submitted for more than one Club priority of registration shall decide for which Club the player shall be registered. The (Registrations) Secretary shall notify the Club

last applying to register the player of the fact of the previous registration.

- (G) It shall be deemed misconduct for a player to:
- (i) Play for more than one Club or Team in the Competition in the same season without first being transferred.
 - (ii) Having signed for one Club in the Competition, sign for another Club in the Competition in that season except for the purpose of a transfer.
 - (iii) Submit a signed registration form for registration that the player had wilfully neglected to accurately or fully complete
- (H)
- (i) The Management Committee shall have power to accept the registration of any player.
 - (ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any player who has been charged and proved guilty of registration irregularities. (Subject to Rule 16).
 - (iii) The Management Committee shall have power to make application to refuse or cancel the registration of any player who has been charged and found guilty of undesirable conduct. (Subject to Rule 16) subject to the right of appeal to the FA or the relevant County Football Association. Undesirable conduct shall mean an incident of repeated conduct, which may deter a participant from being involved in this competition. Application should be made to the parent County of the Club the player is registered with.

(Note: Action under Clause (iii) shall not be taken against a player for misconduct until the matter has been dealt with by the appropriate Association, and then only in cases of the player bringing the Competition into disrepute and will in any case be subject to an Appeal to the Football Association.) For the purpose of this rule, bringing the competition into disrepute can only be considered where the player has received

in excess of 112 days suspension, or 10 matches in match based discipline, in a period of two years or less from the date of the first offence.)

- (I) Subject to The Football Association Rules dealing with players without a written contract when a player desires a transfer, the Club the player wishes to transfer to shall submit a transfer form, in duplicate, along with 2 new Registration Cards, proof of date of birth (as for normal registration) and a Registration Form, in duplicate, to the (Registrations) Secretary accompanied by a fee of £5.00 and a stamped addressed envelope. Such transfer shall be referred by the (Registrations) Secretary to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the (Registrations) Secretary and to the player concerned within seven days of receipt of the transfer form. Upon receipt of the Clubs consent, or upon its failure to give written objection within seven days, the (Registrations) Secretary may, on behalf of the Management Committee, transfer the player, who shall be deemed eligible to play for the new Club from such date or seven days after receipt of such transfer form, registration form and registration card.

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 31st March except by special permission of the Management Committee.
- (K) A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee. In the event a Club has more than one team in an age group, each team must be clearly designated "A" and "B" etc. In such cases, players will be registered for one team only.
- (L) A register containing the names of all players registered for each Club, with the date of registration, shall be kept by the (Registrations) Secretary and shall be open to the Inspection of any duly appointed Member Club representative at all

Management Committee meetings or at other times mutually arranged. ***Registrations are valid for one Season only. In the event of a player without a written contract changing his status to that of a contract player with the same club, another club in the competition or with a club in another Competition his registration as a player without a written contract will automatically be cancelled and declared void. In order to play in the League again either for his original club or for another club it will be necessary for him to be re-registered as required by this rul.***

- (M) A player shall not be eligible to play for a team in any special championship, promotion or relegation deciding match (as specified in Rule 12(A)) unless the player has played four games for that team in this Competition in the current season.
- (O) Any team playing an unregistered or otherwise ineligible player or players
 - (i) may have the points gained in the match deducted from its total and may be fined and/or otherwise dealt with at the discretion of the Management Committee.
(See Appendix 1 — Penalties for Breach of Rules)
 - (ii) In addition the team shall have three points (six points for small sided) deducted from its total at the discretion of the Management Committee and may be dealt with in any further manner which is thought to be fit.
 - (iii) The Management Committee may, at its discretion, award the points available in the match in question to the opponents, subject to the match not being ordered to be replayed.
- (P) The following Clause applies to Competitions involving players in full-time secondary education:
 - (i) Priority must be given at all times to school and school organisations activities.
 - (ii) The availability of children must be cleared with the Head Teachers (except for Sunday Competitions).

- (iii) Children under 15 shall not play in a team involving players who are more than 2 years older.

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

- (Q) Any Youth Team that has not registered a minimum of nine players at the start of the season may be excluded from the Competition.
- (R) Clubs may register a maximum of fourteen players for each Mini Soccer team.
- (S) For players who intend to play in the Under 14 section, a registration form, in duplicate, proof of date of birth, and two new Registration Cards must be re-issued by the Club to the Secretary. (See 8(B))
- (T) No player may be transferred between age groups in the same Club more than once in any one season.
- (U) The registration of a player may be cancelled by submitting a Cancellation of Registration Form to the Registration Secretary, correctly and fully completed, along with the player's endorsed Registration Card.

The player's registration shall be deemed to be cancelled from the date of the postmark on the envelope delivered to the Registration Secretary, or the date that the Registration Secretary receives the documents if delivered by hand.

A player whose registration has been cancelled is no longer eligible to play for any team in the Competition without submitting new Registration Forms and Cards as detailed in Rule 8. (B) (1).

- (V) Clubs should be aware that all players become free agents on 1 June in any year and therefore could be registered by any club without having to complete transfer forms. (see section 8(L).

Prior to the end of each season, the Registrations Secretary shall send to each club secretary, "The Rolling Registration

Document”, a list (electronic if required) of all registered players in each age group. All players who intend to continue playing for the team during the next season, shall sign the form which must be returned to the Registration Secretary.

For players who do not intend playing for the team during the next season, their registration cards must be returned to the Registrations Secretary on or before May 31st. If registration cards for non-continuing players are not returned to the Registrations Secretary on or before May 31st, then the team will be liable to a fine for each card not so returned.

9. Club Colours. Club Name

- (A) Every Club must register the colour of its shirts and shorts with the Secretary by 31st July, who shall decide as to their suitability.

Goalkeepers must wear colours which distinguish them from other players and the referee. No player, including the goalkeeper, shall be permitted to wear black or very dark shirts.

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

If, in the opinion of the referee, two Clubs have the same or similar colours, the away team shall make the change. Any team not having a change of colours or delaying the kick-off by not having a change shall be fined £10.00.

The Secretary of the Competition may request shirts to be submitted if complaints are received as to lack of distinguishing colours, and the Management Committee may refuse to permit any shirts or shorts as they think fit. Shirts must be numbered.

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

10. *Playing Season. Conditions Of Play. Times Of Kick-Off. Postponements. Substitutes.*

- (A) The Annual General Meeting shall determine the commencing and concluding dates for the ensuing season which shall be in accordance with Football Association Rules. No Club shall be compelled to play after the concluding date. Original fixtures arranged by the (Fixtures) Secretary, or at a meeting specially convened for that purpose, to be held no later than 31st August, must not be arranged for a date later than seven days preceding the concluding date determined by the Annual General Meeting.
- (B) All matches shall be played in accordance with the laws of the game as determined by the International Football Association Board or, for Mini-Soccer, the Laws of Mini-Soccer as set down by The Football Association.

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

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

A line should be marked, a minimum of one metre, from the touchline behind which all spectators must stand. No spectators are allowed to stand behind the goals.

All matches shall have a duration as set out below unless a shorter time (not less than 15 minutes for Mini-Soccer and 30 minutes for Youth Football) is mutually arranged by the two

managers/captains in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves.

For Mini-Soccer

The maximum duration of play shall be two halves of 20 minutes each way:

For under 7 and under 8 age groups, 10 minutes each half

For under 9, under 10 and under 11, 15 minutes each half.

The maximum playing time in any one day for under 7 and under 8 age groups is 40 minutes and for under 9 and under 10 age groups is 60 minutes.

For Youth football

The duration of play shall be as follows unless it is mutually agreed by all parties to reduce the time.

For under 11 and under 12, 30 minutes each half;

For under 13 and under 14, 35 minutes each half

For under 15 and under 16, 40 minutes each half,

For under 17 and under 18, 45 minutes each half

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

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

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

The home team must provide at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable.

The size of football to be used shall be:

For Mini-Soccer,

For under 7,8 and 9 age categories— size 3;

For under 10 and under 11 age categories — size 4.

For those playing under 12, 13 and 14 age groups— size 4;

For all other age groups — size 5.

Goal nets must be used.

Suggested Pitch and Goal Sizes

(Lth x Wdt)	(Ht x Wdt)	Length		Width	
		Max	Min	Max	Min

Mini-Soccer U9-U10

60 x 40	6 ft	12 ft	60	50	40	30
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Youth U11-U12

80 x 50	7 ft	21 ft	90	75	55	45
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Youth U13-U14

90 x 55	7 ft	21 ft	100	80	60	50
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Youth U15-U16

100 x 60	8 ft	24 ft	110	90	70	50
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Youth U17

110 x 70	8 ft	24 ft	130	100	100	50
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Run-offs for natural grass pitches should be a minimum of 1.83 metres (6 feet) but ideally 2 metres. The run-off must be of natural grass and must not be of tarmac or concrete construction, with no barriers or obstructions evident within the run-off area.

Where pitches neighbour others within a confined area, the minimum run-off between both pitches should ideally be 4 metres to allow for spectators watching either match.

- (C) Except by permission of the Management Committee all matches must be played on the dates originally fixed but priority shall be given to The Football Association and all relevant County Association Cup Competitions. All other matches must be considered secondary. Fixtures for the Competition's Main Cup Competition shall take priority over the Competition's League fixtures, unless decided otherwise by the Management Committee. Clubs may mutually agree to bring forward a match with the consent of the Divisional Secretary.
- (D) The Secretary of the home Club must give notice in writing of full particulars of the location of, and access to the ground to the Secretary of the opposing Club at least five clear days prior to the playing of the match. Any Club failing to comply with this Rule may be liable to a fine of £10.00.

The Home team Manager or his deputy must inform the opposing team and match officials (if appointed) of the particulars of a match (location, kick-off time) with at least five (5) days notice.

Any Club failing to comply with this Rule may be liable to a fine of £10.00.

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

In the event of a Club playing in any match with less than 7 players (they may be fined £5.00 for each missing player. A

minimum of 5 players will constitute a team for a Competition match.

- (F) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have power to inflict a fine, deduct points from the defaulting Club, award the points to the opponents, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except the award of goals.

Notwithstanding the home and away provision, the Management Committee shall have power to order a match to be played on a neutral ground or on the opponent's ground if they are satisfied that such action is warranted by the circumstances.

Any Club with more than one team in the Competition shall always fulfil its fixture within the Competition, in the following order of precedence: - First Team, Reserve Team, A Team. Clubs in breach of this requirement shall be fined a sum not exceeding £10.00 or otherwise dealt with by the Management Committee.

Notice of postponement of any match must be given without delay by the postponing Club (or notice of a Club being unable to fulfil any match must be given 48 hours prior to the match by the Club) to the Divisional Secretary, the Secretary of the opposing Club and the match officials. Any Club falling to comply shall be dealt with by the Management Committee who may inflict any penalty it may deem suitable.

Any team that postpones more than three games in any one season due to a lack of players, unless they have notified the Divisional Secretary as per league Rule 10 section (F), may be excluded from the League and its results expunged from the League subject to League Rule 17 and all its constituents.

All postponements, except due to ground conditions, must be with the permission of the Divisional Secretary who must be sent a letter of explanation within 2 days of the match.

Failure to postpone a game in accordance with these rules shall be considered in breach of the rules and the offending team shall be deducted 3 points in respect of Youth Football and 6 points in respect of mini soccer.

In the event of a match not being played, or abandoned owing to causes over which neither Club has control, it shall be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the Management Committee. Failing such agreement and notification to the Divisional Secretary within seven days the Management Committee shall have power to order the match to be played on a named date or on or before a given date.

The Management Committee shall review all matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the League Management Committee shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a match was abandoned owing to the conduct of one team or its club member(s) they shall be empowered to award the points for the match to the opponents and/or take what other action they may deem necessary. In cases where a match has been abandoned owing to the conduct of both teams or their club members, the Management Committee shall rule all points for the match as void. No fine(s) can be applied by the Management Committee for an abandoned match. Such action is subject to any disciplinary action taken by the appropriate Affiliated Association.

- (G) A Club may at its discretion and in accordance with the Laws of the Game use substitute players in any match in this Competition who may be selected from 3 players per team.

For Mini-Soccer

Any number of substitutions may be used at any time with the permission of the Referee. Entry onto the field of play will only be allowed during a stoppage in play. A player who has been replaced may return to the play as a substitute for

another player. A team must not have a squad double the size of its team in an age group.

For Youth Football

For teams in the under 16 age group and below, a player who has been substituted himself becomes a substitute and may replace another player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

The referee shall be informed of the names of the substitutes, not later than five minutes before the start of the match.

A player who has been selected, appointed or named as a substitute before the start of the match but does not actually play in the game shall not be considered to have been a player in that game within the meaning of Rule 8 of this Competition.

- (H) The half time interval shall be a minimum of five (5) minutes duration, but it shall not exceed fifteen (15) minutes. The half time interval may only be altered with the consent of the referee.
- (I) The forename(s) and surname of each team's players (in block letters) must be entered on the team sheet before the commencement of the game. The Team Manager, or his Deputy, ***MUST*** inspect the registration cards for every member of the opposing team prior to the commencement of a game. This must be done with the opposition players present. No match in this Competition may be played if this procedure does not take place and failure to carry out this procedure must be reported to the Management Committee. Any player whose registration card is not available for inspection by the opposing team prior to the commencement of a game must not take part in the game.

Each Home team must provide a referee and must supply one set of portable goals, 12ft * 6ft,.

11. Reporting Results

- (A) The League Secretary must receive before noon on the third working day after 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) in alphabetical order of surname and also the Referee markings required by Rule 13, or any other information required by the Competition. Failure to do so will incur a fine of £10.00 and/or the Club being dealt with as the Management Committee decides.
- (B) The Home Club shall telephone the result of each match to the Divisional Secretary between 6pm and 7p.m. on the day of the match. The result of any game that commences after 5p.m. must be communicated to the Divisional Secretary within 24 hours of the completion of the game.
- (C) The match result notification, correctly completed, shall be signed by a responsible member of each Club. The Management Committee shall have power to take such action, as they deem suitable against a Club, which submits an incomplete form or incorrect information.
(See Appendix 1: Penalties for a Breach of the Rules)

12. Determining Championship

- (A) Team rankings within the Competition will be decided by points, with three points to be awarded for a win and one point for a drawn match. The teams gaining the highest number of points in their respective Divisions at the conclusion shall be adjudged the winners. Matches must not be played for double points. In Mini Soccer points can only be awarded for U9 competitions and onwards.

In the event of two or more teams being equal on points, the Championship will be decided by deciding match(es) played under conditions determined by the Management Committee.

For deciding matches, in the event of the scores in a special championship match played under conditions determined by

the management committee being level at the end of the game, twenty minutes extra time shall be played in two equal periods of ten minutes of ball. If the scores are still level at the end of extra time, the winners will be determined by the taking of kicks from the penalty mark in accordance with the International Board Decision contained in the Laws of Association Football.

In the event of two or more teams being level on points for the runners up position, no deciding matches will be played and the runners up trophies will be shared among the teams. The cost of the additional trophies shall be borne equally by the Teams involved.

- (B) Relegation and promotion between divisions will usually involve the lowest two teams in the higher division and the highest two teams in the lower division respectively. In the event of teams leaving or joining the competition, promotion and relegation issues will be decided at the discretion of the Management Committee.
- (C) In the event of a team not completing all of its fixtures for the season all points obtained by or recorded against such defaulting team shall be expunged from the Competition table.

13. REFEREES

- (A) Registered Referees and Assistant Referees for all matches shall be appointed in a manner approved by the Management Committee and by the sanctioning Association(s).

All new teams entering the league at all age groups must have a nominated referee, who by December 31st in their first season must have obtained as a minimum qualification the “match day official qualification”.

- (B) In the event of the non-appearance of the appointed Referee the appointed Senior Assistant Referee shall take charge and a substitute Assistant Referee appointed by the competing teams. In cases where there are no officially appointed Assistant Referees, or where the competition has been unable

to appoint a Referee, the Clubs shall agree upon a Referee. A Referee thus agreed upon shall, for that game, have the full powers, status and authority of a registered referee.

- (C) The Management Committee may, if they consider it desirable, or upon application by the two competing Clubs, appoint Assistant Referees, if available, to any match. Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Failure to do so will result in a fine of £10.00 being imposed on the defaulting Club.
- (D) The appointed Referee shall have power to decide as to the fitness of the ground in all matches and the decision shall be final subject to either in the case of a ground of a Local Authority or the owners of a ground, the representative of that body is the sole arbiter and whose decision must be accepted unless the ground is declared fit for play.
- (E) Match Officials appointed under this Rule shall be entitled to charge standard class public transport expenses or private car expenses of 20p per mile and any other permitted expenses actually incurred together with the following match fees:
Referee £15.00

Registered Referees appointed by the Management Committee as Assistant Referees £10.00, subject to any limits laid down by the sanctioning Association(s).

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

- (F) In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to expenses only. Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses.
- (G) A Referee not keeping his engagement, and falling to give a satisfactory explanation as to his non-appearance may have his

name removed from the list of Referees and the fact reported to the County Football Association with which he is registered.

- (H) Each Club shall, in a manner prescribed from time to time by The Football Association, award marks to the Referee for each match and the name of the Referee and the marks awarded shall be submitted to the Competition on the prescribed Form provided. Clubs failing to comply with this Rule shall be liable to be fined or dealt with as the Management Committee shall determine.

The Competition shall keep a record of the markings and, on the Form provided by the prescribed date each season, shall submit a summary to The Football Association /County Football Association.

- (I) The Referee shall sign the Match Report Form, supplied by the Competition, giving the result of the match.
- (K) Referees and Assistant Referees shall be supplied, each Season, with a copy of the Competition Rules free of charge.
- (L) All cautions, dismissals, or serious incidents must be reported by the Referee to the West Riding County Football Association on the forms provided within 2 days of the match. These forms may be obtained from Club Secretaries for unqualified Referees.
- (M) The Club appointing a Referee for any fixture must provide a competent Referee and will be held responsible for the Referee's conduct. The Management Committee reserves the right to assess the competence of any such Referee and to prohibit the appointment of Referees that it considers to be unsuitable. Failure to provide a competent Referee shall be regarded as misconduct and Clubs shall be dealt with as the Management Committee shall determine.
(See Appendix 1 — Penalties for a Breach of the Rules)

14. Continuation Of Membership Or Withdrawal Of A Club.

- (A) After 31st December in the current Season a Club intending, or having a provisional intention, to withdraw a team from the Competition, on completion of its fixtures and fulfilment of all other obligations to the Competition, must notify the Secretary in writing by 31st March each Season or be liable to a fine not exceeding £10.00.

All Clubs wishing to remain in membership of the Competition for the following Season must confirm their intention to do so, in writing, to the Secretary by 30th June.

- (B) A Club shall not be allowed to withdraw any or all of its teams from the Competition after the Annual General Meeting. Any Club infringing this Rule shall be liable to a fine not exceeding £10.00 per team and shall also be liable for its share of any call which may be made under Rule 5(H).
- (C) The Membership for the coming season having been decided at the Annual General Meeting held not later than 31st July the Competition shall have the right, irrespective of the provisions of this Rule, to refuse to permit a Club to withdraw its team(s) in order to join another Competition and may hold the Club to its engagements.
- (D) In the event of a Member Club which is an unincorporated association withdrawing and/or disbanding it shall be immediately liable to discharge all its financial and other obligations to the Competition.

In the event that any such obligation remains undischarged after a period of twenty-one (21) days then such obligation shall be met by the then current Club Members, excluding those under the statutory school leaving age. Until a Member's pro rata obligation is discharged in full the Member shall not be allowed to participate in the Competition, which may apply to the Club's Parent County Association for a suspension order.

15. Protests And Appeals.

- (A) (i) All questions of eligibility, qualifications of players or interpretations of the Rules shall be referred to the Management Committee.
- (ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Management Committee unless a protest is lodged with the Referee before the commencement of the match. Any Club lodging such protest and not proceeding with it shall be deemed guilty of a breach of this Rule and shall be dealt with by the Management Committee.
- (B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged in duplicate with the Secretary within seven days (excluding Sundays) of the match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A Member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.
- (C) Any dispute occurring between Clubs in the competition shall be referred for determination by the Management Committee whose decision shall be binding upon all parties subject to Rule 16.
- (D) No protest, objection or complaint of whatever kind (relating to rules, decisions of the league, behaviour of clubs or match officials) shall be considered by the Management Committee, unless the complaining Club shall have deposited with the Secretary a sum of £25.00. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case or making a frivolous protest or complaint.

The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint

to pay the expenses of the enquiry or to order that the costs to be shared by the parties.

All protests etc must be made in writing (E-mail will not be acceptable).

- (E) All parties to a protest or complaint must be afforded an opportunity to make a statement when the protest or complaint is being heard and must have received seven days notice of the hearing, together with a copy of the submission. When dealing with a protest or complaint the Management Committee shall take into consideration the possession by the protesting or complaining Club of any information which, if properly used, might have avoided the protest or complaint.

16. Board Of Appeal.

Within 14 days of the posting of written notification of any decision of the Management Committee or the Competition, a Club, Official or Player against whom action is taken may appeal against such decision by lodging particulars with the Secretary of the West Riding County Football Association, the appeal shall be in accordance with West Riding County Football Association Rule no 5. The grounds of appeal shall be in accordance with FA Rules.

The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne. The decision of the Board of Appeal is final and binding on all parties concerned.

No appeal can be lodged against a decision taken at an Annual or Special General Meeting unless this is on the ground of unconstitutional conduct.

17. Exclusion Of Clubs Or Teams. Misconduct Of Clubs, Officials Or Players.

- (A) At the Annual General Meeting, or Special General Meeting called for the purpose in accordance with the provisions of Rule 19, Notice of Motion having been duly circulated on the

Agenda, the accredited delegates present shall have the power to exclude any Club or Team from further membership, which must be supported by two-thirds of those present and voting. Voting on this point shall be conducted by ballot.

- (B) At the Annual General Meeting, or at a Special General Meeting called for the purpose, in accordance with the provisions of Rule 19, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club or team of a Club whose conduct has, in their opinion, been undesirable, which must be supported by two-thirds (2/3rds) of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject or the vote being taken shall be excluded from voting.
- (C) Any official or member of a Club proved guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a player or players of another Club in the Competition to join them, shall be liable to expulsion or such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of Clauses (A) and (B) of this Rule.
- (D) Any Club or Team failing to complete all of its fixtures in any season shall (unless the conditions are beyond their control, or the accredited delegates present at the Annual General Meeting or a Special General Meeting decide otherwise by a majority of two-thirds of the votes cast) be debarred from membership the following season.
- (E) All Clubs are held responsible for the behaviour and conduct of their players, officials and spectators.
- (F) New Clubs and/or Teams joining the Harrogate and District Junior Football League shall be subject to a probationary season. At the end of the first season and prior to the Annual General Meeting, the League Management Committee shall review the performance of such Clubs and/or Teams (in terms of fixture fulfilment, postponements, and compliance with League administrative procedures) and make a

recommendation to the Annual General Meeting regarding the continuing league membership of all the Clubs and/or Teams under probation.

18. Trophy: - Legal Owners, Conditions Of Taking Over. Agreement To Be Signed. Awards.

- (A) If a Competition is discontinued for any reason the Cup or Trophy shall be returned to the Donor, if the conditions attached to it so provide, or otherwise dealt with as the Association may decide.
- (B) The following agreement shall be signed on behalf of the winners of the Cup or Trophy

"We, A _____ and
B _____ the
Chairman and Secretary of _____ FC.
Members of and representing the Club, having been declared
winners of _____ Cup or
Trophy, and it having been delivered to us by the Competition,
do hereby on behalf of the Club jointly and severally agree to
return the Cup or Trophy to the Competition Secretary on or
before 28th 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.

- (C) At the close of each Competition awards shall be made to the winners and runners-up if the funds of the Competition permit.
- (D) Any Club failing to return the Cup or Trophy to the Secretary by 28 February in the following season, shall be fined £25 for each Cup or Trophy not returned by the deadline.

19. Special General Meetings.

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

The Management Committee may call a Special General Meeting at any time.

At least fourteen days notice shall be given of either meeting under this Rule, together with an agenda of the business to be transacted at such meeting.

Each Full Member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only. Not less than fourteen days' notice shall be given of any Meeting.

Business shall be transacted provided that at least 12 Members are present and entitled to vote. All voting shall be conducted by a show of voting cards unless a ballot is demanded by at least one third of the delegates qualified to vote or the Chairman so decides.

Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall be fined £10.00.

Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

All amendment of Rules can only be implemented once approved by the appropriate sanctioning authority.

20 Alteration To Rules.

Alterations shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting specially convened for the purpose called in accordance with Rule 19. Any alteration made during the playing season to the Rule relating to the qualification of players shall not take effect until the following season.

Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the Secretary by 31st May in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs with the notice of the Annual General Meeting. A proposal to

change a Rule shall be carried if a majority of those present and entitled to vote are in favour.

A copy of the proposed alterations to Rules to be considered at the Annual General Meeting or Special General Meeting shall be submitted to the sanctioning Football Association at least fourteen days prior to the date of the meeting.

Any alterations or additions decided upon at any meeting shall not become operative until the approval of the Association issuing sanction shall have been obtained.

21. RULES BINDING ON CLUBS

Each Member Club shall be deemed to have given its assent to the foregoing Rules and agreed to abide by the decisions of the Management Committee subject to rule 18. Each Member Club must abide by any issued Football Association Code of Conduct (Appendix 3).

22. FINANCE

- (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 £100.00, 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 31st May.
- (D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be audited annually by some suitable person(s) who shall be appointed at the Annual General Meeting.

23. CUP COMPETITION RULES.

- (A) These competitions shall be called the Harrogate and District Junior Girls Football League Cup Competitions. However, should the Division/Cup be sponsored the name may be

changed to reflect such sponsorship. These Cup competitions will be subject to Rules 1 - 22 unless otherwise specified below.

- (B) The competitions shall be under the control of the Management Committee of the Harrogate and District Junior Girls Football League and it shall have the power to apply, act upon and enforce the Rules of the Competitions and shall have jurisdiction over all matters affecting the Competitions including any not included in the Rules.
- (C) The Cup Competitions shall be contested annually and all teams in the League must participate.
- (D) The Cup Entrance Fee shall be £10.00 per Team payable on or before the 1st November in each year and shall be determined at the League Annual General Meeting. Failure to pay by this date will result in the team(s) of the offending club being fined and excluded from the Cup Competitions for the duration of that season.
- (E) All ties, up to and including the Final, will be drawn by the Management Committee. All matches must be played on or before the date specified. The first drawn team has the choice of ground for all ties except the Final, which will be played at a neutral venue. A team that is unable to provide a ground for the tie, due to bad weather or other reasons, must concede home advantage (including the agreed kick-off time) if an alternate ground is not available on or before the date fixed.
- (F) If the scores are level after normal time, extra time of six (6) minutes each way for Under 10s, 11s and 12s and ten (10) minutes each way for Under 13s, 14s, 15s, 16s and 17s shall be played in all ties up to and including the Final. In the event of a draw after extra time, the game shall be decided on penalty kicks according to FIFA Rules. (NB. Only players on the pitch at the end of playing time may be nominated as penalty takers.)

- (H) Any matches, which are not completed in accordance with the Competition Rules (e.g. extra time not played, penalties not taken), one, or both, of the teams involved will be dismissed from the competition and otherwise dealt with in accordance with the Rules of the Competition.
- (I) Any team refusing to play any team, against whom they have been drawn, without sufficient cause, shall be expelled from the competition and fined an amount to be decided by the League Management Committee.
- (J) To be eligible to play in the Semi-final and Final, all players must have played in at least four (4) League or Cup games during the season, except with the permission of the Management Committee.
- (K) No player shall be allowed to play for more than one team in a single age group in any season. Breach of this rule will result in expulsion from the Competition.
- (L) Referees and Assistant Referees for the Final tie shall be appointed by the Management Committee. Officials appointed under this Rule shall be entitled to charge a fee and expenses, as described in League Rule 13E, or receive a suitable memento.

APPENDIX 0

Child Protection

1. Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.
2. In these Regulations the expression 'Offence' shall mean any one or more of the offences contained in Schedule 1 to the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes the Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.
3. Upon receipt from the Association of:
 - 3.1 notification that an individual has been charged with an Offence; Or
 - 3.2 notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an offence; or
 - 3.3 any other information which causes the Association reasonably to believe that a person poses or may pose a risk of harm to a child or children then the Association shall have the power to order that the individual be suspended from all or any specific football activity for such period and on such terms and conditions as it thinks fit.
4. In reaching its determination as to whether an order under Regulation 3 should be made The Association shall give consideration, inter alia, to the following factors:
 - 4.1 whether a child or children are or may be at risk of harm;
 - 4.2 whether the matters are of a serious nature;
 - 4.3 whether an order is necessary or desirable to allow the conduct of any investigation by the Association or any other authority or body to proceed unimpeded.

5. The period of an order referred to in 3 above shall not be capable of lasting beyond the date upon which any charge under the Rules of the Association or any Offence is decided or brought to an end.
6. Where an order is imposed on an individual under regulation 3 above, the Association shall bring and conclude any proceedings under the Rules of the Association against the person relating to the matters as soon as reasonably practicable.
7. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of the Association and the Association shall have the power to order the suspension of the person from all or any specific football activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.
8. For the purpose of these Regulations, the Association shall act through its Council or any committee or sub-committee thereof, including the Board.
9. Notification in writing of an order referred to above shall be given to the person concerned and/or any club with which he is associated as soon as reasonably practicable.

APPENDIX 1

Penalties For A Breach Of The Rules

NB: The deduction of points from a team's total and the imposition of fines are regarded as the only effective deterrent to serious breaches of the Rules and Regulations. Although these deductions are felt to punish the members of the team for matters that are beyond their control, it is the responsibility of Team Managers and other Club Officials to ensure that the Rules and Regulations of the League are read, understood and applied. Any queries should be addressed to the appropriate Divisional Secretary in the first instance, who may seek further clarification from the Management Committee if necessary.

Ignorance will not be accepted as an excuse for a breach of the Rules and Regulations.

1. Failure to follow the correct procedure for postponement of a match:

Mini Soccer — £10 fine and THREE points deducted from the offending team's total.

Subsequent failures will lead to a doubling of the previous fine and THREE points deducted from the offending team's total.

2. Failure to attend to the business of the League or to attend League meetings: £10 fine.

A second offence in the same season will result in a £20 fine and a third offence will entail withdrawal of the CLUB's membership of the League.

Failure to attend the Annual General Meeting: £10 fine.

3. Incorrectly completed Match Report Form: £10 fine. Further offences will result in a doubling of the previous fine.
4. Failing to return a Match Report Form to the League Secretary on time: £10 fine. Further offences will result in a doubling of the previous fine.

5. Failing to notify the Divisional Secretary of the match result in time: £10 fine. Further offences will result in a doubling of the previous fine.
6. Playing an ineligible player, including failing to make the registration cards for any player available for inspection prior to a match:

£5 fine per ineligible player and THREE points deducted from the offending team's total.

Cup — Expulsion from the Competition.

7. For failure to pay fines within 21 days of the notification by the League Treasurer, the offending Club may have its membership of the League withdrawn.
8. Misconduct or breach of any Rules not specified above will be penalised at the discretion of the Management Committee.

APPENDIX 2

Standing Orders

1. ***Meetings of the Management Committee.***
Meetings of the Management Committee shall be held monthly as agreed by the League Management Committee. Under special circumstances the Chairman shall have the power to postpone a meeting. A record shall be kept of the attendance of members at each meeting.
2. ***Notice of Meetings.***
The Secretary shall give 7 (seven) days notice of every Meeting of the Management Committee together with an Agenda.
3. ***Order of Business.***
At each Meeting of the Management Committee the Secretary shall present the Minutes of the last preceding Management Committee Meeting. He shall cover all correspondence received since the last meeting, reading such letters as shall be necessary. The Treasurer will report verbally on the Finances of the League. Reports will be received from each Divisional Secretary. The business on the Agenda shall be proceeded with in such order as the Chairman may direct.
4. ***Voting Method.***
All voting shall be by show of hands unless a ballot is requested by a Member of the Management Committee and supported by at least two other members. No Member shall be entitled to vote on any matter directly concerning the Club to which the Member is attached.
5. ***Quorum.***
A quorum shall be considered present if 3 (three) Members of the Management Committee are present at the Meeting.
6. ***Privilege.***
The discussion, statements of Members, evidence of witnesses and other matters within and before the Management Committee shall be deemed privileged and the Management Committee shall have the power to censure or suspend from the Management Committee, any Member proved to be guilty of a breach of such privilege.

APPENDIX 3

Code Of Conduct

1. All Teams have a responsibility to the League to fulfil their league commitments and should not enter the League unless they have a minimum of 14 players.
2. All points of reference relating to games and interpretation of any of the Rules and procedures shall, in the first instance, be made to the respective Divisional Secretary.
3. The Home Team Manager should contact the Opposing Team Manager in good time, preferably 7 days in advance, but no later than the Tuesday night prior to a Sunday game and five (5) nights prior to a mid-week game.
4. Any Team wishing to postpone a game for any reason, shall contact the Divisional Secretary, before the Opposing Team Manager, to ask permission.
5. Any match that is postponed at short notice because of a lack of players shall be followed up with a letter explaining why.

School outings etc. **WILL NOT** be recognised as a legitimate excuse unless at least **TWENTY EIGHT (28) DAYS** notice has been given in writing.

6. Clubs are expected to be present at all League meetings.
8. Match reports should be filled in correctly and signed by both Managers before the start of the game. They shall be posted to the League Secretary in sufficient time to arrive at the notified address no later than noon on the third working day following the game.
9. Registration Cards **MUST** be exchanged by the Managers before the start of the game. Failure to produce/exchange Cards will result in the game being postponed and the Management Committee taking action against the offending Club(s).
10. It is the duty of a Team Manager to report any suspicion of over-aged players being played, or any other breach of the rules.

11. For all Harrogate & District Junior Girls League and Cup Games

the Home Manager shall, on the evening of the match and within the times stated at the commencement of each season, telephone the result to the appropriate Divisional Secretary.

12. Team Managers and Clubs are responsible for the conduct of their players and spectators before, during and after a match.
13. Team Managers shall inspect their players boots at regular intervals provide water and a sponge and have a first aid kit available for use.

The use of pain killing sprays are not recommended but injections against tetanus are.

14. The Referee, and Assistant Referees (where appointed), shall be made welcome on arrival at the ground and thanked by both Team Managers after the match.

Where applicable the Referee's and (where appointed) Assistant Referees' fees and expenses should be paid as soon as possible without the Referee and Assistant Referees (when appointed), having to ask for them.

APPENDIX 4

Guide to Marking Referees

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.

Mark Range	Comment
91-100	The referee was extremely accurate in decision making and very successfully controlled the game using management and communication skills to create an environment of fair play, adding real value to the game.
81-90	The referee was very accurate in decision making and <u>successfully</u> controlled the game using management and communication skills to create an environment of fair play.
71 - 80	The referee was accurate in decision making and controlled the game well, communicating with the players, making a positive contribution towards fair play.
61-70	The referee was reasonably accurate in decision making, controlled the game quite well and communicated with players, establishing a reasonable degree of fair play.
51-60	The referee had some shortcomings in the level of accuracy of decision making and control, with only limited success in communicating with the players In variable fair play.
50 and below	The referee had significant shortcomings in the level! of accuracy of decision making and control with poor communication with the players which resulted in low levels of fair play

Notes:

Using a scale of up to 100 allows greater flexibility for clubs to distinguish between different refereeing performances more accurately.

A mark within each range can be given to reflect the referee's performance e.g. a mark of 79 indicates a somewhat better performance than a mark of 71.

A mark between 71 and 80 represents the standard of refereeing expected.

When a mark of 50 or less is awarded, an explanation must be provided to the League or Competition by completing the appropriate box on the marking form. It must include comments which could help improve the referee's future performances. Even where a referee has significant shortcomings there will have been some positive aspects which should be given credit; extremely low marks (below 20) should be very rare.

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. .

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.

Where a mark of less than 50 has been awarded to a referee, a written report must be sent to the League secretary to arrive by noon on the fifth working following the game.