

Peterborough and District Junior Alliance League

Sanctioned by the Football Association

Rules for Season 2011 / 2012

Peterborough Junior Alliance League
Diary Dates

LEAGUE COMMITTEE MEETING DATES

5th September 2011	30th January 2012
3rd October 2011	5th March 2012
7th November 2011	2nd April 2012
5th December 2011	4th May 2012

Presentation Evenings (Subject to format)

25th May 2012	Under: 9 & 10
26th May 2012	Under: 11 & 12
2nd June 2012	Under: 13 & 14

Special Meetings

Annual General Meeting 25th June 2012

Cup Finals

Saturday 22nd April 2012	Under 9-10-11
Sunday 23rd April 2012	Under 12-13-14

Six-a-Side Tournament 19th & 20th May 2012

Registration Evening Tuesday 31ST July 2012

Peterborough & District Junior Alliance League Rules 2010 - 2011

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Peterborough and District Junior Alliance League

Rules 2011-2012

Rule 1 Nomenclature and Constitution

a). This Competition shall be designated the Peterborough and District Junior Alliance League and shall be known as the Hereward Teamware and Trophies and shall consist of not more than 70 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 Football Association. The area covered by the Competition Membership shall be a 35-mile radius from the centre of Peterborough.

This Competition shall apply annually for sanction to the Football Association and the constituent teams of Member Clubs may be grouped in divisions or zones, each division or zone not exceeding twelve in number.

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

This Competition is a Charter Standard League. New Member Clubs have one year to achieve the Charter Standard Club award. The League has the right to refuse membership to a Club if it fails to demonstrate commitment to achieving the award

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

Clubs/teams must follow the Respect Code of Conduct and use barriers along the touchline, Spectators one side, Managers/Coaches the other side. Failure to do so will incur a fine of £15.

It is the responsibility of the Club/Team to make enquires to see that school holidays, school trips and any other activity does not clash with a fixture.

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 9 v 9 will be provided for players that have attained the age of 10 as at midnight on 31st August. Mini Soccer for players who have attained the age of 6 years but not the age of 10 years as at midnight on 31st August in a playing season. Other formats of youth football as authorised from time to time by the FA are also permitted.

Any Club/Team applying from outside the area and each New Club/Team will be accepted subject to them attending a vetting meeting prior to the AGM, New Club/Teams will have to provide proof as to their suitability and that they are financially sound, that they have the pitches, changing facilities and toilets (these will be checked prior to the meeting) to play their games in the League at the agreed kick off times and will have to provide documentation to prove that they have the Officials and Players to run the teams and carry out their commitments for the teams that are applying to enter the League.

The League shall consist of Zones and Divisions at the following age groups (subject to numbers applying) Under 7 and 8, (non competitive) Under 9, Under 10, (see Mini Soccer Rules) Under 11, Under 12, Under 13 and Under 14. The formation of the League will be agreed by the League Committee and issued at the AGM. The League Cup and Fixtures will be issued after July 1 each year.

Teams will have 21 days from the date the Fixture's are issued to change any fixtures. Any fixtures that need to be changed, the Home and Away Team must contact the appropriate Match Result Fixture Secretary and advise him/her in writing. After 21 days have expired, then if required, a new fixture list will be issued and no fixtures will be changed except in accordance with Rule 10(f).

Any Club/Team. Proved to have submitted false information on the League Application form shall be liable to immediate expulsion, or such penalty as League Committee may decide.

In order to process the application it may be necessary to disclose your information to third parties who may hold this information indefinitely. We may also be required to disclose your information if we are legally compelled to. We may also obtain advice and guidance from professional advisers such as compliance advisers.

On these occasions, you agree that personal information held by us may be disclosed on a confidential basis and in accordance with the Data Protection Act 1998 to such third parties. By signing the Application Form you agree that this information may be transferred electronically e.g. e-mail. Under the terms of the Data Protection Act, you have the right to view any personal data we may keep.

Any Club/Team that has been suspended by their County F.A. will automatically be suspended from the Competition, until they provide the Competition with a copy of their County F.A. receipt which has to be submitted to the Competition at least seven days prior to the League releasing them from suspension.

Rule 2). Entry Fee, Subscription, Deposit

A). Applications by Clubs for admission to this Competition or the entry of an additional team(s) must be made in writing to the General Secretary and must be accompanied by an Entry Fee of (Boys 9 v 9 and 11-a -side) of £50-00. Mini-Soccer £40-00. Girls £25 per team payable on or before 1st June 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). The Annual Subscription shall be £5-00 per Team playing 11 a side football and £5-00 per Team playing Mini Soccer payable on or before June 1st in each year.

C). Each Club shall within 7 days of the day of election, pay a Deposit of £50-00 which shall be returnable to Clubs on leaving the Competition provided they have fulfilled their fixtures and complied with all orders of the Management Committee.

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 General Secretary in writing by 1ST June of its County Football Association affiliation number for the forthcoming Season, failing which they shall be fined £50-00. Clubs must advise the General Secretary in writing, or on the prescribed form, of the details of its Headquarters, Officers and any

other information required by the Competition.

Rule 3 Officers

The Officers of the Competition shall be determined by the Annual General Meeting and elected thereat. (Auditors/Verifiers are not Officers) President, Vice - Presidents, Chairman, Vice-Chairman, General Secretary, Treasurer, Welfare Officer, Registration/Fixture Secretaries for each age group, Referee Secretary, PFA Representative, and three elected Members.

b). The General Secretary will serve for a period of three years and all other members for two years.

c). The President and Vice-Presidents to be elected by the League Committee as and when required and they will act as a figurehead for the League, but will not have any voting powers, they will remain in office until he/she retires.

Rule 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 three 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. All matters concerning Child Welfare Issues should be forwarded to the League Welfare Officer, who shall liaise with the Clubs Welfare Officer of the named Club, to investigate any claims made and who must reply within a time limit set by the League Committee (Rule 5h) will apply.

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 General Secretary in writing, signed by the Secretaries of two Member Clubs, not later than June 1st 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 at least quarterly. On receiving a requisition signed by two thirds of the Members of the Management Committee the Secretary shall convene a

meeting of the Committee.

D). Except where otherwise mentioned all communications shall be addressed to the General Secretary who shall conduct the correspondence of the competition and keep a record of its proceedings.

E) All communications received from Clubs must be conducted through their Club Secretary.

F) If an item agenda or meeting item relates to a League Committee Member, or a Club/Team that the League Committee Member has an interest or connection with, he/she will be asked to leave the room whilst the item is discussed. Fellow League Committee Members are strictly forbidden from discussing the ensuing proceedings with the League Committee Member in question. The General Secretary will inform the League Committee Member of any decision(s) and/or any further action(s) to be taken, in writing, at a later date.

G). The content, discussions and actions decided at any League, Committee Meetings are Strictly Confidential and must not, under any circumstances, be relayed in part, or whole, to any person or persons, other than fellow Committee Members who are entitled to participate in the business of the League Committee.

H). Any League Committee Member absent from three consecutive meetings shall have his/her seat declared vacant, illness or other extenuating circumstances will be taken into consideration.

Rule 5. Power of Management

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 Football Association or affiliated Association.

B). Subject to the permission of the 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. or where there may be a conflict of interest. (This shall apply to the procedure of any sub-committee). In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote.

D). The Management Committee shall have the powers to apply, act upon and enforce the Rules of the Competition and shall also have jurisdiction over all matters affecting the Competition, including any not provided for in the Rules.

With the exception of Rules 5(i). 6(h). 10(a).11. and 19, for any breaches of Rule a formal written charge must be issued. The respondent shall be given seven days from the date of notice to reply to the charge and given the opportunity to:-

(i) Accept or deny the charge

(ii) Submit in writing a case of mitigation, or

(iii) Put their case before the Management Committee

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 include 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.

With the exception of Clubs playing at Step 7 of the Football Pyramid and the FA Woman's Premier League, the maximum fine permitted for any breach of a Competition rule is £250 and, when setting any fine, the Competition must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

E). All decisions of the Management Committee shall be binding subject to the right of appeal in accordance with Rule 16.

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

F). Five Members of the Management Committee shall constitute a quorum for the transaction of the 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 will be fined £50 or otherwise penalised at the discretion of the Management Committee.

I). All fines and charges shall be paid within 14 days of the date of posting of the written notification. Any Club failing to do so will be fined a maximum of £50. Further failure to pay the fine including the additional sum within 14 days will result in fixtures being withdrawn until such time as the outstanding payments are settled. When paying any invoices you **MUST** send in the invoice with your payment so that it can be stamped paid and include £1 administration costs, also when sending in payment with a personal cheque you must include on the reverse your name, address, the Club name and your cheque guarantee card number. Failure to do so will result in a £25-00 fine. 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.

M). Leagues who organise Mini Soccer for teams playing U/7 and U/8 football may not, with the exception of Rules 6, 11d, 14, and 19 fine clubs for breaches of League Rules.

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

O). Persistent infringement of the League Rules will at the discretion of the League Committee lead to the offending Club/Team being deducted up to three points.

P). Although any League Committee Member will help any Club/

Team Official, please remember that they are in full time employment and it is unreasonable to telephone any League Official before 18-30 and after 21-00 hours. Anyone in breach of this rule will be reported to the General Secretary and the Club/Team they are connected with will receive an automatic fine of £25-00.

Q). Foul and abusive language towards League Officials from a Club/Team Official will not be tolerated, offenders will receive an automatic fine of £50.

R). Foul and Abusive Language toward a League Officials over the telephone from a Parent will not be tolerated, the Player will be de-registered by the League for the remainder of the playing season and the Club/Team will be fined £50-00.

S). Match Result Fixture Secretaries/Registration Secretaries will not be allowed to deal with any age group that they have family connections or have a vested interest in.

Rule 6. Annual General Meeting.

a). The Annual General Meeting shall be held not later than the last Monday in June each year. At this meeting the following business shall be transacted provided that at least all members are present and entitled to vote:

(i). To receive and confirm the Minutes of the preceding Annual General Meeting.

(ii). To consider any business arising from them.

(iii). To receive and adopt the annual Report, Balance Sheet and Statement of Accounts.

(iv). Election of Clubs to fill vacancies (as recommended by the Management Committee)

(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 kick off times applicable to the competition.

(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 verified Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least fourteen days prior to the meeting, and to the County Football

Association

- C). A signed copy of the duly verified Balance Sheet and Statement of Accounts shall be sent to the 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 be demanded by at least 51% 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 Member Club.
- H). Any continuing Member Club failing to be present at the Annual General Meeting without satisfactory reason being given shall be fined £50-00
- D). Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.

Rule 7. Agreement to be Signed

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

We.....of.....(Chairman) and
 B..... of..... (Secretary) of the
Football Club have been provided with a copy of the Rules and Regulation of the Peterborough and District Junior Alliance 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 alterations of the Chairman and/or Secretary on the above Agreement must be notified to the appropriate County Football Association to which the Club is

affiliated and to the General Secretary of the Competition.

Rule 8. Qualification of Players

(A)(i). Contract players as defined in football Association Rules, are not permitted in this Competition. A contract player may only play for the Club that holds his contract. **It is the responsibility of each Club to ensure that any player signing a registration form for that Club has, where necessary, the required International Transfer Certificate. Clearance is required for any Player aged 12 and over crossing borders including Wales Scotland and Ireland.**

(ii) No player registered with a 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, countersigned by his/her parent or guardian and by an Officer of the Club, and who has been registered with the appropriate Registration Secretary **FOUR** days prior to playing and whose completed registration ID Card has been received by the Club prior to playing. All Registrations will be returned by post. The Registration document must incorporate any known serious medical conditions of the player and emergency contact details of the player’s parents or guardians. These details must be available at matches and training events the player attends within the management of the Club or Competition. The registration document must incorporate two current passport-size photographs (**with no hats or computer images being accepted**) of the player seeking registration, together with proof of the players date of birth. If a player’s age is required for registration purposes a Competition must accept a photocopy of a Birth Certificate. In cases where the birth certificate is not available a Competition is required to accept a photocopy of the players passport or other official document issued by a Government Agency attesting to the players date of birth.

G). Club/Teams that have not registered the required amount of players by July 31 at 18-00 hours will be fined £10-00 per player not registered.

Required Number of Players.

Under 7 Boys the required number of players is:= 5 (max 10)

Under 8 Boys the required number of players is: =5 (max 10)

Under 9 Boys the required number of players is: =6 (max 12)

Under 10 Boys the required number of players is: =7 (max 14)

Under 11 Boys 9 v 9 the required number is:= 9 (max 14)

Under Boys 12, 13 & 14 the required number of players is: =11.
(max 16)

Under 10 Girls. The required number of players is: =7

Under 11/12 Girls The required number of players is: =9

Under 13/14 & 15/16 Girls The required number of players is:
=11 (Maximum no of players for all age groups is 16)

The Qualification dates for the Competition shall be as follows

Mini Soccer

A person in the age ranges of 7 8.9.10.11. may play in a game involving boys and girls.

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

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

Under 8 – (Non Competitive) the player must have attained the age of 7 as at midnight 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.

Youth Football

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 have obtained the age of 11 but must be under the age of 12 as at midnight on 31st August in the playing season.

Under 13 the player must have obtained the age of 12 but must be under the age of 13 as at midnight on 31st August in the

playing season.

Under 14 – the player must be have obtained the age of 13 but must be under the age of 14 as at midnight on 31st August in the playing season.

Girls Football.

Under 10 The player must have attained the of 8 but must be under the age of 10 by midnight 31st August in the playing season.

Under 11 The player must have attained the age of 9 but must be under the age of 11 by midnight 31st August in the playing season.

Under 12 The player must have attained the age of 10 but must be under the age of 12 by midnight 31st August in the playing season.

Under 13 The player must have attained the age of 11 but must be under the age of 13 by midnight 31st August in the playing season.

Under 14) The player must have attained the age of 12 but must be under the age of 14 by midnight 31st August in the playing season

Under 15 The player must have attained the age of 13 but must be under the age of 15 by midnight 31st August in the playing season.

Under 16 The player must have attained the age of 14 but must be under the age of 16 by midnight 31st August in the playing season. The above qualification dates are subject to the provisions contained in FA Rule C.4 (a)(v) and (vi)

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 players signature without first ascertaining whether such claims have been discharged to the satisfaction of the Club, or Clubs, for which the player last played.

E) Registration Forms can be downloaded from the pjal website. www.pjal.co.uk

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 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 found 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 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 day's 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 with out a written contract when a player desires a transfer, the

Club the player wishes to transfer to shall submit a Transfer Form including a new completed Registration Form two with new ID Photographs and two s.a.e. one addressed to the players former Club Secretary, and one to the players new Club Secretary to

the appropriate Registration's Secretary accompanied by a fee of £10. 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 (7) days, of the receipt of the transfer form. Upon receipt of the Clubs consent, or upon its failure to give written objection within (7) seven days the Registration 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 4 clear days prior to playing after receipt of such transfer, include two s.a.e. one addressed to the players former Club Secretary and one addressed to the players new Club Secretary to be posted to the appropriate Registration Secretary. Transfer Forms may be downloaded from the pjal website.

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

A Club/Team who wishes to De-Register a player may download a form (free of charge) from the pjal website the completed form together with the players old ID Card should be sent to the appropriate Registrations Secretary enclosing two sae, one addressed to the players parents, and one to the new Club Secretary, once the Club Secretary and parent receives the receipts the player will no longer be registered to that Club.

A de-registered player may not play for any other Club/team except by transfer, he/she will be deemed Cup Tied.

If a player is transferred from a Club/Team and has played in the league cup, or a team that has withdrawn from the Competition he /she will be deemed cup tied.

No paperwork will be completed at League Committee Members doors.

J) A player may not be registered for a Club nor transferred to another Club in the Competition after **1st March** except by special permission of the League 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 identifiable

but not designated “A” or “B” or 1st or 2nd 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 appropriate Registration 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.

M). A player shall not be eligible to play for a team in any special championship, promotion or relegation match (as specified in Rule 12 (A) unless the player has played TWO games for that team in this Competition in the season.

N). A player who has played for a team in the higher division shall not in that season be eligible to play in a lower Division except by permission of the Management Committee.

O)(i) Any team playing an unregistered or otherwise ineligible player or players shall have the points gained in the match deducted from its total and may be fined £100-00 per player. And/or otherwise dealt with at the discretion of the Management Committee.

(ii) In addition the team shall have three points deducted from its total at the discretion of the Management Committee and may be dealt with in any further manner which is thought to be fit.

(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)(i). Priority must be given at all times to school and school organisations activities. A letter must be obtained from the organisation concerned.

(ii). The availability of children must be cleared with the Head Teacher (except for Sunday Competitions)

All Clubs/Teams playing in this League must provide suitable changing and toilet facilities for both teams and the Match Officials.

Any Club/Team failing to comply will be refused entry into the League. Club/Teams who find that they cannot provide these provisions during the season should find alternative facilities or arrange to play the fixture at their oppositions ground. Failure to do so will result in an automatic suspension and a fine of £50.

Rule 9. Club Colours, Club Name.

a). Every Club must register the colours of its shirts and shorts with the General Secretary by June 1st (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 and the General Secretary at least seven days before the match.

If, in the opinion of the referee, two Clubs have the same or similar colours the home team shall make the change. Any team not having a change of colours or delaying the kick off by not having a change shall be fined £25-00.

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

b). Any Club wishing to change its name and/or colours must obtain permission from its affiliated County Football Association and from the League Committee.

Substitutes with the exception of a substitute goalkeeper cannot enter the field of play wearing a numbered shirt that has been previously worn by a player in the same match.

Shirts must be numbered, as a Safeguarding Children policy it is recommended names should not be on shirts they must be tucked into shorts at all times, during a match players must not wear shirts displaying the same number. Club/Teams failing to comply with any part of this rule will be fined £50-00 per offence.

Rule 10. Playing season. Conditions of Play. Times of Kick Off. Postponements. Substitutes

A). The Annual General Meeting shall determine the date for the commencement of the season, in accordance with Football Association Rules. Original fixtures arranged by the Fixtures Secretary, or at a meeting specially convened for that purpose, to be held no later than 2nd week in August, must not be

arranged for a date later than seven days preceding the concluding date. Teams will have 21 days from the date the Fixtures are issued to change any fixtures. The Home and Away Team must contact the appropriate Match Result Fixture Secretary and advise him/her in writing or by email.

After 21 days have expired, then if required a new fixture list will be issued and no fixtures will be changed. Except in accordance with Rule (10f) It is the responsibility of the Club/Team to make enquires to see that School Holidays/Trips and any other activity does not clash with their fixtures.

Fixtures will be deemed accepted unless objections are received within the 21 day period by the Club Secretary. In addition each Club/Team will be allowed to postpone two matches before Christmas and two matches after Christmas if unforeseen circumstances arise in accordance with Rule (10f)

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 either grass or 3G 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.

All matches played shall have a duration as set out below.

For Mini Soccer – The maximum duration of play shall be as follows:-

Under 7/8 age group, - 15 minutes each way.

Under 9 age groups, - 20 minutes each way.

Under 10 age groups, - 25 minutes each way.

The maximum playing time in any one day for Under 7/8 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.

Under 11 (9 v 9) and Under 12. 30 minutes each half;

Under 13 and Under 14. 35 minutes each half

No player playing in an under 17 Division shall be permitted to play more than one game or in the event the Competition allows the playing of a double-header, i.e. two separate matches, 100 minutes per day in this Competition.

The times of kick off shall be fixed at the AGM. Any Club Failing to commence at the appointed time shall/may be fined a sum not exceeding £25-00, or be otherwise dealt with as the Management Committee may determine. Club/Teams should make sure that the kick off times given are correct and should not if they have more than one team with a limited amount of pitches give the same kick off time, any Club/Team in breach of this rule will be fined £25-00.

Any request for a change of kick off time and venue must be emailed to the Referee Fixture Secretary at least 14 days prior to the Match. No verbal requests will be accepted. If permission is granted the Home Club/Team must inform the Match Result Secretary and their opposition by email ASAP. Failure to do so will result in a fine of £25-00.

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

Club Officials must have an I.D. check of their oppositions prior to the appointed kick off time. Failure to comply with any part of this rule will result in a fine of £15-00 per offence.

Both teams must provide at least two footballs fit for play and The Referee shall make a report to the Competition if the footballs are unsuitable. Failure to do so will result in a fine of £15-00.

The recommended size of footballs to be used: - For Mini soccer, size 3 for players in the Under 7 and 8 age group, size 4 for Under 9's and 10's. For Youth Football size 4 for those playing Under 11, 12, 13 and 14 age groups. Goal nets must be used.

C). Except by permission of the Management Committee all matches must be played on the dates originally fixed but priority be given shall to The Football Association and all relevant County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a match with the consent of the Match Result Fixture Secretary. In the case of a revised fixture date, the Clubs must be given by the Competition 5 (five) clear days notice of the match (unless mutually agreed)

D). The Secretary of the home Club must give notice in writing or telephone of full particulars of the location of, and access to, the ground and the kick off time to the Match Officials and the Secretary of the opposing Club at least seven clear days prior to the playing of the match the away Club shall seek and acknowledge receipt of such particulars. Any Club failing to comply with this Rule will be fined £25.00

E). In the event of a Club playing in any match with less than 11 players 11 a-side, 9 players 9 v 9, they may/shall be fined £5-00 for each missing player. A minimum of 7 players will constitute a team for a Competition match.

F) (i). 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 of £25-00, deduct points from the defaulting Club, award the points from the match in question 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 foregoing home and away provision, the Management Committee shall have power to order a match to be played on a neutral ground or on the opponent's ground if they are satisfied that such action is warranted by the circumstances.

(F)(iii) Any Club unable to fulfil a fixture must, without delay, give notice to the appropriate Fixture Secretary, the Competition Referee Appointment Secretary, the Secretary of the opposing Club and Match officials. Any Club failing to comply shall be dealt with by the Management Committee who may inflict a fine of up to £25.

Any Club/Team wishing to postpone a fixture the Club Secretary must email their request to the appropriate Match Result Fixture Secretary, Referee Secretary, and one to the opposition Secretary **TO BE received 10 days prior to the game.** If permission is given, the Match Result Fixture Secretary **will issue a new date of when the fixture will be played** any request failing to meet the Match Result Fixture Secretary 10 days prior to the match will result in a fine of £50-00 and one point being deducted.

Match Result Fixture Secretaries cannot give permission to allow Clubs/Teams to cancel a fixture without 10 days notice supported by the appropriate correspondence, permission will be refused if the cancellation has a subsequent knock on effect to any other team in the same league.

F (iv) In the event of a match not being played or abandoned owing to causes over which neither Club has control it shall be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the Management Committee. Failing such agreement and notification to the Fixture Secretary within 7 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.

F(v) 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 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 opponent.* In cases where a match has been abandoned owing to the conduct of both teams or their Club member(s), 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.

If at any time the Home Club/Team cannot use their pitch, but their opponents pitch is playable the Home Club/Team **MUST** travel and use their opponents pitch any pay any costs involved even though they may have already played there. Failure to do so will result in a fine of £50 £20 to the Home Club/Team and the deduction of up to three points, each case will be judged on its merits.

G). A Club may at its discretion and in accordance with the Laws of the Game use 5 substitute players in any match in this competition (who may be selected from 5 players).

For Mini-Soccer – any number of substitutes 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 squad greater than 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 for

Association Football.

The Referee shall be informed with the name of the substitutes and handed the Match Result Sheet not later than 10 minutes before the start of the match. Failure to do so will result in a fine of £10-00.

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 of 10 minutes duration, But it Shall not exceed fifteen minutes. The half time interval may only be altered with the consent of the Referee.

(I) The League shall require all players and club officials to have signed the FA's Respect Codes of Conduct and produce these if so requested by the League management committee. **Prior to each match the participating teams and officials shall conduct the respect handshake, to be followed by a players ID Card check, failure to do so will result in a fine of £15.**

(II) The participating clubs taking part in the fixture shall identify a team captain designated with a respect captains armband who has responsibility to offer support in the management of the on-field discipline of his/her team mates. If the participating players are considered to be too young to take on this role a member of the team coaching staff should provide this support.

(III) Each home club should make a arrangements for the provision of designated areas for spectators. This area can be marked by the use of a temporary spectator barrier. The area for spectators should start two meters from the touchline on each side of the pitch. Each area should run the full length of the pitch. It is recognised, however, the alignment of some public pitches does not allow this arrangement, in which case other appropriate arrangements should be made. **Managers and coaches to remain in their own technical area 4 meters each side of the half way .**

Line

Rule 11 Reporting Results

(IV) A). The Match Result Fixture Secretary must receive within 3 days of the date played, the result of each Competition match and **All Outside Cup Competitions** home, or away, in the prescribe manner. This must include the forenames and surname of the team players (in block letters) 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 decide.

B). The home club shall telephone/notify the result of each match to the appropriate Match Result Fixture Secretary (to include home and away team scorers) by 6pm as instructed on the fixture list. Clubs in default shall be fined £10-00. This includes **All Outside Cup Competitions**. (Home and Away).

C). The match result notification correctly completed, shall be signed by a responsible member of the Club. Failure to do so will result in a fine of £10-00.

D). Leagues are Permitted to collect but not publish results for fixtures they organise for U/7 and U/8 Mini-Soccer. They may require a Club to confirm that a set fixture has been played. A maximum fee of £5 may be imposed for a breach of this rule.

E). Any Club/Team awarding the Referee a mark of fifty (50) or below must put their reasons in writing to the General Secretary and signed by the Club Secretary within 3 days of the game being played, failure to do so will result in a fine of £10-00
On receipt of a report/letter the General Secretary will submit the report to the League Referee Fixture Secretary who will investigate the claims made and if necessary take advice from the appropriate County Referee Assessor and report back to League Committee on what action, if any, has been taken.

F). If the Fair Play Mark is 4 or below a report/letter signed by the Club Secretary as to the reasons for the low mark must be sent to the General Secretary within 3 days of the game played, failure to do so will result in a fine of. £10-00

The General Secretary will ask for written observations from all concerned. The League Committee will look at all the correspondence, if deemed necessary will bring together all parties concerned to discuss the circumstances and any League Committee observations. The outcome of any such meeting will may result in the offending Club/Team being dealt with as per the League Rules and Regulations and also paying costs involved.

Rule 12. Determining Championship

A). Team ranking within the Competition will be decided by points with 3 points to be awarded for a win and 1 point for a drawn match. The teams gaining the highest number of points in

their respective Zones or 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 U/9 Competitions onwards. In the event of two or more teams being equal on points team ranking may be decided in the following way: -

- (i) Goal average or goal difference.
- (ii) Goals scored, or deciding match(es). played under conditions determined by the Management Committee

B). Automatic promotion and relegation shall be applied for the first two and last two teams in each Division. Except as provided here under, subject to the provision of rule 1(b)

C). In the event of a team not completing 75% of its fixtures for the season all points obtained by or recorded against such defaulting team shall be expunged from the Competition table.

Rule 13. Referees

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

B). In the event of the non-appearance of the appointed Referee, 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). Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Failure to do so will result in a Fine of £25-00 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 expenses of **25p per mile** and any other permitted expenses actually incurred together with the following match fees; Referee **£16-00**, Registered Referee appointed by the Management Committee as Assistant Referees **£10-00**. Subject to any limits laid down by the sanctioning Association(s)

Mini Soccer Referees will receive a set fee of **£9-00** per game. The **home** club shall pay the officials their fees and expenses before/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 half fees plus 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/her engagement, and failing to give a satisfactory explanation as to his/her non-appearance, may be reported to the Association with which he/her 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 Match Result Sheet provided. Clubs failing to comply with this rule shall be liable to be fined £10 or dealt with as the Management Committee may 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 Football Association/ County Football Association.

K) Referee's shall be supplied each season with a copy of the Competition Rules free of charge.

L) Referees shall have undertaken a Respect briefing offered by the FA County FA or the League.

M). Match Officials should incorporate a footwear inspection into the pre match safety check of player's equipment. This will take place before entry to the field of play immediately prior to the game. When inspecting footwear, officials are to be alert to the possibility of the edge of blades or studs developing rough areas on either the plastic or metal used in their construction. If Match Officials are concerned over the condition of the blades or studs, they should refuse to sanction their use until they have been made safe. If evidence emerges during the game e.g. torn stockings, lacerations, the Referee should follow up the inspection with the player(s) concerned during a stoppage.

N). Referees are to report to the League any instance where the

kick off has been delayed as a result of the footwear inspection. The wearing of shin guards is compulsory and they must be covered by stockings. The Referee must enforce this Rule and not let any player onto the field of play who is in breach of this rule. No Jewellery or Watches should be worn, all rings must be removed or taped and earrings must be removed or taped. The Referee must enforce this rule and not let the player(s) concerned onto the field of play, if kick off has been delayed as a result of Jewellery or watches not been removed or taped up the Referee must report it to the Competition.

O). Players are not allowed Under FA Rules to wear any clothing with blood on, the Referee must insist that the player(s) concerned leave the field of play and change any clothing with blood on it.

Rule 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 General Secretary in writing by 31st March each Season or be liable to a fine not exceeding £50-00.

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 June 1st.

B). A Club shall not be allowed to withdraw any or all of its teams from the Competition after the Annual General Meeting for the following Season. Any Club infringing this Rule shall be liable to a fine not exceeding £100-00 per team and shall also be liable for its share of any call which may be made Under Rule 5(B)

D). In the event of a Member Club which is an un-incorporated association withdrawing and/or disbanding it shall be immediately liable to discharge all its financial and other obligations to the Competition. In the event that any such obligation remains 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 Clubs Parent County Association for a suspension order.

Rule 15. Protests and Complaints

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 fined £25-00.

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 3 days (excluding Sunday) 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/her Club) when such protest or complaint is being determined.

C). Any Dispute occurring between Clubs in the Competition shall be determined by the Management Committee whose decision shall be binding upon all parties subject to Rule 16.

D). No protest of whatever kind shall be considered by the Management Committee, unless the complaining Club have deposited with the General Secretary within fourteen days a sum of £35-00. 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 the 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.

E). All parties to a protest or complaint must receive a copy of the submission and be afforded an opportunity to make a statement at least 7 days prior to the protest or complaint being heard.

(i) All parties must have received 14 days notice of the hearing, should they be instructed to attend.

(ii) Should a Club elect to state its case in person then they

should forward a deposit of £35 and indicate such when forwarding the written response.

F. When dealing with a protest or complaint the Management Committee shall take into consideration the possession by the protesting or complaining Club of any information which, if properly used, might have avoided the protest or complaint.

Rule 16. Board of Appeal

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 in duplicate with the Secretary of the Football Association, including a fee of £50-00 for adjudication of a Board of Appeal. The grounds of appeal shall be in accordance with FA Rules. The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne.

The decision of the Board of Appeal is final and binding on all parties.

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

Rule 17. Exclusion of Clubs, or Teams Misconduct, Clubs, Officials, 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/Team from further membership which must be supported by (more than) two-thirds (2/3rds) 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 (more than) two thirds (2/3rds) of those present and voting. Voting at 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 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) (2/3rds) be debarred from membership the following season.

18. Trophy: - Legal Owners, Conditions of Taking Over, Agreement to be Signed, Awards.

A) **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 if not, dealt with as the sanctioning Association may decide.** The following agreement shall be signed on behalf of the Winners of the Cup or Trophy.

“We A.....and B.....the Chairman and Secretary ofFC 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 **March 1st 2012.** failure to do so will incur a fine of £50.

If the Cup or Trophy is lost or damaged whilst under our care we agree to refund At to the Competition the amount of its current value or the cost of its thorough repair. Failure to comply will result in a fine as determined by the Management Committee.

C. At the close of each Competition awards shall be made to the winners and runners-up if the funds of the Competition permit.

Rule 19. Special General Meetings

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

Meeting.

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

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

Each Member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only, as will members of the Management Committee.

Any continuing Member Club failing to be represented at a Special Meeting without satisfactory reason being given shall be fined £50 Officers and Management Committee Members shall be invited to attend and vote at all Special General Meetings.

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

Rule 20. Alterations to Rules

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

Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the General Secretary by February 1st in each year, The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by June 1st in each year. And any amendments thereto shall be submitted to the General Secretary by 7TH March The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the Annual General Meeting. A proposal to change a Rule shall be carried if 51% (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 21 days prior to the date of the meeting

Rule 21 Finance

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

B) All expenditure in excess of £200 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 30th April

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

Rule 23. 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 Section 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

3.0 Upon receipt by the Association of

3.1 Notification that an individual has been charged with an offence

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

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 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 is 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 body to proceed unimpeded.

5. The period of an order referred to in Rule 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 matter as soon as reasonably practicable.
7. Where a person is convicted or is made the subject of a caution in respect of a 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 the above shall be given to the person concerned and/or any club with which he is associated as soon as reasonably practicable.

Rule 24. Representative Games

- a). The League Committee shall appoint Managers for the Representative Teams as and if required. Representative Managers will not be appointed from current Club Managers or from a professional Club and they will only be allowed to run one team per season. Team selection shall be assisted by nominations submitted to the Representative Team Managers by member clubs.
- b). Representative Managers should give a list of players and Club/Teams to the Match Result Fixture Secretary and the Web Master, it is the Match Result Fixture Secretaries responsibility to inform Clubs/Teams that matches will need to be cancelled, if they so wish.
- c). Any Club/Team having one or more players selected may be allowed to postpone a League fixture providing application has been made to the appropriate Match Result Fixture Secretary in writing, enclosing a sae, 14 days prior to the game. If permission is granted, the Club/Team applying must inform their opponents and the Referee Fixture Secretary. Failure to do so will result in a fine of £25-00.
- d). Where possible the League will arrange matches on dates when no League games are to be played.
- e). Games cannot be cancelled if players are unavailable because they are playing in other games outside their age group.
- f). No Representative Team should play against a team more than one year above their respective age group.
- g). At the discretion of the League League Committee the

sum of £15-00 per Club may be levied each season to help finance the running of the Representative Teams.

- h). Representative Managers should submit a written report for every monthly Executive meeting to inform the League of the Representative Team progress, but must attend at least 4 League Committee meetings per season. Failure to do so will result in the suspension of the Representative Manager in question .
- i). No Representative Team Managers will be allowed to enter any of his 16 named players from the previous season into the League as a Club/Team, except at the discretion of the League Committee, all cases will be judged on its merit.
- j). All Representative Players and Managers must attend the League Presentation Evening on their designated night, the dress code is shirt and (League Tie), failure to do so will result in them not receiving their trophy. Each case will be judged on its merit.

Rule 25. Personal Accident and Public Liability Insurance

- A). The League and its Officers shall be indemnified against any claim for accident or injury howsoever caused and to whom occurring and its activities.
- B). All Clubs/Teams playing in this League must be covered by insurance, of which the public liability cover must be a minimum of £5 million, all players must be covered by a personal accident cover.
- C). No Club/Team will be allowed to play any fixture in this League until it has satisfied the League that it has insurance Cover as in item 25 (b), any Club/Team that has games cancelled because they do not have the correct cover will be fined £25-00 per game.
- D). Personal Accident Insurance can be arranged via the General Secretary of the League or the Clubs/Teams own County Football Association or directly with an Insurance Company or Broker. The General Secretary will require a copy if done through your County Football Association or Broker. Public Liability must be done through your County Football Association.

The Football Association Laws for Mini Soccer.for Players (Both Boys and Girls Over the Age Of 6 and Under 10

Except where other provision, in these Laws are made, the Laws of Association Football apply. Each Law is numbered to correspond with the appropriate Law of the Game. These Laws are mandatory unless special permission is granted by the Football Association.

Law 1 Playing Area.

The pitch will be Minimum 20 x 30 yards, Maximum 30 x 50 yards.

Penalty Area; Length 10 yards x 18 yards.

Penalty Mark; 8 yards from the Goal Line opposite the Centre of the Goal.

Halfway Line; The field of play is divided into two halves by a halfway line. The centre mark is indicated at the mid point of the halfway line.

Goal Size; The distance between the posts is 12ft and the distance between the lower edge of the cross bar and the ground is 6ft.

Warning; In the view of a number of accidents that have occurred, it is necessary to ensure that portable goals of any size are either pinned or weighted to prevent them from toppling forward.

Law 2 The Ball

The ball should be no larger than size 4. Size 3 is recommended for Under 8s. It should be safe and made of leather or another suitable material.

Law 3 Number of Players

Number per Team, including Goalkeeper.

Over 6 and Under 8s 4 v 4 and 5 v 5

Over 8 and Under 10s 6 v 6 and 7 v 7

Under 8's are not permitted to play in leagues where results are collected or published or winner trophies are presented.

Players must play with and against players only from their own age range. Players should not be allowed to begin to play until the Season of their 7th birthday.

Each team must not have a squad greater than double the size of the team per age.

Any number of substitutes, who must be named, may be used at any time with the permission of the referee or game leader.

Entry into the field of play will only be allowed during a stoppage in play. A player who has been replaced may return to the playing area as a substitute for another player.

Law 4 Referees.

The Authority of the Referee

Each match is controlled by a referee who has full authority to enforce the Laws of the Game in connection with the match

to which they have been appointed.

Powers and Duties

Enforce the Laws of the Game

Controls the match in co-operation with the assistant referees/time keeper

Ensures that the ball meets the requirement of Law 2

Ensures that the players equipment meets the requirement of Law 4
Stops, suspends or terminates the match, at their discretion, for any infringements of the Laws.

Stops, suspend or terminates the match because of outside interference of any kind Stops the match if, in their opinion, a player is seriously injured and ensures that they are removed from the field of play.

Ensures that any player bleeding from a wound leaves the field of play.

Allows play to continue when the team against which an offence has been committed will benefit from such an advantage and penalise the original offence if the anticipated advantage does not ensue at that time. Takes disciplinary action against players guilty of caution able and/or sending off offences. Takes action against team officials who fail to conduct themselves in a responsible manner and may, at their discretion, expel them from the field of play and its immediate surrounds.

Ensures that no unauthorized persons enters the field of play.

Restarts the match after it has been stopped.

Decisions of the Referee

The decisions of the referee regarding facts connected with play are final.

The referee may only change a decision on realising that it is incorrect or, at his/her discretion provided that play has not restarted

Law 6 Timekeeper/Scorer/Assistant Referee Duties

A person may be nominated to assist the referee to:-

Record goals scored, Act as timekeeper and signify to the referee by an agreed signal when time of each half has expired. Suspend time on an instruction from the referee for all stoppages and add that time to the end of each half. Supervise the use of rolling substitutes. Carry out any other not nominated, these duties are the responsibility of the referee.

Law 7 Duration of Game

In any one day, no player shall play more than the stipulated period outlined below. Within this maximum the recommended duration of games is provided.

Recommended number Maximum duration of

Of minutes each half participation per day per player

Under 7 15minutes 45 minutes maximum

Under 8 10 minutes 15 minutes 45 minutes maximum

Under 9 15 minutes 25 minutes 60 minutes maximum

Under 10 20 minutes 25 minutes 60 minutes maximum

Each League/Competition will determine its own playing time within the maximum time permitted. The half time interval must not exceed 5 minutes.

Law 8 Start and Restart of Play

Procedure

A kick off is taken at the centre of the playing area to start the game and after a goal has been scored, opponents must be 5 yards away from the ball, and in their own half of the field. The ball must be played forward.

Special Circumstances

A dropped ball to restart the match after play has been temporarily stopped inside the penalty area takes place on the penalty area line parallel to the goal

Law 9 Ball in and out of play

Ball out of Play

The ball is out of play when:

It has wholly crossed the goal line or touch line whether on the ground or in the air. Play has been stopped by the referee

Ball in Play

The ball is in play at all other times, including when:

It rebounds from a goal post, crossbar or corner flag post and remains in the field of play

It rebounds from either the referee or an assistant referee when they are in the field of play.

Law 10. Method of Scoring.

Goals Scored;

A goal is scored when the whole of the ball passes over the goal line, between the goalposts and under the crossbar, provided no infringement of the Laws of the Game has been committed previously by the team

scoring the goal.

Winning Team

The team scoring the greater number of goals during a match is the winner. If both teams score an equal number of goals, or if no goals are scored, the match is drawn.

Competition Rules

For Cup Games see League Cup Rule 5.

Law 11 Offside

There is no offside.

Law 12 Fouls and Misconduct.

In Mini Soccer all free kicks are direct

A free kick is awarded to the opposing team if a player commits any of the following offences in a manner considered to be careless, reckless or using excessive force. Kicks or attempts to kick an opponent Trips or attempts to trip an opponent. Jumps at an opponent. Charges an opponent. Strikes or attempts to strike an opponent. Pushes an opponent.

A free kick is awarded to the opposing team if a player commits any of the following offences.

Tackles an opponent to gain possession of the ball, making contact with the opponents before touching the ball. Holds an opponent. Spits at an opponent. Handles the ball deliberately (except for the goalkeeper within his/her own penalty area) Plays in a dangerous manner. Prevents the goalkeeper from releasing the ball from his/her hands. Commits any offence, not previously mentioned in Law 12 which play is stopped to caution or dismiss a player.

Penalty Kick

A pA free kick is awarded to the opposing team if the goalkeeper. takes more than 6 seconds to release the ball from his/her hands. touches the ball again with his/her hands after it has been released from his/her possession and has not touched any other player. touches the ball with his/her hands after it has been deliberately kicked to him/her by a team mate. Touches the ball with his/her hands after he/she has received it directly from a throw in taken by a team-mate. For all of these offences, the free kick should be taken from the penalty area line, parallel with the goal line, at the nearest point to the offence.

Cautionable Offences

A player is cautioned and shown the yellow card if he/she commits any of the following seven offences Is guilty of unsporting behaviour. Shows dissent by word or action.

Persistently infringes the Laws of the Game. Delays the restart of play.

Fails to respect the required distance when play is restarted with a corner kick or free kick. Enters or re-enters the field of play without the referee's permission. Deliberately leaves the field of play without the referee's permission.

Sending Off Offences

A player is sent off and shown the red card if he/she commits any of the following seven offences;

Is guilty of serious foul play. Is guilty of violent conduct. Spits at an opponent. Denies the opposing team a goal or an obvious goal scoring opportunity, by deliberately handling the ball (this does not apply to a goalkeeper within his/her own penalty area)

Denies an obvious goal scoring opportunity to an opponent moving towards the players goal by an offence punishable by a free kick or a penalty kick. Uses offensive or insulting or abusive language and/or gestures. Receives a second caution in the same match

Law 13 Free Kicks

For all free kicks opponents must be 5 yards from the ball

Law 14 Penalty Kicks

A penalty kick is awarded for offences, as described in Law 12

Position of the Ball and the Players. All players except the defending goalkeeper and kicker must be outside the penalty area and at least 5 yards from the penalty mark. The ball must be kicked forward.

Infringement/Sanctions

If a player or players commit an offence at the taking of a penalty kick his/her team shall not be allowed to gain an advantage (i.e.

the kick retaken or the goal is disallowed depending on which team offended) If a player of both the defending and attacking teams offend, the kick shall be retaken.

Law 15 Throw-ins

A goal cannot be scored directly from a throw in. A throw-in is awarded:

When the whole of the ball passes over the touchline, either on the ground or in the air. From the point where it crosses the touch line. To the opponents of the player who last touched the ball.

Procedure

At the moment of delivery the ball, the thrower:

Faces the field of play. Has part of each foot either on the touchline or on the ground outside the touch line. Uses both hands. The throw-in is awarded to the opposing team, if any of these requirements are not carried out. Delivers the ball from behind and over their head. The thrower may not touch the ball again until it has been touched another player. If he/she does a free kick will be awarded against them. The ball is in play immediately it enters the field of play.

Law 16 Goal Kick

Procedure;

A player of the defending team kicks the ball from any point within the penalty area. Opponents must remain outside the penalty area at least 5 yards from where the kick is taken until the ball is in play

Law 17 Corner Kicks

The opposing players must remain at least 5 yards from the ball until it is in play. The kicker may not touch the ball again until it has touched another player. If he/she does a free kick is awarded against them.

Player Qualifying Dates

Under 7 players must be 6 years of age as at midnight on 31st August

Under 8 players must be 7 years of age as of midnight on the 31st August.

Under 9 players must be 8 years of age as of midnight on the 31st August.

Under 10 players must be 9 years of age as of midnight on the 31st August.

Under 11 players must be 10 years of age as of midnight on the 31st August.

FA Rule 21(a)(viii) A person in the age ranges of U8.9.10 and 11 may play in a match involving boys and girls.

Peterborough and District Junior Alliance League Cup Rules

Under 7's and U/8's are not permitted to play in the knock out Cup Competitions

1. The Cup Competition of the League shall be for age groups

Under 9, Under 10, Under 11, Under 12, Under 13, Under 14, the age qualification shall be as per League Rule 5.

2. Entry in the Cup Competition shall be restricted to member Clubs/Teams.

3. Players must be registered 7 clear days prior to any Cup Match.

4. Players must have played in a previous round of the Cup

5. Competition before taking part in the Semi Final or Cup Final unless the Cup Competition dictates that the 1st round is the Semi Final. Club/Teams in breach of this rule will be removed from the Competition.

6. Referees may be appointed by the Referee Secretary and shall be entitled to a fee, which will be determined at the Annual General Meeting and shown in the directory

Referees/Assistant Referees for the Semi-Finals will be appointed by the Referee Secretary with the expenses shared by the Clubs/Teams concerned.

Officials must report all misdemeanours by Players, Club/Team Officials or Spectators to the County Football Association that the offenders are affiliated too.

6. Complaints regarding the pitch should be made prior to the start of the match. The Referee's decision shall be final.

7. Late starts, teams with less than 11 players and any breach of the rules must be reported to the General Secretary in writing by the Match Official. Failure to comply will result in the Official being reported to his/her County Football Association. Misconduct will be covered by rule 25 of the Football Association.

8. Duration of games shall be 20 minutes each half for Under 9, 25 minutes each half for Under 10, 30 minutes each way for Under 11, and Under 12 and 35 minutes each half for Under 13 and Under 14. The half time interval shall not exceed 15 minutes and this may only be altered with the consent of the match Referee.

In the event of the scores in a match being level at the end of normal playing time, extra time will be played. Under 9, and Under 10 Mini Soccer it shall be 3 minutes each way, at Under 11, 12, 13 & 14 it shall be 10 minutes each way. There will be no interval. If the tie is still undecided after the period of extra time the winner will be determined by the taking of kicks from the penalty mark as follows.

Only the players left on the field on of play after extra time has been played as per the Laws of the Game should be allowed in the centre circle, after the Referee or Assistant

Referee has taken the names of the players taking penalties all other players, Club/Team Officials should move to the sideline until the game has been decided. Both Clubs/Teams shall take 5 kicks. The kicks shall be taken alternatively, if before the Clubs/Teams have taken five (5) kicks, one has scored more goals than the other, even if it were to complete its five (5) kicks, the taking of kicks shall cease. If after both Clubs/Teams have taken five (5) kicks, both have scored the same number of goals, or have not scored any goals, the taking of kicks shall continue, in the same order, until such time as both Clubs/Teams have taken an equal number of kicks (not necessarily five (5) more kicks) and one has scored a goal more than the other. Each kick is taken by a different player and all players including goalkeepers must take a kick before any player can take a second kick.

9. Where the Club/Team colours are similar the HOME team shall change. In the Final, should there be a clash of colours then it will be decided on the toss of a coin.

10. The League Committee shall have the power to decide as to the eligibility of a player at their discretion, should they be satisfied that a player was ineligible, the offending Club/Team WILL be liable to a fine of £50.00 per player and expulsion from the competition.

11. An official Match Result Sheet is to be completed in BLOCK CAPITALS in ink by both the home and away teams BEFORE every match is played. The FULL names of the players, substitutes and referee must be printed on the Match Result Sheet. The opposing Team Official and the Referee must sign the Match Result Sheet a minimum of five (5) minutes before the match starts. All players on the Match Result Sheet, excluding substitutes must be present five (5) minutes prior to kick off. Only the players named, prior to kick off, on the Match Result Sheet are allowed to play in the match. On completion of the match if substitutes have been used the appropriate section on the Match Result sheet must be completed. The appropriate mark (out of 100) must be written in the Referee's Assessment section. If a mark of four (4) or less is given, a letter signed by the Club Secretary must be forwarded to the General Secretary within three days of the match being played. Match Result sheets must also be completed for abandoned games.

Amended or photocopied Match Result Sheets will be returned. Clubs/Teams failing to comply with any of the above will be fined £10 for each offence and reported to the League for further action. The HOME team must telephone the Match Result Fixture Secretary as detailed on the fixture list (or as prior arrangement with the appropriate Match Result Fixture Secretary) on the day of the match, including all authorised outside competitions, giving the result and scorers for both teams.

Teams must send their fully completed Match Result Sheet to the Match Result Fixture Secretary to reach him/her no later than 5 pm three (3) days following the match.

Clubs failing to comply with any of the above will be fined £10.00 for each offence and reported to the League for further action.

12. The Match Result Fixture Secretaries must inform the General Secretary if any Match Result Sheets are incorrect or incomplete on the prescribed form in order for the appropriate actions to be taken.

The Match Result Fixture Secretaries MUST give the Referee's Assessment Section to the Referees' Secretary at the following League Committee meeting.

13. All cup games will be played on the dates specified, except where other cup games take preference. Any Club/Team failing to do so may forfeit the game, or be made to play at a date specified by the League Committee. All finalists are to arrive at the ground in respectable attire without their hair being coloured or face painted. Players in breach of this rule will not be allowed to take part in the Final.

14. No player shall play in more than one age group.

15. No transferred or de-registered player having played in a previous round can play for another Club/Team in the League Cup Competition.

16. Any team playing an un-registered or otherwise ineligible player or players shall be removed from the competition, and will be fined £50.00p per player.

17. Kick off times will be as per League rule 14(e). Clubs failing to commence at the appointed time may be fined a sum not exceeding £50.00 or be otherwise dealt with as the League Committee may determine. Each Club/Team shall provide a Linesperson equipped with a flag. The Home Club/Team must provide goal nets and corner posts, not less than 5 feet high and having a non-pointed top. Failure to comply will result in a fine of £10.00 for each offence.

The Football Association or the Peterborough and District Junior Alliance League Rules shall cover any items not covered by these rules.

FA Respect Code of Conduct

Respect Code of Conduct for Coaches

- **Managers and Coaches:** will show respect to others involved in the game including match officials, opposition players, coaches, managers, officials, spectators.
- Adhere to the laws of the game.
- Display and promote high standards of behaviour.
- Always respect the match officials decisions.
- Never enter the field of play without the referee's permission.
- Never engage in public criticism of the match officials.
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning.
- Explain exactly what I expect of players and what they can expect from me.
- Ensure the parents/carers of all players under the age of 18 understand these expectations
- Refrain from, and refuse to tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem. and performance.
- Ensure all activities I organise are appropriate for the players ability level, age, and maturity.
- Encourage each player to accept responsibility for their own behaviour and performance
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers.) for each players benefit.

I understand that breaches of the code may result in action being taken by my County FA and / or The FA.

Code of Conduct: Young Players when playing football, I will: Always do my best, even if we're losing or the other team is stronger.

- Play fairly – I won't cheat, complain or waste time.
- Never be rude to my team-mates, the other team, the referee, spectators

or my coach/team manager.

- Do what the referee tells me.
- Shake hands with the other team and referee at the end of the game.
- Listen to my coach/team manager and respect what he/she says.
- Talk to someone I trust for example my parents or the club welfare officer if I'm unhappy about anything at my club.

• **I understand that if I do not follow the code, action may be taken.**

- **Code of Conduct: for Spectators** Play your part and observe the FA's Respect Code of Conduct for spectators and parent/carers at all times.

I will:

- Remain outside the field of play and behind the Designated Spectator Area (where provide)

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

- Always respect the the match official's decisions
- Applaud effort and good play as well as success

In

addition, when attending youth games I will:

- Remember that children play for **FUN**
- Let the coaches do their job and not confuse the players by telling them what to do.
- Encourage the players to respect the opposition and match officials.
- Never criticise a player for making a mistake-mistakes are part of learning.

I

Understand that breaches of the code may result in action being taken by my County FA and / or The FA

Appendix to Rule 16

Regulations for Football Association Appeals Commencement of Appeal.

1.1 An appeal shall be commenced by lodging a notice of appeal (The Notice of Appeal) with the Association.

1.2 The notice of Appeal shall be lodged within 14 days of the date of notification of the decision appealed against. In the case of an appeal from a decision appealed against. In the case of an appeal from decision of a Disciplinary Commission, the date of notification of the decision shall be the date of the written decision or, if applicable, the date of the written reasons for the decision. In relation to any other decision, the relevant date shall be the date on which it was first announced.

1.3 **The Notice of Appeal must:**

1 Identify the specific decision(s) being appealed.

2 Set out the ground(s) of appeal and the reasons why it would be substantially unfair not to alter the original decision.

3 Set out a statement of the facts upon which the appeal is based.

4 Be accompanied by any deposit prescribed by the relevant Rules or Regulations. Where an appeal is lodged by fax, the deposit must be received not later than the third day following the day of despatch of the fax. (including both the day of despatch and receipt)

5 Where appropriate, apply for leave to present new evidence under 2.6 below.

1.4 **The grounds of appeal available to Participants and The Association shall be that the body whose decision is appealed against:**

1 Misinterpreted or failed to comply with rules or regulations relevant to its decision and/or

2 Came to a decision to which no reasonable such body could have come: and/or 1.5 In addition,

(1) Participants only, may appeal on the grounds that the penalty, award, order or sanction imposed is excessive.

(2) The Association may only appeal on the grounds that the penalty award, order or sanction imposed was so unduly lenient as to be unreasonable.

1.6 Once an appeal has been commenced, it shall not be withdrawn except by leave of the Appeal Board, with such order for costs as the Appeal Board may consider appropriate.

Appeal Proceedings:

1.1 An Appeal Board shall proceed as set out below

2.2 Reference to a party or parties means

1 the appellant (the "Appellant"); and

2 The Association in the case of an appeal against a decision of the Disciplinary Commission, or the Affiliated Association or Competition whose decision is appealed against ("the Respondent")

2.3 The Respondent shall nominate an individual or individuals to represent it before the Appeals Board

2.4 The Respondent shall serve a written reply to the notice of Appeal (the "reply") on an Appellant and the Appeal Board within 21 days of the lodging of the Notice of Appeal. Where appropriate, the Reply must include any application for leave to present new evidence under 2.6 below.

2.5 The parties shall be entitled to make oral submissions to the Appeal Board but an appeal shall be by way of a review on documents only

without oral evidence, except where the Appeal Board gives leave to present new evidence under 2.6 below

2.6 The Appeal Board shall hear new evidence only where it has given leave that it may be presented. An application for leave to present new evidence must be made in the Notice of Appeal or the Reply, setting out the nature and the relevance of the new evidence, and why it was not presented at the original hearing. Save in exceptional circumstances, the Appeal Board shall not grant leave to present new evidence unless satisfied with the reasons given as to why it was not, or could not have been presented at the original hearing and that such evidence is relevant. The Appeal Board's decision shall be final.

2.7 The Chairman of an Appeal Board may upon the application of a party or otherwise, give any instructions considered necessary for the proper conduct of the proceedings, including not limited to.

- 1 extending or abridging any time limit:
- 2 amending or dispensing with any procedural steps set out in these regulations:
- 3 instructing that a transcript be made of the proceedings:
- 4 ordering parties to attend a preliminary hearing:
- 5 ordering a party to provide written submissions. The decision of the Chairman of the Appeal Board shall be final.

2.8 The Appeal Board may adjourn a hearing for such period and upon such terms (including an order as to costs) as it considers appropriate.

2.9 The Appellant shall prepare a set of documents which shall be provided to the Appeal Board and Respondent at least seven days before the hearing and which shall comprise the following (or equivalent):

- 1 The Charge:
- 2 The Answer:
- 3 Any Documents or other evidence referred to at the original hearing relevant to the appeal:
- 4 Any transcript of the original hearing:
- 5 The notification of decision appealed against and where they have been given the reasons for the decision:
- 6 Any new evidence:
- 7 The Notice of Appeal:

The Reply:

Where the Disciplinary Commission or other body appealed against has not stated the reasons for its decision, either

- (i) the Appellant shall request written reasons from that body which shall be provided to the Appeal Board: or
- (ii) the Appeal Board shall require that a member of the body that made the decision shall attend (in which case, questions may be put to the Appeal Board at a hearing to satisfy itself as to the reasons for the decision. Cross-examination by the Appellant or Respondent shall not be permitted. Representation made by the parties to the Appeal Board who may then put questions to the member of the body that made the decision).

2.10. Appeal hearings shall be conducted how, when and where the Appeal Board considers appropriate. Reasonable notice shall be given by the Appeal Board of the date, time and venue of the appeal. Where an application to present new evidence has been made, the party making the application shall address the Appeal Board in support of the application and the other party may respond: the Appeal Board shall then determine whether or not it will receive the new evidence. The following procedures shall be followed at an appeal hearing unless the Appeal Board thinks it appropriate to amend them:

- 1 The Appellant to address the Appeal Board. Summarising its case:
- 2 Any new evidence to be presented by the Appellant:
- 3 The Respondent to address the Appeal Board, summarising its case
- 4 Any new evidence to be presented by the Respondent:
- 5 Each party to be able to put questions to any witness giving new evidence:
- 6 The Appeal Board may put questions to the parties and any witness giving new evidence at any stage:
- 7 The Respondent to make closing submissions
- 8 The Appellant to make closing submissions

2.11 The Appeal Board shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend, and shall do so in such manner as it considers appropriate.

2.12 The Appeal Board may, in the event of a party failing to comply with an order requirement or instruction of the Appeal Board, take any action it considers appropriate, including an award of costs against the offending party.

Appeal Board Decisions:

3.1 A decision, order, requirement or instruction of the Appeal Board shall (save where to be made under the Rules by the Chairman of the Appeal Board alone) be determined by a majority. Each member of the Appeal Board shall have one vote, save that the Chairman shall have a second casting vote in the event of a deadlock.

3.2 A decision of the Appeal Board shall be final and binding and there shall be no right of further challenge.

3.3 The Appeal board shall have power to:

- 1 Allow or dismiss the appeal:
- 2 Exercise any power, which the body against whose decision the appeal was made could have exercised, whether the effect is to increase or decrease any penalty, award, order or sanction originally imposed:
- 3 Remit the matter for re-hearing:
- 4 Order that any deposit be forfeited or returned as it considers appropriate:
- 5 Make such further or other order as it considers appropriate, generally or for the purpose of giving effect to its decision:

Costs:

3.4 Any costs incurred in bringing, or responding to, an appeal shall be borne by the party incurring the costs. Any costs incurred in relation to the Appeal Board including travel accommodation and room hire, may be ordered by the appeal board to be paid by either party.

Announcement of Decisions:

3.5 The Appeal Board shall announce its decision to the parties as soon as practicable in such a manner as it considers appropriate: and unless it directs otherwise, its decision shall come into effect immediately.

Written Decision:

3.6 As soon as practicable after the hearing, the Appeal Board shall publish a written statement of its decisions which shall state:

- 1 The names of all the parties, the decision(s) appealed against and the grounds of appeal:
 - 2 Whether or not the appeal is allowed: and
 - 3 The order(s) of the Appeal Board.
- the written statement shall be signed and dated by the Chairman of the Appeal Board and be a conclusive record of the decision.

3.7 The Appeal Board shall, upon the request of the Appellant (such request to be received at the Association within 5 days of the date of the announcement of the decision), given written reasons for the decision.