

KEYBURY
YOUTH LEAGUE
2006/07

SEASON BOOKLET

NAMES AND ADDRESSES

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FIXTURE SECRETARY

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NOMENCLATURE AND CONSTITUTION

1. (A) This Competition shall be designated the **Keybury Youth League** League and known as the **Keybury Youth League** (sponsorship title) and shall consist of not more than **60** Clubs who shall be Full Member Clubs.

All such Member Clubs must be affiliated to an affiliated County Football Association and their names and particulars shall be returned annually by the appointed date on the Form "D" to the West Riding County Football Association. The area covered by the Competition Membership shall be **20 mile radius of Keighley Town Centre**

This Competition shall apply annually for sanction to the West Riding Football Association(s) and the constituent teams of Member Clubs may be grouped in divisions. The competition will provide 7-a-side football for players who have attained the age of 6 years but not the age of ten years as at midnight on 31st august in a playing year

ENTRY FEE, SUBSCRIPTION, DEPOSIT

2. (A) Applications by Clubs for admission to this Competition or the entry of an additional team(s) must be made in writing to the Secretary and must be accompanied by an Entry Fee of £20 per club 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.

(B) The Annual Subscription shall be £ 25 per Club/Team playing 7-a-side football and payable on or before the 1st September in each year.

(C) Each Club shall pay a Deposit of £20 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 Secretary in writing by 30th August of its West Riding County Football Association affiliation number for the forthcoming Season, failing which they shall be fined £10 . Clubs must advise the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.

(F) A team leaving the league in an incorrect manner will forfeit its clubs entrance fee of £20

OFFICERS

3. The Officers of the Competition shall be the Chairperson, Treasurer, Secretary, Registration Secretary and Welfare Officer to be elected annually at the Annual General Meeting. (N.B.Auditors are not Officers).

MANAGEMENT, NOMINATION, ELECTION

4. (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 five members who shall be elected at the Annual General Meeting.

(B) Retiring Officers shall be eligible to become candidates for re-election without nomination. All other candidates for election as Officers or Members of the Management Committee shall be nominated to the Secretary in writing, signed by the

Secretaries of two Member Clubs, not later than 1st June in each year. Names of the candidates for election shall be circulated with the notice of the Annual General Meeting. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting

(C) The Management Committee shall meet as often as is necessary to deal with business as it arises. On receiving a requisition signed by two-thirds of the Members of the Management Committee the Secretary shall convene a meeting of the Committee.

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

(E) All communications received from Clubs must be conducted through their nominated Officers.

POWERS OF MANAGEMENT

5. (A) The Management Committee may appoint such other sub-committees as they may consider necessary and may delegate such of their powers as they deem necessary to such committees. The decisions of all such committees shall be reported to the Management Committee for ratification.

(B) Subject to the permission of the West Riding County Football Association having been obtained the Management Committee may order a match or matches to be played each season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any Club which may have withdrawn during the season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the season. (See Rule 6(e)).

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

(D) The Management Committee shall have powers to apply, act upon and enforce the

Rules of the Competition and shall also have jurisdiction over all matters affecting the Competition, including any not provided for in the Rules. Except where these Rules provide for the imposition of a set penalty any Club, Official 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. All breaches of the Laws of the Game, Rules and Regulations of The Football Association shall be dealt with in accordance with FA Rules.

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

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

(F) Four Members of the Management Committee shall constitute a quorum for the transaction of business of the Management Committee and three Members shall constitute a quorum for the transaction of business by any sub-committee of the Competition.

- (G) The Management Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number.
- (H) A Club having failed to comply with an order or instruction of the Management Committee, or failing to satisfactorily attend to the business and/or the correspondence of the Competition, shall be liable to be fined or otherwise penalised at the discretion of the Management Committee.
- (I) All fines and charges shall be paid within 14 days of the date of posting of the written notification. Clubs, Officials or individuals committing a breach of this Rule will incur such penalties as the Management Committee may impose.
- (J) A member of the Management Committee appointed by the Competition to attend a 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.

ANNUAL GENERAL MEETING

6. (A) The Annual General Meeting shall be held not later than 30th June in each year. At this meeting the following business shall be transacted provided that at least ten 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 therefrom.
 - (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 conclusion of playing season.
 - (x) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting. (Honorariums)
- (B) A copy of the duly audited/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 West Riding County Football Association(s).
- (C) A signed copy of the duly audited/verified Balance Sheet and Statement of Accounts shall be sent to the West Riding County Football Association(s) within fourteen days of its adoption by the Annual General Meeting.
- (D) Each Full Member Club/team shall be empowered to send two delegates to an Annual General Meeting. Each Club shall be entitled to one vote only. Not less than Seven 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. This provision will not apply to Clubs expelled in accordance with Rule 17.

(F) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least two thirds of the delegates qualified to vote or the Chairman so decides.

(G) Any continuing Member Club failing to be represented at the Annual General Meeting without satisfactory reason being given shall be fined £10

(I) Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.

AGREEMENT TO BE SIGNED

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

“We, A, of (Chairman) and
B of (Secretary) of the
..... Football Club have been provided with a copy of the Rules and Regulations of the Keybury Youth League Competition and do hereby agree for and on behalf of the said Club, if elected or accepted into Membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 16.” Any alteration of the Chairman and /or Secretary on the above Agreement must be notified to the West Riding County Football Association(s) to which the Club is affiliated and to the Secretary of the Competition.

QUALIFICATION OF PLAYERS

8. (A) Contract players, as defined in Football Association Rules, are not permitted in this Competition. No player registered with an FA 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 bonifide member of a club shall be eligible to play for that club provided they have an ID card produced by the league stating that they can play for that club.

(C) Every separate ID card will cost £1. The following items should be sent to the secretary for processing, one passport photograph, copy of a birth certificate, a cheque covering the fees and a stamped addressed envelope. Ant of these items missing will result in the card not being processed and the application returned to the club.

(D) Any player wishing to transfer should inform the manager who holds their ID card and ask them to return it to the league secretary. The players new manager should apply for a new ID card as per rule 8c

(E) An ID card will last for three years when it must be renewed as rule 8c.

(F)The cut off date for signing on a new players will be the last day in February.

(G) No players name will be removed from any club/league register without the ID card being returned to the league secretary or until they reach the age of Thirteen.

(H) Any club/team playing a player who is under the age of six, is over the age for the age group or the player does not have an ID card will be liable to a fine of up to £50 per game the player has played in.

The qualification dates for the competition shall be as follows:

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

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

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

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

In accordance with the foregoing qualifications a player in the above age ranges must not play in a match where any other player is older or younger by two years or more.

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

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

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

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

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

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

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

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

In accordance with the foregoing qualifications a player under the age of 14 as at midnight on 31st August in the playing season must not play in a match where any other player is older or younger by two years or more. since they played.

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

(F) A fee of 25p shall be paid for each player registered and still on the leagues register at 30 July each year.

(G) 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.

(H) 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.

(I) (i) The Management Committee shall have power to accept the registration of any player. The Management Committee shall have power to refuse, cancel or suspend the registration of any player or may fine any player at their discretion if proved guilty of registration irregularities. (Subject to Rule 16).

ii) The Management Committee shall have power to refuse or cancel the registration of any player charged and found guilty of undesirable conduct. (Subject to Rule 16.) Undesirable conduct shall mean an incident of repeated conduct, which may deter a participant from being involved in this Competition.

(Note: Action under clause (ii) 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.)

(J) Subject to The Football Association Rules dealing with players without a written contract when a player desires a transfer, the Club the player wishes to transfer to shall submit a transfer form to the (Registrations) Secretary accompanied by a fee of £1. Such transfer shall be referred by the (Registrations) Secretary to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the (Registrations) Secretary and to the player concerned within seven days of receipt of the transfer form. Upon receipt of the Club's consent, or upon its failure to give written objection within seven days, the (Registrations) Secretary may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club from such date or twodays after receipt of such transfer. In the event of an objection to a transfer the matter shall be referred to the Management Committee for a decision.

(K) A player may not be registered for a Club nor transferred to another Club in the Competition after 28th February except by special permission of the Management Committee.

(L) A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee. In the event a Club has more than one team in an age group, each team must be clearly designated "A" and "B" etc. In such cases, players will be registered for one team only. A players so registered will be allowed to play for his Club in a younger or older age group within the provisions of Rule 8 (B).

(M) A register containing the names of all players registered for each Club, with the date of registration, shall be kept by the (Registrations) Secretary and shall be open to the inspection of any duly appointed Member Club representative at all Management

Committee meetings or at other times mutually arranged. Registrations are valid for one season only.

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

(Note: There are many differing procedures to cover eligibility of players in various divisions of which the above is only one example. A Competition should adopt a Rule to suit their particular requirements.)

(O) (i) Any team playing an unregistered or otherwise ineligible player or players may/shall have the points gained in the match deducted from its total and may be fined

and/or otherwise dealt with at the discretion of the Management Committee.

(ii) In addition the team may/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 in exceptional circumstances may, at its discretion, award any points deducted from a Club under this Rule to the opponents in the match in question, subject to the match not being ordered to be replayed.

(The following Clause applies to Competitions involving players in full-time secondary education):-

(P) (i) Priority must be given at all times to school and school organisations activities.

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

(iii) Children under 14 shall not play in a team involving players who are more than two years older.

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

CLUB COLOURS. CLUB NAME

9. (A) Every Club must register the colour of its shirts and shorts with the Secretary by 31st July who shall decide as to their suitability. Goalkeepers must wear colours which distinguish them from other players and the referee. No player, including the goalkeeper, shall be permitted to wear black or very dark shirts. Any team not being able to play in its normal colours as registered with the Competition shall notify the colours in which they will play to its opponents at least three days before the match. If, in the opinion of the referee, two Clubs have the same or similar colours, the away/home team shall make the change. Any team not having a change of colours or delaying the kickoff by not having a change shall be fined £10

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

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

PLAYING SEASON. CONDITIONS OF PLAY

TIMES OF KICK-OFF. POSTPONEMENTS. SUBSTITUTES

10. (A) The Annual General Meeting shall determine the commencing and concluding dates for the ensuing season which shall be in accordance with Football Association Rules. No Club shall be compelled to play after the concluding date. Original fixtures arranged by the (Fixtures) Secretary, or at a meeting specially convened for that purpose, to be held no later than 1st February must not be arranged for a date later than seven days preceding the concluding date determined by the Annual General Meeting.

(B) All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board or, for Mini-Soccer, the Laws of Mini-Soccer as set down by The Football Association.

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

The Management Committee shall have power to decide whether a pitch and/or facilities are suitable for matches in the Competition and to order the Club concerned to play its fixtures on another ground. All matches shall have a duration as set out below unless a shorter time (not less than ten minutes) is mutually arranged by the two captains in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves.

For Mini-Soccer The recommended duration of play shall be as follows: for under 7 and under 8 age groups, 15 minutes each way and for under 9 and under 10, 20 minutes each way. The maximum playing time in any one day for under 7 and under 8 age groups is 45 minutes and for under 9 and under 10 age groups is 60 minutes.

For Youth football The duration of play shall be as follows unless it is mutually agreed by all parties to reduce the time. For under 11 and under 12, 30 minutes each half; for under 13 and under 14, 35 minutes each half; under 15 and under 16, 40 minutes each half; under 17 and under 18, 45 minutes each half. The minimum time for any game will not be less than 20 minutes each half for players in the under 14 age group and below and 25 minutes each half for all other age groups. No player under the age of 17 as at midnight on 31st August in any season shall be

permitted to play more than one game or, in the event the competition allows the playing of a double-header, ie: two separate matches, 100 minutes per day in this Competition. The times of kick-off shall be fixed by the A.G.M. or the Management Committee. Any Club failing to commence at the appointed time shall/maybe fined a sum not exceeding £20 or be otherwise dealt with as the Management Committee may determine. Referees must order matches to commence at the appointed time and must report all late starts to the Competition.

The home team must provide at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable. The recommended size of football to be used: For Mini-Soccer, size 3 for players in the under 7 and 8 age categories; size 4 for under 9's and 10s. For youth football size 4 for those playing under 11, 12, 13 and 14 age groups; size 5 for all other 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 shall be given 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 (Fixtures) Secretary.

(D) The Secretary of the home Club must give notice of full particulars of the location of, and access to, the ground and time of kick-off to the match officials and the Secretary of the opposing Club at least four 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 shall be liable to a fine of £10

(E) Every Club shall play its best available qualified team or teams in all matches in the Competition. In the event of a Club playing in any match with less than six players they shall be fined £5 for each missing player. A minimum of six players will constitute a team for a Competition match.

(F) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have power to inflict a fine, deduct points from the defaulting Club, award the points to the opponents, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except the award of goals. Any Club with more than one team in the Competition shall always fulfill its fixture, within the Competition, in the following order of precedence:- First Team, Reserve Team, A Team. Clubs in breach of this requirement shall be fined a sum not exceeding £20 or otherwise dealt with by the Management Committee.

Notice of postponement of any match must be given without delay by the postponing Club. Such notice must be given two days by the Club to the Fixtures Secretary, the Secretary of the opposing Club and the match officials. Any Club failing to comply shall be dealt with by the Management Committee who may inflict any penalty it may deem suitable. 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 organized by the fixture secretary

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 opponents and/or take what other action they may deem necessary. In cases where a match is abandoned owing to the conduct of both teams or their Club members, the Management Committee shall take such action as they consider appropriate. Such action is subject to any disciplinary action taken by the Affiliated Association.

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

For Mini-Soccer any number of substitutions may be used at any time with the permission of the Referee. Entry onto the field of play will only be allowed during a stoppage in play. A player who has been replaced may return to the play as a substitute for another player. A Team must not have a squad 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 of Association Football. The referee shall be informed of the names of the substitutes not later than ten minutes before the start of the match.

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

(H) The half time interval shall be of five minutes duration, but it shall not exceed 15 minutes. The half time interval may only be altered with the consent of the referee.

(I) All ID cards for players who will play that day, child protection cards of persons in charge of the team and the referee will be shown to their opponents.

(J) Any club failing to show ID cards as per rule 10i are liable to a fine not exceeding £50 per game the player or person as taken part in.

(K) The season will finish on 30th April each year.

(L) Any games not completed by the date in 10k will be shown unplayed and no points awarded.

REPORTING RESULTS

11. (A) The Fixtures Secretary must receive within 4 hours of the date played, the result of each Competition match in the prescribed manner. This must include the forename(s) and surname of the team players (in block letters Failure to do so will incur a fine of £5 and/or the Club being dealt with as the Management Committee decide.

(B) The Home Club shall telephone/E-mail/text the result of each match to the fixture secretary between midday and 5pm on the Sunday of the fixture in the following way.

i) Telephone 07050272037

ii) E-Mail eddie@keyburyfootball.co.uk

ii) Text. 07772821952 using standard text

(C) The match result notification, correctly completed, shall be signed by a responsible member of the Club. The Management Committee shall have power to take such action as they deem suitable against a Club which submits an incomplete form or incorrect information.

(D) A postponement is a result

(E) A postponement form should be filled in for all cancelled matches except those which are called off due to the weather or unfit pitches.

DETERMINING CHAMPIONSHIP

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

(B) in the event of two teams being equal on points team rankings will be decided in one of the following ways

i) Points won in their fixture will decide placing

ii) A play off will be organized by the fixture secretary

C) The winners in each league will play in a knock out competition to decide the overall winner for that age group. (format will be decided by the league) This does not apply to the under seven age group

(D) No team can win their league unless they have played 90 percent of their matches.

(E) Any team wanting to claim the points from a match should fill in the postponement form and send it to the secretary.

REFEREES

13. (A) Registered Referees 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 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.

(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,

(E) Match Officials appointed under this Rule shall be entitled to charge standard class public transport expenses or private car expenses of 25 per mile and any other permitted expenses actually incurred together with the following match fees:- Referee £15 subject to any limits laid down by the sanctioning Association(s). The Home Club shall pay the Officials their fees and expenses before 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 fee plus expenses. Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses.

(G) A Referee not keeping his engagement, and failing to give a satisfactory explanation as to his non-appearance, may be reported to the Association with which he is registered.

CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

14. (A) After 31st December in the current Season a Club intending, or having a provisional intention, to withdraw a team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing by 31st March each Season or be liable to a fine not exceeding £50. All Clubs wishing to remain in membership of the Competition for the following Season must confirm their intention to do so, in writing, to the Secretary by 30th June

B) A Club shall not be allowed to withdraw any or all of its teams from the Competition after the Annual General Meeting/arrangement of fixtures for the following Season. Any Club infringing this Rule shall be liable to a fine not exceeding £50 per team and shall also be liable for its share of any call which may be made under Rule 5(B)

(C) 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 21 days then such obligation shall be met by the then current Club Members, excluding those under the statutory school leaving age. Until a Member's pro rata obligation is discharged in full the Member shall not be allowed to participate in the Competition, which may apply to the Club's Parent County Association for a suspension order.

PROTESTS AND COMPLAINTS

15. (A) (i) All questions of eligibility, qualifications of players or interpretations of the Rules shall be referred to the Management Committee.

(ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Management Committee unless a protest is lodged with the Referee before the commencement of the match. Any Club lodging such protest and not proceeding with it shall be deemed guilty of a breach of this Rule and shall be dealt with by the Management Committee .

(B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged in duplicate with the Secretary within three days (excluding Sundays) of the match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A Member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.

(C) Any dispute occurring between Clubs in the Competition shall be referred for determination by the Management Committee whose decision shall be binding upon all parties subject to Rule 16.

(D) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum of £10. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the enquiry or to order that the costs to be shared by the parties.

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

BOARD OF APPEAL

16. 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 West Riding Football Association, including a fee of £25, 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 concerned.

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

EXCLUSION OF CLUBS. TEAMS MISCONDUCT, CLUBS, OFFICIALS, PLAYERS

17. (A) At the Annual General Meeting, or Special General Meeting called for the purpose in accordance with the provisions of Rule 19, Notice of Motion having been duly circulated on the Agenda, the accredited delegates present shall have the power to exclude any Club or Team from further membership which must be supported by more than two-thirds of those present and voting. Voting on this point shall be conducted by ballot.

(B) At the Annual General Meeting, or at a Special General Meeting called for the purpose, in accordance with the provisions of Rule 19, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club or team of a Club whose conduct has, in their opinion, been undesirable, which must be supported by more than two-thirds of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.

(C) Any 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.

TROPHY:- LEGAL OWNERS, CONDITIONS OF TAKING OVER, AGREEMENT TO BE SIGNED. AWARDS.

18. (A) If a Competition be discontinued for any reason a trophy or any other presentation shall be returned to the Donor if the conditions attached to it so provide or, if not, dealt with as the sanctioning Association may decide.

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

(C) The following agreement shall be signed on behalf of the winners of the Cup or Trophy:-

“We A and B, the Chairman and Secretary of FC, members of and representing the Club, having been declared winners of Cup or Trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to the Competition Secretary on or before If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair.”

SPECIAL GENERAL MEETINGS

19. Upon receiving a requisition signed by two-thirds of the Clubs in membership the Secretary shall call a Special General Meeting. The Management Committee may call a Special General Meeting at any time. At least fourteen days notice shall be given of either meeting under this Rule, together with an agenda of the business to be transacted at such meeting. Each Full Member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only. Not less than seven days' notice shall be given of any Meeting. Any continuing

Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall be fined £10. Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

ALTERATION TO RULES

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

Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the Secretary by 30th April in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the

Clubs by 21st May and any amendments thereto shall be submitted to the Secretary by 7th June. 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 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 seven days prior to the date of the meeting. Any alterations or additions decided upon at any meeting shall not become operative until the approval of the Association issuing sanction shall have been obtained.

RULES BINDING ON CLUBS

21. Each Member Club shall be deemed to have given its assent to the foregoing Rules and agreed to abide by the decisions of the Management Committee subject to Rule 16. Each Member Club must abide by any issued Football Association Code of Conduct (Appendix ONE and TWO).

FINANCE

22. (A) The Management Committee shall determine with which bank or other financial

institution the funds of the Competition will be lodged.

(B) All expenditure in excess of £1000 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 a certified balance sheet, of a Competition shall be prepared and shall be audited/verified annually by some suitable person(s) who shall be appointed at the Annual General Meeting.

APPENDIX ONE.

CODE OF CONDUCT

- a) All club officials; coaches and players are expected to set an example to those with whom they come into contact. They must not adopt a win at all costs attitude Remember win fairly or not at all. The well being of players should be placed all else.
- b) Coaches, players and officials must follow the laws of the game.
- c) Coaches, officials, players and spectators must follow the rules regarding using foul, obscene, racist or abusive language, this includes the abuse of officials. Anyone breaking this code shall be asked to appear before a special meeting of the Management.
- d) Coaches and officials must carry their child protection cards at all times and ensure that unauthorised persons do not enter the changing areas or have any inappropriate contact with the players
- e) Players should be encouraged to do their best but making sure that activities are appropriate to age and ability
- f) Players should take pride in playing for their club, show respect to their coaches, team mates, officials and the opposition
- g) Any player using foul, abusive or racist language should be substituted by the manager.
- h) Coaches, officials, parents and spectators should make sure all comments are positive, constructive and encouraging to players irrespective of their team.
- i) Spectators must not enter into the marked area or on to the field of play.
- j) The coach or any club official has the right to ask anyone not complying with these guidelines to leave the immediate area and further action against individuals by the management committee may result.
- k) At a special general meeting called for the purpose, a two thirds majority of the accredited delegates present shall have the power to exclude any club, club official or parent who is in breach of rule 15

APPENDIX TWO

CHILD PROTECTION POLICY

Every child or young person defines as any person under the age of 18, who plays or participates in football, should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult in football, thus every club is required to endorse and adhere to the association's child protection policy.

The FA recognizes its responsibilities to safeguard the welfare of all children and young people by protecting them from physical, sexual and emotional harm and from neglect or bullying. The FA is committed to working to provide a safe environment for all children and young people to participate in the sports to the best of their abilities for as long as they choose to do so. The association's child protection policy principles are:-

The Child's welfare is, and must always be, the paramount consideration

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

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

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

The FA is committed to working in partnership with the police, children's services and local safeguarding children's board in accordance with their procedures. This is essential to enable this organization to carry out their statutory duties to investigate concerns and protect all children and young people

The association's child protection policy is in response to government legislation developed to safeguard the welfare and development of children and young people