

OPEN AGE RULES AND PROCEDURES 2021/22



Supporting The FA Charter Standard Scheme



CHARTER STANDARD

**It is the responsibility of every
Manager/Team
Representative to have a copy
of this Handbook available at
every match
(electronically or hard copy)
and familiarise themselves
with the
rules and procedures of the
Sheffield and Hallamshire
Women and Girls League**

Respect



NO Respect Referee Game

One match in three is played without a referee because of abuse from players.

Isn't it time to show some Respect?



FA Enquiry line: 0845 210 8080
TheFA.com/Footballsafe



THOSE WHO SPOIL OUR GAME, NOW WALK ALONE.

Respect F.C.



WRITE IN SUPPORT OF OUR BEAUTIFUL GAME AT RESPECTFOOTBALLCLUB.COM AND FOR EVERY MEMBER, WE'LL INVEST MORE MONEY TO KEEP IT BEAUTIFUL.

The FA



Respect

The FA




TAKE CHARGE. BECOME A REFEREE.

Join the growing number of women taking up refereeing

For information please email: womenreferees@TheFA.com

I want to be captain
I want to score the winner
I want to play at Wembley
I want the crowd to chant my name
I want Dad to stop shouting at me.



See our Parent's Guide at TheFA.com/Respect



Respect

CONTENTS:

4	Contents of Handbook
5	FA Respect Campaign
6	SHWGL Committee and Sheffield and Hallamshire County FA Contact Details
7	League Meeting Dates and Times
8	Safeguarding Good Practice Guidelines
9	Managers Information Sheet 2018/19
12	Information from County FA
13	Standard Code of Rules and MC Rules:

RULE NO	DESCRIPTION OF RULE	PAGE NUMBER
Rule 1	Definitions	13
GOVERNANCE RULES		
Rule 2	Name and Constitution	14
Rule 3	Club Name	15
Rule 4	Entry Fee, Subscription, Deposit	15
Rule 5	Management, Nomination, Election	16
Rule 6	Powers of Management	16
Rule 7	Protests, Claims, Complains, Appeals	18
Rule 8	Annual General Meeting	19
Rule 9	Special General Meeting	20
Rule 10	Agreement to be Signed	20
Rule 11	Continuation of Membership, Withdrawal of a Club	21
Rule 12	Exclusion of Clubs, Teams. Misconduct of Clubs, Officers, Players, Management Committee	21
Rule 13	Trophy	21
Rule 14	Alteration to Rules	22
Rule 15	Finance	22
Rule 16	Insurance	22
Rule 17	Dissolution	22
MATCH RELATED RULES		
Rule 18	Qualification of Players	23
Rule 19	Club Colours	26
Rule 20	Playing Season. Conditions of Play, Times of Kick-Off. Postponements. Substitutes	26
Rule 21	Reporting Results	29
Rule 22	Determining Championship	29
Rule 23	Match Officials	30
SCHEDULE A		
	Fees Tariff	32
	Fines Tariff	32
MANGAGEMENT COMMITTEE (MC) RULES		
MC Rule 1-23	Any additional rules set by the SH Women and Girls League Committee which have been approved by the Sheffield and Hallamshire County FA and Sanctioned at the league AGM.	34
Appendix A	Rules of the SHWGL Cup and Shield.	39

FA RESPECT CAMPAIGN

The Sheffield & Hallamshire Women and Girls League have signed up to the RESPECT Campaign.

The Respect programme aims to improve the standards of behaviour across the professional and grassroots game, reducing the drop-out of referees and the number of abandoned matches and reintroducing the fun into football.

Local registered leagues and clubs are being asked to sign-up to Respect and to introduce the following **recommendations and guidelines** into their matches and club management:

Step 1: Codes of conduct for players, referees, coaches and spectators which sets down basic principles that everyone must sign and adhere to.

Step 2: Designated Spectators' Areas defined by touchline barriers to keep spectators back from the pitch.

Step 3: Captains taking responsibility for their players and becoming the main point of contact for the referee.

Step 4: Referees managing the game and dealing with any open show of dissent.

Step 5: The fair play handshake taking place prior to the start of all fixtures.

Step 6: All spectators on one side of the field of play and the managers/coaches should remain on the other side, preferably in a technical area.

The Respect programme is crucial to helping us all work together to change the negative attitudes and unacceptable behaviour which threaten the future of football.

This is a long-term commitment but, if we all play our part, together we can really make a difference.

Adherence to the respect campaign will be closely monitored and any discrepancies will be dealt with by the management committee. Further details of the Respect Campaign can be found on the FA website: <http://www.thefa.com/my-football/more/respect/respect-resources>

SHWGL COMMITTEE CONTACT DETAILS

LEAGUE OFFICERS	Position	Name	Telephone	Email Address
	Chairman	Tony Santoro	07894 040305	07894 040305 chairman@shwgl.co.uk
	Secretary	Julie Higgins	07780 975460	07780 975460 secretary@shwgl.co.uk
	Treasurer	Jill Wormleighton	N/A	treasurer@shwgl.co.uk
	Welfare Officer	Julie Higgins	07780 975460	07780 975460 protection@shwgl.co.uk
	Fixtures Secretary	Julie Higgins	07780 975460	07780 975460 secretary@shwgl.co.uk
	Referee's Officer Open Age	Richard Trinder	07771 791117	referee@shwgl.co.uk
	Referee's Officer U8 to U18	Dave March	07982 921528	shglrefs@yahoo.com
	Discipline Secretary	James Bolton	N/A	fines@shwgl.co.uk
	Registrations Officer U8/U9/10/11	Rachel Jardine	07841 703434	rachel@shwgl.co.uk
	Registrations Officer U12-Open Age	Yvonne Newsam	01226 201058	Yvonne@shwgl.co.uk

League Website Address: <http://shwgl.co.uk> Here you will find links to the league facebook and twitter pages as well as up to date club and league contact details, referee contact details, league news and access to the league divisions, tables and recent results via FA Fulltime.

County FA Office - General Enquiries - 0114 2615500 - info@sheffieldfa.com

Clegg House 204 Meadowhall Road Sheffield S9 1BN

Monday - Friday from 8.30am until 4.30pm

LEAGUE MEETINGS

MEETING DATES TBA, to be conducted via Zoom until further notice

MEETINGS WILL COMMENCE AT 7.30pm (unless informed otherwise)

It does not have to be the Club Secretary who attends the league meeting, It would be advisable if all managers could attend at least one meeting throughout the season as there is a lot of valuable information distributed

**NON REPRESENTATION FOR YOUR CLUB AT MEETING
WILL INCUR A FINE (see fines table)**

Safeguarding Good Practice Guidelines

These notes are for managers, assistants, coaches and anyone who is involved with any child under the age of 18 connected with the Sheffield and Hallamshire Women and Girls League.

Here are some simple do's and don'ts when working with children (under the age of 18):

1. **Never** be alone with a team member, always ensure another adult or child is present at all times.
2. Do not carry team members in your car **alone**. Ensure someone else is with you (Can be useful to also check your insurance if carrying players!)
3. Only use the family phone number to contact players. Do **not** have player's mobile numbers in your phone memory.
4. If you use email to contact players use the **family email address** NOT the players private email address.
5. Be aware of the language you use with players. Ensure it is age appropriate! **Never swear in front of players or at them.**
6. Don't invite players to your home unless accompanied by their parents.
7. Never take part in **rough, physical or provocative games including horseplay!**
8. Do not do any act of a **personal nature** that a player can do for themselves.
9. Be aware of the ages and stages of development of your players.
10. Be alert to signs of abuse in your players. Note any changes in behaviour, appearance or attitude which you feel are unusual for that player and report them to your club Welfare Officer immediately.
11. All allegation of **racism** must be reported to your club Welfare Officer and the League Welfare Officer who will report the incident to the Welfare Officer at County FA for investigation.
12. Any allegation of **bullying** must be reported to your club Welfare Officer and the League Welfare Officer who will report the incident to the Welfare Officer at County FA for investigation.
13. Ensure **all** allegations of abuse, in any form, are reported to your club Welfare Officer immediately.

You are in a position of trust and must uphold a level of maturity and distance from all players

If you have any questions about these guidelines please contact:

Julie Higgins League Welfare Officer: protection@shwgl.co.uk 07780 975460

MANAGERS INFORMATION SHEET 2021/22 – OPEN AGE TEAMS

The first match of the season will be **Sunday 12th of September**. Please note the following points which we hope will help you and your club avoid any unnecessary fines:

Player Registration: Player registration information should be inputted on the Player Registration System at least 2 weeks before the start of the season. If you wish to sign players once the season has started, this is possible but you cannot permit a player to play for your team until the player has been approved by the management committee on the Player Registration System. **UNDER NO CIRCUMSTANCES SHOULD YOU USE A PLAYER WHO HAS NOT BEEN APPROVED ON THE PLAYER REGISTRATION SYSTEM. DO NOT ASSUME YOU CAN PLAY HER BECAUSE YOU HAVE INPUT THE DETAILS ONTO THE PLAYER REGISTRATION SYSTEM, PLAYERS ARE ONLY ELIGIBLE ONCE APPROVED.** The last date for signing players is 28th February unless permission is granted from the management committee – this may be subject to change for the 20/21 season.

The league requires a photograph for all players, this season photographs should be renewed for all players. Please remember you may be challenged on this on match days if the player has changed in appearance. All new players to the league will need a digital photograph for THE PLAYER REGISTRATION SYSTEM.

Arranging the Match: The HOME team manager must contact the opposition manager at least 4 days in advance to arrange kick off time for the match ie by TUESDAY NIGHT AT THE LATEST. If you are the away team and you haven't heard from the home team manager, PLEASE CONTACT THEM YOURSELF – see FA Rule regarding this. The opposition manager must be made aware if the home team ground does not have toilet facilities and must indicate where the nearest facilities are located. If the home team pitch is unplayable, the match must be played at the away teams pitch if playable and available – at anytime during the season. If you intend to play the match on a 3 or 4G surface, the opposition must be made aware of this at the time of arranging the match – this also applies to reversal of fixtures. Kick offs should be arranged on **Sundays between 1.00pm and 3.00pm, the usual kick off being 2.00pm.**

Referees: Referees will be appointed to all league games and competitions wherever possible, if not possible teams will be given notice of this. The League Referee's Officer will be responsible for appointing referees and you will be notified of their name and contact details via FA Fulltime. Please contact the referee by TUESDAY NIGHT at the latest and ensure they have full directions to the venue and any other relevant details for the match.

Team Sheets: Team Sheets are used to record the date of the match and the names and shirt numbers of your players which you should **ensure the opposition manager has seen a copy before** the game - please do this electronically – ie, complete a team sheet and take a photo and then send to the opposition manager. Examples can be found on our website but you can make your own sheets if you wish to do so. To make the process easier on match days you can complete all your players on the sheets in advance and make a number of copies, crossing off any girls that aren't playing that day. The sheet WILL NOT need to be returned to the league but should be available for the opposition manager so you each have a record of which players are playing in the match, to use to check your squad list against and to check the match stats recorded after the match.

Squad Lists: Squad Lists can be downloaded and printed from THE PLAYER REGISTRATION SYSTEM once all your players have been submitted and approved, all team managers or secretaries can access the squad lists by logging into THE PLAYER REGISTRATION SYSTEM, going to the teams section down the left hand side and then clicking squad list. **SQUAD LISTS MUST BE AVAILABLE AT EVERY MATCH – THEY HAVE PLAYER PHOTOS AND DETAILS ON SO MUST BE KEPT SECURE AT ALL TIMES.** These lists need to be reprinted or downloaded again after you register any additional players, they should be kept by the

team manager. The lists do not contain any medical information or emergency contact details, these should be gathered from players/parents and kept safe during the season. **ANY PLAYERS NOT SHOWING ON THE SQUAD LIST ARE NOT REGISTERED PLAYERS.**

Checking Squad Lists on Match Days: This is an important part of the match day process and MUST be carried out before the start of EVERY game. Each manager will have a copy of their squad list and this should be available at every game either electronically or via a paper copy. Games should not go ahead if this is not available.

Checking Team Sheets on Match Days: Again an important part of the match day process and MUST be carried out before the start of EVERY game. Each manager will have a copy of their teams sheet (different to a squad list) which shows the players that are playing that day and this should be available at every game either electronically or via a paper copy. Games should not go ahead if this is not available.

Reporting Results: The league will be using the SMS texting service to collect results. Both managers will receive a text shortly before or during the match with instructions of how to respond. You should reply to the text following the match giving the result in the correct format. If you are the team manager and do not receive the text please contact the league secretary – secretary@shwgl.co.uk and also email you age group registrar to report the result.

The results will be automatically updated on the FA Fulltime website once the result has been received from BOTH managers. If you make a mistake with texting in the score, just text it again and it will over-ride the previous result. If you need to speak to your registrar about any aspect of the match please contact them without delay, contact details can be found at the front of the handbook or on the SHWGL website.

FA Fulltime: You will be given access to FA Fulltime before the start of the season and once you have logged on you should complete the short respect questionnaire. You should answer the questions honestly and fairly. All respect marks are out of 10, **for any marks of 4 or below A REPORT EXPLAINING YOUR REASONS FOR THIS MUST BE SENT TO THE REGISTRAR** within 7 days, this can be emailed. Low respect marks will be discussed at management committee meetings and persistent low marks will be dealt with accordingly, copies of these reports may also be sent to County FA. Once you have completed the respect section **YOU NEED TO PRESS UPDATE BEFORE YOU MOVE ON TO THE NEXT SECTION.**

Once you have done this you will come to a screen with the match details and boxes for the referee info – you need to add the Referee mark you wish to award - **THIS IS OUT OF 100 AND IS BROKEN DOWN INTO 3 PARTS FOR YOU TO MARK THE REFEREES PERFORMANCE – OVERALL DECISION MAKING (1-40 MARKS), JUDGEMENT OF MAJOR DECISIONS (1-30 MARKS) AND OVERALL CONTROL (1-30 MARKS).** If the mark is **60** or below the team giving the low mark must **ADD A REASON FOR THIS ON FA FULLTIME AND** send a completed referees assessment form to the Referee Development Officer (RDO) at County FA, within 48 hours. This must include the referees name and number – details of the RDO are at the front of the handbook – **PLEASE ALSO SEND A COPY OF THE REPORT TO the League Secretary and League Referee's Officer.**

You should then click on stats and you will see your registered players, you need to click into the box of each player who was playing in that match and also record any other match statistics – goals etc. Please ensure all sections are complete.

If you do not have access to fulltime please contact the league secretary – secretary@shwgl.co.uk

Information needs to be completed at least 4 days following the match, ie by Thursday at the latest. YOU DO NOT NEED TO SEND ANY RESULT SHEETS TO THE LEAGUE, registrars will go onto the system and check the match details have been entered correctly and lock away the stats after 4 days. If you have not entered the stats correctly you will be fined for each missing piece of information.

Postponing Games: If the home team pitch is unfit for play, and the home team are unable to provide an alternative pitch, you should make every effort to ensure the game is played on the away teams pitch if playable/ available, no costs will be incurred to either team and the kick off time will not be affected, unless mutually agreed. In all cases every effort must be made to play the fixture on the date scheduled.

If at any time during the season a match is postponed for any reason whatsoever, **you must notify your registrar and nominated referee without delay.** Please try to avoid postponing fixtures as this always causes a backlog at the end of the season, however if there is no alternative you must give 28 days notice in writing to the Fixtures Secretary of any dates you wish to postpone or do not want us to schedule a fixture – **PLEASE REMEMBER THIS IS THE DATE YOU ARE POSTPONING, NOT THE GAME SO REGARDLESS OF IF A GAME IS THERE OR NOT YOU SHOULD USE THIS SYSTEM TO POSTPONE.** A MAXIMUM of THREE 28 day postponements will be permitted per team, per season.

For any postponements less than 28 days please ensure you are considerate to the opposition and give them as much notice as possible, especially if they are travelling a long way. **REMEMBER POSTPONEMENT CARRIES CONSEQUENCES WHICH MAY INCLUDE FINES, DEDUCTION OF POINTS AND PAYING YOUR OPPONENTS EXPENSES.**

Any games postponed with less than 28 days notice will result in the game showing as TBC and will not automatically be rescheduled, both teams involved in the fixture will be issued with a charge and will be required to submit mitigation as to why the game was postponed and the committee will discuss this before deciding on a course of action. This may include awarding the game to the non-postponing club and not rearranging the fixture. All games postponed with less than 28 days notice will result in a fine.

Please also remember to let the appointed referee know that the game is postponed. Failure to do so in sufficient time to ensure the referee does not travel to the game will result in your club paying some/all of their match day fee.

Clubs may mutually agree to bring forward a match and also play midweek games in September and April (or any other month if floodlights are available). Please notify the Fixtures Secretary, your registrar and the league referee officer of any games you are bringing forward/changing to midweek. Games changed to a later date than scheduled will be treated as postponements and will incur a fine and/or other penalties.

Cup and Shield games must be played on the date scheduled – **28 DAYPOSTPONEMENTS CANNOT BE USED FOR CUP OR SHIELD GAMES.** Postponement of cup and shield games will ONLY be allowed because of the fitness of the ground, NOT FOR ANY OTHER REASON please make all your players aware of this and familiarise yourself with cup and shield dates well in advance.

Players signed after the **28th of February** will not be permitted to play in the Cup or Shield competition unless in exceptional circumstances and permission is granted from the management committee. Players are only eligible to play for one team in the competition.

Respect Barriers/Spectator Areas: Some form of barrier should be used at all matches. The home team is responsible for providing them and ensuring supporters adhere to them. Recent FA guide lines suggest managers should stand on one side of the pitch and spectators on the other side to ensure players are not given mixed messages, please do not allow spectators to stand behind or near the goal area. Please refer to the front of this handbook for further details of the Respect Campaign. This season the league and County FA will be monitoring use of technical areas at all games, please ensure these are used where possible.

Amount of Players: Please be aware that clubs can sign a maximum of **25 players per team**. Players can be registered for a different team within the same club but they must have been approved by the registrations officer prior to the game they wish to play and they must appear on the Squad List for the relevant team/s within the league. Please also take into account permitted player numbers and be aware of the FA rules concerning players playing at a higher/lower level – FA Rule 8M.

League Website Address: www.shwgl.co.uk Here you will find links to the league facebook and twitter pages as well as up to date club and league contact details, referee contact details, league news and access to the league divisions, tables and recent results via FA Fulltime.

Useful Information from Sheffield and Hallamshire County FA

Sheffield & Hallamshire County FA are here to support your club and volunteers to ensure grassroots football is inclusive, fun and safe for everyone.

Volunteers are the heroes of grassroots football, generously giving up their free time to help others. Without a doubt, football would not exist without the hard work and commitment of volunteers. S&HCFA would like to thank everyone involved in girls' football across the county and we look forward to working with you in the future.

S&HCFA seeks to build a safe, enjoyable and inclusive environment for all children and young people, whether they are players, young referees or qualified coaches. Safeguarding is our priority and needs to be the priority of the clubs. We are all responsible for keeping our young players safe in the sport they love.

Safeguarding is everyone's responsibility – to make sure you have appropriate safeguards in your club it's important everyone is aware of your safeguarding children policy and the procedures for reporting a concern about the welfare of a child.

If you need any additional guidance or advice, please contact the County FA on 0114 261 5500 or visit SheffieldFA.com for specific staff details.

The infographic is a blue rectangular graphic with a white border. At the top left, it reads 'Sheffield & Hallamshire County FA' in yellow and white, followed by 'HELPING DEVELOP FOOTBALL AT YOUR CLUB' in white. The Sheffield & Hallamshire County FA logo is in the top right corner. The main content is organized into two rows of service boxes, separated by a dotted line. Each box contains an icon, a title, and a brief description. The first row includes 'Educating Volunteers' (with a person icon), 'Keeping Young People Safe' (with a person and ball icon), 'Discipline System' (with a hand icon), and 'Online Administration' (with a computer icon). The second row includes 'Access to Funding' (with a money icon), 'Pitch Improvements' (with a pitch icon), 'Facility Development' (with a stadium icon), 'Implementation of FA Respect' (with a handshake icon), 'Access FA participation Initiatives' (with a runner icon), 'FA Coach Mentor Support' (with a person and ball icon), 'Opportunities to Recognise and Reward' (with a medal icon), 'County Cup Competition' (with a trophy icon), and 'One to One Officer Support' (with a person icon).

Sheffield & Hallamshire County FA
HELPING DEVELOP FOOTBALL AT YOUR CLUB

Educating Volunteers
Delivering a programme of coaching and referee courses, club workshops and online webinars

Keeping Young People Safe
Providing safeguarding services and training, clear reporting procedures, and ensuring football is safe for all

Discipline System
Fair and transparent discipline procedures to reduce and address poor behaviour

Online Administration
Helping volunteers to manage club finance, discipline, registrations, and affiliations online

Access to Funding

Pitch Improvements

Facility Development

Implementation of FA Respect

Access FA participation Initiatives

FA Coach Mentor Support

Opportunities to Recognise and Reward

County Cup Competition

One to One Officer Support

Sarah Wood, Football Development Manager, Sheffield and Hallamshire County FA – 0114 2615504 sarah.wood@sheffieldfa.com

STANDARD CODE OF RULES

This document contains the Standard Code of Rules developed by The Football Association for open age football (the "Standard Code"). The Standard Code is mandatory for all Competitions at Step 7 of the National League System and below, and The FA Women's Pyramid excluding FA Women's Super League and FA Women's Championship.

DEFINITIONS

1. (A) In these Rules:

"Affiliated Association" means an Association accorded the status of an Affiliated Association under the rules of The FA.

"AGM" shall mean the annual general meeting held in accordance with the constitution of the Competition. "Club" means a club for the time being in membership of the Competition.

"Competition" means the **SHEFFIELD AND HALLAMSHIRE WOMEN AND GIRLS LEAGUE**

"Competition Match" means any match played or to be played under the jurisdiction of the Competition. "Contract Player" means any Player (other than a Player on a Scholarship) who is eligible to play under a written contract of employment with a Club.

"Deposit" means a sum of money deposited with the Competition as part of the requirements of membership of the Competition.

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

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

"Ground" means the ground on which the Club's Team(s) plays its Competition Matches.

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

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

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

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

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

"Player" means any Contract Player, Non Contract Player or other player who plays or who is eligible to play for a Club.

"PLAYER REGISTRATION SYSTEM" means the Whole Game System and the procedures for the operation thereof as determined by The FA from time to time.

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

"Rules" means these rules under which the Competition is administered.

"Sanctioning Authority" means [The FA] [the.....County Football Association Limited].

"Scholarship" means a Scholarship as set out in Rule C3.1.1 of the rules of The FA.

"Season" means the period of time between one AGM and the next AGM.

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

"SGM" means a special general meeting held in accordance with the constitution of the Competition.

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

“The FA” means The Football Association Limited.

“Virtual Meetings” means meetings held electronically”

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

(b) Unless stated otherwise, terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and also the other way round.

GOVERNANCE RULES

2. COMPETITION NAME, CONSTITUTION

- (A) The Competition will be known as **THE SHEFFIELD AND HALLAMSHIRE WOMEN AND GIRLS LEAGUE** (or such other name as the Competition may adopt). The Clubs participating in the Competition must be members of the Competition. A Club which ceases to exist or which ceases to be entitled to play in the Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Competition.
- (B) This Competition shall consist of not more than **200 CLUBS** approved by the Sanctioning Authority.
- (C) The geographical area covered by the Competition membership shall be **WITHIN A 20 MILE RADIUS OF SHEFFIELD CATHEDRAL**.
- (D) The administration of the Competition under these Rules will be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Management Committee in accordance with the rules, regulations and policies of The FA.
- (E) All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition to have accepted the Rules and to have agreed to abide by the decisions of the Management Committee in relation to them, subject to the provisions of Rule 7.
- (F) The Rules are taken from the Standard Code of Rules (the “Standard Code”) determined by The FA from time to time. In the event of any omissions from the Standard Code then the requirements of the Standard Code shall be deemed to apply to the Competition.
- (G) 1. All Clubs must be affiliated to an Affiliated Association and their names and particulars shall be returned annually by the appointed date in a manner prescribed by the Sanctioning Authority and must have a constitution approved by the Sanctioning Authority. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
2. This Competition shall apply annually for sanction to the Sanctioning Authority and the constituent Teams of Clubs may be grouped in divisions, **EACH NOT EXCEEDING 14 IN NUMBER**.
- (H) Inclusivity and Non-discrimination:
- (i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination and should abide and adhere to The FA Equality Policy and any legislative requirements (including those contained in the Equality Act 2010).

- (ii) This Competition and each Club must make every effort to promote equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community, irrespective of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise.
- (iii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.
- (I) Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including, but not limited to, Charter Standard and RESPECT programmes. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (J) All Participants shall abide by The Football Association Regulations for Safeguarding Children and regulations for safeguarding adults at risk as determined by The FA from time to time.
- (K) Clubs shall not enter any of their Teams playing in the Competition in any other competitions (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (L) At the AGM or a SGM called for the purpose, a majority of the delegates present shall have power to decide or adjust the constitution of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 22.
- (M) Only one Team from a club shall be permitted to participate in a division unless there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries. The Competition will obtain the prior approval of the Sanctioning Authority. This Competition will ensure that, where permission is given, Teams from a Club operating in the same division are run as separate entities with no interchange of players other than via transfers of registration in accordance with these Rules.

CLUB NAME

- 3. Any Club wishing to change its name must obtain permission from the Sanctioning Authority following consultation with the competition. In the event that permission is granted, the Club must advise the Competition Secretary. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

ENTRY FEE, SUBSCRIPTION, DEPOSIT

- 4. (A) Applications by Clubs for admission to the Competition or the entry of an additional Team(s) from the same Club must be made in writing to the Secretary and must be accompanied by an Entry Fee for each Team as set out in the Fees Tariff, which shall be returned in the event of non-election.

Applications, of which due notice has been given, will be received at the AGM or an SGM if confirmed by the majority of the accredited voting members present. When Rule 22(B) is applied or a Team seeks a transfer or, is compulsorily transferred to another division, no Entry Fee shall be payable.

- (B) The annual subscription shall be payable in accordance with the Fees Tariff per *Club/Team* payable on or before the AGM of the Competition in each year. **THIS IS £0 FOR THE SHWGL.**
- (C) In the event of any issue concerning the membership of any Club with the Competition the Management Committee may require a Deposit to be paid (in accordance with the Fees Tariff) by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. **THIS IS £0 FOR THE SHWGL.**
- (D) A Club shall not participate in this Competition until the entry fee, annual subscription and deposit (if required) have been paid.
- (E) Clubs must advise the Secretary annually in writing by **31ST OF JULY** of its Sanctioning Authority affiliation number for the forthcoming Playing Season. Clubs must advise the Secretary in writing, or on the prescribed form, of details of its headquarters, its Officers and any other information required by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

MANAGEMENT, NOMINATION, ELECTION

- 5. (A) The Management Committee shall comprise the Officers of the Competition and Committee members who shall all be elected at the AGM.
- (B) Retiring Officers shall be eligible to become candidates for re-election without nomination provided that the Officer notifies the Secretary in writing not later than **1ST OF MAY** in each year.
All other candidates for election as Officers of the Competition or members of the Management Committee shall be nominated to the Secretary in writing, signed by the secretaries of two Clubs, not later than **1ST OF MAY** in each year. Names of the candidates for election shall be circulated with the notice of the AGM. In the event of there being no nomination in accordance with the foregoing for any office by the date stated in the earlier part of this rule, nominations may be received at the AGM.
- (C) The Management Committee shall meet a minimum of twice per season or as and when required.

On receiving a requisition signed by two-thirds (2/3) of the members of the Management Committee the Secretary shall convene a meeting of the Management Committee.
- (D) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.
- (E) All communications received from Clubs must be conducted through their Officers and sent to the Secretary.

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

POWERS OF MANAGEMENT

6. (A) The Management Committee may appoint sub-committees and delegate such of their powers as they deem necessary. The decisions of all sub-committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of The FA or Affiliated Association.
- (B) Subject to the permission of the Sanctioning Authority having been obtained, the Management Committee may order a match or matches to be played each Season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call on each Club to contribute equally such sums as may be necessary to meet any deficiency at the end of the Season.
- (C) Each member of the Management Committee shall have the right to attend and vote at all such meetings but no member shall be allowed to vote on any matters directly relating to that member or to the Club so represented or where there may be a conflict of interest. (This shall also apply to the procedure of any sub-committee).
- (D) In the event of the voting being equal on any matter, the Chair of the Management Committee shall have a second or casting vote.
- (E) The Management Committee shall have powers to apply, act upon and enforce these Rules and shall also have jurisdiction over all matters affecting the Competition. Any action by the Competition must be taken within 28 days of the Competition being notified.

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

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

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

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

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

With the exception of Teams playing at Regional NLS Feeder League of the National League System, the maximum fine permitted for any breach of a Rule is £250 and, when setting any fine, the Management Committee must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

The maximum fine permitted for a breach of a Rule by a Team playing at Step 7 of the National League System is £500.

No Participant under the age of 18 can be fined.

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

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

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

- (G) A maximum of 33% of its members shall constitute a quorum for the transaction of business by the Management Committee or any of its sub-committees.

- (H) The Management Committee, as it may deem necessary, shall have power to fill any vacancies that may occur amongst their number.

- (I) A Club must comply with an order or instruction of the Management Committee and must attend to the business and/or the correspondence of the Competition to the satisfaction of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (J) Subject to a Club's right of appeal in accordance with Rule 7 below, all fines and charges must be paid within 14 days of the date of notification of the decision. Any Club failing to do so will be fined in accordance with the Fines Tariff. Further failure to pay the fine including the additional fine within a further 14 days will result in fixtures being withdrawn until such time as the outstanding fines are paid.

- (K) A member of the Management Committee appointed by the Competition to attend a meeting or Competition Match may have any reasonable expenses incurred refunded by the Competition.

- (L) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the AGM or SGM called to decide the constitution and the commencement of the Playing Season.

- (M) The business of the Competition as determined by the Management Committee may be transacted by electronic mail or facsimile.

PROTESTS, CLAIMS, COMPLAINTS, APPEALS

- 7. (A) (i) All questions of eligibility, qualification of Players or interpretations of the Rules shall be referred to the Management Committee or a sub-committee duly appointed by the Management Committee.

- (ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities will not be entertained by the Management Committee unless a protest is lodged with the referee prior to the commencement of the Competition Match.
- (B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged with the Secretary within **4 DAYS OF THE MATCH** (excluding Sundays) of the Competition Match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.
- (C) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum in accordance with the Fees Tariff (**£25.00**). 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 power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the inquiry or to order that the costs to be shared by the parties.
- (D) All parties to a protest or complaint must receive a copy of the submission and must be afforded an opportunity to make a statement at least 7 days before the protest or complaint being heard.
- (i) All parties must have received a minimum of 7 days notice of the hearing should they be instructed to attend.
- (ii) Should a Club elect to state its case in person then it should indicate such when forwarding the written response.
- (E) The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.
- (F) Any appeal against a decision of the Management Committee must be lodged with the Sanctioning Authority within 14 days of the posting of the written notification of the decision causing the appeal, accompanied by a fee (as set out in the Fees Tariff), which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary.
- The procedure for the appeal shall be determined by the Sanctioning Authority, the Sanctioning Authority may (but is not obliged to):
- (i) invite submissions by the parties involved;
- (ii) convene a hearing to hear the appeal;
- (iii) permit new evidence; or
- (iv) impose appropriate deadlines.
- Any appeal shall not involve a rehearing of the evidence considered by the Management Committee.
- (G) No appeal can be lodged against a decision taken at an AGM or SGM unless this is on the ground of unconstitutional conduct.

- (H) All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Management Committee, or a sub-committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining must send a copy of such protest, appeal, claim or complaint and deposit a fee (as set out in the Fees Tariff) which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld and, in these circumstances may, in addition, be ordered to pay the costs at the direction of the Management Committee.

All such protests claims complaints and appeals must be received in writing by the Secretary within 14 days of the event or decision causing any of these to be submitted.

ANNUAL GENERAL MEETING

8. (A) The AGM shall be held not later than **30TH OF JUNE** in each year. At this meeting the following business shall be transacted provided that at least **20 MEMBERS** are present and entitled to vote:
- (i) Confirm the minutes of the last AGM.
 - (ii) Adopt the annual report, balance sheet and statement of accounts from the previous season or accounting period.
 - (iii) Election of Clubs to fill vacancies.
 - (iv) Constitution of the Competition for the ensuing Season.
 - (v) Election of Competition Officers and the Management Committee members.
 - (vi) Appointment of auditors/verifiers.
 - (vii) Alteration of Rules, if any (see Rule 14)
 - (viii) Agree the date for the beginning of the Playing Season and kick off times applicable to the Competition.
 - (ix) Agree the date for the end of the Playing Season (save for Regional NLS feeder Leagues which shall be determined by The FA).
 - (x) Other business of which due notice shall have been given and accepted by the Chair as being relevant to an AGM.
- (B) A copy of the duly audited/verified balance sheet, statement of accounts and agenda shall be forwarded to each Club at least 14 days prior to the meeting, together with any proposed Rule changes.
- (C) A signed copy of the duly audited/verified balance sheet and statement of accounts shall be sent to the Sanctioning Authority within 14 days of its adoption by the AGM.
- (D) Each Club shall be empowered to send two delegates to an AGM. Each Club shall be entitled to one vote only. 14 days' notice shall be given of any AGM.
- (E) Clubs who have withdrawn their membership of the Competition during the Playing Season being concluded or who are not continuing membership shall be entitled to attend but shall vote only on matters relating to the Season being concluded. This provision will not apply to Clubs expelled in accordance with Rule 12.
- (F) All voting shall be conducted by a show of hands, or count of email responses (for virtual meetings) unless a ballot be demanded by at least 50% of the delegates qualified to vote or the Chair so decides.
- (G) No individual shall be entitled to vote on behalf of more than one Club.

- (H) Any continuing Club must be represented at the AGM. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (I) Officers of the Competition and Management Committee members shall be entitled to attend and vote at an AGM.
- (J) Where a Competition is an incorporated entity, the Officers of the Competition shall ensure that the Articles of Association of the Competition are consistent with the requirements of these Rules.

SPECIAL GENERAL MEETINGS

9. (A) On receiving a requisition signed by two-thirds (2/3) of the Clubs in membership the Secretary shall call an SGM.
- (B) The Management Committee may call a SGM at any time.
- (C) At least 7 days' notice shall be given of a meeting under this Rule, together with an agenda of the business to be transacted at such meeting.
- (D) Each Club shall be empowered to send two delegates to all SGMs. Each Club shall be entitled to one vote only.
- (E) Any Club failing to be represented at a SGM shall be fined in accordance with the Fines Tariff.
- (F) Officers of the Competition and Management Committee members shall be entitled to attend and vote at all SGMs.

AGREEMENT TO BE SIGNED

10. Each Club shall complete and sign the following agreement which shall be deposited with the Competition together with the application for membership for the coming Season.

"We, (A) (name) [] of (address) [] (Chairman)/(Director) and (B) (name) [] of (address) [] (Secretary)/(Director) of [] Football Club (Limited) have been provided with a copy of the Rules and Regulations of the SHEFFIELD AND HALLAMSHIRE WOMEN AND GIRLS 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 7.

The agreement shall be signed by:

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

Any change of chair and /or secretary or Directors of the Club as named on the above agreement must be notified to the County Football Association(s) to which the Club is sanctioned and to the Secretary of this Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

CONTINUATION OF MEMBERSHIP, WITHDRAWAL OF A CLUB

11. (A) Any 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 of such intention by 31st March each season. This does not apply to a Club moving in accordance with Rule 22(B). Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (B) The Management Committee shall have the discretion to deal with a Team being unable to start or complete its fixtures for a Playing Season, including, but not limited to, issuing a fine in accordance with the Fines Tariff.
- (C) Notwithstanding the powers of the Management Committee pursuant to Rule 6(I), in the event of a Club failing to discharge all its financial obligations to the Competition in excess of £50, the Management Committee shall be empowered to refer the debt under The FA Football Debt Recovery provisions.

EXCLUSION OF CLUBS, TEAMS. MISCONDUCT OF CLUBS, OFFICERS, PLAYERS, MANAGEMENT COMMITTEE

12. (A) At the AGM or SGM called for the purpose in accordance with the provisions of Rule 9, notice of motion having been duly circulated on the agenda by direction of the Management Committee, the accredited delegates present shall have the power to: (i) remove a member of the Management Committee from office; (ii) exclude any Club or Team from membership, both of which must be supported by more than two thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A member of the Management Committee or Club which is the subject of the vote being taken shall be excluded from voting.
- (B) At the AGM, or at a SGM called for the purpose in accordance with the provisions of Rule 9, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club whose conduct has, in their opinion, been undesirable, provided this is supported by more than two-thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.
- (C) Any Officer or member of a Club found guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a Player or Players of another Club in the Competition to join them shall be liable to such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of 12 (A) and/or 12 (B) of this Rule.

TROPHY

13. (A) The following agreement shall be signed on behalf of the winners of the cup or trophy:-
“We (A) (name) and (B) (name), the Chair and Secretary of FC (Limited), members of and representing the Club, having been declared winners of the cup or trophy, and the cup or trophy 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 **1ST OF FEBRUARY**. If the cup or trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair.”

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

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

ALTERATION TO RULES

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

Notice of proposed alterations to be considered at the AGM shall be submitted to the Secretary by **1ST OF APRIL** in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by **1ST OF MAY** and any amendments to these proposals shall be submitted to the Secretary by **31ST OF MAY**. The proposals and proposed amendments to these proposals shall be circulated to Clubs with the notice of the AGM. A proposal to change a Rule shall be carried if **A MAJORITY** of those present, entitled to vote and voting are in favour.

A copy of the proposed alterations to Rules to be considered at the AGM or SGM shall be submitted to the Sanctioning Authority or The FA (as applicable) at least 28 days prior to the date of the meeting.

FINANCE

15. (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 **£250** 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 EACH YEAR**.
- (D) The accounting records, or a certified balance sheet, of a Competition shall be prepared and shall be audited/verified annually by a suitably qualified person(s) who shall be appointed at the AGM.

INSURANCE

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

DISSOLUTION

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

MATCH RELATED RULES

QUALIFICATION OF PLAYERS

18. (A) A Player is one who, being in all other respects eligible, has:
- (i) signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer of the Club, which is submitted to the Competition [] days prior to the Player playing and whose registration has been confirmed by the Competition prior to that Player playing in a Competition Match; **NOT ADOPTED BY SHGWL**

Or

- (ii) signed a fully and correctly completed Competition registration form in ink on a match day prior to playing which is countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club, and submitted to the Competition within two days (Sundays excluded) subsequent to the Competition Match. The Player shall not play again on a subsequent match day until the Club is in possession of the approval of the Competition. A maximum of [] Players may be registered in accordance with this paragraph 18(A)(ii); **NOT ADOPTED BY SHGWL**

or

- (iii) registered through THE PLAYER REGISTRATION SYSTEM – **THIS IS THE RECOGNISED REGISTRATION PROCESS FOR SHWGL**

If a Club attempts to register a player via THE PLAYER REGISTRATION SYSTEM but does not fully and correctly complete the necessary information via THE PLAYER REGISTRATION SYSTEM, the registration will not be processed. For Clubs registering Players via THE PLAYER REGISTRATION SYSTEM (under Rule 18 (A) (iii)), Clubs must access THE PLAYER REGISTRATION SYSTEM in order to complete the registration process.

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

(B)

- (1) Contract players are not permitted in this Competition with the exception of those Players who are registered under Contract with the same Club who have a team operating at Steps 1 to 6 of the National League System.
- (2) It is the responsibility of each Club to ensure that any Player registered to the Club has, where necessary, the required International Transfer Certificate. Clearance is required for any Player aged 10 and over crossing borders including Wales, Scotland and Ireland.
- (3) Each team must have at least **7 PLAYERS** registered 14 DAYS before the start of each Playing Season. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(C) A Player that owes a Football Debt (as defined under the Football Debt Recovery Regulations) shall be permitted to register for a Club but will be suspended from football activities if the player does not comply with the terms of the Football Debt Recovery Regulations in respect of that football debt.

(D) A fee as set out in the Fees Tariff shall be paid by each Club/Team for each Player registered. **THIS IS £0 IN THE SHWGL.**

(E) 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 Secretary shall notify the Club last applying to register the player of the fact of the previous registration.

(F) It shall be a breach of Rule for a Player to:

- (i) Play for more than one Club in the Competition in the same Playing Season without first being transferred.
- (ii) Having registered for one Club in the Competition, register for another Club in the Competition in that Playing Season except for the purpose of a transfer.
- (iii) Submit a signed registration form as per rule 18 A.2 or submit a registration through THE PLAYER REGISTRATION SYSTEM that the player had willfully neglected to accurately or fully complete.

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

(G) (i) The Management Committee shall have the power to accept the registration of any Player subject to the provisions of Rules 18(G) (ii) and (iii) below.

(ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any Player or may fine any Player, at their discretion (in accordance with the Fines Tariff) who has been charged and found guilty of registration irregularities (subject to Rule 7).

(iii) The Management Committee shall have the power to refuse or cancel the registration of any Player charged and found guilty of undesirable conduct (subject to Rule 7) subject to the right of appeal to the Sanctioning Authority. Application should

be made to the parent County of the Club the Player is registered or intending to be registered with.

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

- (iv) A Player who has previously had a registration removed in accordance with Rule 18(G)(iii) but has a registration accepted at the expiry of exclusion will be considered to be under a probationary period of 12 months. Whilst under a probationary period, should the Player commit a further act of proven misconduct under the jurisdiction of the Competition, (excluding standard dismissals), the Competition may consider a further charge of bringing the Competition into disrepute.

(Note: Action under Rule 18(G) (iii) shall not be taken against a Player for misconduct until the matter has been dealt with by the Sanctioning Authority, and then only in cases of the Player bringing the Competition into disrepute and will in any event be subject to an appeal to the Sanctioning Authority or The FA. All decisions must include the period of restriction. For the purpose of this Rule, bringing the Competition into disrepute can only be considered where the Player has received in excess of 112 days' suspension, or 10 matches in match based discipline, in any competition (and is not restricted to the Competition) in a period of two years or less from the date of the first offence.)

- (H) Subject to compliance with FA Rule C2(a) when a Club wishes to register a player who is already registered with another club it shall submit a transfer notification via the Player Registration System. A fee set out in the Fees Tariff may be required.

Such transfer shall be referred by the Competition 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 Competition and to the player concerned within 3 days of receipt of the notification. Upon receipt of the club's consent, or upon its failure to give written objection within 3 days, the Secretary may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club from such date or **7 DAYS** after receipt of such transfer.

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

- (I) 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.
- (J) Registrations are valid for one season only.
- (K) A Player shall not be eligible to play for a Team in any special championship, promotion or relegation deciding Competition Match (as specified in Rule 22.A unless the Player has played **3 COMPETITION MATCHES** for that Team in the current Playing Season.
- (L) A Team shall not include more than 2 PLAYERS who have taken part in ANY 5 OR MORE senior Competition Matches during the current Playing Season unless a period of 21 days has elapsed since they last played. For the purpose of this Rule a senior competition A SENIOR COMPETITION IS AT A DIVISION THE ONE THE PLAYER IS CURRENTLY PARTICIPATING AT OR AT REGIONAL LEAGUE LEVEL OR ABOVE. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (M) (i) Subject to Rule 18M.2, any Club found to have played an ineligible Player in a Competition Match or Matches where points are awarded shall have the points gained from that Competition Match deducted from its record, up to a maximum of 12 points, and have levied upon it a fine (in accordance with the Fines Tariff).
- (ii) The Management Committee may vary the sanction as relates to the deduction of points set out at Rule 18(N)(i) only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or where the ineligibility is related to the Player's status.
- (iii) Where a Club is found to have played an ineligible Player in accordance with Rule 18M.1 above, the Management Committee may also, at its discretion:
- a) Award the points available in the Competition Match in question to the opponents, subject to the Competition Match not being ordered to be replayed; or
 - b) Levy penalty points against the Club in default; or
 - c) Order that such Competition Match or Matches be replayed (on such terms as are decided by the Management Committee).
- (N) The following clause applies to Competitions involving Players in full-time secondary education:- Priority must be given at all times to activities of schools and school organisations. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (ii) The availability of children and young people must be cleared with the Head Teachers or principals (except for Sunday leagues competitions).
- (iii) To play open age football the player must have achieved the age of 16.
- (O) A Player who has played for a Team in the 1st DIVISION 5 TIMES OR MORE shall not in that Playing Season be eligible to play in a lower division except by permission of the Management Committee.

CLUB COLOURS

19. (A) Every team must register the colour of its shirts and shorts with the Secretary by **31ST OF JULY** who shall decide as to their suitability.
- (B) Any team changing its its colours during the Playing Season must notify the competition secretary immediately.
- (C) Goalkeepers must wear colours which distinguish them from all other Players and the Match Officials.
- (D) No Player, including the goalkeeper, shall be permitted to wear black or very dark shirts.
- (E) Any Team not being able to play in its normal colours as registered with the Competition shall notify its opponents the colours in which they will play (including the colours of the goalkeepers jersey) at least **4 DAYS** before the Competition Match.

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

(G) Shirts must be numbered and no two shirts shall have the same number, failing which a fine will be levied in accordance with the Fines Tariff.

PLAYING SEASON, CONDITIONS OF PLAY, TIMES OF KICK-OFF, POSTPONEMENTS, SUBSTITUTES

20. (A) All Competition Matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board.

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

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

Football Turf Pitches (3G) are allowed in this Competition provided they meet the required performance standards and are listed on the FA's Register of Football Turf Pitches. All Football Turf Pitches used must be tested (by a FIFA accredited test institute) every three years and the results passed to The FA. The FA will give a decision on the suitability for use and add the pitch to the Register. The home Club is also responsible for advising Participants of footwear requirements when confirming match arrangements in accordance with Rule 20(C).

Within the National League System ("NLS") all Competition Matches shall have a duration of 90 minutes. All Competition Matches outside of the NLS shall have duration of 90 minutes unless a shorter time (not less than sixty (60) minutes) is mutually arranged by the two Clubs in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves. Two matches involving the same two Teams can be played on the same day providing the total playing time is not more than 120 minutes.

The times of kick-off shall be agreed at the AGM and can only be altered by the mutual consent of the two competing Clubs.

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

The home Team must provide goal nets, corner flags and at least two footballs fit for play and the referee shall make a report to the Competition if not provided. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

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

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

- (C) An Officer of the home Club must give notice of full particulars of the location of, and access to, the Ground and time of kick-off to the Match Officials and an Officer of the opposing Club **AT LEAST 4** clear days prior to the playing of the match. If not so provided, the away Club shall seek such details and report the circumstances to the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (D) In accordance with the Laws of the Game, the minimum number of Players which will constitute a Team for a Competition Match is 7.
- (E)
 - (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 impose a fine (in accordance with the Fines Tariff), deduct points from the defaulting Club, award the points from the Competition Match in question to the opponents, order the defaulting Club to pay any reasonable expenses incurred by the opponents or otherwise deal with them except the awarding of goals. Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a Competition Match to be played on a neutral ground or on the opponent's Ground if they are satisfied that such action is warranted by the circumstances.
 - (ii) Any Club with more than one Team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence: First Team, Reserve Team, A Team.
 - (iii) Any Club unable to fulfil a fixture or where a Competition Match has been postponed for any reason must, without delay, give notice to the competition, the secretary of the opposing Club and the Match Officials.
 - (iv) In the event of a Competition Match not being played or abandoned owing to causes over which neither Club has control, it should be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the competition. Failing such agreement and notification to the Secretary within 7 DAYS the competition shall have the power to order the Match to be played on or before a given date. Where it is to the advantage of the Competition and the Clubs involved agree, the Management Committee shall also be empowered to order the score at the time of an abandonment to stand.
 - (v) The competition 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 order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a Competition Match was abandoned owing to the conduct of one Team or its Club member(s) they shall be empowered to award the points for the 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 that neither Team will be awarded any points for that Match and it shall not be replayed. No fine(s) can be applied by the Management Committee for an abandoned Match.
 - (vi) The Management Committee shall review any Match that has taken place where either or both Teams were under a suspension imposed upon them by The FA or Affiliated Association. In each case the Team that was under suspension would be

dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 18(N) above. Where both Teams were under suspension the game must be declared null and void and shall not be replayed.

- (F) A Club may at its discretion and in accordance with the Laws of the Game use substitute Players in any Competition Match. A Club may name up to **5 PLAYERS of whom not more than 5 may be used.**

A player who has been substituted becomes a substitute and may replace a Player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football. Where a Competition does allow return substitutes, a team may use up to **5 from 5 substitute Players** in a Match.

The referee shall be informed of the names of the substitute Players not later than **5 MINUTES** before the start of the Competition Match and a Player not so named may not take part in that Competition Match.

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

- (G) The half time interval shall be of **5 MINUTES** duration, but it shall not exceed 15 minutes. The half time interval may only be altered with the consent of the referee.
- (H) The Teams taking part in a Competition Match shall identify a Team captain who shall wear an armband and shall have a responsibility to offer support in the management of the on-field discipline of their teammates. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

REPORTING RESULTS

21. (A) The competition must receive within **4 DAYS** of the date played, the result of each Competition Match in the prescribed manner. This must include the forename(s) and surname of the Team Players (in block letters) and also the referee markings required by Rule 23, or any other information required by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (B) Both Clubs shall telephone/SMS/email/FA Fulltime/ FA Matchday App as directed by the competition to notify the result of each Competition Match to the **REGISTRATION SECRETARY WITHIN 3 HOURS OF THE MATCH** Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (C) The match result notification, correctly completed, shall be signed by an Officer of the team, or as prescribed by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

DETERMINING CHAMPIONSHIP

22. (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 Competition Match. The Teams gaining the highest number of points in their respective divisions at the end of the Playing Season shall be adjudged the winners. Competition Matches must not be played for double points.

In the event of two or more Teams being equal on points at the end of the Playing Season, rankings shall be determined by goal difference (where the goals scored against each Team shall be deducted from the goals scored by that Team and the Team with the most favourable goal difference shall be placed highest).

In the event of two or more Teams still being equal, the Team which has scored the most goals during the Playing Season shall be placed highest.

In the event of two or more Teams still being equal, the Team that has won the most matches during the Playing Season shall be placed highest.

In the event of two or more Teams still being equal, the Team which has the better playing record against the other Team in their head to head Competition Matches during the Playing Season will be placed highest.

If the records of two or more Teams are still equal and it is necessary for any reason to determine the position of each then the Teams affected shall play a deciding match or matches under conditions as determined by the Management Committee.

(B) Automatic promotion shall be applied for the first 2 TEAMS and automatic relegation shall be applied for the last 2 TEAMS in each division except as provided for below, subject to the provisions of Rule 2(L).

- (i) Should one or more Teams withdraw from any one division after the Playing Season has commenced an equal number of Teams to those withdrawing in that division shall not be automatically relegated.
- (ii) Vacancies occurring after the conclusion of the Playing Season may be filled in any of the following ways:
 - (a) retention of otherwise relegated Team(s); or
 - (b) additional promotion of the next ranked Team(s) from the division below; or (c) election.
- (iii) The last 2 TEAMS in the lowest division shall retire, but be eligible for re-election except as below, and be subject to the conditions of Rule 22 (B)(i) above.
- (iv) When a senior Team is relegated to a lower division of which its reserve Team is a member, or entitled to be a member, such reserve Team must accept relegation to, or retain its position in, the next lower division; and should the senior Team be relegated to the lowest division its reserve Team automatically retires from the Competition.
- (v) Should either or both of the leading Teams in any of the divisions have its senior Team in the next higher division, promotion shall fall, at the discretion of the General Meeting, to the next highest Team or Teams in the division concerned.

(C) In the event of a Team withdrawing from the Competition before completing 75% of its fixtures for the Playing Season all points obtained by or recorded against such defaulting Team shall be expunged from the Competition table. For the purposes of this Rule 22(D) a completed fixture shall include any Competition Match(es) which has been awarded by the Management Committee.

- (D) Where a promotion and/or relegation link exists between Competitions Clubs, providing they meet the appropriate grading criteria, will be eligible to make application to the NORTH EAST REGIONAL WOMEN'S LEAGUE VIA THE PROMOTION POOL CRITERIA at their AGM.
- (D) Clubs within the League can apply to the FA Women's Football Committee to be considered for promotion to the North East Women's Regional League at Step W4. Applications must be made by 31 March and priority will be based on the finishing positions of the Clubs. Should the champion Club not wish for promotion or, alternatively, not have the necessary grading criteria, then the LOWER placed Club will be eligible under the same conditions.
- (E) The FA Women's Football Committee, in consultation with the relevant Joint Liaison Committee, shall decide which Clubs shall be promoted taking into account the number of vacancies after any relegation has occurred.

MATCH OFFICIALS

23. (A) Registered referees (and assistant referees where approved by The FA or County FA) for all Competition Matches shall be appointed in a manner approved by the Management Committee and by the Sanctioning Authority.
- (B) 1. In the event of the non-appearance of the appointed referee the appointed senior assistant referee shall take charge and a substitute assistant referee appointed by the competing Teams.
2. In cases where there are no officially appointed Match Officials in attendance, the Clubs shall agree upon a referee. An individual thus agreed upon shall, for that Competition Match, have the full powers, status and authority of a registered referee. Individuals under the age of 16 must not participate either as a referee or assistant referee in any Competition Match.
 - (C) The appointed referee shall have power to decide as to the fitness of the Ground in all Competition Matches and that decision shall be final, subject to the determination of the Local Authority or the owners of a Ground, which must be accepted.
 - (D) Subject to any limits/provisions laid down by the Sanctioning Authority, Match Officials appointed under this Rule shall be paid a match fee in accordance with the Fees Tariff inclusive of travel expenses.

Match Officials will be paid their fees and/or expenses by the home Club before/immediately after the Competition Match. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (E) In the event of a Competition Match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to **HALF FEE PLUS EXPENSES**. Where a Competition Match is not played owing to one Club being in default, that Club shall be ordered to pay the Match Officials, if they attend the Ground, their full fee and expenses. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (F) A referee not keeping their engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Affiliated Association with which he or she is registered.
- (G) Each Club shall, in a manner prescribed from time to time by The FA, award marks to the referee for each Competition Match and the name of the referee and the marks awarded

shall be submitted to the Competition on the prescribed form provided. Clubs failing to comply with this Rule shall be liable to be fined (in accordance with the Fines Tariff) or dealt with as the Management Committee shall determine.

- (H) 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 sanctioning authority.
- (I) Match Officials shall be supplied, each season, with a copy of the Competition Rules free of charge.
- (J) Match Officials shall comply with the provisions of any initiatives of the FA and/or Sanctioning Authority adopted by the Competition.

SCHEDULE A

FEES TARIFF		
RULE	DESCRIPTION	MAXIMUM FEE
4 (A)	CLUB ENTRY FEE	£75.00
4 (B)	CLUB/TEAM ANNUAL SUBSCRIPTION	£0.00
4 (C)	DEPOSIT	£0.00
7 (C), 7 (E),	PROTEST/APPEAL FEES	£25.00
18 (D)	PLAYER REGISTRATION FEE	£0.00
18 (H)	TRANSFER FEE	£0.00
23 (E)	REFEREE FEES	AS DEFINED BY SANCTIONING AUTHORITY
23 (E)	ASSISTANT REFEREE FEES	AS DEFINED BY SANCTIONING AUTHORITY

FINES TARIFF		
RULE	DESCRIPTION	MAXIMUM FINE
2 (G)	FAILURE TO AFFILIATE	£100.00
2 (I)	FAILURE TO COMPLY WITH FA INITIATIVES	£100.00
2 (K)	UNAUTHORISED ENTRY OF TEAMS INTO COMPETITIONS	£100.0
3	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£30.00
4 (C)	FAILURE TO PAY A DEPOSIT	£0.00
4(E)	FAILURE TO PROVIDE AFFILIATION NUMBER/DETAILS FORM	30.00
5(E)	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED OFFICERS	£30.00
6 (H)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT COMMITTEE	£100.00
6 (I)	FAILURE TO PAY A FINE WITHIN REQUIRED TIMEFRAME	DOUBLE THE ORIGINAL FINE
8 (H)	FAILURE TO BE REPRESENTED AT AGM	£100.00
9	FAILURE TO BE REPRESENTED AT SGM	£100.00
10	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY CHANGES TO SIGNATORIES	£30.00
11(A)	FAILURE TO PROVIDE NOTICE OF WITHDRAWAL BEFORE DEADLINE	£30.00
11 (B)	FAILURE TO COMMENCE/COMPLETE FIXTURES	£30.00
13 (A)	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY	£50.00

16(A)	FAILURE TO HAVE THE REQUIRED INSURANCE	£100.00
16(B)	FAILURE TO HAVE THE REQUIRED INSURANCE	£100.00
18 (A)	FAILURE TO CORRECTLY REGISTER A PLAYER	£100.00
18 (B) (ii)	FAILURE TO HAVE THE REQUIRED NUMBER OF REGISTERED PLAYERS PRIOR TO THE SEASON COMMENCING	£30.00
18 (F)	REGISTERING OR PLAYING FOR MULTIPLE CLUBS, OR INACCURATE COMPLETION OF A REGISTRATION FORM	£30.00
18 (G)(ii)	REGISTRATION IRREGULARITIES	£30.00
18 (M)	FIELDING MORE THAN THE PERMITTED NUMBER OF PLAYERS WHO HAVE PARTICIPATED IN SENIOR COMPETITIONS MATCHES	£100.00
18 (N)	PLAYING AN INELIGIBLE PLAYER	£100.00
18(O)	FAILURE TO GIVE PRIORITY TO SCHOOL ACTIVITIES	£50.00
19	DELAYING KICK OFF DUE TO NO CHANGE OF COLOURS	£30.00
19	FAILURE TO NUMBER SHIRTS	£30.00
20(A)	DELAYING KICK OFF DUE TO FAILURE TO PROVIDE REQUIRED EQUIPMENT	£30.00
20 (B)	FAILURE TO PLAY MATCHES ON THE DATE FIXED	£100.00
20 (C)	FAILURE TO PROVIDE DETAILS OF A FIXTURE	£30.00
20 (D)	PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS	£30.00
20 (E) (i) & (iv)	FAILURE TO PLAY FIXTURE	£100.00
20 (H)	NO CAPTAIN'S ARMBAND	£20.00
21 (A)	LATE RESULT NOTIFICATION FORM	£20.00
21 (B)	FAILURE TO PROVIDE RESULT	£20.0
21(C)	RESULT NOTIFICATION NOT SIGNED BY APPROPRIATE SIGNATORIES	£20.00
23 (C)	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE	£20.00
23 (E)	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	£20.00
23 (F)	FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED	£20.00
23 (H)	FAILURE TO PROVIDE REFEREE'S MARK	£20.00

INSTRUCTIONS OF THE MANAGEMENT COMMITTEE (MC)

These rules correspond with the FA Standard Code of Rule Number:

GOVERNANCE RULES:

MC RULE 1: DEFINITIONS

No additional rules.

MC RULE 2: COMPETITION NAME AND CONSITUTION

No additional rules.

MC RULE 3: CLUB NAME

No additional rules.

MC Rule 4: MANAGEMENT, NOMINATION, ELECTION

No additional rules.

MC Rule 5: MANAGEMENT, NOMINATION, ELECTION

No additional rules.

MC RULE 6: POWERS OF MANAGEMENT

Reasonable expenses will be reimbursed to the Management Committee Members commensurate with the expenses involved when carrying out the duties of the position held.

MC Rule 7: PROTESTS, CLAIMS, COMPLAINTS, APPEALS

No additional rules.

MC Rule 8: ANNUAL GENERAL MEETING

In the event of a tied vote the Chair shall have the casting vote.

MC RULE 9: SPECIAL GENERAL MEETINGS

In the event of a tied vote the Chair shall have the casting vote.

MC RULE 10: AGREEMENT TO BE SIGNED

Only Secretaries registered with the County F.A will be recognised as being the Secretary registered with the Competition.

Any person representing the Club in any capacity shall have their names registered with the League.

MC RULE 11: CONTINUATION OF MEMBERSHIP, WITHDRAWAL OF A CLUB

No additional Rules

MC RULE 12: EXCLUSION OF CLUBS, TEAMS, MISCONDUCT OF CLUBS, OFFICERS, PLAYERS, MANAGEMENT COMMITTEE

No additional rules.

MC RULE 13: TROPHY

Clubs failing to return a Cup or Trophy by the required date or fail to honour this agreement shall be fined a sum not less than £60.00.

MC RULE 14: ALTERATION TO RULES

No additional rules

MC RULE 15: FINANCE

No additional Rules

MC RULE 16: INSURANCE

No additional Rules

MC RULE 17: DISSOLUTION

No additional rules

MATCH RELATED RULES:

MC Rule 18: QUALIFICATION OF PLAYERS

After commencement of the season a player will be eligible to play in the next available match, provided the Registrations Officer is able to approve the registration and the team can provide details of the player on the Team Squad List.

Clubs may register players for more than one of its teams. The player must be approved as above by the registrations officer and be showing on the squad list for all game/s they wish to participate in. Teams must ensure they have adequate space in their team to register the player and be aware of FA rules surrounding players playing at a higher level.

Maximum Player Numbers are as follows:

Open Age – 25 PLAYERS

Players playing before registration is complete/approved shall be dealt with as having being an unregistered player.

The Management Committee shall have the power to request copies of ID for any player should it be in the interest of the player, Club or League to do so, failure to comply with such request will result in suspension of the player's registration.

Clubs may register players up to the 28th of February, after this time applications for registration should be made in writing to the Registrations Officer and must be approved by the management committee.

After the 28th of February consideration will be given to applications for transfer of players only if made in writing to the Age Group Registrar.

It shall be the Duty of the Secretary of Club, or other deputised by them, when first approaching a player with a view to registering them to first ascertain whether the player is already registered with another Club in the League.

An illegal approach of a player would be dealt with by the County FA. The player approached cannot register with the offending Club for 12 months from the date of the offence and may be charged with misconduct. Any new Club found to be approaching any member Clubs players before the date of deregistration shall have its application to join the League cancelled.

Clubs and players are reminded that players remain registered to a club until the 31st May in the playing season.

MC Rule 19: CLUB COLOURS

Guidance should be sought from the Sheffield and Hallamshire County F.A about the suitability of all logos and/or sponsors names to be printed on player's kit.

MC Rule 20 PLAYING SEASON, CONDITIONS OF PLAY, TIMES OF KICK-OFF, POSTPONEMENTS, SUBSTITUTES

No artificial surfaces will be allowed, except 3rd Generation surfaces, which have been approved by the F.A, UEFA and FIFA. The home team shall inform the opposition Club if there is a possibility of using a 3rd Generation pitch as soon as known. Refusal to play by the opposition will result in a charge of non fulfilment. This also applies for reversal of fixtures. All teams must be given the opportunity to warm up/train on the pitch before kick off.

If the home team pitch is unfit for play, and the home team are unable to provide an alternative pitch, every effort should be made to ensure the game is played on the away teams pitch if playable/available, no costs will be incurred to either team and the kick off time will not be affected, unless mutually agreed. In all cases every effort should be made to play the fixture on the date scheduled.

The Home Club shall fix the time of kick-off between **1.00pm and 3.00pm** unless mutually agreed to change this time. In the case of mid-week fixture the kick-off time shall be no later than 7.00pm unless mutually agreed.

A minimum of 28 days' notice (in writing to the Fixtures Secretary) may be given for dates where teams do not wish to play a fixture. A MAXIMUM of three 28 day postponements will be permitted per team, per season where no charge and subsequent fine will be issued. Teams may mutually agree to BRING FORWARD a match with the consent of the age group

Registrar and may mutually agree to play games mid-week. The Fixtures Secretary, Registrars and the League Referee Officer must be notified of all new dates.

The home team should inform the opposition and Match Official(s) if toilets and changing facilities are NOT available and must indicate where the nearest facilities are located.

If the home team's pitch is unplayable the home team must first contact the opposition to attempt to reverse the fixture if possible. If the match is still to be postponed, or a Club is unable to fulfil a fixture for any other reason, notice must be given without delay by the POSTPONING Club, to the age group Registrar within 3 hours.

Clubs postponing for any other reason than fitness of the ground will be charged with non-fulfilment and dealt with by the Management Committee – when postponing a fixture please bear in mind that teams could be liable to a fine of up to £100 for each un-fulfilled fixture along with the possible deduction of points, payment of costs incurred by the opposing team or any other penalty deemed suitable by the management committee (as detailed in FA rules where full details of penalties for unfulfilled fixtures are listed, any one or more of these may be implemented).

FIXTURES OTHER THAN FITNESS OF GROUND WILL NOT AUTOMATICALLY BE RESCHEDULED. THE COMMITTEE WILL DISCUSS MITIGATION SUBMITTED AND DECIDE ON WHAT COURSE OF ACTION TO TAKE.

MC Rule 21: REPORTING RESULTS

Both home and away teams shall communicate the result of the match using the FA Fulltime SMS results service within 3 hours of the match. Failure to do so will incur a fine of £20.00 (see fines tariff).

The home and/or away team shall be liable to a £20.00 fine for any late team statistics (see fines tariff), these should be completed within 4 days of each match.

Fair play marks awarded on match days should be given for the Managers, Players and Supporters behaviour.

Any Fair Play mark of 4 (four) or less awarded by either team must have an accompanying explanation to the Registration Officer within 7 (seven) days of the date played.

MC Rule 22: DETERMINING CHAMPIONSHIP

NO ADDITIONAL RULES.

MC Rule 23: MATCH OFFICIALS

Both the home and away managers must mark the referee by using a scale of up to 100, this mark is broken down into 3 parts for you to mark the referees performance – overall decision making (1-40 marks), judgement of major decisions (1-30 marks) and overall control (1-30 marks). If the mark is 60 or below the team giving the low mark must add a reason for this on fa fulltime and send a completed referees assessment form to the referee development officer (RDO) at county fa, within 48 hours. This must include the referees name and number – details of the RDO are at the front of the handbook – please also send a copy of the report to the league secretary and league referee's officer.

Match officials should be provided with an electronic copy of team sheets before the commencement of the match.

Fees for next season will be as advised by The Sheffield and Hallamshire FA.

Wherever possible, referees will be allocated to games of no more than a 10 mile round trip.

MC Rule 24: INSTRUCTIONS OF THE LEAGUE MANAGEMENT COMMITTEE

Any breaches of the rules set out below will be charged under FA Rule - Failure to Comply with an instruction of the Management Committee and carry a maximum fine of £100 in accordance with the fines tariff:

Match officials shall be contacted with kick off time and ground directions no later than Tuesday evening for Saturday fixtures or ASAP prior to any other fixture.

Teams must ensure that match officials are paid before or IMMEDIATELY after the match. Electronic payments should be considered.

Advertising for players/trials is allowed all year round as long as the advertisement contains the wording **‘Must not be registered with any other SHWGL team’** and this wording is clear and bold on the advert. Please remember this on club and personal social media sites and posters etc.

Permission must be obtained before the commencement of a match from both the Managers and before anyone can video or take photographs before, during or after the match – REMEMBER SOME TEAMS WILL CONTAIN PLAYERS UNDER THE AGE OF 18.

All teams must have an up to date Squad List at every game and this must be made available to the opposition for checking. Please ensure you have a current list available ie, if you have registered new players they must be on the list. If a player is not showing on the list they are not registered and are not eligible to play in the game. A list of eligible players for each team is also available on the FA fulltime website.

A Team Sheet should be produced by each team and exchanged electronically with the opposition manager and the referee before the match commences. Please check the Team Squad List against the Team Sheet.

A Club failing to be represented at a meeting shall be fined £10.00 if they have tendered their apologies and £20.00 if no apologies have been received. Clubs failing to be represented at a meeting on three consecutive occasions shall be further dealt with at the discretion of the Management Committee. CLUBS FAILING TO BE REPRESENTED AT THE AGM WILL BE FINED A MAXIMUM OF £100.00.

RULES OF THE SHEFFIELD AND HALLAMSHIRE WOMEN AND GIRLS CUP AND SHIELD COMPETITION

1. A knock out League Cup and a Shield Competition shall be played each season and shall be confined to member teams of the League.
2. The playing format and knock out stages for the cup and Shield competition will be circulated to clubs before the start of the competitions.
3. The entry fee for the Cup and Shield shall be inclusive with the League fee.
4. Except as set out below, the Rules of the Sheffield and Hallamshire Women and Girls League shall apply. The entire control and management of the Cup and Shield competitions shall lie with the Management Committee of the Competitions.
5. No player shall play for more than one team in any Cup or Shield competition.
6. Players must have signed for the club they wish to represent in the Cup or Shield by the 28th of February except with the special permission of the League Management Committee.
7. The ties for the Cup and Shield will be drawn in a manner approved by the League Management Committee.
8. Cup and Shield matches must be played to completion on the scheduled fixture date. If, at any stage of the competition the home team pitch is unfit for play, and the home teams are unable to provide an alternative pitch, the game should be played on the away teams pitch if playable/available, no costs are involved and the kick off can take place within one hour of the original kick off time, unless mutually agreed to change. In all cases every effort must be made to play the fixture on the date scheduled.
9. Postponements due to the ground fitness of both Home and Away teams must be played within seven (7) days of the original date. Non-fulfillment of a Cup or Shield fixture for any other reason than fitness of ground will result in the offending team forfeiting the game, this includes any rearranged fixtures.
10. The Cup and Shield Semi-Finals will be played at the ground of the first team drawn. This team shall be responsible for payment of the pitch and Match Official unless mutually agreed to share expenses.
11. The final match of all Cup and Shield Competitions shall be played at a central venue arranged by the Management Committee and the cost thereof shall be borne by the Competition. The cost of Match Officials for the final games shall be borne by the Competition.
12. In all rounds of both the Cup and Shield, if the teams are level after the completion of normal playing time a period of extra time of 10 (ten) minutes each way shall be played.
13. If after extra time the scores are still level, the match will be decided by kicks from the penalty spot as follows:

A series of five (5) kicks from the penalty spot shall be taken by each team against the opponent's goalkeeper. The teams to take alternate kicks. F.I.F.A. and F.A. Rules for penalty kicks shall apply and the Referee shall decide which goal is to be used.

The team scoring the most goals shall be adjudged to be the winning team.

Should each team score the same number of goals in this series of kicks from the penalty spot then sudden death shall apply.

14. It shall be the responsibility of both teams to report the match result to the league.
15. The winning team in the Cup competition shall be presented with the League Cup which shall remain the property of the League. The winning team shall be responsible for the safe return of the Cup on or before the 1st day of February in the ensuing year in good order and condition. Should the Cup be lost, destroyed or damaged in any manner whilst under the care or custody of any Club, the Club shall refund to the League the amount of it's current value or the cost of thorough repair.
16. The winning team in the Shield competition shall be presented with the SHWGL Shield which shall remain the property of the League. The winning team shall be responsible for the safe return of the Shield on or before the 1st day of February in the ensuing year in good order and condition. Should the Shield be lost, destroyed or damaged in any manner whilst under the care or custody of any Club, the Club shall refund to the League the amount of it's current value or the cost of thorough repair.
17. Cup and Shield Fixture dates will be notified to all clubs by the League Management Committee, Finals will be played on dates advertised by the league management committee at least 28 days prior to the fixture.
18. If weather conditions or other circumstances do not allow completion of league fixtures, the Cup and Shield competition can be cancelled for the season at the discretion of the Management committee.

LET'S KICK RACISM OUT OF FOOTBALL

Sheffield and Hallamshire County FA supports the aims and objectives of the 'Let's Kick Racism Out of Football' campaign.

As the world's most popular sport football allows us to show unity between different communities.

However, many players from ethnic minorities continue to face abuse and harassment because of their background.



Players, referees or administrators are reminded that racial abuse on the field of play is a red card offence. Teams, leagues or individuals who exclude, abuse or harass because of race or religion will face having their registration cancelled.

Players suffering racial abuse are encouraged to report it to referees on the field of play and to the Secretary or Chairman of their League. The County should also be informed immediately.

We all have a responsibility to tackle racism in football.

Don't let it ruin our game.

For advice on what action to take if you are involved in an incident of racial abuse call Kick It Out, football's anti-racism campaign on

**LET'S
KICK RACISM
OUT OF
FOOTBALL**

0800 169 9414.

www.kickitout.org

