

Queensferry Sports Flintshire Junior Youth Football League



RULE BOOK

REVISED 2023/2024

QUEENSFERRY SPORTS FLINTSHIRE JUNIOR YOUTH FOOTBALL LEAGUE

OFFICERS

OTHER USEFUL NUMBERS

F. A. of Wales: Hensol, Pontyclun, Cardiff, CF72 8JY Tel: 02920 435830

President	Gary Owen	01244 812040	Garyowen18@me.com
Chairman	John Cook	07519 941476	footiecookie@gmail.com
Vice Chairman	Anthony Foden	07534 260839	anthony.foden@outlook.com
Secretary	Maureen Jones	01352 733399	SecretaryFJYFL@outlook.com
Minutes Secretary	Vacant Position		
Treasurer	Maureen Jones	01352 733399	secretaryFJYFL@outlook.com
Safeguarding Officer	Helen Ellis		helenmarieellis@icloud.com
Fixture Secretary (U12-U19)	Kevin Perry	07826 301550	kevperry1985@gmail.com
Mini Fixture Secretary	Dave Dickel	01244 533995	dave.dickel49@gmail.com
FAW COMET Champion	Debi Ross	07881 270944	debiross9956@hotmail.com
Disciplinary Secretary	Julia Bowhill	07818 086570	j.bowhill@icloud.com
Referee Appointment Secretary	Luke Allsop	07540 480311	lsdaref1983@gmail.com
Social Media / Press Officer	Jemma Leach	07990 752553	jemmaleach@outlook.com
Exec League Rep - NEWFA	(Gary Owen	01244 812040	Garyowen18@me.com
Club Rep - NEWFA	Vacant position		
Mini Football Representative	Jemma Leach	07990 752553	jemmaleach@outlook.com
Junior/Youth Representative	Kat Bonham	07891 711926	Miyfcsec@gmail.com

NEWFA Secretary: Dave Fawkes, 29 Alyn Road, Gwersyllt, Wrexham LL11 4HU Mobile: 07841 435334
e-mail: gs@newfa.co.uk

Referee Officer: S. Jones, 8 Firtree Road, Bradley, Wrexham L11 4DW Mobile: 07723 051754
e-mail: ro@newfa.co.uk

COMET

If you have an issue with COMET, it is best to raise a ticket or call the helpdesk 029 2267 2252

COMET Website - <https://cometsupport.faw.cymru/>

QUEENSFERRY SPORTS FLINTSHIRE JUNIOR YOUTH FOOTBALL LEAGUE

FLINTSHIRE JUNIOR YOUTH FOOTBALL LEAGUE CHILD PROTECTION POLICY

The following child protection procedures have been compiled for those who are in contact with children and young adults.

They have been designed to protect children from all forms of abuse; only by having agreed code of conduct can we ensure the protection of the children in our care. They are also meant to protect adult's placing themselves in a position where they are at risk from false allegations from adults and children.

Safe care

- Adults should avoid being left alone with a child or small number of children. This includes amongst others, child in car, in the changing rooms or on the football pitch.
- Should you be required to supervise a small number of children or single Child, it should be ensured that, and other adult is present or within earshot.
- In a circumstance where an adult has been left alone with a child then that adult should make a record of that event this should include the date, time, place and the reason and circumstance for the child being in their sole care.
- Adults should be, appropriately dressed, when in the company of children, always.
- Adults should maintain, appropriate behaviour always. Shouting, swearing and inappropriate humour either directed or around the children will not be tolerated.
- Bullying of any kind should not be tolerated. This includes verbal and physical bullying. Bullying can take place from adult to child, child to child and in some cases child to adult.
- Careful consideration should be given to discipline used by managers and their assistants. No form of physical chastisement is allowed. Children should not be forced into completing strenuous physical tasks as a form of discipline.
- Children should not be subjected to any sort of verbal attack.
- No photographs or video footage of children should be taken without the prior permission of the children's parents or person with parental responsibility.

Responsibilities

- Any adult who has concerns about the conduct of another adult should immediately raise these concerns with the SGO. These concerns should then be put into writing and forwarded to the SGO.
- All concerns reported will be taken seriously and given the SGO's full attention. Where appropriate concerns will be forwarded to the relevant authorities.
- All adults involved within the Flintshire Junior Youth Football League have a responsibility to ensure the safety of all the children in their care.

Definitions of Abuse

- An individual can abuse a child by neglect, inflicting harm or failing to act to prevent harm. A child can be abused by a family member or within an institutionalised setting, usually by somebody they know or more rarely by a stranger.

Physical Abuse

- This can involve hitting, shaking, throwing or anything that can cause physical harm to a child. Physical harm can also be induced when an individual purposely causes ill health to a child in their care.

Emotional Abuse

- This is when an individual persistently emotionally mistreats a child. This can be done by continually conveying to a child that they are worthless or alternatively by then feeling inadequate or valued only if they meet the needs of others with appropriate expectations being inflicted upon them. Emotional abuse can occur in conjunction with other types of ill treatment or alone.

Sexual Abuse

- This is when a child is forced or enticed to take part in sexual activities. Such activities can be physical or non-physical and include non-contact acts such as pornography or dressing and behaving in an inappropriate manner, such behaviours are inappropriate whether or not the child is aware of what is happening.

Neglect

- This is when a child's basic physical or psychological needs are not being met and failing to protect a child from physical harm or danger.

FLINTSHIRE JUNIOR YOUTH LEAGUE CODE OF CONDUCT

Each club and team is responsible for the conduct of its club officers and Committee members, whether they are officially in charge of the team or not on any particular day, i.e. a committee member, league representative attending a game is deemed to be in a management position and therefore subject to referee control in accordance with the laws of the game.

Each club and team is responsible for the conduct of its players and any people purporting to be a member of the club, and must control all such persons accordingly, i.e. if a person is causing any kind of disruption on the touch line, the club will be responsible for controlling the behaviour. If this is not done the club and team will be subject to disciplinary action. Each club and team are responsible for the behaviour of its players, officials, and committee members, persons purporting to be a member of the club, before, during and after the game.

Officials, committee members, spectators are not permitted to shout at players other than ENCOURAGEMENT AND PRAISE. No intimidating remarks are to be made whatsoever.

Referees are not responsible for controlling spectators except as provided in the laws of the game.

Referees should escort players from the field of play. Any incidents must be reported by the referee to the N.E.W.F.A. and the Q.S.F.J.Y.F.L. in writing and must include the name/s and number/s of any player/s or official/s, spectator/s involved.

Any breach of the code will result in disciplinary action being taken against the club concerned.

This action may include:

1. Imposition of a fine
2. Withdraw club/team fixtures.
3. Ordering of games to be replayed away from home, with all cost of such games being at their own expense.
4. Instruct club to exclude players, officers, committee members, parents, spectators from all club activities. Failing to take the appropriate action will result in further disciplinary charges.
5. Expulsion of the club or team from the league.

MANAGERS/COACHES CODE OF CONDUCT

- Be reasonable in your demands on children's time, energy, and enthusiasm.
- Never ridicule or shout at the children for making mistakes or losing a match.
- Never shout at or abuse match officials.
- Shouting from the side-lines should always be discouraged apart from general encouragement.
- Teach players that the laws of the game are mutual agreements that should not be broken.
- Develop respect for the ability of opponents as well as the judgement of the officials and opposing coaches.
- Set a good standard of behaviour yourself, and always offer praise and encouragement and try to have as much one to one communication with your players as possible.

PLAYERS CODE OF CONDUCT

- Play by the rules and never argue with the match officials.
- Control your temper, verbal abuse of officials or other players, deliberately distracting or provoking an opponent is not acceptable or permitted.
- Work equally hard for yourself and for your team, your team's performance will benefit and so will you.
- Be a good sport; applaud all good play whether it is by your team, or by your opponents.

- Treat all players as you would like to be treated yourself, do not interfere with, bully, or take unfair advantage of another player.
- Co-operate with your manager/coach, teammates, and opponents - without them there would be no football team.

SPECTATORS CODE OF CONDUCT

- Children play organised football for fun; they are not playing for the entertainment of the spectators. Nor are they miniature professionals.
- Applaud good performances and the efforts of each team; congratulate all players on their performances, regardless of the match result.
- Never ridicule or shout at a child for making a mistake during a game.
- Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
- Show respect for your team opponents – without them, there would be no game.
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.

PARENTS CODE OF CONDUCT

- Focus upon the child's efforts and performances rather than the overall result. This assists the Child in setting some realistic goals, relating to their ability, by reducing the emphasis on winning.
- Teach children that an honest effort is as important as victory, so that the result of the game is accepted without undue disappointment.
- Encourage children to always participate according to the rules.
- Never ridicule or shout at a child for making a mistake or losing a game.
- Remember that children want to play the game for their own enjoyment not yours.
- Remember that children learn best from example, applaud all play.
- Support all efforts to remove physical, racial, and verbal abuse within the game of football.

COACHES CODE OF CONDUCT

- All managers/coaches and any person involved with children/vulnerable adults must...
- Hold a valid Enhanced DBS
- Have their wallet ID available upon request.
- Any managers/coaches found not having their Wallet ID with them will be dealt with by N.E.W.F.A./FAW

QUEENSFERRY SPORTS FLINTSHIRE JUNIOR YOUTH FOOTBALL LEAGUE CONSTITUTION AND RULES

1. NAME AND CONSTITUTION

The League shall be known as the Flintshire Junior Youth Football League and shall consist of clubs who the Officers shall consider eligible.

The League shall affiliate to the North East Wales Football Association (N.E.W.F.A) and all members' clubs must affiliate to the Area Association in which their ground is situated. The League shall be divided into a number of divisions as required and approved by the Officers.

The boundaries of the QSFJYFL will be set by the Area Association and FAW (at present the county of Flintshire).

2. OFFICERS

The Officers of the League will consist of two groupings, "Senior Officers" and "General Officers", all officers shall be appointed by the member clubs and officers attending the Annual General Meeting, after the nominees wishing to be League Officers have attended and had their names put forward by a League Selection Panel to the Annual General Meeting, the League Selection Panel will be formed by the League Chairperson consisting of three Senior Officers, three General Officers and the League Secretary will be responsible for announcing at a Management Committee meeting what officers posts are vacant and the closing date for nominees names to be sent to the League Secretary.

(a) Senior Officers - President, Chairperson, Vice – Chairperson, League Secretary, Treasurer, Disciplinary Secretary, Registration/COMET, Safeguarding, Fixture Secretary (12-19), Referees Appointment.

(b) General Officers – Fixture secretaries (U6, U7, U8, U9, U10 & U11), Junior Representative, Mini Representative, Exec NEWFA Representative & Press/ Social media Officer

All Senior Officers will hold their tenure for three years and General officers for two years.

Honouree Life Vice Presidents may be elected by the member clubs and officers at an Annual General Meeting however will only hold a nonvoting position within the League as will the President.

3. MANAGEMENT

The League shall be run and governed by a Management Committee which will consist of registered clubs and all League Officers.

The Management Committee is to ensure all registered League clubs comply with FAW and League rules, plus any resolutions adopted and decisions arrived at a Management Committee meeting, plus League Officers are fulfilling their roles.

The League Secretary shall record the minutes of the Management Committee meetings, which shall be distributed to all registered clubs and League Officers 7 days prior to the next meeting being held, the minutes will be an agenda item at that meeting for the approval of said minutes as a true record including any resolutions and decisions adopted, upon which the Chairperson will sign.

All correspondence must go through Club Secretaries.

4. EXECUTIVE MANAGEMENT COMMITTEE

The committee will consist of Senior Officers, General Officers and Honouree Life Vice Presidents, which has the power to deal with any matter not provided for under these rules and in any dispute covered by these rules.

The Q.S.F.J.Y.L. is the sole interpreter of the League Rules, and from their decision there can be no appeal to any other body except the N.E.W.F.A and then to the F.A.W. whose decision is final and binding on all parties.

The Executive Management Committee may appoint any sub-committee they consider necessary and delegate powers to that sub-committee, all decisions of a sub-committee are subject to ratification of the Executive Management Committee.

Disciplinary matters will be heard by an Ad Hoc Panel of three Executive Management Committee members plus the Disciplinary Secretary.

A member of the Executive Management Committee may not be present when any matter concerning their club is under discussion or there is a conflict of interest.

To call an Executive Management Committee meeting other than the planned monthly meeting will require four Executive Management Committee Officers to request such a meeting, via the League Secretary stating agenda item or items, the meeting will be held within 7 business days of such a request.

5. MEETINGS

The Management Committee will meet as and when required. All Clubs must be represented at Management Committee meetings. Any club failing to attend a meeting will be fined. (See Appendix A – Standard fines list). Each club representative, Officers, N.E.W.F.A. representative shall be entitled to one vote. The Chairperson only casts a vote in the event a resolution or decision is tied. This also applies to any sub-committee meetings.

All correspondence, including e-mails, must go to the league secretary via the club secretary.

Fuel allowance of 35p per mile will be paid to persons representing the league at N.E.W.F.A., F.A.W. or League Disciplinary meetings. This is to be reviewed when necessary.

6. APPLICATIONS AND RESIGNATION

- a) 1) Applications for membership shall be made to the League Secretary on or before the date arranged for the Annual General Meeting.
 - 2) No Junior/Youth team shall be accepted into the league after the AGM except to replace any team that has withdrawn from the league. Clubs can add additional Mini teams for fixtures from January of new year. New teams must be submitted by 1st December.
 - 3) Clubs intending to resign from the League must do so on or before the date of the A.G.M. All claims by such clubs against the League must be submitted in detail by this date.
- b) If a team resigns during the season, all points will be deducted, and league tables adjusted accordingly.
- c) All club executive details (Chairman, Club Secretary, Treasurer, Safeguarding Officer) are taken from COMET on receipt of affiliation, **clubs must inform the League Secretary with the details should they change thereafter.**

7. SUBSCRIPTIONS

- a) Subscriptions are as defined by FAW. Teams shall affiliate to the league via COMET ensuring fees are paid as per COMET guidelines.
- b) Affiliation must be paid by 1st July each year, any team registering after this date the affiliation fee will be doubled

8. ANNUAL GENERAL MEETING

The Annual General meeting will be held in July for the consideration of the Rules of the League, statements of accounts, the election of Officers and clubs and any other business which the Officers consider relevant.

All business to be transacted at a General Meeting shall appear on the agenda which must be circulated to clubs and voting members ten days prior to the date of the meeting. Clubs not attending AGM will be fined (See Appendix A – Standard fines list).

9. ALTERATION TO RULES

Any alteration to these rules or additions shall be made at the Annual General Meeting or such adjournment thereof, or at a Special General Meeting. All alterations, additions or deletions to the rules must reach the League Secretary as defined by the NEWFA rules, all clubs to be circulated.

10. EXTRA ORDINARY ANNUAL GENERAL MEETING

- a) No Special General Meeting shall be convened unless a requisition is received signed by not less than two thirds of the clubs in the League or at the request of a majority of two thirds of the clubs in the League or at the request of the majority of the Officers present.
- b) The requisition must contain full details of any suggested amendment to the rules. On receipt of such a request the League Secretary will call the necessary meeting within 21 days giving clubs voting members ten days' notice of such a meeting describing in full the reason for calling the meeting.

11. ACCOUNTS

The League shall keep a book of accounts showing in detail all items of income and expenditure. The funds of the League shall be lodged in a bank approved by the Officers. All cheques to be signed by any two from Treasurer, Secretary, COMET Officer and Chairman (subject to any special bank rules). The League year shall end on the 31st May in each year, when an audited statement of accounts will be drawn up and circulated at the A.G.M. The accounts each year shall be audited by such person or persons appointed at the A.G.M.

12. LAWS OF THE GAME

- a) All clubs belonging to the Q.S.F.J.Y.F.L. will play to the rules and regulations as laid down by the F.A. of Wales and in accordance with the laws of the game.
- b) Up to 5 substitutes (U14-U19) and up to 9 substitutes (U12-U13) can be used in any one game except to replace a player who has been sent off.

- c) Up to and including youth age group 'Flying' substitutes will be allowed i.e.: any number of substitutions can be made, and a player may re-enter the game.
- d) All substitutions to be made during breaks in play with the permission of the match referee.
- e) As per FAW/NEWFA rules the maximum squad size for U14 to U16 for season 23/24 is 24 players. From season 24/25 this will reduce to 22

13. DEFINITION OF PLAYERS AND DIVISIONS

- a) Players shall be under the age of the division they intend to play in, as at the date laid down by the F.A. of Wales.

- b) Age groups to be:

Over	Under	Play In
	12	12
12	13	13
13	14	14
14	15	15
15	16	16
16	17	17

- c) A player (U6 – U15) can only register for one age group as requested, if playing up, cannot play for their actual age group and also play up.
- d) A Player who is over 5 years and under 16 years as at the date laid down by the F.A. Wales in any playing season, should not play in a team involving players who are more than two years older than themselves.
- e) For League & Cup Matches - Any player on trial at an Academy is ineligible to participate in any matches during the 6-week trial period. If the player is found playing for their grassroots team during the trial period will be deemed an ineligible player.

14. REGISTRATION OF PLAYERS

- a) A playing member of a club is one who has been registered with a confirmed status on COMET by 5:30pm the day before a game. registered date taken as the "COMET confirmation date" (date from)
 - 1. Players 17 and below shall only play within their own domestic area, any exception is to be approved by the Area Association concerned. (FAW Rule 54.1)
- b) A registration of a player can only be suspended as follows
 - 1. By mutual consent of club and player. A player who has had his/her registration cancelled under this clause cannot sign for another club until 14 days after the cancellation.
 - 2. By transfer as per COMET
 - 3. By a decision of the Officers.
 - 4. Right to appeal to the N.E.W.F.A.
 - 5. All suspensions of registrations must be in writing from the club secretary.
- c) All teams entering the Q.S.F.J.Y.F.L. must register sufficient players so that all League and Cup games can be played. If sufficient players are not registered before the commencement of the season thus causing the postponement fixtures, then the club will be dealt with under League Rule 18(D).
- d) If a player's age is challenged by a Team/Club, then the offending player /club must produce an official document showing the age/date of birth of the player to the League Registration Secretary

within 14 days of the request being received off the League. Failure to comply with said request will deem the offending player an "ineligible player" as per rule 17 or until such a time that proof is produced.

15. TRANSFERS

All transfers must be actioned as per COMET guidelines.

16. APPROACH OF PLAYERS

Any club found guilty of inducing or attempting to induce directly or indirectly a player or players of another team within the league to join their club shall be guilty of misconduct and shall be liable to expulsion or such penalty as the Officers shall decide.

17. PLAYING INELIGIBLE PLAYERS

Any club playing an ineligible player or players may have 3 points deducted for each game found guilty. They will also be liable to a fine the match can be ordered to be replayed. (See Appendix A – Standard fines list). When a league fixture is ordered to be replayed because a team has played an ineligible player/s, then only those players who were eligible on original conference date of fixture can play in the rearranged fixture.

The Officers reserve the right to charge any club/team retrospectively for any games previously played involving ineligible player(s).

18. FIXTURES

All fixtures to be arranged on COMET and shall not clash with the conference dates of any F.A. of Wales or N.E.W.F.A. competition relevant to the League.

1. All teams (U12 to U16) must complete the team Roster on COMET for each competition they have entered. If a club has more than one team in a league/competition, a player can only be assigned to one of those teams and appear on that team roster only. Failure to do this may result in Disciplinary.

2. In line with COMET regulations, ALL teams must correctly complete the team sheet on COMET ensuring all sections are fully completed and confirm their team line-ups in accordance with the deadlines imposed by the League which is 10 mins before KO.

1. Section 1 - KITS
2. Section 2 – Team Officials - Team Manager/Coaches/First Aider (those in the technical area must be named on the team sheet).
3. Section 3 – Line-up - Shirt number (must match the shirt number the player is wearing), add players names for starting line-up and substitutes.
4. Home team to manage the match timer (Start/Break (HT)/Start/Full Time)
5. U12 – U19 Each team to update their goal scorers. U9, U10 & U11 Home team must only update result. U6 – U8 do not add goal scorers or result.
6. Referee's responsibility to update any cautions/red cards after the game.

Failure to comply will incur a fine - (See Appendix A – Standard fines list).

b) 1. All fixtures to be played on date given by Fixture Secretary, only exceptions to be NEWFA games and Pitches unplayable i.e.: council/landlord cancelling fixtures/qualified referee. If home pitch unavailable please try and reverse fixture where possible, advising Fixture Secretary of the change.

2. Only when a team has four or more players involved in their own school activities, may a team be allowed to seek permission to postpone a match. This will only apply when at least seven days' notice

is given to the Discipline Secretary and league fixture secretary by the teams concerned. This ruling will not apply in the case of Cup Finals.

3. Cup Competition Ties may be postponed by teams with 2 more players on International Duty. Any Cup Tie so postponed must be played on or before the following Saturday, special circumstances permitting.

- c) Teams shall not mutually agree to play a match in lieu of a League match; if such match is played then it must be sanctioned by the league Fixture Secretary prior to game.

d) 1. Teams failing to fulfil a fixture without rendering a satisfactory (see rule 18d2 for details) explanation in writing, including all relevant information (names of players also schools etc.) may have 3 points deducted and will be liable to a minimum fine plus any league approved expenses incurred by their league opposition. (See Appendix A – Standard fines list). Another date may be arranged for the match to be played. **All letters/emails of cancellation must be addressed to the Discipline Secretary and must be from the Club Secretary**, any such letters received from officers other than the Club Secretary will be returned and the club may be charged accordingly under any league rules to be determined by the Officers (including Rules 18d1 and 18k). (See Appendix A – Standard fines list).

2. Satisfactory explanations include:

1. School activity (see 18b2 lines 1 and 2).
2. Unfit ground (no letter required see 18k, however please send a photo of unplayable pitch)
3. NEWFA Cup Competitions or FJYFL League Cup Match (no letter required).
4. Absent, ill or injured players, thus not leaving the team with sufficient players to fulfil match (i.e. less than 7 for 11 a side and 6 for 9 a side).

N.B. Such letters of cancellation regarding 18d2 - 4 must have a supporting letter from the Parent / Guardian of each player concerned. Should such letters not be provided for all players within a Week, then the club will be charged under rule 18d1.

3. Unsatisfactory explanations include...

1. Birthday party / other events of any player from said team.
2. Failure to provide the appropriate number of adults / coaches / managers from within its club to fulfil the fixture. Any club wishing to provide details of mitigating circumstances may write to Discipline Secretary as per rule 18d2.
3. No referee (Exc. U15 to U19) (See rule 21c).
4. Any games postponed and club letters received for any other reason not specified in rules 18d2 or 18d3 will be dealt with by the Officers based on the information provided in such letters and the Officers shall make an informed decision under their powers as determined in league rule 4.

- e) In the event of a match not being played to a finish due to reasons beyond the control of either team, then the Officers may allow the result to stand or order the game to be replayed,

- f) If the abandonment is the fault of a team, the matter will be dealt with under Rule 4. Where a team is found guilty, the Officers may:

- (1) Impose a minimum fine - (See Appendix A – Standard fines list).
- (2) Allow the result to stand.
- (3) Order the game to be replayed, only with those players who were eligible on original conference date of fixture
- (4) may be deducted 3 points. Singularly or a combination of the above.

- g) 1. Only the match referee or another person nominated by the League Secretary may postpone a fixture if the ground is unfit due to inclement weather.

2. Where there is reasonable doubt as to the fitness of the ground, it is the home clubs, responsibility to contact the referee or League Secretary to arrange an inspection to prevent the opponents travelling unnecessarily.
3. Failure to act in the event of a postponement will be regarded as misconduct and the Officers fine the guilty club a minimum fine of from which the sum, the cost of the visiting team and match referee shall be refunded. (See Appendix A – Standard fines list).
4. The Referee attending the ground for the purpose of a pitch inspection shall only be entitled to half their travelling expenses at a rate agreed by the Officers at the start of the season.

h) Weekend matches shall kick off at the following times except by mutual consent and permission of the Fixture Secretary.

12 and 13 and 14	to kick off 10.00 a.m.
15 and 16	to kick off 9.45 a.m.
U19	to kick off 13.30 pm.

Any mid-week matches will kick off no later than 6.30pm. Mid-week fixtures must be played on the day stipulated or unless mutually agreed or Rule 18(d) will apply.

- i) 1. Teams requiring open dates must apply **21 days** prior to said date, giving all relevant information (i.e. names of players, schools etc.) reason and / or any other appropriate information.
Open dates cannot be requested for Cup Finals or Semi-Finals.
 2. Teams are permitted to request 2 open dates per season
 3. The League Officers will then decide whether permission will be granted for the requested open dates.
 - j) The home team is to confirm with an away official e.g., manager, secretary or chairman, **48 hours prior** to the match. Managers must speak to a representative of the opposing team: i.e. manager or assistant manager or coach as well as the referee. Failure to do so will incur a fine if deemed necessary by the Officer's. Any home team unable to contact an away official by the required date must request their club secretary to contact the opposition secretary to try and resolve, if unable to do that, then make contact, with the League Secretary.
 - k) All letters of postponement must reach the Disciplinary Secretary within 7 business days of the fixture date. Failure to do so will result in the club incurring a fine. ~~of £10.~~ (See Appendix A – Standard fines list). A letter of explanation is not needed if the cancellation or postponement of the match is due to the ground being deemed un-playable by either the referee or the groundsman (i.e. Landlord or Council),
 - l) The Q.S.F.J.Y.F.L. Fixture Secretary can amend/change/re-arrange any teams fixtures (including any team who has a free week) providing the concerned Club Secretaries are given 4 days prior notice. e.g. Monday before Saturday.
 - m) Where a said fixture included on the last set of official league fixtures distributed has been previously cancelled and the two clubs/teams cannot agree on a mutual date, the league secretary must be informed immediately, and the league fixture secretary will intervene and provide one date when said fixture must be played (letter of confirmation also to be sent).
- Non-compliance will automatically result in 3 points deducted and fine imposed in accordance with Rule 18(d).
- n) Clubs are **not allowed** to play in tournaments over League fixtures during the playing season. League fixtures are a priority over tournaments and academy games. Any club/team found cancelling fixtures in favour of playing in tournaments/academy games will be fined and/or have points deducted.

19. DURATION OF MATCHES.

Under 12 & 13 Division	35 minutes each way. Football size 4.
Under 14 Division	35 minutes each way. Football size 5.
Under 15 & 16 Division	40 Minutes each way. Football size 5.
Under 17/19 Division	45 minutes each way. Football size 5.

20. RESULT OF MATCHES

In the event of **no signal** to operate COMET, the home team is responsible for notifying the League. of the result or postponement of the match as follows:

- a) By telephone to the Relevant Officer before 12.00pm for all matches and immediately after the match for Mid-week games. Giving the FT result together with the names of the scorers for both teams, for each half. Failure to comply will incur a fine. (See Appendix A – Standard fines list).
- b) Teams to phone Relevant Officer with results of N.E.W Cup matches whether at home or away. Failure to comply will incur a fine. (See Appendix A – Standard fines list).

21. REFEREE

- a) The League will arrange referees' appointments when possible and should appoint only properly registered and qualified referees to matches.
- b) The referee fees are as follows plus 45p per mile travel expenses.

U12 – U13 = £20

U14 – U16 = £25

U19 = £30

Referee fees to be split 50/50 between the teams. Home team to ask Referee for above and then advise opposition when confirming the game so they know how much to take to the game.

- c) Any team not paying the referee on the day will be fined. (See Appendix A – Standard fines list).
- d) In the event of there being no league appointed referee, or qualified referee appointed by home club at a game, then the two teams **must agree to appoint a referee** (i.e. one person to Referee the game within the pitch, not from the sideline). from amongst their midst, preference being given to any qualified referee present. This person assumes the duties and responsibility of the referee. Such agreement must be made whether this is via agreement prior to the fixture earlier in the week and/or at pitch side on the day of the game, failure to do so will lead to the said club(s) being charged under league rule 18d.3.3
- e) In the case of postponed matches, the referee is entitled to half of the match fee if they have travelled to the venue. In matches abandoned for any reason the referee is entitled to the full fee.
- f) In the Cup Semi Final's, the league will appoint the referee. In the finals, referee and assistant referees will be appointed by the league and presented with a trophy as determined by the Officers.
- g) If an Independent Referee is requested by a club, the said club who requested an Independent Referee will pay the referee's fee.
- h) Online Referee form should be completed after the game but within 48 hours failure to complete and submit will result in a fine, see Appendix A.
- i) A fine will be made to clubs who fail to confirm the game with the match referee 3 days before the said fixture, as per rule 18 (j). (See Appendix A – Standard fines list).

j) Each Home team **must** appoint a Referee - Match Steward, please see **Appendix B** for more information and duties of the Referee Steward.

- Meeting the Official(s) on their arrival at the ground.
- To escort the Referee to and from the ground if required.
- The Steward must always wear the Hi Vis Vest.
- To make sure the Referee's fee is paid.
- Failure to comply the above will result in Disciplinary action - (See Appendix A – Standard fines list).

k) All clubs with U12 to Youth teams must provide flags for use by Referee's Assistants / Linesmen.

22. Ground

All clubs are responsible for finding their own ground. Clubs sharing grounds will cooperate with each other by playing morning and afternoon and must notify the League Secretary of the address of their ground. Nets will be used by all age groups. The home club is responsible for notifying the referee and opponents the location of ground and dressing rooms 3 days prior to the match.

All Youth teams (U19) shall provide changing facilities. – See NEWFA Pitch criteria on NEWFA website

Age Group

U12 – 9 v 9

Pitch size (64 yds) x (44 yds)

U13 – 9 v 9

Minimum Pitch size (64 yds) x (44 yds)

U14 – U19 11 v 11

Minimum Pitch size (100 yds) x (50 yds)

23. CHAMPION CLUB

a) Where we have multiple divisions in an age group the winner of each division will be deemed the champion of said division.

b) 1. At the end of the season where there is only one division in a league the top team will be deemed the champion teams. Three points having been awarded for a win and one point for a draw. All cups must be returned by the 1st March of the following season.

2. Should two or more teams be equal on points either as winners or runners up, then the winner will be decided by the following...

1. Points gained
2. Games won
3. Head-to-head
4. Play off

3. A play off will be on a suitable neutral ground provided by the league with facilities to make a charge for admission, and on a date issued by the Fixture Secretary which will not be changed. If scores are level after extra time, then taking of penalties as laid down by the F.A. of Wales shall decide the winner. Any team refusing to take said penalties shall be judged to have lost the game. A referee and two assistant referees will be provided by the league. If a suitable pitch cannot be provided within the said playing season, the clubs will share the trophy for equal periods of the season. Both teams will be presented with mementos by the League.

c) 1) All clubs must provide in writing a satisfactory explanation if any of their teams have not fulfilled all their league fixtures, within 1 day of the end of the season.

- 2) Any club not providing either an explanation and or non-satisfactory explanation will be invited to attend a discipline commission arranged by the Disciplinary Secretary and will be subject to a fine. (See Appendix A – Standard fines list).
- 3) Where by it is proven that any team did not fulfil its fixtures and Rules 23c (1) and 23c (2) have been processed, the said team will be deemed to have taken no part in that season's league programme and the league table adjusted accordingly re. All points obtained by or recorded against the defaulting team.
- 4) Whereby the club's explanation received (as per rule 23c1) is accepted the Officers will determine if...
 - a) League table remains as it is (i.e. based on completed matches).
 - or
 - d) League table to be adjusted as per Officers decision.

24. PROTEST, CLAIMS AND COMPLAINTS

All protest's claims and complaints must be lodged with the Disciplinary Secretary within 3 working days (Sundays /Bank Holidays excluded) of the conclusion of the match and must be sent with a fee of £50 to be treated as a deposit pending the hearing of the complaint, claim or protest if not sustained by the Officers. (See Appendix A – Standard fines list).

Any club, player or official may appeal to the North East Wales F. A. against any decision by the Officers or Sub Committee thereof. Such appeal must be made to the Secretary of the Association to arrive within 7 business days of the meeting at which the decision was given, or if not present at the hearing within 7 business days of the date when such decision was mailed to them. The club or competitor lodging the appeal is required to pay a fee to the N.E.W.F.A. as determined by council shall be forfeit if the appeal be not sustained.

25. CLUB COLOURS

Should two teams be drawn together both of whom have registered the same colours, the home team must change their colours in semi-finals and Finals if colours clash then both teams will change their colours.

26. DISCIPLINE

- a) Any player in the Q.S.F.J.Y.F.L. accused of assaulting a referee during a game, or after a game will have his/her registration withdrawn by the League immediately. The registration will be withheld until the outcome of the N.E.W.F.A. disciplinary commission has been announced.
- b) The Officers of the League are empowered to cancel or withdraw the registration of any player or club team official in the Q.S.F.J.Y.F.L. should they so wish. The right to appeal to NEWFA as per rule 24 applies.
- c) The Officers of the League are empowered to cancel or withdraw the membership of any club or club team in the Q.S.F.J.Y.F.L. should they so wish. The right to appeal to NEWFA as per rule 24 applies.
- d) Any team who is reported to the League for behaviour which is prejudicial to the good name of the League may have its fixtures in the League or any cup competition organised by the League frozen immediately. Within fourteen (14) days the team or teams concerned will be charged at a convened officers meeting and if found guilty may be fined and/or expelled, suspended from the League or Cup competition, and may have 3 or more points deducted. (See Appendix A – Standard fines list).
- e) Any player, club, club official, league official or match official must not publish or share on any Social Media platform, a post and/or comment and/or image which...
 - Implies bias of any player, club, club official, league official or match official.
 - Questions the integrity of any player, club, club official, league official or match official.

- Is offensive, abusive, insulting, threatening, derogatory or of a personal nature which is likely to cause offence at any time.
- Brings the League and/or game of league football into disrepute.

Any player, club, club official, league official or match official who is deemed to be in breach of the above may be charged with a disciplinary offence.

- g) 7 Business Days' notice will be given to any individual or club who have been invited to attend a Commission Meeting by the Disciplinary Secretary or any other Officer in the absence of the Disciplinary Secretary.
- h) A fine will be levied to any Club who, after confirming their attendance at a Commission and then fails to attend the meeting. (See Appendix A – Standard fines list).

27. GUARANTEE OF SAFE CUSTODY OF LEAGUE TROPHIES

A guarantee of safe custody of any League/Cup trophy won by a club shall be given by the club winning same. Such guarantee shall be a personal one of such members of the clubs committee as shall be in office at the time the trophy is won.

Trophies to be returned by 1st March each year to the League Discipline Officer or Clubs shall be fined (See Appendix A – Standard fines list).) for each Trophy not returned. A Club failing to return Trophy/Trophies by the above date due to loss, theft or damage of such Trophy/Trophies shall bear the cost of replacing such Trophy/Trophies at the current value as determined by the League.

28. LEAGUE MEDALS

The winning teams and runners up of each league will be presented with mementoes if funds permit, 16 to each team any extra to be paid for by team needing more.

Where we have additional Division's, the officers will determine if mementoes are to be awarded.

29. TRUSTEES

The Chairperson, Secretary, Discipline Officer and Treasurer of the League or a person nominated by the League shall for all intent and purpose is the legal holders of the trophies and other property in trust for the League.

30. OUTSTANDING INVOICES

- a) 1. All Invoices, Letters and/or Fines to be paid within 14 days of receipt, failure to do so will incur a further fine and the offending club shall not take part in league fixtures until such time as fine is paid. (See Appendix A – Standard fines list).
- 2. Any league cup game will be forfeited. All fines to be dealt with by the Treasurer.
- b) Any club failing to reply to correspondence from the League within 14 days shall be liable to a fine, 'Correspondence' is deemed to include communications by email. (See Appendix A – Standard fines list).
- c) Any club failing to pay any outstanding fines owed to the League by the A.G.M. shall not be allowed to vote at said AGM until all out-standing fines have been paid.

31. BREACH OF RULES

Any breach of rules of the Q.S.F.J.Y.F.L. discovered by an officer, or member club shall be reported to the Officers of the League where this matter will be acted upon

32. CUP COMPETITIONS

Only players registered and playing in the Q.S.F.J.Y.F.L. will be eligible to enter League cup competitions.

33. INSURANCE

All teams and clubs in the QSFJYFL have Public Liability insurance provided by the FAW at present. Only players FULLY registered on COMET have Personal Accident Insurance cover provided via FAW.

34. SMALL SIDED GAME REGULATIONS (This to include all of Rule 18)

Please see the FAW Small Sided Game regulations -

36. ELEVEN A SIDE FOOTBALL

Eleven a side football is played by teams from 14 upwards in age groups of Under 14, Under 15, Under 16 , with the addition of any group the league would manage as juniors and youth. E.g., Under 17 /Under 19 if adopted.

37. FIRST AID

Each team must have a first aid bag/box available on the touchline at every match organised by the league which must contain a water spray. NOTE: SPONGES ARE BANNED.

38. MANAGERS/COACHES

- a) All managers/coaches must be DBS checked as F.A.W./N.E.W.F.A. rules.
- b) All Managers/Coaches must hold a minimum of a valid FAW Football Leaders award. Costs of awards and vetting to be paid by said club.

39. BEHIND THE LINE

This is mandatory at all mini/junior football age groups. Consequently, all mini/junior football clubs must:

1. Create a "buffer zone" that runs parallel to the pitch, ideally 2 metres from both touchlines, a smaller buffer zone can be used where space does not allow 2 metres.
2. Buffer zone should be marked by a respect barrier or rope.
3. Only players, designated coaches and 1st Aider as named on the team sheet are allowed within the zone.
4. All spectators must watch from behind buffer zone lines but not in buffer Zone.
5. Spectators cannot stand on the goal line or behind the goal. A fine-will be levied for failure to adhere to the above. (See Appendix A – Standard fines list).
6. Clubs failing to provide buffer zones will be fined per pitch. (See Appendix A – Standard fines list).

40. SAFEGUARD OFFICER ROLE

The role of Safeguarding Officer will be determined by the Area Association Safeguarding Officer.

CUP RULES

1) INTRODUCTION

These rules shall apply to all Q.S.F.J.Y.F.L League Cup competitions and the General rules shall also apply unless otherwise stated.

2) ADMINISTRATION

The Officers shall have the entire control of the competition.

3) LAWS

- a) All clubs belonging to the Q.S.F.J.Y.F.L. will play to the rules and regulations as laid down by the F.A. of Wales and in accordance with the laws of the game.
- b) Up to 5 substitutes can be used in any one game, except to replace a player who has been sent off.
- c) Up to and including under 19's age group 'Flying' substitutes will be allowed, ie: any number of substitutions can be made, and a player may re-enter the game.
- d) All substitutions to be made during breaks in play with the permission of the match referee.

4) QUALIFICATION OF PLAYERS

- b) A playing member is one who has been registered with confirmed status on COMET, by 5pm on night before the game, registered date taken as the "COMET confirmation date" (date from)
- c) Players can play for more than one club in this competition, provided that they are registered correctly in accordance with the FAW Rules and Regulations. Drawn, postponed and abandoned matches must be played on the date given by the League Fixture Secretary.

5) INELIGIBLE PLAYER(S)

If a player(s) is found to be ineligible, then the team playing him/her shall be adjudged to have lost the match.

6) VENUE OF TIES & DURATION OF MATCHES

- a) The clubs shall be drawn in pairs and first drawn shall have home ground advantage.
- b) All cup matches shall be played to a conclusion. No replays
- c) If the scores are level at the end of scheduled time in games upto and including the QF then straight to penalties as laid down by the FA of Wales. For SF & Final then extra time must be played as follows:

U/12 & U13 5 minutes each way;
U14, U15 and U16 10 minutes each way.
U19 15 minutes each way.
- d) If scores remain level at the end of extra time, then the winners shall be decided upon by the taking of penalties as laid down by the FA of Wales, any team refusing to take such penalties shall automatically lose the tie.
- e) Where the home team ground is not available the fixture is to be reversed and then vice versa until the game is played.

7) FULFILMENT OF TIE

Any team failing to play on the appointed date or leaving the ground before completion of the match shall be dealt with by the Officers for misconduct; if the offending team cannot render a satisfactory explanation, they shall be adjudged to have lost the tie and may be fined. (See Appendix A – Standard fines list).

8) FINAL AND SEMI FINAL TIES.

a) All semi-finals shall be played on the ground of the first drawn team. All semi-finals and finals will be played on a date set by the Officers. In the event of the scores being equal at the end of normal period for all rounds up to and including the Quarter Final the game will be decided by a series of PENALTY KICKS in accordance with the Referee's Chart. No extra time to be played.

b) For the Semi-final and Final a further extra period as shown in cup rule 6c

c) If, for the Semi-final & Final, following the completion of the extra time the scores are still level then the game will be decided by a series of PENALTY KICKS in accordance with the Referee's Chart.

d) The designated home team will be informed of the appropriate referee (Name and telephone number) and will confirm the fixture.

e) All finals will be played on grounds as arranged by the Officers. All finals will be played on dates given by Officers, they will not be changed unless ground is unavailable and or dates clash with Area Association Cup Finals. An Open date will NOT be granted for Finals or Semi-Finals. All Finals will be played on Sundays or mid-week. We must have satisfactory reasons for any requests for date changes, as per Rule 19. This rule will be strictly adhered to.

9) CONSOLATION CUPS.

Teams knocked out of the first and preliminary rounds of League Cups shall be deemed eligible for the Consolation Cup. Consolation Cup competitions may be organised by the League as and when required

10) RAFFLES

No team in any semi-final or final shall hold a raffle unless organised by the League.

APPENDIX A

No	ITEM	Youth, Juniors, Mini
1	Not attending AGM	£20.00 in all rule books.
2	Playing ineligible Player in league (per game)	Min £25.00 & may have 3pts deducted.
3	Playing ineligible Player in cup competition	Min £25.00 and withdrawn from competition.
4	Failing to fulfil a fixture (unsatisfactory reason)	Min £25.00 and maybe max 3-point deduction.
5	Failing to fulfil a Cup fixture (unsatisfactory reason)	Min £25.00 and withdrawn from competition.
6	Failure to act in the event of a postponement plus club to refund match official and visiting club	Min £25.00 and club to refund match official & visiting club If a cup game – withdrawn from cup and all cup rules updated.
7	Abandonment of game (fault of team)	Comes under NEWFA.
8	Failure to provide report following abandonment of a game	£10.00.
9	Failure to send Referee Assessment form within 48 hours of game	£20.00.
10	Failing to confirm game with match Referee	Within 3 days of game and £20.00.
11	Failing to confirm game with opposition	Within 3 days of game and £20.00.
12	Failing to provide Referee with Code of Conduct form	£10.00.
13	Failing to attend a Commission after confirming attendance	Min £50.00.
14	Bringing the League into disrepute	Min £25.00.
15	Protest's claims and complaints /appeal fee	£25.00 which is refundable if case is won. Appeals £50.00.
17	Deposit for Cup/Trophy	n/a
18	If Cup/Trophy isn't returned on time	£50.00.
19	Invoices not paid within 14 days of receipt	£25 and TEAM suspension until paid, should be across NEWFA.
20	Monies not paid by the stipulated date	
21	Failure to respond to League correspondence	£20.00 across all leagues.
22	Failure to adhere to rule re standing behind goal	£20.00
23	Failure to provide buffer zones /Barriers/Rope Off	£20.00
24	Failing to play on appointed fixture date or leaving before game is completed	Min £50.00. NEWFA to deal with leaving before the game is completed.
25	All clubs must provide in writing a satisfactory explanation if any of their teams have not fulfilled all their league fixtures, within 7 days of the end of the season. Any club not providing either an explanation and or non-satisfactory explanation will be invited to attend a discipline commission.	Min £50.00 for each game not completed.
26	Failure to advise League fixture Sec when game postponed by Referee	Min £10.00.

27	Failure to provide suitable Match Balls	Min £20.00.
28	Fail to telephone match results	n/a
29	Late KO	£15.00.
30	Failing to submit Match report's	n/a
31	Not completing Match report form correctly	£5.00 on first occasion and £10.00 thereafter.
32	Fail to provide Assistant Referee Flag	£10.00.
33	Failing to appoint a Referee Match Steward for Home League games	First occasion £5.00, second occasion £10.00 , third occasion £20.00 etc.
34	Match Steward not wearing Hi-Viz Jacket	First occasion £5.00, second occasion £10.00 , third occasion £20.00 etc.
35	Reporting forms incomplete (per team)	£20.00
36	Not paying the Referee on match day	£10.00.
37	Failure to complete team sheet fully	£20.00.
38	Fail to exchange team list	£20.00.
39	Failure to rope-off pitch as per rule	Min £25.00.
40	Failure to inform NEWFA of Club Secretary change	£20.00.
41	Failure to attend League Management Committee	£20.00
42	Failure to provide HT refreshments	n/a
43	Shirt number not corresponding to team sheet	£20.00.
44	Not registering team colours with league	n/a
45	Clubs not meeting ground criteria	n/a
46	Clubs playing whilst suspended	Min £50.00.
47	Teams found guilty of falsifying team sheet	Min £20.00
48	Failure to advise League when resigning at the end of the season	n/a
49	Failing to play on appointed cup date	Min £25.00 and withdrawn from competition.
50	Fixtures or re-arranged Fixtures not played on fixtured date	Min £25.00 and maybe max 3-point deduction.
51	Clubs failing to attend two League meetings	£10.00 per missed meeting.
52	Club found guilty of filling in incorrect details on a team sheet	£20.00

APPENDIX B



Referee - Match Steward

Thank you very much for acting as a club Referee Match Steward. This role is required to enable the club to comply with the rules of all junior leagues and NEWFA. The club is very grateful to you for accepting the responsibility.

The Home team must appoint a Referee – Match Steward to EVERY home game.

- The team manager will inform you of the referee's name in advance of the game.
- The team manager will ascertain the referees fee including travel in advance.

On match day the Referee - Match Steward should :-

- Please ensure you wear the high visibility vest provided.
- Please meet the referee at the car park where possible, this is normally half an hour before kick-off time. If taken directly to the pitch offer them somewhere to store their belongings in safe place or under your supervision.
- Please introduce yourself and welcome the referee to the club and escort them to the pitch or changing room.
- The Referee - Match steward should be aware of the age of the Referee
- If the referee is under 18, they should wear a yellow arm band, and may be accompanied by a parent/guardian. Sometimes you may need to remind them to wear it.
- Collect the Referee fee from both teams.
- Pay the referee their requested fee before the game.
- Introduce yourself to the away manager and spectators and let them know who you are and that you are there to stop the referee being verbally abused and that the referee is not to be approached.
- Introduce the referee to both managers/coaches.
- Ask all spectators to always remain behind the respect barriers and that standing behind the goals is prohibited.
- Inform the referee where you plan to stand should they need to speak to you at any time during the match.
- At half time check the referee is ok and address any concerns.
- If players, coaches, or spectators of either team approach the referee complaining at half time or at the end of the match please try and support the referee quickly and politely encourage the complainer(s) to move away.
- At the end of the match, escort the referee from the pitch to their car if required.

Please note the recommendation from NEWFA is that the appointed Referee - Match Steward should not be involved directly with the running of the team i.e. Manager, Coach