



HEREFORDSHIRE
JUNIOR FOOTBALL LEAGUE
— FOUNDED 1978 —

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Handbook 23/24

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HEREFORDSHIRE

JUNIOR FOOTBALL LEAGUE

FOUNDED 1978

RULES AND REGULATIONS

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It's what junior football in Herefordshire is all about



Junior football should be all about creating a positive atmosphere for young players (and match officials). Let's all remember that it's your 100% encouragement which we know players love. So 'yes' to cheering a goal, a great shot, a skilful pass, a tip over the bar or the ref playing a good advantage. But a definite 'no' to telling the ref what you think or trying to make your voice heard over the coaches.

Keep your support of junior football **ONLY POSITIVE.**



HEREFORDSHIRE
JUNIOR FOOTBALL LEAGUE
— F O U N D E D 1 9 7 8 —



CONTENTS

RULES AND REGULATIONS

1. Definitions
2. Name and Constitution
3. Club Name
4. Entry Fee, Subscription, Deposit
5. Management, Nomination, Election
6. Powers of Management
7. Protests, Claims, Complaint, Appeals
8. Annual General Meeting
9. Special General Meetings
10. Agreement to be Signed
11. Continuation of Membership or Withdrawal of a Club
12. Exclusions of Clubs or Teams, Misconduct of Club Officials,
13. Trophy
14. Alteration to Rules
15. Finance
16. Insurance
17. Dissolution
18. Qualification of Players
19. Club Colours
20. Playing Season, Conditions of Play, Times of Kick Off, Postponements, Substitutes
21. Reporting Results
22. Determining Championship
23. Match Officials

5v5, 7v7 & 9v9 SOCCER RULES

1. Playing Area
2. The Ball
3. Number / Age of Players
4. Playing Equipment
5. Match Officials
6. Duration of the Game
7. Start and Restart of Play
8. Ball in and out of Play
9. Method of Scoring
10. Offside
11. Fouls and Misconduct
12. Free Kicks
13. Penalty Kicks
14. Throw In
15. Goal Kick
16. Corner Kicks
18. Spectator Area
19. Matters outside these Rules

CUP RULES

1. Cups and Trophies
2. Annual Competitions
3. Clubs Eligible to Compete
4. Expenses and Proceeds
5. The Draws
6. Fixing of Grounds, Postponements, Drawn Games, Penalty Shoot Out
7. Qualification of Players
8. Proceeds of Finals
9. Referees Fees and Expenses
10. Assistant Referees
11. Presentation of Cups, Trophies
12. Matters Outside These Rules

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” 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 Herefordshire Junior Football 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.

“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 rules.

“Ground” means the ground on which 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 referee and any fourth official appointed to a Competition Match.

“Mini Soccer” means those participating at age under 7s to under 10s.

“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.

“Participants” means an Affiliated Association, Competition, Club, Club Official, Intermediary, Player, Official, Match Official, Management Committee Member, member of employee of an Affiliated Club and all such persons who are from time to time participating in any activity sanctioned either directly or indirectly by the Association.

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

“Player Registration System” means The FA system to register players 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) (Herefordshire County Football Association Limited).

“Scholarship” means a Scholarship as defined in The FA Rules.

“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.

“Team” means a team affiliated to a Club.

“Team Sheet” means a form provided by the Competition on which the names of the Players taking part in a Competition Match are listed.

“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.

“Youth Football” means those participating at ages under 11s to under 18s.

(B) The Rules are taken from the Standard Code of Rules for Youth Competitions (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.

(C) 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 thereto, subject to the provisions of Rule 16.

(D) The Competition will be known as The Herefordshire Junior Football League. 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 Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Competition.

(E) 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.

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

HEREFORDSHIRE JUNIOR FOOTBALL LEAGUE

Sponsored by Herefordshire Group Training Association

RULES AND REGULATIONS

GOVERNANCE RULES

2. Competition Name and Constitution

- a) The Competition will be known as Herefordshire Junior Football 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 automatically cease to be a member of the Competition.
- b) This Competition shall consist of not more than 44 Clubs approved by the Sanctioning Authority.
- c) The geographical area covered by the Competition membership shall be Herefordshire and the surrounding Counties.
- d) The administration of the Competition under the Rules will be carried out by 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 have to 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 for Youth Competitions (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 Herefordshire Football Association and the constituent Teams of Clubs may be grouped in divisions, *each not exceeding 14 in number.*
- h) Inclusionity and Non-discrimination
 - (i) The Competition and each member Club must be committed to promoting inclusionity 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 member 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 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, England Football Accredited 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 at a particular age group in the Competition in any other competition (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 Special General Meeting 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 12.
 - m) Only one Team from a Club shall be permitted to participate in a single division unless there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries in which case the Competition will obtain the prior approval of the Sanctioning Authority. The 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 by transfers of registration in accordance with these Rules.

3. Club Name

Any Club wishing to change its name must obtain permission from the Sanctioning Authority. 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.

4. Entry Fee, Subscription, Deposit

- a) Applications by Clubs for admission to this 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 of £30 for each team (new teams only) 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 a majority of the accredited voting members present.

Each team is required to register the following number of players before 24th July on the Whole Game System.

5v5 8 players, 7v7 10 players, 9v9 12 players and 11v11 14 players.

Teams will not be accepted into the League if the minimum number of players has not been received by the HJFL Secretary by this date.

- b) An annual subscription shall be £25.00 for each Team playing either 9v9 or 11-a-side football and £20.00 per Team playing Mini-Soccer payable on or before the 21st June in each year.
- c) A Deposit of £30 shall be payable per team which shall be returnable to Clubs on leaving the Competition provided they have fulfilled their fixtures and complied with all orders of the Management Committee. Failure to comply with this Rule will result in a fine (in accordance with the Fines Tariff).
- d) A Club shall not participate in this Competition until the entry fee, annual subscription and deposit (if required) have been paid.
- e) If requested by the Competition, Clubs must advise annually to the Secretary in writing by 15th August of its Sanctioning Authority affiliation number for the forthcoming Playing Season, failing which they shall be fined £20 (in accordance with the Fines Tariff). Clubs must advise the Secretary in writing, or on the prescribed form, of details of its headquarters, Officers and any other information required by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- f) All applications for membership to the Herefordshire Junior Football League must be accompanied by the name of a team official working within that age group who holds the minimum of a current 1st4Sport Level 1 Certificate in Coaching football.
- g) All applications for membership to the Herefordshire Junior Football League must be accompanied by the name of the Club Welfare Officer who is working towards completing the following requirements for Club Welfare Officers. All Club Welfare Officers must have attended the FA Club Welfare Officers Training Workshop and hold a current FA CRB check. The nominated person must have completed all of these requirements by 01st July in the current season.

5. Management, Nomination, Election

- a) The Management Committee shall comprise the Officers and members who shall all be elected at the AGM. Clubs with 5 teams or more should provide at least one nomination. Clubs with less than 5 teams are of course still welcome to submit nominations.
- 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 June in each year.
All other candidates for election as Officers or members of the Management Committee shall be nominated to the Secretary in writing, signed by the secretaries of two member Clubs, not later than 1st June in each year.

Names of the candidates for election shall be circulated with the notice of the AGM. In the event of there being no nomination 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 a 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.

6. Powers of Management

- a) The Management Committee 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 may have the power to deal 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 Management Committee Meetings and have one 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 apply to the procedure of any sub-committee).
- d) In the event of the voting being equal on any matter, the Chair shall have a second or casting vote.
- e) The Management Committee shall have powers to apply, act upon and enforce the Rules of the Competition and shall also have jurisdiction over all matters affecting the Competition. Any action by the Competition must be taken within 28 days of the Competition being notified.

With the exception of Rules 6(I), 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.

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.

The maximum fine permitted for any breach of a Rule is £100.00 and, when setting any fine, the Management Committee must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

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) Five (5) of its members shall constitute a quorum for the transaction of business of the Management Committee or any of its sub-committee.
- h) The Management Committee, as it may deem necessary, shall have power to fill in any vacancies that may occur in their number.

A member of the Management Committee having failed to attend three consecutive meetings without satisfactory reason being given may be asked to resign from the Committee.

- 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 shall be paid within fourteen (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 Competition playing season.
- m) The business of the Competition as determined by the Management Committee may be transacted by electronic mail or facsimile.

7. Protests, Claims, Complaint, Appeals

- a) (i) All questions of eligibility, qualifications 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 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 in duplicate with the Secretary within seven (7) days (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 of £25. 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 receive a minimum 7 days' notice of the hearing should they be instructed to attend.

- (ii) Should a Club elect to state its case in person then they should forward a deposit of £25.00 and indicate such when forwarding the written response.
- (e) The Management Committee shall also have the 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 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, and the Sanctioning Authority may (but is not obliged to):
 - (i) Invite submissions by the parties involved; or
 - (ii) Convene a hearing to hear the appeal; or
 - (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 Annual or Special Meeting unless this is on the ground of unconstitutional conduct.

8. Annual General Meeting

- a) The AGM shall be held not later than 30th June in each year. At this meeting the following business shall be transacted provided that at least ten (10) 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 ensuing Season.
 - v. Election of Competition Officers and Management Committee members.
 - vi. Election of Life Members.
 - vii. Appointment of auditors/verifiers.
 - viii. Alteration of Rules, if any. (See Rule 14).
 - ix. Agree the date for the beginning of the playing season and kick off times applicable to the competitions.
 - x. Agree the date of the end of the Playing Season.
 - xi. 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 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 Playing 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 or virtual responses(for virtual meetings), unless a ballot is 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 of £20.00.
- i) Officers and Management Committee members shall be entitled to attend and vote at an AGM but cannot cast a vote on behalf of a club (See Rule 8.G)
- 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.

9. Special General Meetings

- (a) Upon receiving a requisition signed by two-thirds of the Clubs in membership the Secretary shall call a Special General Meeting.
- (b) The Management Committee may call a Special General Meeting at any time.
- (c) At least 7 days' notice shall be given of either meeting under this Rule, together with an agenda of the business to be transacted at such meeting.
- (d) Each member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only.
- (e) Any Club failing to be represented at a Special General Meeting shall be fined in accordance with the Fines Tariff.
- (f) Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings, but cannot cast a vote on behalf of a club (See Rule 9.D)

10. Agreement to be signed

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 Playing Season.

"We _____ (Chair) and _____ (Secretary), members of the _____ Football Club have been provided with a copy of the Rules and Regulations of the Herefordshire Junior Football League 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:

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

Any change of Chair/ Secretary or Directors of the Club as named on the above agreement must be notified to the Herefordshire County Football Association 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).

11. Continuation of Membership or Withdrawal of a Club

- a) Any Club intending or having a provisional intention, to withdraw a team from the Competition must do so at least 14 days before the AGM. 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(l), in the event of a member 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.

12. Exclusion of Clubs or Teams, Misconduct of Clubs, Officials, Players, Management Committee

- a) At the AGM, or Special General Meeting 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 ($\frac{2}{3}$) 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 an Special General Meeting 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 or Team whose conduct has, in their opinion, been undesirable, provided this is supported by more than two-thirds ($\frac{2}{3}$) 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.

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.

13. **Trophy**

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

"We _____ and _____, the Chair and Secretary of _____ FC, members of and representing the Club, having been declared winners of _____ Cup or Trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to the Competition Secretary on or before 31st March. 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 may/shall be made to the winners and runners-up if the funds of the Competition permit.

14. **Alteration to Rules**

Alterations, for which consent has been given by the Santioning 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, except in exceptional circumstances and approved by Sanctioning Authority and The FA

Notice of proposed alterations to be considered at the AGM shall be submitted to the Secretary by 1st May in each year. The proposals, together

with any proposals by the Management Committee, shall be circulated to the Clubs by 15th June and any amendments to these proposals shall be submitted to the Secretary by 22nd June. 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 and 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.

15. Finance

- a) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged.
- b) All expenditure in excess of £50 shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the Management Committee.
- c) The financial year of the Competition will end on 31st May.
- d) The accounting records, or a certified balance sheet, of a Competition shall be prepared and shall be audited/verified annually by some suitably qualified person(s) who shall be appointed at the AGM.

16. Insurance

- 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 a 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).

17. Dissolution

- (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 Special General Meeting.
- (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 Association.

(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 Association may decide.

MATCH RELATED RULES

18. Qualification of Players

A(i) A playing is one who, being in all other respects eligible, has:-

- (a) Registered through the Whole Game Player Registration System and received approval from the Competition.
- (b) Signed a fully and correctly completed Competition registration form in ink, countersigned by his /her parent or guardian and by an Officer of the Club, and who has been registered on Whole Game 5 days prior to the player playing and whose completed passport (U11-U16) has been received by the Club prior to playing. The registration document must incorporate emergency contact details of the Player's parents or guardians. These details must be available at matches and training events the Player attends within the management of the Club or Competition.

The team passport will be re-issued in the event of changes to the players registered during the season.

Teams must ensure that they have present at all matches the latest copy of their team's passport for inspection, age groups U11-U16 only. Failure to do so, will result in teams being fined up to a maximum of £50.00.

Passports must be inspected before the commencement of the game and be available for further inspection for a minimum of 15 minutes after the match if any query arises. Failure to do so, will result in teams being fined up to a maximum of £50.00.

If the passport is not present then the opposition have the right not play the game. If the procedure is not complied with then protests regarding eligibility will not be considered.

In the event of a team losing their team passport or it becoming damaged, the club secretary must contact the Registrations Secretary immediately and send payment of £10.00 for a replacement.

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

- b) (i) 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.

It is the responsibility of each Club to ensure that any Player registered to the Club has, where necessary, required the International Transfer Certificate. Clearance is required for any Player aged 10 and over crossing the borders including Wales, Scotland and Ireland.

(ii) A Player registered with a Premier League or EFL Academy under the Elite Player Performance Plan contained within Youth Development Rules will not be permitted to play in this Competition, except for those in the under 11 age-group and below where consent has been given by the relevant Premier League or EFL (such consent can be withdrawn at any time). Trial players are not considered to be registered with a Premier League or EFL Academy for these purposes and therefore the prohibition on playing in the Competition does not apply to them. The relevant Premier League/EFL Academy remains responsible for managing the frequency of the player's playing time. Details of the Youth Development Rules are published on The FA website. A Player registered with an FA Emerging Talent Centre or an FA Professional Game Academy may play in this Competition subject to the FA Girls' Emerging Talent Centre Operating Criteria and Professional Game Academy Youth Development Rules.

(iii) Each Team must have the following number of players registered on before the 24th July of each Playing Season:

| FORMAT | MINIMUM NUMBER |
|---------------|-----------------------|
| 5v5 | 8 |
| 7v7 | 10 |
| 9v9 | 12 |
| 11v11 | 14 |

- (c) A child who has not attained the age of 6 shall not play, and shall not be permitted or encouraged to play, in a match of any kind.

The relevant age for each Player is determined by his or her age as at midnight on 31 August of the relevant Playing Season. i.e. Children who are aged 6 as at midnight on 31 August in a Playing Season (together with those who attain the age of 6 during the Playing Season) will be classed as Under 7 Players for that Playing Season. Children who are aged 7 as at midnight on 31 August in a Playing Season will be classed as Under 8 Players for that Playing Season, and so on.

Notwithstanding the above, a child is permitted to play up in the age group above his or her chronological age group, irrespective of any changes of format or competition structure, save that a child who attains the age of 6 after 31 August is permitted to play only in the Under 7 age group, and may not play in the Under 8 age group, for that Playing Season. Girls in

all female teams may also be permitted to play an age group down in accordance with Rule 4(F).

The age groups that children are eligible to play in are set out in the table below, subject to Rule 4(F), along with the permitted football formats for each of those age groups. For the purposes of this Rule 18(C), provisions relating to playing in specified age groups shall include participating in training as well as playing in matches. Children shall not play, and shall not be permitted or encouraged to play, in a match between sides of more than the stated number of players, according to their age group:

| Age on 31 August of the relevant Playing Season | Eligible Age Groups | Maximum Permitted Format | Minimum Pitch Sizes (metres) | Recommended Pitch Sizes (metres) | Maximum Pitch Sizes (metres) | Recommended Goal Sizes (feet) | Ball Size |
|---|---------------------|--------------------------|------------------------------|----------------------------------|------------------------------|-------------------------------|-----------|
| 6 | Under 7 | 5v5 | 27.45 x 18.3 | 36.3 x 27.45 | 36.3 x 27.45 | 12x6 | 3 |
| | Under 8 | | 27.45 x 18.3 | 36.3 x 27.45 | 36.3 x 27.45 | 12x6 | 3 |
| 7 | Under 8 | 5v5 | 27.45 x 18.3 | 36.3 x 27.45 | 36.3 x 27.45 | 12x6 | 3 |
| | Under 9 | 7v7 | 45.75 x 27.45 | 54.9 x 36.6 | 54.9 x 36.6 | 12x6 | 3 |
| 8 | Under 9 | 7v7 | 45.75 x 27.45 | 54.9 x 36.6 | 54.9 x 36.6 | 12x6 | 3 |
| | Under 10 | | 45.75 x 27.45 | 54.9 x 36.6 | 54.9 x 36.6 | 12x6 | 3 |
| 9 | Under 10 | 7v7 | 45.75 x 27.45 | 54.9 x 36.6 | 54.9 x 36.6 | 12x6 | 3 |
| | Under 11 | 9v9 | 64 x 36.6 | 73.15 x 45.75 | 73.15 x 45.75 | 16x7 | 4 |
| 10 | Under 11 | 9v9 | 64 x 36.6 | 73.15 x 45.75 | 73.15 x 45.75 | 16x7 | 4 |
| | Under 12 | | 64 x 36.6 | 73.15 x 45.75 | 73.15 x 45.75 | 16x7 | 4 |
| 11 | Under 12 | 9v9 | 64 x 36.6 | 73.15 x 45.75 | 73.15 x 45.75 | 16x7 | 4 |
| | Under 13 | 11v11 | 82.3 x 45.75 | 82.3 x 50.27 | 91.44 x 54.9 | 21x7 | 4 |
| 12 | Under 13 | 11v11 | 82.3 x 45.75 | 82.3 x 50.27 | 91.44 x 54.9 | 21x7 | 4 |
| | Under 14 | | 82.3 x 45.75 | 82.3 x 50.27 | 91.44 x 54.9 | 21x7 | 4 |
| 13 | Under 14 | 11v11 | 82.3 x 45.75 | 82.3 x 50.27 | 91.44 x 54.9 | 21x7 | 4 |
| | Under 15 | | 82.3 x 45.75 | 91.44 x 54.84 | 100.58 x 64 | 24x8 | 5 |
| 14 | Under 15 | 11v11 | 82.3 x 45.75 | 91.44 x 54.84 | 100.58 x 64 | 24x8 | 5 |
| | Under 16 | | 82.3 x 45.75 | 91.44 x 54.84 | 100.58 x 64 | 24x8 | 5 |
| 15 | Under 16 | 11v11 | 82.3 x 45.75 | 91.44 x 54.84 | 100.58 x 64 | 24x8 | 5 |
| | Under 17 | | 91.44 x 45.75 | 100.54 x 64 | 118.87 x 91.44 | 24x8 | 5 |
| | Under 18 | | 91.44 x 45.75 | 100.54 x 64 | 118.87 x 91.44 | 24x8 | 5 |
| 16 | Under 17 | 11v11 | 91.44 x 45.75 | 100.54 x 64 | 118.87 x 91.44 | 24x8 | 5 |
| | Under 18 | | 91.44 x 45.75 | 100.54 x 64 | 118.87 x 91.44 | 24x8 | 5 |
| | Open Age | | 91.44 x 45.75 | 100.54 x 64 | 118.87 x 91.44 | 24x8 | 5 |

- (d) A fee set out in the Fees Tariff shall be paid by each Club/Team for each Player registered, if applicable
- (e) The Management Committee shall decide all registration disputes taking into account the following.

- (i) A Player shall not be permitted to register for more than one Club subject to the exceptions set out in Rule 18(e)(iii) below.
- (ii) 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 subject to the exceptions set out in Rule 18(e)(iii) below.

(iii) A Player is only permitted to register for more than one Club provided that:

- a. The Teams(s) in which the Player plays in are not in the same age group: or
- b. Except for the purpose of a transfer.

And the Player meets the requirements in Rule 18(c).

(f) It shall be deemed a breach of these Rules for a player to:-

- i. Play for more than one team in the same age group 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 if the provisions set out in Rule 18(e) (iii) apply, or where the Competition adopts rule 18.P.
- iii. Submit a signed registration form or submit a registration through WGS for registration that the Player had wilfully 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 power to accept the registration of any Player subject to the provisions of Rule 18(g) (ii) and (iii) below.
- (ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any Player, the exercise of such power being without prejudice to the Management Committee's ability to fine a club as its discretion (in accordance with the Fines Tariff) that has been charged and found guilty of registration irregularities (Subject to Rule 7).
- (iii) The Management Committee shall also 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. Where the Management Committee does not have enough information to enable it to make a decision pursuant to the above power, it may apply, in its absolute discretion, to the Sanctioning Authority of The FA for further information.
Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a Participant from being involved in this Competition.
- (iv) For 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 would be

empowered to consider a further charge of bringing the Competition into disrepute.

(Note: Action under Rule 18 (g) (iii) shall only be taken against a Player 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 C when a Club wishes to register who is already registered with another Club it shall submit a transfer request on Whole Game (in a format as determined by the Competition) to the Competition accompanied by a fee as set out in the Fees Tariff of £30.00, 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 three (3) days after receipt of such transfer after receipt of the updated team passport.

Transfer Window

Players will only be allowed to transfer between clubs from 01st January and 31st January in the current season.

Transfers requests in exceptional circumstances (for example, relating to safeguarding issues or a move to a different location) may be submitted for consideration by the HJFL Management Committee.

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

- i) A player may not be registered for a Club nor transferred to another Club in the Competition after 31st March except by special permission of the Management Committee.
- j) Registrations are valid for one Playing 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 three (3) games for that Team in this Competition in the current Playing Season.
- l) i) Subject to Rule 18(L)(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 them a minimum of a £50 fine.

- (ii) The Management Committee may vary the sanction as relates to the deduction of points set out at Rule 18 (L)(2) 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 18(L)(2) 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:
 - (b) Levy penalty points against the Club in default: and/or Order that such match or matches be replayed (on such terms as are decided by the Management Committee).
 - (c) Order that such Competition match or matches be replayed (on such terms as are decided by the Management Committee).

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

- o) (i) Priority must be given at all times to the activities of schools and school organisations.
- (ii) The availability of children and young children must be cleared with the Head Teachers or Principals (except for Sunday Competitions).
- (iii) A child under the age of 15 as at midnight on 31 August in relevant playing season, shall not be permitted to play in a Competition Match during that playing season where any other player is older or younger than that child by two years or more.
- p) If a Club wishes to cancel a Player's registration within the Competition, it must make a request via The FA's electronic player registration system giving the reasons for the request. The Competition may either approve or decline the request.

If a Player's registration is cancelled, he/she will not be eligible to play in the Competition for a period of [28] days from the date of cancellation.

Should the player wish to register again before the 28 days are up then a fee of £30.00 will need to be paid before registration be approved.

19. Club Colours

Every team must register the colour of its shirts and shorts with the Secretary by 1st June and the Competition Secretary shall decide as to their suitability.

Any team changing its colours during the Playing Season must notify the Competition Secretary immediately.

Goalkeepers must wear colours which distinguish them from other Players and the Match Officials.

No Player, including the goalkeeper, shall be permitted to wear black or very dark shirts.

Any Team not being able to play in its normal colours as registered with the Competition shall notify its opponents of the colours in which they will play (including the colours of the goalkeeper jersey) at least eight (8) days before the match.

If, in the opinion of the referee, two Teams have the same or similar colours, the home 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 shall be fined (in accordance with the Fines Tariff).

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.

20. Playing Season, Conditions of Play, Times of Kick-Off, Postponements, Substitutes

- a) All competition matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board or, for Mini-Soccer. The Mini-Soccer and Youth Futsal Handbook, or, for 9v9 football The FA's Guide to 9v9 Football.

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 in the Competition are to order the Club concerned to play its fixtures on another ground.

Artificial 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 - <https://footballfoundation.org.uk/3g-pitch-register>. All Football Turf Pitches used must be tested (by a FIFA accredited test institute) every 3 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).

Overhead netting is allowed for 5v5 and 7v7 mini soccer if the overhead netting height is at a minimum of 6m. No overhead netting is allowed for 9v9 and 11v11 affiliated matches.

Overhead wires used to support pitch divider netting are ideally removed for affiliated matches but if they cannot be removed then discretion is given to the match official to restart the match in accordance of the laws of the game.

All Competition matches shall have a duration as set out below unless a shorter time is mutually arranged by the two Clubs in consultation with the

referee prior to the commencement of the Competition match, and in any event shall be of equal halves.

Competition Matches should be played in accordance with the Laws appropriate to the relevant age group, as laid down by The FA, as detailed below.

| Age Group | Minimum duration of play per half (minutes) | Maximum duration of play per half (minutes) | Maximum playing time in one day in all organised development fixtures (minutes) | Maximum playing time in one day in all tournaments and trophy events/festivals (minutes) |
|-------------|---|---|---|--|
| U7 and U8 | 10 | 20 | 40 | 60 |
| U9 and U10 | 20 | 25 | 60 | 90 |
| U11 | 20 | 30 | 80 | 120 |
| U12 | 20 | 30 | 80 | 120 |
| U13 and U14 | 25 | 35 | 100 | 150 |
| U15 and U16 | 25 | 40 | 100 | 150 |
| U18 | 25 | 45 | 120 | 180 |

Competition Matches for age groups from U7 to U10 can be played in either quarters or halves. This Competition uses halves.

For round robin/trophy events, the maximum duration of play per half cannot be exceeded, but the minimum duration of play per half may be adjusted.

For trophy events, the Competition may award mementos.

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 and the Competition.

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

The home Team must provide 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 matches must be played on the dates originally agreed but priority shall be given to The Football Association 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 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 group and time of kick-off to the Match Officials and the secretary of the opposing Club at least 5 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.
- d) The minimum number of Players that will constitute a Team for a Competition Match is as follows:

| FORMAT | MINIMUM NUMBER |
|--------|----------------|
| 5v5 | 4 |
| 7v7 | 5 |
| 9v9 | 6 |
| 11v11 | 7 |

In the event of a Club playing in any match with less than eleven (11) players-a-side and 9 players in a 9v9 game they may be fined £5 for each missing player.

- e) (i) In Competitions where points are awarded home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have the power to impose a fine (in accordance with the Fines Tariff), deduct points from the defaulting Club, award the points from the match in question to the opponents, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except by award of goals. *Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a match to be played on a neutral ground or on the opponent's Ground if they are satisfied that such action is warranted by the circumstances.*
- (ii) Any Club unable to fulfil a fixture or where a fixture has been postponed for any reason must, without delay, give notice to the Competition, the secretary of the opposing Club and the Match Officials. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (iii) In the event of a 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 Competition within [3] 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 the Management Committee shall also be empowered to order the score at the time of abandonment to stand.
- (iv) The Management Committee shall review all matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall 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 award the points for the match to the opponent. In cases where a match has been abandoned owing to 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.

(v) 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(M)(i) above. Where both Teams were under suspension the Competition match must be declared null and void and shall not be replayed.

The Management Committee current decision regarding fixtures and leagues.

a)- **Unpublished leagues, U8-U11;**

The management committee will be mindful of the agreed objective to, as best as possible, deliver like-standard football. In structuring league constitutions previous results as well as player registrations will help determine recommended splits into divisions, HGTA and HJFL. League structures may involve 2 or more divisions dependent on the number of teams in each age group.

U12 League

Unpublished leagues up to October/November then smaller published leagues in January based on playing record.

The top league will play for the U12 championship.

Introduce a supplementary cup from January for non semi-finalists of main cup.

It is stressed that leagues will have no breaks other than Christmas and Easter weekend and may have mid-week games at the start and end of the season.

Teams may request a maximum of 3 dates without a fixture, but this request must be received in writing by 01st of each month for the following month.

The decision of the management committee is final.

b) - **Published Leagues, U13-U16**

1-14 teams one league, home and away games.

Leagues with 15 or more teams will be split into two Leagues and will have fixtures provided on a random basis for the months of September and October. Results will not be published and at the end of October teams will be split into like-standard leagues. Leagues will then be published.

This may involve 2 or more leagues dependent on the number of teams in the age group.

Where there are more than one Published League at certain age groups only the HWGTA League will be presented with winners and runners up medals.

It is stressed that leagues will have no breaks other than Christmas and Easter weekend and may have mid-week games at the start and end of the season.

Teams may request a maximum of 3 dates without a fixture, but this request must be received in writing by 01st of each month for the following month.

The decision of the management committee is final.

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. Clubs in breach of this requirement shall be fined a sum not exceeding £20.00 or otherwise dealt with by the Management Committee.

Any club unable to fulfil a fixture *or where a fixture has been postponed for any reason* must, without delay, give notice to the Results Secretary, the Competition Referees Appointments Secretary, the Secretary of the opposing Club and the match officials. Any Club failing to comply shall be dealt with by the Management Committee who may inflict any penalty it may deem suitable.

For all proven cases of non-fulfilment by a team, a minimum fine of £15.00 may be levied together with an automatic deduction of three (3) pts from the offending team's total for published leagues. Teams in non-published leagues will be fined £15.00.

In all age groups, a third offence may result in the team being expelled from the League and forfeiture of its Goodwill Deposit. Priority shall be given to The Football Association and all County Association competitions. Before any request for postponing of a County fixture is made, a minimum of three players must be involved. Details of the player's involvement in the activity must be provided as soon as possible to the League Secretary.

Postponement of fixtures due to school commitments will only be granted for reasons of school activities (not holidays) and proof should be provided to the League of such arrangements where possible fourteen days prior to the game. Before any request for a postponement is made a minimum of four players must be involved. Schools do not have any precedence on Sunday Football.

- f) A Club may at its discretion and in accordance with the Laws of the Game use substitute Players in any Competition match.

Where a Competition does not allow return substitutes:

For Under 17s and Under 18s – [up to 5 may be selected from 5 substitute Players].

For Under 11s - Under 18 – (up to 5 may be selected from 5 substitute Players]. A Player who has been substituted becomes a substitute and may replace any Player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

For Mini-Soccer – any number of substitutions may be used at any time with the permission of the referee. Entry onto the field of play will only be allowed during a stoppage in play. A Player who has been replaced may return to the play as a substitute for another Player. A Team must not have a match day squad greater than double the size of its Team in an age group.

The referee shall be informed of the names of the substitute Players not later than 15 minutes before the start of the Competition match and a Player not so named may not take part in the match.

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

- g) The half time interval shall be of 10 minutes' duration, but it shall not exceed 15 minutes. The half time interval may only be altered with the consent of the Match Officials.
- h) The Teams taking part in Under 7 to U11 or Youth Football shall identify a Team captain who may/shall wear an armband and shall have a responsibility to offer support in the management of the on-field discipline of his/her teammates.

The *Competition* shall require all players and club officials to have signed the FA's Respect Codes of Conduct and produce these if so requested by the League Management Committee.

Prior to each match the participating teams and officials shall conduct the 'Respect' handshake and/or participating teams to offer 'three cheers' and handshakes to the opposing team after the match.

Each home club shall make arrangements for the provision of designated areas for spectators. This area can be marked by an additional painted line, the use of cones, a roped off area or use of a temporary spectator barrier. The area for spectators should start two metres from the touchline on both sides of the pitch. Each area should run the full length of the pitch. It is recognised, however, that the alignment of some public pitches does not allow for this arrangement in which case other appropriate arrangements should be made.

21. Reporting Results

- a) The Competition must receive within three (3) 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 fully complete the necessary forms within the time scale will result in the following sanctions:
 - (i) First offence - £5.00 fine
 - (ii) Second offence - £10.00 fine
 - (iii) Any subsequent offences – £20.00 fine.

If a team reaches five offences, they will be called before the Management Committee who can issue a three (3) points deduction in addition to financial penalties.

- b) The Home Club/both Clubs shall use telephone/SMS/email/FA Full Time as directed by the Competition to notify the result of each Competition match on the day of the match no later than 8pm. Age Group U12-U17 only. Failure to do so will incur a fine of £5 and/or the Club being dealt with as the Management Committee decide.
- c) The match result notification, correctly completed, shall be signed by an Officer of the team or as prescribed by the competition. The Management

Committee shall have power to take such action as they deem suitable against a Club which submits an incomplete form or incorrect information.

- d) The Competition and Clubs are permitted to collect but NOT publish results or any grading tables for fixtures involving U7, U8, U9, U10 and U11. Any Competition failing to abide by this Rule will be dealt with by the Sanctioning Authority, and any Club failing to abide by this Rule will be fined. The Competition and Clubs are permitted to collect and publish results for trophy events.

22. Determining Championship

- a) In Competitions where points are awarded, Team rankings within the Competition will be decided by points with three (3) points to be awarded for a win and one (1) 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 a deciding match will be required, this will be known as either a special promotion or relegation deciding match.

The match will be played on a neutral pitch with three officials appointed. The fees and expenses of the officials will be shared between both clubs. In the event of the scores being level at the end of the game, extra time shall be played in two equal periods in accordance with the appropriate age range Cup Rules. If no goal is scored during extra time, the winners will be determined by the taking of kicks from the penalty mark in accordance with the International Board Decision contained in the Laws of Association Football.

In the event of three or more teams being equal on points the Management Committee will meet to decide on a method of deciding the championship.

- 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(s) which has been awarded by the Management Committee.

23. Match Officials

- 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.

For clarity, the current Management Committee recommendations are that referees are appointed, wherever possible, to

- (i) all cup fixtures
- (ii) age ranges Under 8, 11, 12, 13, 14, 15 and 16

- b) 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) Where assistant referees are not appointed each Team shall provide a Club assistant referee. Failure to do so will result in a fine of £5.00 being imposed on the defaulting Club.
- d) The appointed referee shall have power to decide as to the fitness of the Ground in all Competition matches and the decision shall be final subject to either in the case of a ground of a Local Authority or the owners of a Ground, the representative of that body is the sole arbiter and whose decision must be accepted.
- e) Subject to any limits/provisions laid down by the Sanctioning Association Match Officials appointed under this Rule shall be paid a match fee of £15.00 (mini-soccer), £25.00 (9v9) and £30.00 (11v11), Fees would be inclusive of any expenses (no additional fees to be charged)
Match Officials will be paid their match fee by the home Club unless otherwise ordered by the Management Committee.
- f) 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 full 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.

A referee not keeping their engagement, and failing to give a satisfactory explanation as to his non-appearance, may be reported to the Affiliated Association with which he or she is registered.

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.

Any club/team awarding a Referee a mark of 40 or less, must provide a written explanation for doing so, which is signed by the Club Secretary, to the Secretary within three working days of the match being played. Clubs failing to comply with this Rule shall be liable to be fined £5.00 and dealt with as the Management Committee shall determine. The payment of this fine does not release the club/team from their obligation to supply the explanation and failure to comply may result in further action being taken by the Management Committee.

- i) The Competition shall keep a record of the markings and, on the form provided by the prescribed date each Playing Season, shall submit a summary to the Sanctioning Authority.
- j) The referee shall submit a report form, supplied by the Competition, giving the result of the Competition match, the number of Players in each Team and the time of kick-off to the (Registration) Secretary within two days of the match.

- k) Match Officials shall comply with the provisions of any Initiatives of The FA and/or Sanctioning Authority adopted by the Competition.
- l) Match Officials shall have undertaken a RESPECT briefing offered by The FA/County FA or the Competition.

FEES TARIFF

| RULE NUMBER & DESCRIPTION | MAX FEE |
|--|--------------------|
| 4 (A) Club Entry Fee | £30.00 |
| 4 (B) Club/ Team Annual Subscription | £25.00 - £20.00 |
| 4 (C) Deposit | £30.00 |
| 7 (C), 7(E), 7 (G) Protest / Appeals Fee | £25.00 |
| 18 (D) Players Registration Fee | £3.00 |
| 18 (H) Transfer Fee | £30.00 |
| 23 (E) Referees Fees | As per HJFL |
| 23 (E) Assistant Referee Fees | As per HJFL |

FINES TARIFF

| RULE NUMBER & DESCRIPTION | MAX FEE |
|---|----------------|
| 2 (G) Failure to Affiliate | |
| 2 (I) Failure to Comply with FA Initiatives | £50.00 |
| 2 (K) Unauthorised Entry of Teams into Competitions | £50.00 |
| 3 Failure to Obtain Consent for a change of Club Name | |
| 4 (C) Failure to Pay a Deposit | |
| 4 (E) Failure to Provide Affiliation Number / Details Form | |
| 5 (E) Communications Conducted by Persons other than Nominated Officers | |
| 6 (H) Failure to Comply with an Instruction of the Management Committee | £25 |
| 6 (I) Failure to Pay a Fine within required Timeframe | £20.00 |
| 8 (H) Failure to be Represented at AGM | £20.00 |
| 9 Failure to be Represented at SGM | £20.00 |
| 10 Failure to submit the required written agreement or to notify changes to Signatories | |
| 11 (A) Failure to provide Notice of Withdrawal before Deadline | £70.00 |
| 11 (B) Failure to Commence/Complete Fixture/Withdrawal | £70.00 |

| | |
|--|---------|
| 13 (A) Failure to submit the required Written Agreement regarding the Trophy | £25.00 |
| 16 (A) Failure to have the required Insurance | £100.00 |
| 16 (B) Failure to have the required Insurance | £100.00 |

| RULE NUMBER & DESCRIPTION | MAX FEE |
|--|------------------|
| 18 (A) Failure to correctly Register a Player | £50.00 |
| 18 (B) (ii) Failure to have the required number of Registered Players prior to the Season commencing | |
| 18 (F) Registering or Playing for multiple clubs, or inaccurate completion of a Registration Form. | £25.00 |
| 18 (G) (ii) Registration Irregularities. | £50.00 |
| 18 (M) Fielding more than the permitted number of players who have participated in Senior Competitions matches | |
| 18 (N) Playing an Eligible Player | £50.00 |
| 18 (O) Failure to give priority to School Activities | £40.00 |
| 19 Delaying Kick Off due to No Change of Colours | |
| 19 Failure to Number Shirts | |
| 20 (A) Delaying Kick Off due to failure to provide required Equipment | £10.00 |
| 20 (B) Failure to Play Matches on the Date fixed | £15.00 |
| 20 (C) Failure to Provide details of a Fixture | |
| 20 (D) Playing Match with less than required Number of Players | |
| 20 (E) (i) & (iv) Failure to Play Fixture | £15.00 |
| 20 (H) No Captain's Armband | |
| 21 (A) Late Result Notification Form | £5.00- £20.00 |
| 21 (B) Failure to Provide Result | £5.00 |
| 21 (C) Result Notification not signed by appropriate Signatories | |
| 23 (C) Failure to Provide Club Assistant Referee | £ |
| 23 (E) Failure to pay Match Officials' Fees and Expenses | £10.00 |
| 23 (F) Failure to Pay Match Officials where a Match is not Played | £10.00 |
| 23 (H) Failure to Provide Referee's Mark | £5.00 |

APPENDIX 1

The Football Association - A Code of Conduct for Football

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This code applies to all those involved in football under the auspices of The Football Association.

Community

Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

Equality

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

Participants

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

Young People

Football acknowledges the extent of its influence over young people and pledges to set a positive example.

Propriety

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

Trust and Respect

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

Violence

Football rejects the use of violence of any nature by anyone involved in the game.

Fairness

Football is committed to fairness in its dealings with all involved in the game.

Integrity and Fair Play

Football is committed to the principle of playing to win consistent with Fair Play.

Mini-Soccer Laws

Power Play/Additional Player Rule in Mini Soccer

This is not in SCORY – this option is in the FA Mini-Soccer Laws of the Game and was approved to be used in HJFL from season 2019-20 at the AGM on Monday 17th July 2019. Power Play will be used in both League and Cup games.

Development football is designed to create the best learning and fun experience for young players. To ensure an imbalance in ability does not spoil this, the FA has approved 'Power Play' as an option that mini-soccer and youth leagues can adopt.

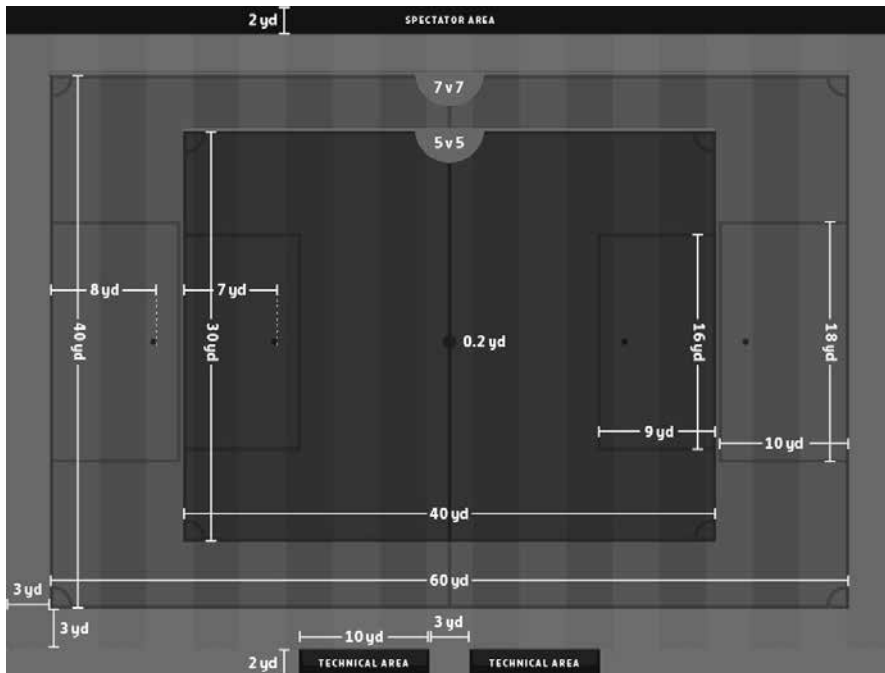
- *If a team is losing by a four goal difference they can put an additional player on*
- *so 5v5 becomes 6v5.*
- *If the score returns to less than a four goal difference the team takes off a player. It does not have to be the last player to come on. If a team goes on to be losing by a six goal difference a further additional player can be added*
- *so 6v5 becomes 7v5.*
- *The main aim of the Power Play option is that all players are being challenged and enjoying the game.*
- *Power Play is available through all mini-soccer football formats 5v5 and 7v7.*

The diagram below will help explain the process

| Score | What Happens? | 5v5 Format | 7v7 format |
|------------------------|---|-------------------|-------------------|
| Red Team 3-0 Blue Team | No Change | 5v5 | 7v7 |
| Red Team 4-0 Blue Team | Blue Team bring on one extra player | 5v6 | 7v8 |
| Red Team 4-1 Blue Team | Blue Team remove one player * | 5v5 | 7v7 |
| Red Team 5-1 Blue Team | Blue Team bring on one extra player | 5v6 | 7v8 |
| Red Team 6-1 Blue Team | No Change | 5v6 | 7v8 |
| Red Team 7-1 Blue Team | Blue Team bring on another extra player | 5v7 | 7v9 |
| Red Team 7-2 Blue Team | Blue Team remove one player * | 5v6 | 7v8 |
| Red Team 7-3 Blue Team | No Change | 5v6 | 7v8 |
| Red Team 7-4 Blue Team | Blue Team remove final extra player * | 5v5 | 7v7 |

* this does not need to be the same player that was put on as the additional player).

LAW 1 - THE PLAYING AREA



Kick offs: These are taken from the centre mark on the half way line.

Retreat line: The team without the ball moves back to the half way line when goal kicks are taken.

Goals

The goal size for Mini-Soccer is 12ft × 6ft.

LAW 2: THE BALL

Ball Size by Age

U7-U10 – Size 3

The ball should be safe for children to play with and made of leather or another suitable material.

LAW 3: THE NUMBER OF PLAYERS

U7s – 8s: The maximum number of players per team is 5v5 with a squad of 10 or less.

U9s – 10s: The maximum number of players per team is 7v7 with a squad of 14 or less.

Roll off roll on substitutions can be made at any time during the game with permission from the referee, including players who have already been substituted.

LAW 4: THE PLAYERS' EQUIPMENT

Children cannot play Development Football without shin pads.

These should be covered entirely by knee length socks.

Goalkeepers should wear a different coloured shirt to the rest of the team.

Footwear should be appropriate for the playing surface – no metal studs on 3G and AGP pitches.

If the weather is poor then players should wear appropriate clothing, but hoodies are not allowed.

LAW 5: MATCH OFFICIAL

Any person who referees a game of Development Football has the authority to apply the Laws of Mini-Soccer even if they are not a fully qualified referee.

The referee should always help the players to learn the game by explaining their decisions.

Assistant referees are not required for Development Football.

LAW 6: THE DURATION OF THE GAME

Age maximum playing time in any one day.

U7-U8 40 minutes.

U9-U10 60 minutes.

Children should not exceed the maximum playing time for their age in any one day. It is the responsibility of the junior club and/or the child's parent or carer to ensure this.

Each league is allowed to determine its own playing time up to the maximum allowed.

Half time should not be more than five minutes.

For tournament football see the Standard Code of Rules for Youth Competitions.

LAW 7: START AND RESTART OF PLAY

A kick off from the centre mark starts the game, or restarts it after a goal is scored.

It can be taken in any direction.

The opposition must be five yards away and in their own half.

In Mini-Soccer a goal cannot be scored directly from a kick off or a dropped ball.

In special circumstances a drop ball is used to restart the game, such as after an injury.

If the game has stopped with the ball in the penalty area, the drop ball should be taken on the penalty area line.

LAW 8: THE BALL IN AND OUT OF PLAY

The goal line and touchlines are part of the field of play. The ball must be entirely over these lines to be out of play.

If an attacker is the last player to touch the ball over the goal line, a goal kick is given.

If a defender is the last player to touch the ball over the goal line, a corner kick is given.

If a player touches the ball over the touchline, a throw in is given to the opposing team.

LAW 9: METHOD OF SCORING

A goal is scored when the ball completely crosses the goal line between the posts and under the crossbar of the goal.

If a foul or hand ball occurs by the attacking team the goal shall be disallowed.

LAW 10: OFFSIDE

There is no offside in Development Football.

The children can be in any area of the pitch at any time apart from when the Retreat Line is played.

LAW 11: FOULS AND MISCONDUCT

Free kicks are awarded when a foul is committed as in older age football.

In Mini-Soccer all free kicks are direct.

A goalkeeper is not allowed to pick the ball up from a back pass or a throw in.

If this happens a free kick should be given on the penalty area line closest to where the incident occurs.

As with all other aspects of Development Football the children should be learning the game. Coaches in training, and referees on the day, should try to make sure the children understand all of the above.

LAW 12: FREE KICKS

For all free kicks defending players must be 5 yards from the ball.

LAW 13 PENALTY KICKS

If a foul is committed in the penalty area by a defender a penalty kick will be awarded.

All players except the defending goalkeeper and kicker must be outside the penalty area and at least 5 yards from the penalty mark.

The ball must be kicked forward.

LAW 14 THROW INS

If a player touches the ball out of play over the touchline a throw in is awarded to the opposition.

Throw ins can be a difficult technique to learn for younger players so retakes are allowed. Referees should offer guidance to help children learn the game.

LAW 15 GOAL KICKS

If an attacking player kicks the ball over the goal line a goal kick is awarded to the defending team.

A goal kick can be taken from any point within the penalty area and by any player from the team with the ball.

The ball must leave the penalty area to be in play. If this does not happen the kick can be retaken.

The team without the ball must retreat to their own half until the ball is in play.

This is known as the Retreat Line.

Once the ball is in play, the team without the ball can try and win it back.

As with all the Laws of Development Football, the referee should help the players learn the game.

LAW 16 CORNER KICKS

If a defending player kicks the ball over the goal line a corner is awarded to the attacking team.

The defending players must remain at least 5 yards from the ball until it is in play.

The player taking the corner may not touch the ball again until it has touched another player.

LAW 18 Spectator Area

Spectators will be restricted to an area on one side of the field of play a minimum of two metres from the touchline. This area to be marked with a dotted line or preferably a rope. The managers and substitutes of each team should stand on the opposite side of the field of play. No spectators should stand behind the goal line.

LAW 19 Matters outside these Rules

In all matters not provided for in these Rules, Clubs and players shall be subject to the Rules and Regulations of the Herefordshire Junior Football League, the Herefordshire Football Association and The Football Association

LAW 3 Number of Players

| | |
|-----------------------|--|
| | Maximum number per team, including goalkeeper |
| Under 11 and Under 12 | 9v9 |

A match may not START if either team consists of fewer than six players. The minimum number of players in a team required for a match to CONTINUE is also six. Should a team fall below this, normal rules apply, as per Laws of Association Football.

Players must play with and against players only from their own age range, as per Football Association and Competition rules.

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

Any number of substitutes may be used at any time with the permission of the referee. A player who has been replaced may return to the playing area as a substitute for another player.

All team members should receive equal playing time where possible, with a best practice recommendation of at least 50% per player for each game.

For all other substitution rules, normal rules apply, as per Laws of Association Football.

LAW 4 Playing Equipment

Players must wear shin pads and goalkeepers must wear a distinguishing playing strip. Shin pads must be covered entirely by the socks.

Players must wear the appropriate clothing dependant on the weather.

Correct footwear must be worn for the surface of the pitch e.g. no metal studs on artificial grass pitches.

LAW 5 Match Officials

The Authority of the Referee

Each match is controlled by a referee who has full authority to enforce the Laws for 9v9 Football in connection with the match to which they have been appointed. The powers and duties of the referee are as normal rules apply, as per Laws of Association Football.

Assistant Referee

Two assistant referees may be appointed whose duties, subject to the decision of the referee, are to indicate:

- When the whole of the ball leaves the field of play
- Which team is entitled to a corner kick, goal kick or throw-in
- When a player may be penalised for being in an offside position

- When a substitution is requested
- When misconduct or any other incident occurs out of the view of the referee
- When offences have been committed whenever the assistant referees have a better view than the referee (this includes, in certain circumstances, offences committed in the penalty area)
- Whether, at penalty kicks, the goalkeeper moves off the goal line before the ball is kicked and if the ball crosses the line.

LAW 6 Duration of the Game

In any one day, no player shall play more than 100 minutes. It is the responsibility of the parent/carer or organisation to ensure the child does not exceed this. Each league/competition will determine its own playing time within the maximum time permitted however the maximum duration will be two halves of 30 minutes.

It is permitted during development matches that the periods of play can be split into equal quarters.

The half time interval must not exceed 15 minutes.

Please refer to the Standard Code of Rules for Youth Competitions.

LAW 7 Start and Restart of Play

Procedure

A kick-off is taken at the centre of the playing area to start the game and after a goal has been scored. Opponents must be 7 yards away from the ball and in their own half of the field.

Normal rules apply, as per Laws of Association Football.

LAW 8 Ball In and Out of Play

Normal rules apply, as per Laws of Association Football.

LAW 9 Method of Scoring

Normal rules apply, as per Laws of Association Football.

LAW 10 Offside

Normal rules apply, as per Laws of Association Football.

LAW 11 Fouls and Misconduct

Normal rules apply, as per Laws of Association Football.

LAW 12 Free Kicks

For all free kicks opponents must be 10 yards from the ball.
Normal rules apply, as per Laws of Association Football

LAW 13 Penalty Kicks

Position of the Ball and the Players:

All players except the defending goalkeeper and kicker must be outside the penalty area and at least 7 yards from the penalty mark.

All other normal rules apply, as per Laws of Association Football.

LAW 14 Throw-in

Normal rules apply, as per Laws of Association Football.

LAW 15 Goal Kick

Normal rules apply, as per Laws of Association Football.

LAW 16 Corner Kicks

Normal rules apply, as per Laws of Association Football.

LAW 18 Spectator Area

Spectators will be restricted to an area on one side of the field of play a minimum of two metres from the touchline. This area to be marked with a dotted line or preferably a rope. The managers and substitutes of each team should stand on the opposite side of the field of play. No spectators should stand behind the goal line.

LAW 19 Matters outside these Rules

In all matters not provided for in these Rules, Clubs and players shall be subject to the Rules and Regulations of the Herefordshire Junior Football League, the Herefordshire Football Association and The Football Association

CUP RULES

1. Cups and Trophies

All Cups are the property of the Herefordshire Junior Football League.

2. Annual Competitions

The Cups and Trophies shall never be won outright, but shall be competed for annually in accordance with the Rules of the said Competition.

3. Clubs Eligible to Compete

- a) Daniel Cooper Memorial Cup - to be competed for by all Under 8 teams
- b) Hillmans Florist Cup - to be competed for by all Under 9 teams
- c) Mailes Cup - to be competed for by all Under 10 teams
- d) Tony Cole Cup - to be competed for by all Under 11 teams
- e) TBC - to be competed for by all Under 12 teams
- f) Tudors Building Supplies - to be competed for by all Under 13 teams
- g) Dave Howes Cup - to be competed for by all Under 14 teams
- h) Bill Bowkett Cup - to be competed for by all Under 15 teams
- i) H.G.T.A. Cup - to be competed for by all Under 16 teams

The Competitions listed below will be competed for by those teams agreed by the Management Committee and shall be called the Additional Cups.

- j) U8 Cup
- k) U9 Cup
- l) U10 Orphans Press
- m) U11 R S Signs & Engraving
- n) U12 Cup

Semi-Finalists of the Main Cups (Edgar Street) will not be included in the Additional Cups.

No player shall play in the same Cup competition for two different teams.

4. Expenses and Proceeds

- a) Semi Finals:

The home Club shall pay the ground expenses. The Referee and Assistant Referees fee shall be shared equally between the two teams.

- b) Finals:

The finals shall be controlled by the Herefordshire Junior Football League.

5. The Draws

The ties shall be drawn after each round has been played and advised by the Fixtures Secretary to each of the Clubs drawn, the name of the Club against which it is drawn and the date and time upon which the tie is to be played.

6. Fixing of Grounds, Postponements, Drawn Games, Penalty Kicks

- a) Unless otherwise mutually arranged, each tie shall be played on the ground of the Club, which is drawn first in the ballot. The home Club shall undertake all arrangements for the matches. All Cup Finals shall be played on such grounds as the Management Committee of the Herefordshire Junior Football League may determine. In the case of a second tie the ground to be determined by the Herefordshire Junior Football League Management Committee. The Management Committee may order that cup ties shall be played on a Home and Away basis; the first match to be played on the ground of the first drawn team. In the event in this situation if the aggregate score remains equal after both legs have been played then:
- i. Extra time shall be played in the second leg.
 - ii. In the event of the scores remaining equal at full-time the tie shall be decided by kicks from the penalty mark. No extra time.
 - iii. Should the score in a cup tie other than (a) above be equal at full time, extra time and if necessary kicks from the penalty mark will decide the tie. There will be no replayed games. If deemed necessary in final ties the Management Committee will have power to instruct that there be no extra time and ties will be decided with kicks from the penalty mark should the score be equal at full time.

With exception of above in the event of any tie being drawn at full time the following extra time periods will be played:

| | |
|--------------------------------------|---------------------|
| Under 8, 9 and Under 10 teams | 3 minutes each way |
| Under 11 and Under 12 teams | 7 minutes each way |
| Under 13 to Under 16 teams inclusive | 10 minutes each way |

Guidance on taking Penalty Kicks.

First 5 kicks, players should be selected from the players that finished the game. Please see detailed Guidance on Penalty Kicks at the end of the Rules.

- b) In all proven cases of non-fulfilment, the offending team will be struck from the competition and pay a minimum fine of £15.
- c) In the event that the Herefordshire Junior Football League is unable to appoint a referee, it will be the responsibility of the Home Club to ensure a qualified Referee is appointed.

In the event of adverse weather conditions, Clubs shall not call off matches. The ground must be inspected by a qualified Referee not more than 24 hours before the game is to be played, and the League Secretary notified immediately. In the case of Council owned pitches, when the ground is stated to be unfit by the Council, the home Club must notify the League Secretary immediately.

7. Qualification of Players

- a) All players shall be registered with the League in which the participating team plays.
- b) A player may play for only one Club in any of the Individual Cup Competition, in any one season.
- c) Any team found guilty of playing ineligible player(s) will be struck from the Competition.

- d) Players selected for the final tie must have played in one previous round in the Competition with the exception to be decided by the management committee of a club being able to produce a medical certificate for all the previous rounds and medical condition thus precluding from undertaking all football activities.

8. Proceeds of Finals

The Net gate receipts will be deposited with the League and added to League funds.

9. Referee's Fees and Expenses

See Rule 13(e) in the Main Rules and Regulations.

10. Assistant Referees

Assistant Referees, where appointed by the Herefordshire Junior Football League, shall be paid half the agreed fees.

11. Presentation of Cups, Trophies

When the winning Clubs have been ascertained, persons authorised by the Management Committee of the Herefordshire Junior Football League shall hand the Cups / Trophies to the representative of the said Clubs upon receiving a receipt and indemnification for the Cups / Trophies, signed by two substantial members of the said Club. The Cups / Trophies shall be insured by the receiving Club. The Cups / Trophies shall be returned to the League Secretary as and when required for re-presentation and in any case not later than 1st April in the current season.

12. Matters Outside These Rules

In all matters not provided for in these Rules, Clubs and players shall be subject to the Rules and Regulations of the Herefordshire Football Association and The Football Association.

GUIDANCE NOTES

Penalty Kicks

Unless there are other considerations (e.g. ground conditions, safety etc.), the referee tosses a coin to decide the goal at which the kicks will be taken which may only be changed for safety reasons or if the goal or playing surface becomes unusable.

The referee tosses a coin again and the team that wins the toss decides whether to take the first or second kick.

With the exception of a substitute for a goalkeeper who is unable to continue, only players who are on the field of play or are temporarily off the field of play (injury, adjusting equipment etc.) at the end of the match are eligible to take kicks

If at the end of the match and before or during the kicks one team has a greater number of players than its opponents, it must reduce its numbers to the same number as its opponents and the referee must be informed of the name and number of each player excluded. Any excluded player is not eligible to take part in the kicks (except as outlined below)

A goalkeeper who is unable to continue before or during the kicks may be replaced by a player excluded to equalise the number of players or, if their team has not used its maximum permitted number of substitutes, a named substitute, but the replaced goalkeeper takes no further part and may not take a kick

If at the end of the match and before or during the kicks one team has a greater number of players than its opponents, it must reduce its numbers to the same number as its opponents and the referee must be informed of the name and number of each player excluded. Any excluded player is not eligible to take part in the kicks (except as outlined below)

A goalkeeper who is unable to continue before or during the kicks may be replaced by a player excluded to equalise the number of players or, if their team has not used its maximum permitted number of substitutes, a named substitute, but the replaced goalkeeper takes no further part and may not take a kick

Both teams take five kicks.

If, before both teams have taken five kicks, one has scored more goals than the other could score, even if it were to complete its five kicks, no more kicks are taken

If, after both teams have taken five kicks, the scores are level kicks continue until one team has scored a goal more than the other from the same number of kicks.

Each kick is taken by a different player and all eligible players must take a kick before any player can take a second kick.

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