

## Burton Junior Football League Season 2017 / 2018 Rules



This document contains the Standard Code of Rules developed by The Football Association, for Mini Soccer and Youth Football Competitions. Such Competitions may add to the core of the Standard Code, which is mandatory, providing the additions are approved by the sanctioning Association and do not conflict with the mandatory Rules or any relevant principles and policies established by The FA. Guidance from the sanctioning Association should be sought in advance if there is any doubt as to the acceptability of additional Rules.

This Standard Code of Rules is mandatory for all Mini Soccer and Youth Football Competitions. Mini Soccer and Youth Football Competitions seeking sanction must draft their Rules in conformity with the code putting them in the correctly numbered Rule and showing the standard heading. The mandatory element is printed in normal text and the optional elements in italics.

It should be noted that in many cases Rules are so printed because they are alternatives and the procedure to apply should be retained and the others omitted. In all cases where a line is shown the necessary name, address, number or wording to complete this Rule must be inserted.

### 1. DEFINITIONS

A. In these Rules:

“**Affiliated Association**” means an Association accorded the status of an affiliated Association under the Rules of The FA.

“**AGM**” shall mean the annual general meeting held in accordance with the constitution of the Competition.

“**Club**” means a Club for the time being in membership of the Competition.

“**Competition**” means the ‘The Burton 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 the Rules.

“**Ground**” means the ground on which the Club’s Team(s) plays its Competition Matches.

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

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

“**Mini Soccer**” means those participating at ages 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 or 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 player who plays or who is eligible to play for a Club.

“**Playing Season**” means the period between the dates 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 Birmingham County Football Association Limited.

“**Scholarship**” means a Scholarship as set out in Rule C 3 (a) (i) of the Rules of The FA.

“**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.

“**WGS**” means the Whole Game System and the procedures for the operation thereof as determined by The FA from time to time.

“**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. The Competition will be known as The Burton 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 thereupon automatically cease to be a member of the Competition.
- D. The administration of the Competition under these Rules will be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Management Committee in accordance with the rules, regulations and policies of The FA.
- E. Unless stated otherwise, terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and vice-versa.

## **2. NAME AND CONSTITUTION**

- A. This Competition shall consist of not more than 80 Clubs and/or 500 Teams approved by the Sanctioning Authority.
- B. 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](#)). The area covered by the Competition membership shall be have grounds or headquarters situated within 25 miles of the Burton on Trent Railway Station. This Competition shall apply annually for sanction to the Birmingham County Football Association(s) and the constituent Teams of member Clubs may be grouped in divisions, each not exceeding 12 in number.
- C. Inclusivity and Non-discrimination
  - i. The Competition and each member Club must be committed to promoting inclusivity and to eliminating all forms of discrimination and should abide and adhere to The FA Equality Policy and any legislative requirements (to include 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, 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.
- D. Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including but not limited to, Charter Standard and RESPECT programmes. Failure to comply with this Rule will result in a fine ([in accordance with the Fines Tariff](#)). The League has the right to refuse/withdraw membership to a Club if it fails to demonstrate commitment to achieving the Charter Standard Award.

- E. 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](#)).
- F. 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 compilation of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 12.

### **3. 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 set out in the Fees Tariff per Team which shall be returned in the event of non-election. All new Clubs applying for League status must forward their application with the required fee no later than **23<sup>rd</sup> June**. At the discretion of the voting members present applications, of which due notice has been given, may be received at the AGM or a Special General Meeting or on a date agreed by the Management Committee ([in accordance with the Fines Tariff](#)).
- B. An annual subscription shall be payable (on receipt of invoice) in accordance with the Fees Tariff per Team and shall be payable on or before **30<sup>th</sup> June** in each year ([in accordance with the Fees Tariff](#)).
- C. An initial Club refundable deposit of shall be payable on application. Failure to comply with this Rule will result in the application being rejected ([in accordance with the Fees 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 **31<sup>st</sup> August** of its Sanctioning Authority affiliation number for the forthcoming Playing Season, failing which they shall be fined ([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.

### **4. MANAGEMENT, NOMINATION, ELECTION**

- A. The Management Committee shall comprise the Officers of the Competition who shall all be elected at the AGM. All Participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The FA from time to time. Expenses for the Secretaries and Officers of the League shall be voted on by the Competition Membership for 'Work done' at the AGM. Expenses/Work done for the Secretaries and Officers shall be paid thereafter. The Officers of the Competition shall be the Chairman, Vice-Chairman, Financial Secretary, General Secretary, Registration Secretaries (as required), Fixtures Secretaries (as required), Referees Secretaries (as required), Youth Welfare Officer, Administration Secretary, PR/Commercial Secretary, Football Development Secretary, Central Venues Secretary and Charter Standard Officer to be elected annually at the Annual General Meeting. (N.B. Auditors are not Officers). The Officers of the competition shall, when required award Honorary Vice President positions.
- 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 **31<sup>st</sup> May** in each year. All other candidates for election as Officers of the Management Committee shall be nominated to the Secretary in writing, signed by the secretaries of two member Clubs, not later than **31<sup>st</sup> May** in each year. Names of the candidates for election shall be circulated with the notice of the AGM. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the AGM.
- C. The Management Committee shall meet as and when required, save that no more than three calendar months shall pass between each meeting. 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 General Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.
- E. All communications received from Clubs must be conducted through their elected Officer and sent to the Secretary. Failure to comply with this Rule will result in a fine ([in accordance with the Fines Tariff](#)).

## 5. POWERS OF MANAGEMENT

- A. The Management Committee may appoint sub-committees and delegate such of their powers as they deem necessary. The decisions of all sub-committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of The 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 upon each Club (including any Club which may have withdrawn during the season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the season.
- C. Each member of the Management Committee shall have the right to attend and vote at all Management Committee meetings and have one vote thereat, but no member shall be allowed to vote on any matters directly appertaining to such member or to the Club so represented or where there may be a conflict of interest. (This shall apply to the procedure of any sub-committee). In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote.
- D. The Management Committee shall have 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 5(I), 6(H) and 19, and), in relation to any alleged breaches of a Rule the Management Committee shall issue a formal written charge to the Club concerned. The Club charged is required to respond to the charge within 7 days from the date of notification of the charge. In such reply a Club may:-

- i. Accept the charge and submit in writing a case of mitigation for consideration by the Management Committee on the papers; or
- ii. Accept the charge and notify 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 on the papers; or
- iv. Deny the charge and notify that it wishes to put its case of mitigation at 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. Having considered the reply of the Club (whether in writing or at a hearing), the Management Committee shall make its decision and, in the event that the charge is accepted or proven, decide on the appropriate penalty (with reference to the Fines Tariff where applicable). 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, Rules and Regulations of The FA shall be dealt with in accordance with FA Rules by the appropriate Association.

- E. All decisions of the Management Committee shall be binding subject to the right of appeal in accordance with Rule 16. Decisions of the Management Committee must be notified in writing to those concerned within 10 days.
- F. 50% of its members shall constitute a quorum for the transaction of business of the Management Committee or any sub-committee thereof.
- G. The Management Committee, as it may deem necessary, shall have power to fill, in an acting capacity, any vacancies that may occur amongst their number.
- H. A Club 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](#)).
- I. Subject to its right of appeal in accordance with Rule 16 below, all fines and charges shall be paid within **14 days** of the date of posting 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 sum within a further **14 days** will result in fixtures being withdrawn until such time as the outstanding fines are paid.
- J. A member of the Management Committee appointed by the Competition to attend a meeting or match may have any expenses incurred refunded by the Competition.

- K. The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the AGM or Special General Meeting called to decide the constitution and the commencement of the Competition Playing Season.
- L. The business of the Competition as determined by the Management Committee may/shall be transacted by electronic mail (Email).

## 6. ANNUAL GENERAL MEETING

- A. The AGM shall be held not later than **31<sup>st</sup> July** in each year. At this meeting the following business shall be transacted provided that at least **10** members are present and entitled to vote: -
- Election of Clubs to fill vacancies (as recommended by the Management Committee)
  - To receive and confirm the Minutes of the preceding AGM.
  - To consider any business arising there from.
  - To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.
  - Appointment of Auditors.
  - Constitution of the Competition for ensuing Playing Season.
  - Election of Officers and Management Committee.
  - Alteration of Rules, if any (See Rule 20).
  - Fix the date for the commencement of the Playing Season and kick off times applicable to the Competition.
  - Fix the date for the end of the Playing Season.
  - Other business of which due notice shall have been given and accepted 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 changes.
- C. A signed copy of the duly audited/verified Balance Sheet and Statement of Accounts shall be sent to the Sanctioning Authority within 14 days of its adoption by the AGM.
- D. Each Club shall be empowered to send two delegates to an AGM. Each Club shall be entitled to one vote only. 14 days' notice shall be given of any Meeting.
- 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 17.*
- F. All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least 50% of the delegates qualified to vote or the Chairman so decides.
- G. No individual shall be entitled to vote on behalf of more than one-member Club.
- H. Any continuing Club must be represented at the AGM. Failure to comply with this Rule will result in a fine ([in accordance with the Fines Tariff](#)).
- I. Officers and Management Committee members shall be entitled to attend and vote at an AGM.
- J. Where a Competition is an incorporated entity, the Officers of the Competition shall ensure that the Articles of Association of the Competition are consistent with the requirements of these Rules.

## 7. AGREEMENT TO BE SIGNED

- A. 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, or upon indicating that the Club intends to compete.

"We, A, \_\_\_\_\_ of \_\_\_\_\_ (Chairman) and B \_\_\_\_\_ of \_\_\_\_\_ (Secretary) of the \_\_\_\_\_ Football Club have been provided with a copy of the Rules and Regulations of the \_\_\_\_\_ Competition and hereby agree for and on behalf of the said Club, if elected or accepted into membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 16

The agreement shall be signed by:

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

Any alteration of the Chairman and /or secretary of the Club on the above agreement must be notified to the Birmingham County Football Association to which the Club is affiliated and to the Secretary. Failure to comply with this Rule will result in a fine ([in accordance with the Fines Tariff](#)).

## 8. QUALIFICATION OF PLAYERS

A.

- i. A registered youth playing member of a Club is one who, being in all other respects eligible, has:-
  - (a) Completed the appropriate [Competition registration process](#), and who's details and if required payment has been submitted with the Registration Secretary by 6pm on a Wednesday prior to playing and whose approved registration has been published 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 the Player attends within the management of the Club or Competition.
  - (b) Not applicable to this League.
  - (c) Not applicable to this League.
- ii. The registration application must incorporate a current passport-size photograph of the Player seeking registration together with proof of the Player's date of birth. If a Player's age is required for registration purposes a Competition must accept an original birth certificate or a photocopy. In cases where the birth certificate is not available a Competition is required to accept a photocopy of the Player's passport or other official document issued by a Government Agency attesting to the Player's date of birth. 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 signing a registration form for that Club has, where necessary, the required International Transfer Certificate. Clearance is required for any Player aged 10 and over crossing borders including Wales, Scotland and Ireland.
- ii. A Player registered with a Premier League or Football League Academy under the Elite Player Performance Plan contained within Youth Development Rules will not be permitted to play in this Competition. Details of the Youth Development Rules are published on The FA website. A Player registered with a FA Girls' Regional Talent Club may play in this Competition subject to the FA Programme for Excellence (Female) Regulations.
- iii. If any player is serving in any branch of Her Majesty's Regular Forces, the Player must first obtain the consent of his Association secretary before signing a registration form to play for a Club.



iv. Each Team must have the following number of Players registered no later than 1<sup>st</sup> August. Where a Club fails to comply with this requirement, they will be notified in writing and given 48 hours grace to rectify the situation. Failing to comply with this requirement the team will be deemed to have resigned from the League and duly removed from the Competition. Failure to comply with this Rule will result in a fine ([in accordance with the Fines Tariff](#)).

FORMAT	MINIMUM NUMBER
5v5	5
7v7	7
9v9	9
11v11	11

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. The age groups that children are eligible to play in are set out in the table below, along with the permitted football formats for each of those age groups. 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		Maximum Pitch Sizes		Recommended Goal Sizes in feet	Ball Size
			Yards	Metres	Yards	Metres		
6	Under 7	5v5	30x20	27.45 x 18.3	40x30	36.3 x 27.45	12x6	3
	Under 8		30x20	27.45 x 18.3	40x30	36.3 x 27.45	12x6	3
7	Under 8	5v5	30x20	27.45 x 18.3	40x30	36.3 x 27.45	12x6	3
	Under 9	7v7	50x30	45.75 x 27.45	60x40	54.9 x 36.6	12x6	3
8	Under 9	7v7	50x30	45.75 x 27.45	60x40	54.9 x 36.6	12x6	3
	Under 10		50x30	45.75 x 27.45	60x40	54.9 x 36.6	12x6	4
9	Under 10	7v7	50x30	45.75 x 27.45	60x40	54.9 x 36.6	12x6	4
	Under 11	9v9	70x40	64 x 36.6	80x50	73.15 x 45.75	16x7	4
10	Under 11	9v9	70x40	64 x 36.6	80x50	73.15 x 45.75	16x7	4
	Under 12		70x40	64 x 36.6	80x50	73.15 x 45.75	16x7	4
11	Under 12	9v9	70x40	64 x 36.6	80x50	73.15 x 45.75	16x7	4
	Under 13	11v11	90x50	82.3x45.75	100x60	91.44 x 54.9	21x7	4
12	Under 13	11v11	90x50	82.3 x 45.75	100x60	91.44 x 54.9	21x7	4
	Under 14		90x50	82.3 x 45.75	100x60	91.44 x 54.9	21x7	4
13	Under 14	11v11	90x50	82.3 x 45.75	100x60	91.44 x 54.9	21x7	4
	Under 15		90x50	82.3 x 45.75	110x70	100.58 x 64	24x8	5
14	Under 15	11v11	90x50	82.3 x 45.75	110x70	100.58 x 64	24x8	5
	Under 16		90x50	82.3 x 45.75	110x70	100.58 x 64	24x8	5
15	Under 16	11v11	90x50	82.3 x 45.75	110x70	100.58 x 64	24x8	5
	Under 17		100x50	91.44 x 45.75	130x100	118.87 x 91.44	24x8	5
	Under 18		100x50	91.44 x 45.75	130x100	118.87 x 91.44	24x8	5
16	Under 17	11v11	100x50	91.44 x 45.75	130x100	118.87 x 91.44	24x8	5
	Under 18		100x50	91.44 x 45.75	130x100	118.87 x 91.44	24x8	5
	Open Age		100x50	91.44 x 45.75	130x100	118.87 x 91.44	24x8	5

- D. A fee as shall be paid by each Club/Team for each Player registered, if applicable ([in accordance with the Fees Tariff](#)).
- E. The Management Committee shall decide on all registration disputes. In the event of a Player registering for more than one Club priority of registration shall decide for which Club the Player shall be registered. The Secretary shall notify the Club last applying to register the Player of the fact of the previous registration.
- F. It shall be deemed a breach of these rules for a player to :-
- i. Play for more than one Club in the Competition in the same Playing Season without first being transferred.
  - ii. Having signed for one Club in the Competition, sign for another Club in the Competition in that Playing Season, except for the purpose of a transfer.



- 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 the power to accept the registration of any Player subject to the provisions of clauses (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 at its discretion ([in accordance with the Fines Tariff](#)) that has been charged and found guilty of registration irregularities (subject to Rule 16).
- 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, such refusal or cancellation being 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 or 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 clause (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 Clause (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 2(a) when a Club wishes to register a Player who is already registered with another Club it shall initiate a transfer request via <http://www.bjflplayers.co.uk/> to the Competition accompanied by a fee ([in accordance with the Fees Tariff](#)) (except for players within the same Club and age group). 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 7 days of receipt of the notification. Upon receipt of the Club's consent, or upon its failure to give written objection within 7 days, the Secretary may, on behalf of the Management Committee, transfer the Player who shall be deemed eligible to play for the new Club from such date or 7 days after receipt of such transfer.
- I. A Player may not be transferred to another Club in the Competition after **1<sup>st</sup> March**, new player registrations will be judged and possibly approved based on their own individual merit.
- J. A Club shall keep a list of the Players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee. In the event a Club has more than one Team in an age group, each Team must be clearly identifiable **but not designated 'A' or 'B' or 1st or 2nd**. In such cases, Players will be registered for one Team only. A Player so registered will be allowed to play for his Club in a younger or older age group within the provisions of Rule 8(C).
- K. A register containing the names of all Players registered for each Club, with the date of registration, shall be kept by the Registrations Secretary and shall be open to the inspection of any duly appointed member Club representative at all Management Committee meetings or at other times mutually arranged. Registrations are valid for one Playing Season only. In the event of a Non Contract Player changing his status to that of a Contract Player with the same Club, another Club in the Competition or with a Club in another Competition his registration as a Non Contract Player will automatically be cancelled and declared void unless the Club conforms to the exception detailed in Rule 8(B) (i).
- L. A Player shall not be eligible to play for a Team in any special championship, promotion or relegation deciding match, Cup semi-final or final (as specified in Rule 12(A)) unless the Player has played at least 5 games for that Team and/or has been registered before 1<sup>st</sup> January in the current Playing Season.

M.

- i. Subject to Rule 8(M)(ii), any Club found to have played an ineligible Player in a match or matches where points are awarded shall have the points gained from that match deducted from its record, up to a maximum of 12 points, and have levied upon it a fine ([in accordance with the Fines Tariff](#)).
- ii. The Management Committee may vary the sanction as relates to the deduction of points set out at Rule 8(M)(i) only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or where the ineligibility is related to the Player's status.
- iii. Where a Club is found to have played an ineligible player in accordance with Rule 8(M)(i) 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: or
  - c) Order that such 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):-

N.

- i. Priority must be given at all times to school and school organisations activities. Failure to comply with this Rule will result in a fine ([in accordance with the Fines Tariff](#)).
- ii. The availability of children must be cleared with the head teachers (except for Sunday Competitions).
- iii. A child under the age of 15 as at midnight on 31 August in a 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.

O. Not applicable to this league.

## 9. CLUB COLOURS. CLUB NAME

- A. Every Club must register the colour of its shirts and shorts with the Secretary by 30<sup>th</sup> June who shall decide as to their suitability. 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 the colours in which they will play (including the colours of the goalkeeper jersey) at least 7 days before the match. If, in the opinion of the referee, two Teams have the same or similar colours, the *away* Team shall make the change. Should a Team delay the scheduled time of kick-off for a Competition Match by not having a change of colours they shall be fined ([in accordance with the Fines Tariff](#)), shirts must be numbered.
- B. Any Club wishing to change its name must obtain permission from the Sanctioning Authority and from the Management Committee. Any Club wishing to change its colours during the Playing Season must obtain permission from the Management Committee. Failure to comply with this Rule will result in a fine ([in accordance with the Fines Tariff](#)).

## 10. 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, and 9v9 football, the Rules as set down by The FA. 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 matches in the Competition and to order the Club concerned to play its fixtures on another ground. Football Turf Pitches are allowed in this Competition. All Football Turf Pitches used must be on The FA's Register of Football Turf Pitches and must be tested (by an 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 10(C). All 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 match, and in any event shall be of equal halves. 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)	Competition structure
Under 7 and Under 8	10	20	40	60	Development focused with a maximum of 3 trophy events per season over 2 week periods (6 weeks)
Under 9 and Under 10	20	30	60	90	Development focused with a maximum of 3 trophy events per season over 4 week periods (12 weeks)
Under 11	20	30	80	120	Development focused with a maximum of 3 trophy events per season over 6 week periods (18 weeks)
Under 12	20	30	80 (if applicable)	120	Any varieties including one season long league table
Under 13 and Under 14	25	35	100	150	Any varieties including one season long league table
Under 15 and Under 16	25	40	100	150	Any varieties including one season long league table
Under 17 and Under 18	25	45	120	180	Any varieties including one season long league table

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 fixed at the AGM and can only be altered by the mutual consent of the two competing Clubs prior to the scheduled date of the match with written notification given to the General Secretary at least **14** days prior. Referees must order matches to commence at the appointed time and must report all late starts to the Secretary. 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 Secretary if the footballs are unsuitable. Failure to comply with this Rule will result in a fine ([in accordance with the Fines Tariff](#)).

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

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

- C. An Officer of the home Club must give notice of full particulars of the location of, and access to, the group and time of kick-off to the Match Officials and the secretary of the opposing Club at least 3 clear days prior to the playing of the match. If not so provided, the away Club shall seek such details and report the circumstances to the Competition. Failure to comply with this Rule will result in a fine ([in accordance with the Fines Tariff](#)).
- D. 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	7
11v11	7

Failure to comply with this Rule will result in a fine ([in accordance with the Fines Tariff](#))

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 the award of goals. Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a match to be played on a neutral ground or on the opponent's Ground if they are satisfied that such action is warranted by the circumstances.
- 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 (Fixtures) Secretary, the Competition Referees Appointments Secretary, the secretary of the opposing Club and the Match Officials.
- iii. In the event of a match not being played or abandoned owing to causes over which neither Club has control, it shall be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the Management Committee. Failing such agreement and notification to the (Fixtures) Secretary within 2 days the Management Committee shall have the power to order the match to be played on a named date or on or before a given date. Where it is to the advantage of the Competition and the Clubs involved agree, the Management Committee shall also be empowered to order the score at the time of an abandonment to stand. Failure to comply with this Rule will result in a fine ([in accordance with the Fines Tariff](#)).
- 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 be empowered to order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a match was abandoned owing to the conduct of one Team or its Club member(s) they shall be empowered to award the points for the match to the opponent. 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 8(M)(i) above. Where both Teams were under suspension the match must be declared null and void and shall not be replayed.

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

Where a Competition does allow repeat substitutes:

For Under 11s - Under 18s – [up to 3 may be selected from 3 substitute Players] [up to 4 may be selected from 4 substitute Players] [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 Match Official. 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.

In Youth Football only, the referee shall be informed of the names of the substitutes not later than **15** minutes before the start of the match and a Player not so named may not take part in the match.

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

- 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's to Under 11 or Youth Football shall identify a Team captain who shall wear an armband and shall have a responsibility to offer support in the management of the on-field discipline of his/her teammates. Failure to comply with this Rule will result in a fine ([in accordance with the Fines Tariff](#)).

## 11. REPORTING RESULTS

- A. The Fixtures Secretary must receive within **3 days** of the date played, the result of each Competition match in the prescribed manner. This must include the forename(s) and surname team players (in block letters), and also the Referee markings required by Rule 13 or any other information required by the Competition. Failure to do so will incur a fine ([in accordance with the Fines Tariff](#)).
- B. Both Clubs shall notify the result of each match to The BJFL by midnight on the day of the completed fixture. Clubs in default shall be fined ([in accordance with the Fines Tariff](#)).
- C. The match result notification, correctly completed, shall be signed by an Officer of the Club, or as prescribed by the Competition. Failure to do so will result in a fine ([in accordance with the Fines Tariff](#)).
- D. The Competition and Clubs are permitted to collect but NOT publish results or any grading tables for fixtures involving Under 7s, Under 8s, Under 9s, Under 10s, and Under 11s. 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 ([in accordance with the Fines Tariff](#)). The Competition and Clubs are permitted to collect and publish results for trophy events.
- E. The Competition may require a Club to confirm that a set fixture has been played. A fine ([in accordance with the Fines Tariff](#)) may be imposed for a breach of this Rule.

## 12. DETERMINING CHAMPIONSHIP

- A. In Competitions where points are awarded, Team rankings within the Competition will be decided by points with three points to be awarded for a win and one point for a drawn match. The Teams gaining the highest number of points in their respective divisions at the conclusion shall be adjudged the winners. Matches must not be played for double points. In the event of two or more Teams being equal on points Team rankings may be determined by deciding match or matches played under conditions determined by the Management Committee, or the position shared.
- B. Automatic promotion and relegation shall be applied for the first 2 and last 2 Teams in each division except as provided for hereunder, subject to the provisions of Rule 2(B).
- i. Should one or more Teams withdraw from any one division after the fixtures have commenced an equal number of Teams to those withdrawing in that division shall not be automatically relegated.
  - ii. Vacancies occurring after the conclusion of the Playing Season may be filled in any of the following ways:
    - (a) Retention of otherwise relegated Team(s);
    - (a) b) Additional promotion of the next ranked Team(s) from the division below; or
    - (b) Election
  - iii. The last 2 Teams in the lowest division shall retire, but be eligible for re-election except as below, and be subject to the conditions of paragraph (B)(i) above.
  - iv. Should either or both of the leading Teams in any of the divisions have a Team in the next higher division, promotion shall fall, at the discretion of the General Meeting, to the next highest Team or Teams in the division concerned.
  - v. Should either or both of the relegated Teams in any of the divisions have a Team in the next lower division, relegation shall fall, at the discretion of the General Meeting, to the next lowest Team or Teams in the division concerned.
- C. In addition to the team(s) automatically promoted under Rule 12(B), a maximum of one further team shall be promoted by virtue of being the winner of a play-off match or series of matches (the 'play-offs'). The eligibility criteria and format of the Play-Offs will be determined by The Management Committee.
- D. 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 12 (D) a completed fixture shall include any Competition Match(es) which has been awarded by the Management Committee.

## 13. REFEREES

- 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 Association(s).
- 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 game, 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 open age competition and individuals under the age of 14 must not participate either as a Referee or Assistant Referee in any competition. Referees between the ages of 14 and 16 are only eligible to officiate in competitions where the players' age band is at least one year younger than the age of the Referee, for example. a 15 year old Referee may only officiate in competitions where the age banding is 14 or younger.
- C. Where assistant referees are not appointed each Team shall provide a Club assistant referee. Failure to do so will result in a fine ([in accordance with the Fines Tariff](#)) being imposed on the defaulting Club.
- D. The appointed referee shall have power to decide as to the fitness of the Ground in all matches and the decision shall be final subject to either in the case of a ground of a Local Authority or the owners of a Ground, the representative of that body is the sole arbiter and whose decision must be accepted.
- E. Subject to any limits/provisions laid down by the Sanctioning Association, Match Officials appointed under this Rule shall be paid their fees:
- Under 7 – Under 12: Match officials will be paid their fees and/or expenses shared equally between both teams.
- Under 13 – Under 18: Match officials will be paid their fees and/or expenses by the home team (for cup fixtures the match fee is shared between both teams).
- Failure to comply with this Rule will result in a fine ([in accordance with the Fines Tariff](#)).
- F. In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to full fee. Where a 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. Failure to comply with the Rule will result in a fine ([in accordance with the Fines Tariff](#)).

- G. A referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Association with which he or she is registered.
- H. Each Club shall, in a manner prescribed from time to time by The FA, award marks to the referee for each match and the name of the referee and the marks awarded shall be submitted to the Competition on the prescribed 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.
- 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 FA/County FA. J. Not used in this League.
- K. Match Officials shall be supplied, each Playing Season, with a copy of the Competition Rules free of charge.
- L. Match Officials shall have undertaken a RESPECT briefing offered by The FA/County FA or the League.

#### **14. CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB**

- A. Any Club wishing to resign from the Competition must do so by **31<sup>st</sup> March**. Failure to do so 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. In addition to the powers of the Management Committee pursuant to Rule 5(I), in the event of a member Club failing to discharge all its financial obligations to the Competition in excess of £50, the Management Committee are empowered to refer the debt under The FA Football Debt Recovery provisions.

#### **15. PROTESTS AND COMPLAINTS**

- A.
  - i. All questions of eligibility, qualifications of Players or interpretations of the Rules shall be referred to the Management Committee 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 of the venue will not be entertained by the Management Committee unless a protest is lodged with the referee before the commencement of the match.
- B. Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (as set out more fully at Rule 15(A) above) (which must contain full particulars of the grounds upon which they are founded) must be lodged in duplicate with the Secretary within **7 days** (excluding Sundays) of the match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.
- C. No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum ([in accordance with the Fees Tariff](#)). 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 prior to the protest or complaint being heard.
  - i. All parties must have received **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. If so requested by all parties concerned, the Management Committee may determine any disputes, protests, appeals, claims or complaints between two Clubs in which event both Clubs shall send a non-returnable fee. Such determination shall be final and binding upon the parties concerned. The procedure for such determination shall be determined by the Management Committee.

## 16. APPEALS

- A. Any appeal against a decision of the Management Committee must be lodged with the Sanctioning Authority within 14 days of the posting of the written notification of the decision causing the appeal, accompanied by a fee as set out in the Fees Tariff, which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary. The procedure for the appeal shall be determined by the Sanctioning Authority, in such respect the Sanctioning Authority may (but is not obliged to):
- (i) Invite submissions by the parties involved;
  - (ii) Convene a hearing to hear the appeal;
  - (iii) Permit new evidence; or
  - (iv) Impose deadlines as are appropriate.
- Any appeal shall not involve a rehearing of the evidence considered by the Management Committee.
- B. No appeal can be lodged against a decision taken at an Annual or Special General Meeting unless this is on the ground of unconstitutional conduct.

## 17. EXCLUSION OF CLUBS OR TEAMS, MISCONDUCT, CLUBS, OFFICIALS, PLAYERS

- A. At the AGM or Special General Meeting called for the purpose in accordance with the provisions of Rule 19, notice of motion having been duly circulated on the agenda, the accredited delegates present shall have the power to exclude any Club or Team from further membership which must be supported by (more than) two-thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot.
- B. At the AGM, or at a Special General Meeting called for the purpose, in accordance with the provisions of Rule 19, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club or Team whose conduct has, in their opinion, been undesirable, which must be supported by (more than) two-thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.
- C. Any Officer or member of a Club proved guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a Player or Players of another Club in the Competition to join them shall be liable to expulsion or such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of Clauses (A) and (B) of this Rule.

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

- A. The following agreement shall be signed on behalf of the winners of the Cup or Trophy.

“We (Chairman) \_\_\_\_\_ and (Secretary) \_\_\_\_\_,  
The Chairman and Secretary of \_\_\_\_\_ FC, members of and  
representing the Club, having been declared winners of \_\_\_\_\_  
Cup or Trophy, and it having been delivered to us by the Competition, do hereby  
on behalf of the Club jointly and severally agree to return the Cup or Trophy to the  
a designated League Officer on or before **1st 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.

## 19. SPECIAL GENERAL MEETINGS

Upon receiving a requisition signed by two-thirds (2/3) of the Clubs in membership the Secretary shall call a Special General Meeting. The Management Committee may call a Special General Meeting at any time.

At least 7 days' notice shall be given of a meeting under this Rule, together with an agenda of the business to be transacted at such meeting. Each member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only. Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings. Any continuing member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall be fined ([in accordance with the Fines Tariff](#)).

## 20. ALTERATION TO RULES

Alterations, for which consent has been given by the Sanctioning Association, shall be made to these Rules only at the AGM or at a Special General Meeting specially convened for the purpose called in accordance with Rule 19. Any alteration made during the Playing Season to the Rule relating to the qualification of Players shall not take effect until the following Playing Season. Notice of proposed alterations to be considered at the AGM shall be submitted to the Secretary by **30<sup>th</sup> April** in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by 21 days prior to the meeting and any amendments thereto shall be submitted to the Secretary 14 days prior. The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the AGM. A proposal to change a Rule shall be carried if more than 50% of those present, entitled to vote and voting are in favour. A copy of the proposed alterations to Rules to be considered at the AGM or Special General Meeting shall be submitted to the Sanctioning Authority or The FA (as applicable) at least **28** days prior to the date of the meeting.

BJFL operating rules outlined at the end of this document *Appendix 2-10* that can include, referee's fees, fine amounts and any BJFL specific conditions. Changes to these BJFL operating rules will be made by the Management Committee in line with FA Policy.

## 21. 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 **£50.00** 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 **31<sup>st</sup> May**.
- D. The books, 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.

## 22. INSURANCE

- A. All Clubs must have public liability insurance cover of at least ten million pounds (£10,000,000). Failure to comply with this Rule will result in a fine ([in accordance with the Fines Tariff](#)).
- B. All Clubs must have valid personal accident cover for all Players registered with them from time to time. The Players' personal accident insurance cover must be in place prior to the Club taking part in any Competition match and shall be at least equal to the minimum recommended cover determined from time to time by The Association.  
Failure to comply with Rule 22(A) or 22(B) will result in a fine ([in accordance with the Fines Tariff](#)).

## 23. DISSOLUTION

- A. Dissolution of the Competition shall be by resolution approved at a Special General Meeting 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.

## APPENDIX 1A

### FEES TARIFF

RULE NUMBER	DESCRIPTION	MAXIMUM FEE	BJL FEE
3 (A)	ENTRY FEE 11-a-side football 9-a-side football	£50.00	£40.00 £25.00
3 (B)	ANNUAL SUBSCRIPTION 11-a-side football 9-a-side football	£100.00	£40.00 £25.00
3 (C)	DEPOSIT	£100.00	£50.00
8 (D)	PLAYER REGISTRATION U12 – U18	£10.00 per player	£10.00 per player
8 (H)	PLAYER TRANSFER	£10.00	£10.00
13 (E)	REFEREE FEES	See <a href="#">APPENDIX 2</a>	See <a href="#">APPENDIX 2</a>
13 (E)	ASSISTANT REFEREE FEES	See <a href="#">APPENDIX 2</a>	See <a href="#">APPENDIX 2</a>
15 (C),16	PROTEST/APPEAL FEES	£25.00	£25.00

## APPENDIX 1B

### FINES TARIFF

RULE NUMBER	DESCRIPTION	MAXIMUM FINE
2 (B)	FAILURE TO AFFILIATE	£100.00
2 (D)	FAILURE TO COMPLY WITH FA INITIATIVES	£100.00
2 (E)	UNAUTHORISED ENTRY OF TEAMS INTO COMPETITIONS	£100.00
3 (C)	FAILURE TO PAY A DEPOSIT	£100.00
3 (E)	FAILURE TO PROVIDE AFFILIATION NUMBER/DETAILS FORM	£100.00
4 (E)	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED OFFICERS	£25.00
5 (H)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT COMMITTEE	£100.00
5 (I)	FAILURE TO PAY A FINE WITHIN 14 DAYS OF NOTICE	Double the original fine up to a maximum of £100.00
6 (H)	FAILURE TO BE REPRESENTED AT AGM	£100.00
7	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY CHANGES TO SIGNATORIES	£25.00
8 (A)	FAILURE TO CORRECTLY REGISTER A PLAYER	£40.00
8 (B)(iv)	FAILURE TO HAVE THE REQUIRED NUMBER OF REGISTERED PLAYERS PRIOR TO THE SEASON COMMENCING	£25.00
8 (F)	SIGNING OR PLAYING FOR MULTIPLE CLUBS, OR INACCURATE COMPLETION OF A REGISTRATION FORM	£25.00
8 (G) (ii)	REGISTRATION IRREGULARITIES	£100.00
8(M)(i)	PLAYING AN INELIGIBLE PLAYER	£100.00
8 (N)(i)	FAILURE TO GIVE PRIORITY TO SCHOOL ACTIVITIES	£50.00
9 (A),10 (A)	DELAYING KICK OFF/NO NETS/ NO CORNER FLAGS	£30.00
9(A)	FAILURE TO NUMBER SHIRTS	£10.00 (per shirt, up to an aggregate maximum of £30)
9 (B)	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£30.00

10 (B)	FAILURE TO PLAY MATCHES ON THE DATE FIXED	£100.00
10 (C)	FAILURE TO PROVIDE DETAILS OF A FIXTURE	£50.00
10 (D)	FAILURE TO HAVE MINIMUM NUMBER OF PLAYERS THAT WILL CONSTITUTE A TEAM	£100.00
10 (E) (i) & (iii)	FAILURE TO PLAY FIXTURE	£100.00
10 (H)	NO CAPTAIN'S ARMBAND	£10.00
11 (A) & 11 (C)	LATE E-TEAM SHEET	£20.00
11 (B)	FAILURE TO PROVIDE RESULT	£20.00
11(D)	FAILURE TO COMPLY WITH RULE	£50.00
11(E)	FAILURE TO COMPLY WITH RULE	£20.00
13 (C)	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE	£25.00
13 (E)	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	£25.00
13 (F)	FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED	£25.00
13 (H)	FAILURE TO PROVIDE REFEREE'S MARK	£25.00
14 (A)	FAILURE TO COMPLY WITH RULE	£100.00
14 (B)	FAILURE TO COMMENCE OR COMPLETE FIXTURES	£100.00
18 (A)	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY	£25.00
19	FAILURE TO BE REPRESENTED AT A SPECIAL GENERAL MEETING	£1000.00
22 (A)	FAILURE TO HAVE THE REQUIRED INSURANCE	£100.00
22 (B)	FAILURE TO HAVE THE REQUIRED INSURANCE	£100.00

## APPENDIX 2

### Referees Fees / Cost schedule

Age Group	Referee	Assistant Referee
U7	£6.00	n/a
U8, U9 & U10	£8.00	n/a
U11 & U12	£16.00	£12.00
U13 & U14	£25.00	£18.00
U15 & U16	£26.00	£18.00
Youth	£29.00	£20.00

## APPENDIX 3

### Broken Fixtures & postponements

The Management Committee WILL deduct one point and impose a **£25.00** fine for the first offence, deduct two points and impose a **£50.00** fine for the second offence and deduct three points and impose a **£75.00** fine for the third offence and also on each occasion award their opponents a win and three points. Should a team offend this rule more than three times during the season they will then be asked to attend a special hearing with the Management Committee. Request for postponement must be made in writing at least **28 days** prior to the fixture date using the Leagues Request for Postponement system. This arrangement may only be used twice in any one season, once before December 31<sup>st</sup> and once before the end of the season, if not used before December 31<sup>st</sup> there is no option to carry this forward. **(Please note this is a request and depending on circumstances may not be granted)**

Granted requests will see the fixture re-scheduled for the next available date (minimum 7 days)

The BJFL will publish at the start of each season, fixture holidays (typically at Xmas and Easter)

### Cup Finals & Presentations

For League Cup Finals and Presentations Evenings there will be an admission charge as set by the Management Committee.

### Development postponements

For those age groups defined as 'Development' when a team fails to fulfil either a scheduled development fixture and pitch hire costs have been incurred, the Competition will be empowered to order the defaulting club to pay these costs.

## APPENDIX 4

### Advice on how to mark a Referee:

#### Overall control and decision making

The mark must reflect the referee's overall level of control, accuracy of decision making and management of and communication with players. When deciding on a mark consideration should be given to such aspects of the referee's performance as: impartiality, confidence, fitness, positioning, signalling, use of advantage, handling of major incidents. A mark between 91 and 100 would be regarded as 'excellent'.

A mark between 71 and 80 would represent the standard expected.

## APPENDIX 5

### Personal Hearing

These will be conducted at a normal monthly Committee meeting. Clubs will be given opportunity to attend a Personal Hearing before any decision is made by the Committee, to add any further points that they may have to bring forward in mitigation and to ask for leniency when the decision is made. If the Club replies that they do not wish to attend the hearing or do not indicate that they wish to attend then they would lose the right to add any further documentation in support of their case before the decision of the Committee is made. Teams will be informed that they have the right to appeal against the decision in accordance with the League Rules (see below).

### Disciplinary Hearing

The purpose of a Disciplinary Hearing is to decide whether any case of misconduct should be heard by the League Committee or to be forwarded to the respective County FA for their deliberation. If the League Committee decides to deal with the case, then a decision must be made at the hearing. If the case is to be forwarded to the County FA then the Club will be advised at the meeting. A Disciplinary Hearing will be conducted as per the procedures for a Personal Hearing.

### Appeal Process

As Clubs will now be afforded the chance to state their case during the Personal Hearing / Discipline Hearing, any subsequent appeal must be forwarded to the Birmingham County FA Limited (see below). Both parties must be represented at the appeal and if any Club attends the meeting with extra evidence that was not disclosed at the original meeting then this would not be taken into account. The decision of this appeal is then binding on both parties.

## APPENDIX 6

### Electing Honorary positions

The Management Committee at its discretion may from time to time nominate and elect BJFL Honorary positions of President and Vice-President. Written nominations, accompanied (for President Positions **ONLY**) each case by the Nominee's written consent to stand for election, may be lodged with the General Secretary, provided that each such nomination is supported by not less than 50% of the Management Committee members the nomination will be accepted. All honorary Members are welcome to attend ANY BJFL meeting, but may not vote at said meetings.

## APPENDIX 7A

### BJFL Officer Job descriptions Positions and Responsibilities Chairman

Overall responsibility for the running of the League/Committee, Chair meetings including the AGM. Inform Chairman/Committee of ALL IMPORTANT details of League business

#### Vice Chairman

Deputize for Chairman

#### League General Secretary

Day-to-Day running of the league, first point of contact with Member Clubs. Co-ordinate Club applications to join BJFL, sending out fines (Broken fixtures, Club misdemeanours to include contact with relevant County Associations). Update of Fines Database, Club Contact Database, Organize Trophies, and Programs for Cup Finals, ensure that The BJFL rules are upheld, Presentation Nights, and Event rotations, Responsible for any business that is not catered for in any of the other job descriptions. To help run/man/manage ALL aspects of BJFL events e.g. Saturday Mini Soccer Venues, Cup Final's and Presentation Nights. Inform Chairman/Committee of ALL IMPORTANT details of League business.

#### Financial Secretary

Day-to-Day monetary responsibility, sending out Invoices for Pitch fees etc. Along with League Secretary ensure all BJFL Databases are up to date, complete with audit trail. Responsible for all aspects of the BJFL accounts, expenses and income.



To help run/man/manage ALL aspects of BJFL events e.g. Saturday Mini Soccer Venues, Cup Final's and Presentation Nights. Inform Chairman/Committee of ALL IMPORTANT details of League business.

### **League Fixture Secretary**

Responsible for ALL League/ Cup fixtures including Semi-Final & Finals along with dates and Venues. Match day results, League Tables and Cup Draws Team fixture cancellation requests, rearranged games due to cancellations and bad weather postponements etc. Inform League Secretary/Financial Secretary of ALL broken fixtures etc. so the League Secretary/Financial Secretary sends out the appropriate fines. To help run/manage ALL aspects of BJFL events e.g. Saturday Mini Soccer Venues, Cup Final's and Presentation Nights. Inform Chairman/Committee of ALL IMPORTANT details of League business.

### **Referee Secretary**

Overall responsibilities for allocating match day officials for ALL BJFL fixtures. Ensure all referees are aware of BJFL match day procedures. Mentor young referee's in conjunction with the local Referees Association.

Keep referee's database up to date. To help run/manage ALL aspects of BJFL events e.g. Saturday Mini Soccer Venues, Cup Final's and Presentation Nights. Inform Chairman/Committee of ALL IMPORTANT details of League business.

### **League Registrar**

Overall responsibility for ALL player registrations/de-registrations and transfers, keep player database up to date

To help run/manage ALL aspects of BJFL events e.g. Saturday Mini Soccer Venues, Cup Final's and Presentation Nights. Inform Chairman/Committee of ALL IMPORTANT details of League business.

### **PR/Commercial Secretary**

Overall responsibility for all aspects of BJFL Sponsorship, Press releases/coverage of events. To help run/manage ALL Aspects of BJFL events e.g. Saturday Mini Soccer Venues, Cup Final's and Presentation Nights. Inform Chairman/Committee of ALL IMPORTANT details of League business.

### **League Welfare Officer**

Responsible for ALL aspects of Child Protection and Club Welfare Officers. ALL offences against players, teams, clubs, spectators and parents both on and off the pitch. To help run/manage ALL aspects of BJFL events e.g. Saturday Mini Soccer Venues, Cup Final's and Presentation Nights. Inform Chairman/Committee of ALL IMPORTANT details of League business.

### **Football Development Secretary**

Responsible for ensuring that the competition provided is relevant to age and ability. Responsible for ensuring that all aspects of football development conforms to FA and CFA guidelines. To help run/manage ALL aspects of BJFL events e.g. Saturday Mini Soccer Venues, Cup Final's and Presentation Nights. Inform Chairman/Committee of ALL IMPORTANT details of League business.

### **Administration Secretary**

Co-ordinate meetings, produce agenda's, take/produce meeting minutes and distribute to ALL committee members

To help run/manage ALL aspects of BJFL events e.g. Saturday Mini Soccer Venues, Cup Final's and Presentation Nights. Inform Chairman/Committee of ALL IMPORTANT details of League business.

### **Charter Standard Officer**

Responsible for the day to day running of being a CSL and for communications between the league and our member clubs on aspects of CSL policies in conjunction with Birmingham County FA. To help run/man ALL aspects of BJFL events e.g. Saturday Mini Soccer Venues, Cup Final's and Presentation Nights. Inform Chairman/Committee of ALL IMPORTANT details of League business.

### **Central Venue Secretary**

Responsible for the day to day running of our central venues, ensuring that the venues are 100% equipped and maintained by the service provider. To help run/man ALL aspects of BJFL events e.g. Saturday Mini Soccer Venues, Cup Final's and Presentation Nights. Inform Chairman/Committee of ALL IMPORTANT details of League business.

### **Committee Members**

To help run/manage ALL aspects of BJFL events e.g. Saturday Mini Soccer Venues, Cup Final's and Presentation Nights. Inform Chairman/Committee of ALL IMPORTANT details of League business

## APPENDIX 7B

### Electing a Chairperson

A more formal approach to recruitment of office bearers allows you to objectively assess whether an individual has the skills and qualities necessary for the role.

- The elected individual will serve a fixed 3 year term of office.
- A fixed period of 1 year must have lapsed before a retired Chairperson can be reelected.

These rules help prevent difficult situations such as:

- An organization becoming too reliant on its Chairperson;
- The Chairperson dominating or refusing to stand down;
- The Chairperson being incompetent but well-liked, and no-one wants to hurt her/his feelings. It is very important to have a skilled and competent Chairperson.

### Key Tasks

- Chairing League Committees & ensuring smooth progression of all meetings
- Officer Support and Recruitment
- Representing League at all League events
- Interviewing prospective new clubs
- Managing Leagues direction and development plan **Key Skills**
- Connecting with volunteers and appreciating their roles.
- Ensuring teamwork amongst key officers with varying interests and skill-sets.
- Communication with league officers
- Understanding and knowledge of FA Rules

### Key Relationships

- Other League Officers
- County FA
- Local Councils
- Sponsors

### Role Sharing

- Vice Chairman may be able to shoulder certain roles

## APPENDIX 8

### Development Age Groups

#### Broken fixtures

Should a scheduled fixture be broken or cancelled, then the offending Club will not be charged (as per rule 10(f)), however the Club will be responsible for any costs incurred as a result of the breach (Pitch fees, referees fees & opponents expenses)

## APPENDIX 9

### Player Registration System & Process

Please see The BJFL Portal user guide. This can be found at: [Portal Documentation](#)

The BJFL Portal can be found at: [BJFL Portal](#)

Approved by BJFL Membership 31<sup>st</sup> July 2017

Final edition updated 07<sup>th</sup> August 2017

*Mark Jones*