NORTH EAST WALES

JUNIOR & YOUTH FOOTBALL LEAGUE

HANDBOOK



**RACISM WILL NOT BE TOLERATED IN**

**NORTH EAST WALES JUNIOR & YOUTH FOOTBALL LEAGUE**

**team**

**Football is a sport that is followed by all and should be an enjoyable experience for all whatever their racial or ethnical background.**

**If you see or hear racism at any level of Football, please report it to the nearest Club Official or Match Official**

**NORTH EAST WALES JUNIOR & YOUTH FOOTBALL LEAGUE**

**INFORMATION FOR CLUBS**

**League Management Team**

**All correspondence must go through Club Secretaries.**

|  |  |  |
| --- | --- | --- |
| League Manager | Tom Williams | youth@newfa.co.uk |
| Comet Champion | Debi Ross | debioss9956@hotmail.com |
| Fixtures Secretary | Kevin Perry | kevperry1985@gmail.com |
| Referee Officer - (U17 & U19) | Luke Alsop | ldaref1983@gmail.com |
| Referee Officer -(U15 & U16) | Mike Jones | miketheref@msn.com |
| Discipline Officer | Julia Bowhill | j.bowhill@icloud.com |
| Equality Officer | Delwyn Derrick | edi@newfa.co.uk |

NB: Safeguarding will be managed by NEWFA Safeguarding Officer

**Please read the rule book carefully**

If there are changes to your club information, then please ensure COMET is updated confirm this in writing as soon as possible to the League Manager and NEWFA General Secretary.

The HOME club secretary must confirm all fixtures with the Away club and Match Referee at Least three days prior to the date of the match in writing or by telephone. Failure to do so may incur a fine, see Appendix A.

**Kick off times: Unless directed by the league manager.**

Under 15/16 league and all cup: Saturday at 9:45am

Under 17 league and all cup: Sundays at 12 noon

Under 19 league and all cup: Sunday at 2pm

Mid-Week Kick-off 6:15pm unless under Floodlights Kick-off 7:30pm

**Referee Fees to be paid equally by both teams on the day of the game.**

Under 15/16 league and all cup: £25 plus 45p a mile travel.

Under 17 league and all cup: £25 plus 45p a mile travel

Under 19 league and all cup: £30 plus 45p a mile travel

**NOTE.**

**Clubs are reminded that alcohol and smoking/vaping is forbidden at all League & Cup matches and that Clubs are responsible for the behaviour of their Coaches, Players, and Supporters.**

**CHILD PROTECTION POLICY**

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

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

Safe care

Adults should avoid being left alone with a child or small number of children. This includes amongst others, child in car, in the changing rooms or on the football pitch.

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

**Responsibilities**

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

1.  **Name & Constitution.**

1.1The amalgamation of Clubs shall be called the ‘North East Wales Junior & Youth Football League”. However, should the League be supported by a sponsor, then the name of the sponsor may be incorporated into the title of the League.

1.2 The objective of the league is the promotion of Junior and Youth Football in the NEWFA area in line with the FAW strategic objectives.

1.3 The league will work in partnership with other organisations to promote and improve Junior and Youth Football and aim to increase participation.

2.  **League Structure**

2.1 NEWFA will appoint a League Manager to run the League on behalf of the Association.

2.2 The League Manager has the power to deal with any matter not provided for under these rules and in any dispute covered by these rules.

2.3 The League shall comprise of as many Divisions dependant on its membership in the relevant age groups, but no division shall contain more than 16 teams in each division. All leagues will be split on equal ability using the data available. the leagues will be decided at the discretion of League manager or management committee, but also reserves the right to make changes if needed.

 NEWFA will produce the format for the playing season, a minimum 21 days before the commencement of the season, each year.

 All clubs must be affiliated to NEWFA, and all the clubs’ teams must be entered into the relevant League competitions by the Third (3rd) Friday in July.

2.4 The league will be structured as follows.

 Junior - Under 15, Under 16, & Under 17, playing time is 80 mins (40 mins each way)

Youth - Under 19, playing time is 90 mins (45 mins each way)

2.5 All club must complete the Roster on Comet for each team they have. Players must only appear on one team’s roster.

2.6 All correspondence must go through Club Secretaries.

3.  **Executive & Management Committee**

3.1 The League shall be governed by NEWFA Council and its agreed regulations.

3.2 The member clubs shall also elect ONE member from a club within the League, to represent the clubs on NEWFA. This is a 4-year term. Should the elected member vacate the position, the member clubs will elect a replacement.

3.3 Each club is entitled to send no more than TWO representatives to League meetings one of whom MUST be the Club Secretary or Chair. Only ONE representative will be allowed to vote. Any club failing to attend any League meeting without a written explanation to the League Manager will be fined as per NEWFA Standardisation of fines.

**4. Auditors**

An independent auditor will be appointed annually by NEWFA Finance Officer.

**5. Club Annual Subscriptions**

5.1 Clubs in membership of the League shall affiliate to NEWFA and enter all League competitions on COMET by the third (3rd) Friday in July.

5.2 A Club withdrawing from the League before the end of the Season shall forfeit its subscription and cup entrance fees. The League Manager(s) shall investigate the matter and such Club may be fined a minimum sum as stated in Appendix A for each non-fulfilment of fixture.

Should a Club withdraw from the League after being accepted at the League AGM and before completing its fixtures, may be fined a minimum sum as stated in Appendix A for each non-fulfilment of fixture.

5.3 Clubs will pay an Entry fee which will be set by NEWFA.

5.4 No Junior/Youth team shall be accepted into the league after the AGM except to replace any team that has withdrawn from the league.

5.6 Clubs intending to resign from the League must do so on or before the date of the A.G.M. All claims by such clubs against the League must be submitted in detail by this date.

5.7 If a team resigns during the season, all points will be deducted, and league tables adjusted accordingly.

5.8 All clubs must be correctly constituted and have persons confirmed on Comet in the following positions Chair, Club Secretary, Treasurer, Safeguarding Officer and Equality Officer. Clubs must inform the League Manager and NEWFA with the details should they change thereafter. No individual should occupy more than two (2) of the listed positions.

**6. League Manager Jurisdiction and Meetings**

6.1 The League Manager shall have authority over all matters, whether especially provided for in these rules or not, and shall have the power to appoint any Sub-Committee it may consider and may delegate all or any of its powers to any Sub-Committee. Any such delegation of power shall be duly minute or documented.

6.2 The League Manager will take minutes at the League meetings and any Sub-Committee meetings.

6.3 Any infringement of the League rules shall be dealt with in such manner as the League Manager.

6.4 In the event of any voting at any league meeting being equal, the League Manager of such meeting shall have a casting (second) vote.

6.5 The League Manager shall give at least SEVEN (7) working days notification to Clubs and Members of the League by post or electronic mail of the date, venue and starting time of such meeting.

6.6 Any member club or player ordered by the League to provide a written response to a charge preferred by Discipline, or a protest, appeal, claim, or complaint lodged with Discipline by a club or player, must do so within SEVEN (7) working days of the date of the letter from Discipline requesting the written response.

**7. Fixtures**

7.1 All matches shall be arranged on a system to be decided upon by the League Manager in consultation with the NEWFA officers and the clubs participating in the competition. This are not to clash with the Conference dates of the Football Association of Wales and the North East Wales Football Association Cup Competitions.

7.3 All junior matches shall be played under the FAW Junior football regulations which can be found on FAW website [Click here](https://faw.cymru/handbook/) (Ctrl & click)

7.4 Any match not completed may be ordered to stand as a completed match or replayed for the full period as per FAW regulations as the League Manager may direct. In the event of a match being ordered to be replayed, the League Manager shall decide on how the expense of the replayed match is to be shared. In the event of play being stopped because of the weather, the match referee must wait a reasonable length of time before deciding to abandon the match.

7.5 In the event that a match is abandoned for whatever reason, BOTH clubs must send a written report to the League Manager within TWO (2) working days as to why the match was abandoned. Clubs failing to comply with this rule will be fined as per standardisation of fines, see appendix A

7.6 HOME clubs must confirm the game with their opponents no later than 3 days prior to the fixture. Clubs failing to comply with this rule will be fined as per standardisation of fines, see appendix A

7.7 HOME clubs must also confirm the match with the appointed match official(s) no later than 3 days prior to the fixture. Clubs failing to comply with this rule will be fined as per standardisation of fines, unless a reasonable written explanation is given, see appendix A.

7.8 The League Manager must always sanction postponed matches.

7.9 Kick-off times for matches throughout the season shall be determined by the League Manager.

 U15 & U16 - 9-45 am on Saturdays.

 U17 - 12 noon on a Sunday

 U19 -2pm on a Sunday

 Midweek matches will kick off at 6:15pm or 7:30pm (those with floodlights)

 The league Manager will have the authority to change kick off date and times.

7.10 No Club shall be allowed to postpone a fixture with another club, unless it is to play a conference fixture in the FAW or NEWFA Cup Competitions, or in the event of TWO or more players being selected for a Representative game. In the event, the appropriate Club Secretary must give at least SEVEN (7) working days’ notice in writing to the League Manager of full particulars and the inability to fulfil its League or Cup fixture so arranged by the League. No player under suspension shall be selected to represent the League.

7.11 Clubs may request 2 open dates per season giving **42 days’** notice.

7.12 The League Manager will endeavour to complete the League programme for all clubs by the last Saturday in April in each season.

7.13 Any Club failing to keep its engagement without rendering a reason deemed satisfactory by the League Manager may have THREE (3) points deducted from their playing record these may be suspended and shall be fined a minimum as per NEWFA standard fines. Clubs failing to keep its engagement must forward such a report in writing to the League Manager within 48 hours of the scheduled match. Disappointed clubs may be awarded such compensation, as the League Manager may deem reasonable.

Satisfactory explanations include.

a. School activity

b. Unfit ground (If deemed unfit by a FAW registered Referee or letter from local authority)

c. NEWFA or FAW Cup

d. Absent, or injured players, thus not leaving the team with sufficient players to fulfil. Such letters of cancellation regarding the satisfactory reasons must have a supporting letter from the Parent / Guardian of each player concerned. Should such letters not be provided for all players within a Week, then the club will be charged.

Unsatisfactory explanations include but not limited to:

a. Birthday party / other events of any player from said team.

 b. Failure to provide the appropriate number of adults / coaches / managers from within its club to fulfil the fixture. Any club wishing to provide details of mitigating circumstances may write to the League Manager

 c. No referee

7.14 Clubs responsible for a late start, whether the match is completed or not, Clubs failing to comply with this rule will be fined as per standardisation of fines, see appendix A

7.15 Offending teams must lodge a protest about lateness to the League Manager within 48 hours of the scheduled fixture.

7.18. In harsh weather conditions, wherever practical, the home club should in the first instance consult with a registered local Referee if the assigned Referee has to travel some distance.

The Home Club shall decide about the state of the pitch the day prior to the match (in consultation with the away club/team and the match referee (if appointed). If the match referee is unavailable the home club must contact an independent registered referee or consult with the league manager. Clubs must notify the league manager and they will confirm the postponement.

7.19. If not practical, both teams must confer early, on the day of the match before travelling takes place.

7.20 All NEWJ&YFL games must use the official match ball provided by NEWFA if the official match ball is not used clubs will be fined as per Appendix A. Clubs must replace lost balls at their expense and can be purchased from NEWFA.

 8. **Player(s) Registration & Transfers.**

8.1. A player can only be signed in accordance with FAW Registration rules. [FAW Handbook, Section H - Registrations, Contracts and Transfers](https://handbook.faw.cymru/rules/section-h-registrations-contracts-and-transfers/)

8.2. Players may only Register for one League Club at any one time.

8.3. NO Registration will be accepted by FAW after the last Thursday in March

8.4. NO Club shall play an ineligible player. Any clubs playing an ineligible player will be subject to a discipline investigation.

8.5. For any breach of these sections, e.g. playing an ineligible player, a Club shall be subject to discipline.

8.6 Clubs are expected to sign on sufficient players to enable them to fulfil their League and Cup obligations as per the following. Teams not registering enough players to fulfil their obligation to the League will be charged with failing to fulfil a fixture and if found guilty may be fined a minimum of as per standard fines as per appendix and may have 3 points deducted, any sanctions may be suspended at the discretion of the disciplinary panel.

8.7 Squad Size is a max of 24 players. Match day squad is a max of 16 players.

**FOR 11-A-SIDE GAMES TEAMS MUST HAVE A MINIMUM OF 7 PLAYERS TO FULFIL THEIR FIXTURE.**

A player with connections to a Senior Club and the possibility of any player(s) 'stepping up' to play for these Senior Clubs, must therefore have enough players Registered as cover to meet their obligations.

8.8. If a team has players who have left the team and are not playing football they must register the cancellation via the COMET system, that they are no longer a playing member of that team and to the best of their knowledge are not playing for any other team.

8.9. A player wishing to re-register with a Club in the League after their original Club has disbanded, MUST re-register via the COMET system. As per FAW Rules, a player can register for 3 clubs in a season but can only play for two.

8.10. Any persons who would be involved in the team’s technical area at any point during the game, the persons registration card MUST be available in line with COMET regulations and made available for inspection by, any league official, referee or person deemed in charge of the opposition team. Only those named on the Team Sheet can be in the technical area.

8.11 All Registrations should be completed via COMET and will come under Football Association of Wales COMET regulations.

8.12 Registrations will be accepted in accordance with the FAW Junior and Youth Football Regulations.

8.13 Any club playing an ineligible player or players will be dealt with by the discipline procedures. The Discipline panel may at its discretion, order a match to be replayed.

8.14 Players must not receive any payment or reward for playing.

8.15 A bona-fide player of a club is one who has signed the appropriate Registration form and who has been registered and confirmed by FAW COMET before 5:30pm on the day immediately preceding the game.

 It is always the responsibility of each club to ensure that players have been properly registered with the FAW COMET system prior to playing in any arranged fixture subject to the Leagues’ Rules.

 Football Association of Wales COMET system must be always used when transferring players from all other Leagues.

8.16 After the last Thursday in March of each season, registrations and transfers will not be permitted.

8.17 A Club may use FIVE substitutes; substitutions will be on a roll on and roll off basis.

8.18 Any Club or players offering or receiving any inducement to, or for, another club to win, draw or lose a match shall be guilty of serious misconduct and will be dealt with as the North East Wales FA shall decide.

8.19 As per FAW/NEWFA rules the maximum squad size for U15 to U17 for season 23/24 is 24 players.

**9. Club Colours**

9.1 Each Club in the League shall register its colours on COMET however, if any club(s) have at present, the same or similar colours, the AWAY side shall, for any League and Cup fixture, adopt entirely different and distinctive colours to that of the home club.

9.2 All Goalkeepers must adopt another colour that will distinguish them from those of the competing teams.

9.3 No player, including the goalkeeper, will be permitted to wear BLACK.

9.4 Players MUST wear the shirt numbers that corresponds with their shirt number recorded on the COMET team sheet.

9.5 Clubs failing to comply with rules 9.1 to 9.4 inclusive will be fined as per standardisation of fines, see appendix A

**10. Grounds**

10.1. As far as possible each club shall have its own ground. In the event of a club not having its own ground, the location of the ground where the home matches are played must be notified to the League General Secretary. ALL grounds must be entered on COMET in the stadium section*.*

10.2. Where a club ground shares with another club or with other teams within the club, must advise the Fixture Secretary by the 3rd Friday in July of the team’s pitch sharing and the pitch they are sharing.

10.3. The ‘Home’ Club shall be responsible for ensuring that the pitch is in a playable condition i.e. correctly marked according to the laws of the game. The Home Club is also responsible for supplying and erecting Goal Nets and Corner Flags.

10.4. When a club has more than one ‘Home’ match to be played on adjacent pitches and one or more pitch being declared unfit for play by the referee, it is the responsibility of the Home Club to decide what matches will be played on the pitch or pitches deemed fit for play.

10.5 If the Club/Team's regular pitch is unavailable for booking for any scheduled League or Cup Fixture, every effort must be made to book an alternative ground or reverse the fixture if possible.

10.6 Clubs are to rope/barrier of pitches Clubs failing to comply with this instruction will be fined £20 for non-compliance.

**11. Champion Club**

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

11.2 At the end of the season where there is only one division in a league the top team will be deemed the champion teams. Three points having been awarded for a win and one point for a draw.

All cups must be returned by the 1st of March of the following season.

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

U15 – U17 will be decided on the following:

1. Games won

2. Head-to-head

3. Play off

U19 League will be decided on the following:

1. Goal difference.

2. Games won

3. Head-to-head

4. Play off

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

**12. Match administration**

12.1 ALL Clubs must complete the online Referee Report form [**(click here)**](https://forms.gle/ayejVVy1KBUxh5h97)within **48 hours** of the game. Clubs failing to comply will be liable to a fine, see appendix A.

12.2 Any club found guilty of either falsifying or submitting an incorrect team sheet via COMET will be liable to a fine, see appendix A

12.3 In line with COMET Regulations, ALL teams must correctly complete the team sheet on COMET ensuring that all sections are fully completed and confirm their team line-ups in accordance with the deadlines imposed by the League which is **30 mins before KO**.

1. Section 1 - KITS
2. Section 2 – Team Officials - Team Manager/Coaches/First Aider (those in the technical area must be named on the team sheet).
3. Section 3 – Line-up - Shirt number (must match the shirt number the player is wearing), add players names for starting line-up and substitutes.
4. Home team to manage the match timer (Start/Break (HT)/Start/Full Time)
5. U15 – U19 Each team to update their goal scorers.
6. Referee’s responsibility to update any cautions/red cards after the game.

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

12.4 The HOME club must telephone or email the result of their match on the day to the League within 30 minutes to the Fixture Secretary after the final whistle should COMET be down or no signal available. Failure to do, clubs will be liable to a fine as per standardisation of fines – appendix A

12.5 All managers/coaches must be DBS checked as F.A.W./N.E.W.F.A. rules.

All Managers/Coaches must hold a minimum of a valid FAW Football Leaders award.

 Every game must have a First Aider with FAW First Aid award present.

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

**13 Referees**

13.1 Teams must split the cost of the standard Referee fee and travel expenses. Home club Match steward should ensure they pay the Referee on match day, preferably prior to the game. Clubs failing to comply will be liable to a fine, see appendix A**.**

13.2 Referee Fees are and must be paid on the day of the game.

 Under 15/16 league and all cup: £25 plus 45p a mile travel.

Under 17 league and all cup: £25 plus 45p a mile travel

Under 19 league and all cup: £30 plus 45p a mile travel

13.3 Each Home team must appoint a Referee Match Steward, please see Appendix B for more information and duties of the Referee Match Steward. The Match steward must wear the NEWFA high Viz jacket.

• Meeting the Official(s) on their arrival at the ground.

• Introduce the Referee to both Team Managers

• To escort the Referee to and from the ground if required.

• The Steward must always wear the Hi Vis Vest. Provided by NEWFA

• To make sure the Referee’s fee is paid.

• Failure to comply the above will result in Disciplinary action - (See Appendix A – Standard fines list)

13.4 The home team must supply the referee with suitable assistant referee flags and each club must supply a club assistant referee. If neither is provided clubs will be fines as per Appendix A

13.5 In the case of postponed matches, the referee is entitled to half of the match fee if they have travelled to the venue. In matches abandoned for any reason the referee is entitled to the full fee.

In the Cup Semi Final’s, the league will appoint the referee. In the finals, referee and assistant referees will be appointed by the league.

**14. League Rules**

14.1 The League Manager shall have the power to deal with any matter or any infringement of the League rules not provided for under these rules and to decide the appropriate penalty for any offences not dealt with specifically under these rules.

14.2 Any alteration of or addition to these rules, shall be made, at the NEWFA AGM

14.3 All correspondence to the League both verbally and in writing from the Clubs must be from the Club Secretary to the League Manager

14.4 The same proceedings shall apply to the AGM, save, that all suggested alterations must reach the League Manager, on or before the 31st day of January in each year.

**15. Annual General Meeting.**

The Annual Meeting of the League shall be held during the month July.

**16. Annual Statement of Accounts & General Payment of Accounts.**

16.1 The Annual Report and Balance Sheet, duly audited, shall be forwarded to each club, at least SEVEN (7) working days before the date of the Annual Meeting.

**17. Admission to grounds.**

17.1 All members and officials of the League Manager shall have free access to any part of the ground, during any League or Cup game.

**18. Misconduct, Charges, Protest & Appeals.**

18.1 All protests, appeals, claims, or complaints must be submitted in writing to Discipline and be accompanied with a fee of £50.00 that will be forfeited in the event of a protest, appeal, claim or complaint not being upheld. All such matters relating to a particular match must be within 48 hours of the match in question (Sundays and Bank Holidays excluded) together with the appropriate fee. All protests, appeals, claims, or complaints will not be accepted either verbally or they must be submitted in writing.

 All Appeals and Protests shall be from the club Secretary.

18.2 All questions regarding eligibility, qualification of players or interpretation of the rules of the League shall be decided by the League Manager.

18.3 If dissatisfied with any decision given by the League Manager or sanctioned by discipline procedures, a club or player shall have the right of appeal to the General Secretary of North East Wales Football Association. Any such appeal must be lodged within SEVEN (7) working days as of the earlier (a) the decision being announced at the time of the hearing/meeting or (b) the date of the correspondence containing the decision. All appeals must be accompanied with the appropriate fee as set out under NEWFA and be made payable to the NEWFA.

18.4 On field offences will be dealt with by NEWFA through their discipline procedures.

**19. Failure to pay fines and/or reply to correspondence.**

19.1 Any club that is fined for breach of the rules must pay the said fine within a period of 21 days from the date of the letter informing them of the fine. A club failing to reply to other written correspondence from the Leagues’ League Manager/General Secretary within 7 business days. Clubs failing to comply will be liable to a fine, see appendix A.

19.2 Clubs/Club Officials who are in monetary debt to the league or, are responsible for such monetary debt, will not be allowed to participate in any aspect of football within the jurisdiction of the North East Wales Junior and Youth Football League until such debt is honoured in full and, to the satisfaction of the league’s League Manager’. Clubs failing to comply will be liable to a fine, see appendix A.

**20. Guarantee for the safe custody of League Trophies.**

20.1 A guarantee for the safe custody of any cup won by a club shall be given, by the club winning the same and such guarantee shall be a personal one of such members of the Clubs Committee as shall be in office at the time the Cup was won. In the event of such guarantee not having been given, then such shall be implied, under these rules, as being binding, against such Committee members in the following amounts: for loss or damage to such Cup or Cups for the loss up to of £300.00; for damage to, the same such amount, as will thoroughly repair and make good such damage.

20.2 Clubs are prohibited from placing any inscription upon the Cup or Cups they may hold under a very severe penalty assessed under the foregoing rule, or the sum of £100.00, whichever the League Manager may decide.

20.3 All trophies belonging to the League must be returned to the League Manager by not later than the 1st of March in every year. Failure to comply with this date will result in a fine as listed in Appendix A

**21. Club Minutes and account records.**

 Each club in membership shall keep minutes giving a true record of all resolutions adopted by its members and decisions arrived at by the Club Committee and shall also keep account records showing in detail the items of income and expenditure. The League Manager shall reserve the power to call at any time, provided seven (7) working days is given, upon a club to produce before the Committee, any books, letters, documents, or any other material evidence the Committee may require.

**22. Playing Season**

22.1 The League Manager shall determine annually the date when the playing season commences and will indicate the length of the season.

**23. Code of Conduct**

 All participants are expected to adhere to the FAW code of conduct:

 [Code Of Conducts for your members | FAW Safeguarding](https://www.safeguarding.cymru/safeguarding-officers/code-conducts-your-members/)

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

1. Imposition of a fine, a deduction of points or removal from any cup competitions

 2. Withdraw club/team fixtures.

3. Ordering of games to be replayed away from home, with all cost of such games being at their own expense.

 4. Instruct club to exclude players, officers, committee members, parents, spectators from all club activities. Failing to take the appropriate action will result in further disciplinary charges.

 5. Expulsion of the club or team from the league.

Code of Conduct are as per the Football Association of Wales which can be found on FAW website (see below links), all clubs must download, read and have the respective forms completed by the players, coaches and spectators

**Players:** [Players | FAW Safeguarding](https://www.safeguarding.cymru/players/)

**Coaches, Mangers and Volunteers:** [Coaches | FAW Safeguarding](https://www.safeguarding.cymru/coaches/)

**Parents, Guardians and spectators:** [Parents | FAW Safeguarding](https://www.safeguarding.cymru/parents/)

**CUP RULES**

1. **INTRODUCTION**

These rules shall apply to all North East Wales Junior & Youth Football League Cup competitions and the General rules shall also apply unless otherwise stated.

1. **ADMINISTRATION**

The League Manager shall have the entire control of the competition. The format of the cup competition will be decided at the discretion of the league manager, this will be confirmed 14 days before the commencement of the season.

Clubs will pay an Entry fee which will be set by North East Wales Junior & Youth Football League. All clubs must be entered by the third (3rd) Friday in July.

**3) LAWS**

a) All clubs belonging to the North East Wales Junior & Youth Football League. will play to the rules and regulations as laid down by the F.A. of Wales and in accordance with the laws of the game.

b) Up to 5 substitutes can be used in any one game, except to replace a player who has been sent off.

c) Up to and including under 19’s age group ‘Roll on/Roll off substitutes will be allowed, i.e. a number of substitutions can be made, and a player may re-enter the game.

d) All substitutions to be made during breaks in play with the permission of the match referee.

**4) QUALIFICATION OF PLAYERS**

a) A playing member is one who has been registered with confirmed status on COMET, by 5pm on night before the game, registered date taken as the “COMET confirmation date” (date from)

b) There is no cup tied rule in league cup competitions.

c) In the case of postponed, abandoned and drawn matches, only those players eligible on the conference date of the fixture shall be eligible to play. Drawn, postponed and abandoned matches must be played on the date given by the League Manager.

 **5) INELIGIBLE PLAYER(S)**

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

 **6) VENUE OF TIES & DURATION OF MATCHES**

a) The clubs shall be drawn in pairs and first drawn shall have home ground advantage.

b) All cup matches shall be played to a conclusion. No replays

c) If the scores are level at the end of scheduled time in games up to and including the quarter final then straight to penalties as laid down by the FA of Wales. For Semi Final & Final then extra time must be played as follows:

U14, U15, U16 and U17 10 minutes each way.

U19 15 minutes each way.

d) If scores remain level at the end of extra time, then the winners shall be decided upon by the taking of penalties as laid down by the FA of Wales, any team refusing to take such penalties shall automatically lose the tie.

 e) Where the home team ground is not available the fixture is to be reversed and then vice versa until the game is played.

**7) FULFILMENT OF TIE**

Any team failing to play on the appointed date or leaving the ground before completion of the match shall be dealt with by the League Manager for misconduct; if the offending team cannot render a satisfactory explanation, they shall be adjudged to have lost the tie and may be fined, see Appendix A.

 **8) FINAL AND SEMI FINAL TIES**

 a) All semi-finals shall be played on the ground of the first drawn team. All semi-finals and finals will be played on a date set by the League Manager. ln the event of the scores being equal at the end of normal period for all rounds up to and including the Quarter Final the game will be decided by a series of PENALTY KICKS in accordance with the laws of the game.

 No extra time to be played.

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

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

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

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

 **9) LEAGUE TROPHY COMPETITION**

Teams knocked out of the first and preliminary rounds of League Cups shall be deemed eligible for the League Trophy. The League competitions may be organised by the League as and when required. The League Trophy will be played following the league Cup rules.

***Appendix A NEWFA Standard fines for Junior/Youth Football 24/25***

|  |  |  |  |
| --- | --- | --- | --- |
| No | ITEM | Age Group | Adults |
| 1 | Not attending AGM/League Meetings | ALL | £20.00 |
| 2 | Clubs failing to attend two League meetings | Adults Juniors/Mini | £50.00 plus written reason for non-attendance.£10.00 per missed meeting |
| 3 | Protest's claims and complaints /appeal fee | Adults Juniors/Mini | £50.00 which is refundable if case is won£25.00 which is refundable if case is won. Appeals £50.00. |
| 4 | Playing ineligible Player in league (per game) | Adults Juniors/Mini | Min £50.00 & 3pts deducted. (Match potentially replayed)Min £25.00 & may have 3pts deducted. |
| 5 | Playing ineligible Player in cup competition (per game) | Adults Juniors/Mini | Min £50.00 & match handed to opposition.Min £25.00 and withdrawn from competition. |
| 6 | Failing to fulfil a fixture (unsatisfactory reason) | ALL | Min of £100 and may have 3 pts deducted. |
| 7 | Failure to advise League Manager/Fixture Secretary when game postponed by Referee | ALL | Min £10.00. |
| 8 | Failing to fulfil a Cupfixture (unsatisfactory reason) | Adults Juniors/Mini | Min £50.00 and withdrawn from competition.Min £25.00 and withdrawn from competition. |
| 9 | Failure to act in the event of a postponement plus club to refund match official and visiting club | ALL | Min £25.00 and club to refund match official & visiting club If a cup game – withdrawn from cup and all cup rules updated. |
| 10 | Abandonment of game (fault of team) | ALL | Comes under NEWFA. |
| 11 | Failure to provide report following abandonment of a game | ALL | Comes under NEWFA. |
| 12 | Failure to send Referee Assessment form within 48 hours of game  | ALL | £20.00  |
| 13 | Failing to confirm game with match Referee  | ALL | Within 3 days of game and £20.00. |
| 14 | Failing to confirm game with opposition | ALL | Within 3 days of game and £20.00. |
| 15 | Failing to attend a Commission after confirming attendance | ALL | Min £50.00. |
| 16 | Bringing the League into disrepute | ALL | Min £25.00. |
| 17 | Invoices not paid within 21 days of receipt | ALL | £25 and TEAM suspension until paid, should be across NEWFA. |
| 18 | Failure to respond to League correspondence | ALL | £20.00 across all leagues. |
| 19 | Deposit for Cup/Trophy  | ALL | Max £300.00 fee if cups are returned damaged, inscribed, defaced or are lost. |
| 20 | If Cup/Trophy isn’t returned on time  | ALL | £50.00. |
| 21 | Failure to adhere to rule re standing behind goal | Juniors/Mini | £20.00 |
| 22 | Failure to provide buffer zones /Barriers/Rope Off pitch | Adults Juniors/Mini | Min £50.00.£25.00 |
| 23 | All clubs must provide in writing a satisfactory explanation if any of their teams have not fulfilled all their league fixtures, within 7 days of the end of the season. Any club not providing either an explanation and or non-satisfactory explanation will be invited to attend a discipline commission. | Juniors/Mini | Min £50.00 for each game not completed. Cup |
| 24 | Failure to provide suitable Match Balls | ALL | Min £20.00. |
| 25 | Fail to telephone match results  | ALL | In the event of COMET being offline for any reason, min £20.00. |
| 26 | Late KO  | ALL | £15.00. |
| 27 | Failing to confirm Team Sheets  | ALL | £20.00 |
| 28 | Not completing Team Sheet correctly | ALL | £20.00 |
| 29 | Not completing Sportsmanship form  | WDJFL | £20.00 |
| 30 | Fail to provide Assistant Referee Flag | ALL | £10.00 |
| 31 | Failing to appoint a Referee’s Steward for Home League games | Juniors/Mini | £20.00 |
| 32 | Steward not wearing Hi-Viz Jacket | Juniors/Mini | £20.00 |
| 33 | Reporting forms incomplete (per team)  | ALL | £20.00 |
| 34 | Not paying the Referee on match day | Adults Juniors/Mini | Min £25.00.£10.00 |
| 35 | Failure to inform NEWFA of Club Secretary change | ALL | £20.00. |
| 36 | Failure to provide HT refreshments | Adults | As per ground criteria. |
| 37 | Not registering team colours with league | Adults | £25.00. |
| 38 | Clubs not meeting ground criteria | Adults | Min £25.00. |
| 39 | Clubs playing whilst suspended | ALL | Min £50.00. |
| 40 | Failure to advise League when resigning at the end of the season | Adults | Lose deposit plus fine for each unfulfilled fixture where applicable. |
| 41 | Teams found not using League Merchandise  | NEWJYFL | £20.00 |

**Appendix B Referee Steward information**

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

The Home team must appoint a Referee’s Steward to EVERY home game.

• The team manager will inform you of the referee’s name in advance of the game.

• The team manager will ascertain the referees fee including travel in advance.

On match day the Steward must:

• Ensure you wear the high visibility vest provided.

• Meet the referee at the car park where possible, this is normally half an hour before kick-off time. If taken directly to the pitch offer them somewhere to store their belongings in safe place or under your supervision.

• Introduce yourself and welcome the referee to the club and escort them to the pitch or changing room.

• The Referee steward should be aware of the age of the Referee

• If the referee is under 18, they should wear a yellow arm band, and may be accompanied by a parent/guardian. Sometimes you may need to remind them to wear it.

• Collect the Referee fee from the home team coach.

• Pay the referee their requested fee before the game.

• Introduce yourself to the away manager and spectators and let them know who you are and that you are there to stop the referee being verbally abused and that the referee is not to be approached.

• Introduce the referee to both managers/coaches.

 • Ask all spectators to always remain behind the respect barriers and that standing behind the goals is prohibited.

 • Inform the referee where you plan to stand should they need to speak to you at any time during the match.

• At half time check the referee is ok and address any concerns.

• If players, coaches, or spectators of either team approach the referee complaining at half time or at the end of the match please try and support the referee quickly and politely encourage the complainer(s) to move away.

 • At the end of the match, escort the referee from the pitch to their car if required. Please note the recommendation from NEWFA is that the appointed Referee’s Steward should NOT be involved directly with the running of the team i.e. Manager or Coach