



# GWENT COUNTY GIRLS LEAGUE CONSTITUTION AND RULES

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## CONSTITUTION

### C.1 NAME

The League Shall be called Gwent County Girls League (“GCGL”). The League Management Council (“LMC”) is authorized at its discretion to change the name of the League to incorporate the name of any sponsor, provided that prior permission has been obtained in writing from the Gwent County Football Association (“GCFA”).

### C.2 AFFILIATION

C.2.1 The League will affiliate to the Gwent County Football Association (GCFA) and recognize and abide by the rules and regulations of the Association.

C.2.2 The League will function as part of the Football Association of Wales (“FAW”) pyramid structure and will operate within the regulations of the FAW pyramid as laid down by, and from time to time changed by the FAW (and GCFA)  
**(C.2.2 not applicable to from Youth and Junior football)**

### C.3 AREA OF OPERATION AND MEMBERSHIP

C.3.1 The League will operate within the boundary areas as defined by the Gwent County Football Association (GCFA). Only those Clubs affiliated to the GCFA will be permitted as members of the League Please see Supplementary Rules.

C.3.2 The League will consist of Divisions as agreed by the League Management Committee (LMC)

### C4 GENERAL MEETINGS

C.4.1 A General Meeting will be held each calendar year, no later than the 31<sup>st</sup> July, this meeting will be called the Annual General Meeting (“AGM”)

C.4.2 All other meetings called General Meetings

C.4.3 The Hon. Secretary shall call an Extraordinary General Meeting (“EGM”) on receipt of a requisition signed by one-third of member Clubs. The LMC may by Unanimous decision call an EGM at any time. An EGM may be called at any time and for any purpose provided a fully compliant requisition is received by the Hon. Secretary.

C.4.4 At least seven business days’ notice will be given for all general meetings.  
**For the avoidance of doubt, a business day is defined as any of Monday to Friday and excludes Saturdays, Sundays & Bank / National Holidays in Wales**

C.4.5 The agenda for all general meetings will be forwarded by the Hon. Secretary by e-mail to all member Club secretary’s not less than 5 business days prior to the meeting.

C.4.6 In the case of the AGM, a duly audited statement of accounts and balance sheet must accompany the agenda

C.4.7 Clubs in membership of the League will be entitled to nominate a single representative to attend and vote at any general meeting. A maximum of two people can attend such a meeting although only one will be permitted to speak at the meeting. Attendance is **compulsory** for all Clubs, failure to attend may result in a fine as per appendix

C.4.8 All members of the LMC may attend any general meeting of the League and will be entitled to vote as an individual at any such meeting. An individual may not also be a Club representative – no person apart from the Chairman of the meeting shall have more than one vote. For the avoidance of doubt, this rule requires that an individual cannot attend and vote as an LMC member and as a Club representative.

C.4.9 In the event of a tied vote at any general meeting, the Chairman will be given an additional vote which he/she will exercise as the deciding vote, provided that he/she has already exercised his/her right to vote in C. 4.8 above.

**For the avoidance of doubt, this means if the Chairperson fails to vote on the matter in hand, he or she cannot then exercise the right to an additional deciding vote on the same matter.**

## **C.5 LEAGUE MANAGEMENT BOARD**

C.5.1 The officers of the League

Chairperson

Vice-Chairperson

Secretary

Treasurer

Fixture Secretary

Safeguarding Officer

Social Media Officer

### **Additional posts In Junior Leagues**

An individual may hold more than one post but will only be entitled to one vote at meetings.

C.5.2 The affairs of the League will be managed by an LMC consisting of Officers and duly elected Club representatives who shall be nominated in accordance with C.5.4 below.

C.5.3 Club representatives as stated in C.5.2 will be elected at the AGM of the League for a period not greater than 2 years prior to seeking re-election

C.5.4 Nominations for LMC members must be submitted in writing to the Hon Secretary at least 10 business days before the AGM

C.5.5 The appointment of President and/or Vice Presidents and Officers will be vested in the LMC

C.5.6 All Life Members & Vice Presidents will be entitled to attend and exercise full voting rights at LMC meetings and all League General Meetings. Where Life members and Vice Presidents exercise their right to attend meetings, they will be considered part of a quorum.

C.5.7 A Life Member or a Vice President, who concurrently holds a position as a League Officer may continue in that post subject to the conditions stated in C.5.2 above.

C.5.8 No Club shall have more than two representative(s) on the LMC either as an officer or an LMC member

C.5.9 No Referee currently registered and active in the League will be allowed to serve on the LMC in any capacity.

C.5.10. In the event that there is no nomination or person(s) selected for a role(s), or such LMC Member is unavailable due to any reason, for the purpose of longevity and integrity of the League Management Committee an employee or Member of the FAW or GCFA may temporarily take over any role with full voting rights within the LMC until such role or purpose is fulfilled.

## **C.6 MANAGEMENT OF THE LEAGUE**

C.6.1 The LMC will meet as required.

C.6.2 The agenda for the meeting and any relevant papers for discussion will be circulated by the Hon. Secretary by e-mail not later than 3 days prior to the meeting.

C.6.3 At its discretion the LMC may appoint a subcommittee to deal with any matter and may delegate all necessary powers to the subcommittee.

C.6.4 A meeting will be deemed quorate provided at least 5 members are present, but this number must include at least one officer as defined in C5.1

C. 6.5 Where necessary, all decisions at meetings shall be decided by a vote of those in attendance (this includes meetings conducted via video conference). In the event of a tied vote, the Chair of the meeting shall have a casting vote. Although it may be possible for an individual to hold more than one post on the LMC, no individual shall be entitled to more than one vote with the exception of the Chair of the meeting when they are exercising a casting vote

## **C.7 URGENT MATTERS**

C.7.1 The Secretary will manage the day-to-day affairs of the League and will be authorised to deal with urgent important matters wherever possible by consultation with the Chairperson, Vice-Chairperson, or another League Officer either by telephone or e-mail. If for whatever reason the consultation process is not possible, the Secretary will be empowered where necessary to make an immediate decision. This decision will be communicated to the Chairperson as soon as possible after the event and will be ratified at the next LMC.

## **C.8. ATTENDANCE AT MEETINGS**

C.8.1 Members of the LMC will be entitled to claim travelling expenses for attendance of meetings at the rate given in Annexe 1

C.8.2 Any member of the LMC who fails to attend three consecutive meetings, including subcommittees, without reasonable excuse, will be notified in writing that absence from the next meeting will be considered as immediate resignation from the LMC.

C.8.3 The definition of reasonable in C.8.2 above will be at the sole discretion of the LMC

## RULES

### 1 Membership

**1.1** All Clubs shall pay an Annual Subscription as shown in Annex 1.

A Guarantee Fee, as shown in Annex 1, shall be paid by all Clubs entering the League. This fee shall be placed in a deposit account, and the LMC shall have the power to return it to the Club on losing its membership of the League, providing the conduct of the Club has been satisfactory, and it has fulfilled all its obligations with the League and its Clubs. **Please see Supplementary Rules 1**

### Payment of Accounts/Fines

**1.2** All accounts, including the levying of fines, MUST be paid within 31 days of the date of such account. Failure to comply without good cause will incur a fine as shown in Annex 2. The LMC will suspend the fixtures of any Club that fails to comply with the time limit. Any fixtures postponed, as a consequence of this action, will be dealt with under Rule.

**1.3** The maximum fine that can be imposed by the LMC on a Club for any individual offence will be capped as stated in Annex 2.

**1.4** All correspondence sent by the league must be replied to within 10 days see annex 2

### 2 Friendlies

**2.1** A friendly match or participation in a festival may only be arranged when the team concerned has no prior commitment in the league or league cup competitions.

**2.2** Friendly games with teams within Gwent require permission from the League Secretary. Please note sanctions are not considered valid unless given in writing or by email to the secretary of the league [GCGL.Secretary@gmail.com](mailto:GCGL.Secretary@gmail.com)

**2.3** All friendly games outside of Gwent must receive sanction from the Gwent County Football Association or as devolved by GCFA. This is to ensure Public Liability cover is not compromised. Games within Wales require 7 days' notice. Applications to play a friendly game outside Wales require 14 days' notice. This is because sanction will have to be obtained from the Football Association of Wales on completion of the relevant form which can be obtained from the Secretary of the Gwent County Football Association. Games played without the necessary sanction will result in a charge of misconduct.

**2.4** Before any competitions, tournaments or events can take place the organising club must first adhere to rule 2.2 above. When permission is granted by the League Secretary then you must apply to the secretary of the Gwent County Football Association for permission to stage the tournament or event giving 14 days' notice. Form E must be completed, and the appropriate fee paid.

**2.5** Clubs wishing to take part in tournaments outside the area of Gwent must apply for permission to the Secretary of the Gwent County Football Association giving 14 days' notice. Competitions outside of Wales also require permission from the Football Association of Wales giving 14 days' notice. The Gwent County Football Association will apply for such permission on behalf of the applicant club.

Any club failing to observe this procedure will be liable to be fined and sanctions on the club may be imposed. Competitions/Tournaments/Events must not interfere with League/Cup commitments, and it is the clubs responsibility to ensure this is the case.

### **3 Conduct of Clubs**

**3.1** Any Club whose conduct has been, in the opinion of the LMC, objectionable may be excluded from membership of the League, provided that a motion to exclude the offending Club is supported by a simple majority of Club delegates present and entitled to vote at either an AGM or an EGM.

**3.2** Any Club which fails to attend either an AGM or an EGM will be dealt with in accordance with Annex 2.

**3.3** All-League correspondence requiring a response MUST be answered within 7 business days of the date of the communication, or sooner if specified. Failure to reply within the specified period may incur a fine as shown in Annex 2.

**3.4** Clubs must provide an active e-mail address to enable the League to forward urgent information and name a minimum of 2 Club officials who have full access to this email account or if this is not appropriate a second active email address.

### **4 Promotion/Relegation**

#### **League Competition: (Seniors)**

**4.1** Three points will be awarded for a win, and one point for a draw.

**4.2** At the conclusion of each season's competition, the Club in each Division attaining the largest number of points shall be declared the Champion Club.

**4.3** Trophies and mementoes shall be presented to the winners and runners-up of League Competitions at the discretion of the LMC.

**4.4** Trophies are the property of the League. Clubs in receipt of trophies must return the same, in good condition, by March 1st of the following season. The League will require a written indemnity for each trophy which must be signed by two Officials of the recipient Club(s), who will guarantee to cover loss or damage by whatever cause. Such loss or damage is to be made good at no expense to the League, up to the value of the respective trophy as determined by the LMC.

**4.5** Where a League comprises more than one division, the League Management Committee shall promote a minimum of one Club from each lower division. A minimum of one Club shall also be relegated but this number may be varied at the discretion of the LMC in the event of vacancies occurring in the higher division.

**4.6** At the end of an uncompleted season, the champion Club will be determined by the following method. Points per game ratio across the games played until the curtailment. The



same methodology will be used for determining runners up and if required any relegation places.

#### **Promotion to: TBC if and when Senior Section is added**

4.7 rule regarding promotion is deliberately left blank unless senior section is added

4.8 rule regarding promotion is deliberately left blank unless senior section is added

4.9 rule regarding promotion is deliberately left blank unless senior section is added

#### **Additional Rules for Competitive Only Junior Divisions**

4.10 Three points will be awarded for a win, and one point for a draw.

4.11 At the conclusion of each season's competition the Club in each Division attaining the largest number of points shall be declared the Champion Club.

4.12 In the event that two or more Clubs finish equal on points, the LMC shall have the discretion to order a play-off match(es) between the Club(s) concerned or declare the teams to have finished in equal position(s). If team(s) are still equal after play-off match(es) are completed any trophies will be shared between the team(s) involved.

4.13 At the end of an uncompleted season, the champion Club will be determined by the following method. A points per game ratio across the games played until the curtailment. The same methodology will be used for determining runners up and if required any relegation places.

#### **5 Facilities**

5.1 All Clubs in membership of the League must at all times provide adequate ground and dressing room facilities for both teams and match officials.

5.2 Any appropriately identified member of the LMC shall have free access to the ground during the progress of any game played under the jurisdiction of this League.

#### **6 Registration**

6.1 The League will operate in accordance with the Registration Rules of FAW.

6.2 All players must be registered for the Club for which they are competing. **Please see Supplementary Rules**

6.3 All Clubs must register at least 14 players for each senior team and each junior age group team except for under-12 and under-13 where the minimum will be 12, 7 days prior to the start of a season. Clubs failing to comply will be liable to a fine as detailed in annex 2. please see Supplementary Rules.

6.4 No registrations will be **permitted** after 5 pm on the last Thursday in March each season.

**6.5** The LMC will have the right to accept, reject or withhold a player's registration at any time subject to the right of appeal to the GCFA.

## **7 Transfers**

**7.1** The League will operate in accordance with the Transfer Rules of FAW.

**7.2** No transfer of a player from one League Club to another will be permitted after 5 pm on the last Thursday in March each season.

## **8 Ineligibility**

**8.1** Any club playing an ineligible player shall be dealt with as follows:

**When the Winning Club plays an ineligible player:**

The match shall be awarded to the non-offending club.  
The result will be recorded as 5-0.

**When the losing side plays an ineligible player:**

The result of the game will stand.  
The goals scored by the losers shall be disallowed.

**In drawn matches where one club plays an ineligible player:**

The match shall be awarded to the non-offending club.  
The result will be recorded as 5-0.

**When both teams play an ineligible player.**

The match shall be declared a 0-0 draw  
No points shall be awarded

In all cases clubs will be liable to fines and expenses as the LMC direct.

The defaulting club shall pay such expenses of opponents as the league direct and shall be fined a sum not exceeding £50.00.

Any player taking part in a match in which she is not eligible, shall be reported to the Gwent County FA. She is also liable to have her registration cancelled at the discretion of the LMC

## **9 Players**

**9.1** Officials and members of Clubs shall strictly comply with the provisions of the Rules of the FAW with regard to the approach of players, and any alleged breaches will be reported to the GCFA.

## **10 Rule Infringement**

**10.1** Any infringement of Rule 4 will be dealt with in accordance with Annex 2.

## **11 Fixtures/Postponements**

### **11 Fixture Arrangements**

**11.1** All fixtures will be arranged by the LMC. Changes to a published fixture list to accommodate any Cup Matches and/or rearranged fixtures will be made by the LMC.

### **11.2 Free Dates**

**11.2** Teams will be allowed a maximum of 3 free dates for League fixtures only. All requests must be made by Email to [GCGL.secretary@gmail.com](mailto:GCGL.secretary@gmail.com)

or in writing to the Hon. Secretary not less than 14 days prior to the required free date (14 days for youth/juniors) or 28 days for seniors.

### **11.3 Match In Lieu**

**11.3** Clubs shall not mutually agree to play a match in lieu of a League or Cup match. Any match that is played to a conclusion must count as a League or Cup match.

## **12 Match Officials**

**12.1** The Referee (and any Assistants), for any matches under the jurisdiction of the League, will be appointed by the LMC's Referee Coordinator. Match officials must accept or reject using the systems and procedures set by the Association from time to time. Failure to do so could affect any future match appointments for the League.

**12.2** The home Club shall pay the fee and the expenses of the appointed Match Officials on the day of the match. The fees and expenses are as per Gwent County rule. This then must be shared equally between both sides.

**12.3** Any Club paying a referee more than his claimed fee and travelling expenses shall be reported to GCFA.

**12.4** Any Match Official claiming more than the agreed fee and expenses shall be reported to GCFA.

**12.6** In the event that the match official attends a match that subsequently is postponed prior to kick-off, the home Club will pay half the match fee, as stated in Annex 1, plus travelling expenses.

**12.7** Neutral Assistant Referees will be appointed only by special requests or when deemed necessary by the LMC.

**12.8** Where Assistant Referees are not provided, each Club must appoint an Assistant Referee who must be advised to the Match Referee before kick-off.

**12.9** Match Officials should attend the ground at least 30 minutes before kick-off.

**12.10** Club Officials, players or spectators must not approach the Match Officials for 15 minutes following the final whistle unless invited to do so by the Referee.

**12.11** In the event of an appointed Referee or Assistant Referee not attending a match, the two Clubs must agree prior to the start of the match to appoint an official at the ground. Such Referee shall be considered to be the Match Official. Priority must be given to anyone who holds a referee qualification and is prepared to undertake the appointment.

### **13 Fitness of Grounds**

**13.1** Each Club must take every precaution to keep its ground in a good playing condition.

**13.2** Where the ground belongs to a Local Authority or University, that Authority may exercise its right to postpone a fixture due to adverse weather.

**13.3** On all other grounds, the Referee shall have the power to decide as to the fitness of the playing surface.

**13.4** In adverse weather, the home Club may arrange that a referee inspects the ground conditions at least one hour before the scheduled kick-off time. This referee, if not the appointed Match Referee, must be a currently registered Official on COMET

**13.5** It is the responsibility of the home Club to ensure goal nets and corner flags are supplied for each match, Failure to comply may result in a fine as listed in Annex 2

### **14 Kick-Off Times**

**14.1** All kick off times will be arranged by the LMC as stipulated in Annex 3.

**14.2** Application for earlier or later kick-offs than the above must be mutually agreed by the two Clubs and the appointed match official involved and must be forwarded to the Hon. Secretary at least 5 days before the scheduled date of the match. In exceptional circumstances (e.g. during spells of bad weather) the League can agree a request at a shorter period of notice provided both Clubs and the match referee are in agreement.

**14.3** Any Club causing a late kick off, without reasonable cause, will be dealt with in accordance with Annex 2.

### **15 Duration of Matches**

**15.1** All matches shall be played under the Rules of the FAW and the FIFA Laws of the Game.

**15.2** Senior & Youth matches will be of 90 minutes duration.

**15.3** Junior Matches will be of the duration specified in the FAW's Small Sided Football Regulations and updated in accordance with the FAW's guidance set out from time to time. In the case that this advice is not available – the following will apply: U16s & U15s 80 minutes of equal halves; U14s & U13s 70 minutes of equal halves; U12s 70 minutes of equal halves.

**15.4** Matches at U12 and U13 must also be played in line with the FAW Small Sided Football Regulations.

## **16 Postponement**

**16.1** No League or Cup game arranged by the LMC shall be postponed by a Club other than with the permission of a League Officer.

**16.2** Any Club which, without reasonable cause, fails to fulfil a League or Cup fixture will be dealt with in accordance with Annex 2.

**16.3** At the discretion of the LMC, the offending Club in 16.2 may be ordered to reimburse their opponents for any reasonable expenses incurred.

**16.4** The definition of 'reasonable cause' in 16.2 above and 'reasonable expenses' in 16.3 above will be at the sole discretion of the League Management Board.

## **17 Under Strength Teams**

**17.1** Any Club found guilty of deliberately fielding an understrength team in either a League or Cup Match will be dealt with at the discretion of the League Management Board.

## **18 Abandonment**

**18.1** When a match is abandoned due to inclement weather or injury or other reason apart from misconduct, the LMC will have the right to decide if the score at the time of abandonment shall be the Final Score or if the Match shall be replayed.

**18.2** Any match abandoned by the Match Official due to indiscipline of a Club or Clubs must be reported by the Match Official to the GCFA Assistant Discipline Secretary.

**18.3** Any Club found guilty by the GCFA of having caused the abandonment of a match (or if the cause is attributed to that Club's player(s) spectator(s) or Club officials(s)) will have 3 points deducted from its League record for each such offence.

**18.4** The LMC may, at its sole discretion, award the match to the opposing innocent Club by a score of 3-0 or by the actual score at the time of the abandonment, whichever is the greater.

**18.5** In the event that both Clubs are found guilty by the Area Association, the LMC may, at its absolute discretion, declare the match void and order that it be replayed.

## **19 Substitute Players**

**19.1** In any senior divisions that may or may not be added to the GCGL, five substitutes per team may be nominated and used. "Rolling substitutes" can be used at any time during the match, except to replace a player who has been sent off and can only be made when play has stopped and the referee has given permission. In the junior divisions, a maximum of 5 substitutes may be nominated, using the systems and procedures set by the Association. In junior divisions, 5 substitutes are allowed to play. "Rolling substitutes" can be used at any

time during the match, except to replace a player who has been sent off and can only be made when play has stopped, and the referee has given permission.

## **20 Club Colours and Numbering**

**20.1** Each Club in the League shall register the colours of its shirts, shorts and socks with the Secretary by 30<sup>th</sup> June. Clubs shall not play against each other in the same colours. The colours of the opposing Clubs must be distinctive. In the event of two Clubs having similar playing colours, the visiting Club shall make a change.

**20.2** The goalkeepers shall play in colours distinct from the other members of both teams. Goalkeepers are not permitted to wear black jerseys.

**20.3** No team will be allowed to play in predominantly black or predominantly navy-coloured shirts.

**20.4** All Clubs must wear kits & equipment in accordance with Law 4 of the Laws of the Game. This includes undergarments.

## **21 Numbering**

**21.1** Players' shirts, including the goalkeeper and substitutes, must be numbered for all matches and the numbers must correspond to the information given on the COMET

## **22 Rule Infringement**

**22.1** Any infringement of Rule 6 will be dealt with in accordance with Annex 2.

## **23 Pre-match Communication**

**23.1** If a match is postponed, it is the responsibility of the home Club Secretary to notify the League, the opposing team, and the Match Official immediately. Failure to comply with this rule will incur a fine in accordance with Annex 2.

## **24 Team Sheets**

**24.1** The Home Club must notify the visitors and referee (if appointed) by appropriate private electronic media (e.g. text or email) same to be in the hands of the opponents and referee at least 72 hours preceding the match, with details of the arrangements.

Clubs failing to confirm will be fined the sum of £20.00 for the first offence and at the discretion of the LMC for subsequent offences. In the event of non-receipt of notification, the opposing club and referee to obtain the information and submit a report to the League Secretary. Non-receipt of notification will not be accepted as an excuse for not playing the match.

**24.2** At least 30 minutes before the scheduled start of a League or Cup match (15 minutes for junior games), each Club must submit a completed Team Sheet using the systems and procedures set by the Association from time to time.

## **25 Post-match Communication**

**25.1** The home Club must enter the match score on COMET in accordance with the LMC directive within 2 hours of the completion of the game. Clubs failing to comply to be fined as direct by the LMC.

**25.2** All cautions and sending off must be reported on the COMET Competitions reporting system. The home club shall be responsible for ensuring that any club referee appointed reports the matter as above. Failure to comply will leave the home club open to disciplinary action as determined by the LMC.

**25.3** If any difficulties arise during this process, the home team are responsible for contacting the Hon. Secretary, or the nominated League Officer, within the timescales.

## **26 Rule Infringements**

**26.1** Any infringement of Rule 25 will be dealt with in accordance with Annex 2.

## **27 Protests/Appeals**

**27.1** Any protest must be submitted via an email address registered to the Club on COMET to the League secretary and to the opposing Club within 3 days of the match to which it refers.

**27.2** A protest must be submitted and accompanied by a fee as stated in Annex 1. The deposit may be forfeited in the event of the protest being deemed frivolous.

**27.3** By 2.00pm of the next Business Day following the day of the match submit in writing via or e-mail to the League Secretary their intention to submit a protest and the particulars upon which the protest is based. (By 2.00pm on the second Business Day following the day of the match, submit to the League Secretary written statements and evidence (including video/DVD where available) in support of the claim together with the relevant fee as set out in Annex 1.

**27.4** All protests will be heard and decided upon by the LMC.

**27.5** Any Club wishing to appeal against a decision of the LMC should appeal to the Gwent County Football Association (GCFA) in accordance with their rules.

## **28 Matters Not Provided For**

**26.1** The LMC will deal with all matters not provided for in these rules.

## **29 Handbook**

**29.1** The LMC shall produce a digital League Handbook to include these rules plus the names and addresses of every Club contact and referee. Each Club will have access to a digital version of this handbook and will have to acknowledge receipt of an email

containing the link to the digital handbook within 10 business days of it being sent out. Failure to acknowledge receipt of this email will be dealt with in ANNEX 2. On request, the LMC will supply all referees, appointed to officiate in this League, with a free paper copy of the League Handbook.

### **30 Clubs Applying to Join League**

The league will only accept applications from clubs based within the area of the league as defined in Constitution section 2. Clubs from outside of a league area applying to join the league will not normally be allowed to do so except in special circumstances, such applications may only be approved by the Gwent County Football Association.

Clubs must apply before 31<sup>st</sup> July each year and will be accepted into the league at the discretion of LMC. All clubs applying will be expected to attend a meeting with LMC before their acceptance into the League can be considered.

Clubs wishing to enter the League will be required to supply evidence that they are properly formulated, have a club constitution that meets the needs to all their players, coaches and volunteers. Along with disciplinary procedures, safeguarding, code of conduct etc.

Clubs making false statements in support of their application to join a league will be fined as directed by LMC.

### **Match Day Procedure**

- Clubs must select and enter their teams line onto the COMET system no later than 20 minutes before kick off in accordance with COMET rules. Team Manager details must also be entered and all information marked as "CONFIRMED" in COMET. This process enables e mails to be generated to both clubs enabling licence checks to be performed if required. Failure to comply will be regarded as a disciplinary offence and a fine levied as per league rules.
- Where the League has not appointed a referee the home team must appoint a suitable person to act as referee
- Both teams must appoint a suitable person to act as assistant referee who must not be changed without informing the referee. Assistant referee duties **are** to indicate ball in and out of play **only**.
- These three persons are then acting on behalf of the Gwent County Football Association
- The referee must acquaint himself/herself with the assistants
- The referee must not start the game until he/she has satisfied him/herself that the assistants are in position
- The officials must take a zero tolerance to foul and/or abusive language.
- Any player using foul and/or abusive language must be sent from the field of play immediately and reported to the Gwent County Football Association
- Any manager that uses foul and/or abusive language must be removed from the field of play and the game must not restart until the said person is back in the changing rooms or well away from the pitch. The person must be reported to the Gwent County Football Association



- All reports from referees must be sent to Gwent County Football Association Disciplinary Secretary
- Any official not adhering to the above will not be allowed to officiate in any further games and clubs will be charged with misconduct
- The only reports that will be accepted are from the referee and/or the club
- No reports will be accepted from parents or spectators
- If any other reports are required these will be requested by Gwent County Football Association Disciplinary Secretary
- Players COMET records must be available for inspection at each match by either League or opposition officials otherwise clubs may be fined as directed by the Executive Committee
- Create a “buffer zone” that runs parallel to the pitch, ideally 2 metres from both touchlines. A smaller “buffer zone” can be used where space does not permit 2 metres.
- “Buffer zones” should be marked by cones or additional marked lines.
- Only players, designated qualified, coaches, coaches registered on and awaiting a Leaders Award course registered on the Club Accreditation system and qualified 1<sup>st</sup> Aiders are allowed within the zone”.

## CUP COMPETITIONS

### 1 Entry and Eligibility

1.1 The Cup shall be called ~~the TBC at senior level and The TBC Cup at under 16 levels~~ all other cups will be known as the "Gwent Girls (*under 13s etc*) Cup". All Clubs in membership of the League must compete in these Competitions unless suspended from the Competition by LMC.

1.2 All players must have been registered in accordance with FAW rules.

1.3 Any Club found guilty of playing an ineligible player, as defined in League Rule 8 and/or Rule 1.2 above, will be dealt with in accordance with Annex 2.

### 2 Match Venues

2.1 The draw for the rounds of the Cup will be made by the LMC. The Club drawn first will be given the home venue.

2.2 In the event of the ground of the first drawn Club not being available on the Conference Date, the game must be played on the ground of their opponents. Only if the grounds of both Clubs are not available will a postponement of the match be allowed.

2.3 The Final will be played on a neutral ground determined by the LMC.

### 3 Match Arrangements

3.1 Home secretaries must notify the away Club and the Official(s) of match arrangements in the same manner as for League matches.

3.2 Kick-off times for cup matches are stated in Annex 3.

3.3 Unless expressly stated, all ties will be one game straight knock-out match of 90 minutes duration. Junior cup matches shall be of the same duration as stated in League Rule 5.7.3. In the event of a game being drawn, it shall be decided by a series of penalty kicks, in accordance with the rules of the FAW. Leagues may organise Cup competitions to include a group stage element at their discretion. Where Leagues exercise this right they will provide appropriate instructions to competing Clubs before the start of each competition.

3.4 Where the colours of the two competing Clubs clash, the away team must change their colours.

3.5 Where the colours of two competing Clubs clash in the Semi-Final and Final, the Club colours should be decided by mutual agreement or, if not agreed, by the toss of a coin, with the winner allowed to wear their choice of colours.

**3.6** A Club found guilty of failing to fulfil a Cup fixture will be dealt with in accordance with Annex 2.

**3.7** Substitutes may be used as provided for in Rule 19 of the League Rules.

**3.8 A Club found guilty of causing the abandonment of a Cup match by the Gwent County Football Association** (or if the cause is attributed to that Club's player(s) spectator(s) or Club officials(s)) **will be expelled from the competition for the current season and the match shall be awarded to the opposing innocent Club.**

**3.9 In the event that both Clubs are found guilty of causing the abandonment, both Clubs will be expelled from the competition for the current season.**

**3.10** A minimum of 16 mementoes may be awarded to both the winners and the runners-up of the Competition.

#### **4 Expenses**

**4.1** All matches, except the Final, shall be treated the same as League matches as far as expenses are concerned, and managed in accordance with League Rules

**4.2** For the Final, the Match Officials will each receive a memento plus expenses. These costs will be borne by the League.

**Note, in all annexes Leagues have the discretion to impose lower charges than stated here but may not increase these charges.**

### ANNEX 1

#### Fees Subscriptions and Administration Charges

Rule No	Description	Amount (£)
C.8.1.	LMC Members Travelling Expenses	£0.35 per mile
1.1		
	Club Annual Subscription – Local Men’s League, Women’s League & Youth League	<b>£50.00</b>
	Club Annual Subscription – Junior League	<b>£20.00</b>
1.1	Club Guarantee Fee –	seniors £110.00 Juniors £55.00
6.3	Failing to register at least eleven players no later than seven days before the start of the season	Up to £50.00
25.2	Deposit for protest	£30.00

### ANNEXE 2

#### Fines and Penalties

Rule No	Description	Penalty
C4.7	Failure to attend a League Meeting	£10.00
1.1	Withdrawal From League without notice as per Rule	£50.00
1.2	Late Payment of Fees and Fines 1 <sup>st</sup> Offence	£10.00
1.2	Late Payment of Fees and Fines 2 <sup>nd</sup> and subsequent offences	£20.00
1.2	The maximum Club fine for any individual offence is capped at.	£250.00
C4.7	Club failing to attend either an AGM or an EGM	£50.00
1.4	Failure to reply to League correspondence	£20.00

8.1	Playing an ineligible player-first offence playing an ineligible player – second and each subsequent offence the event of a Club being found guilty of playing an ineligible player(s) the Club will be fined for each player	£50
14	All matches must be played on Sundays unless a midweek fixture may be arranged by the LMC with kick-off times mutually agreed by the Clubs. Where kick-off time cannot be mutually agreed upon, the matches for U12 and 13 must start between 10:00 am and 2:00 pm while matches for U14, U15, U16 and Women must start between 12:00 pm and 4:00 pm.	
13.5	Failure to supply adequate goal nets or corner flags at a ground	£10.00
14.3	Club guilty of causing a late start	£10.00 for each
16.2	Failing to fulfil a fixture Any team failing to fulfil its League fixtures may be liable to a fine of up to 50.00 In addition, the game may be declared void and the points awarded to the opposing team. Teams committing a subsequent offence in the same season shall be dealt with by the Management Committee as they see fit and may be liable to expulsion from the League.	£30 and 3 points deducted
17.1	Fielding an under strength team	£10
4		
20	Failure to comply with any aspect of Rule 20 – first offence	£10.00

20	Failure to comply with any aspect of Rule 20 – second and each subsequent offence	Additional £10.00 each time i.e. £20.00 for 2 <sup>nd</sup> offence £30.00 for third offence etc.
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23	Failure to notify a postponed fixture Fixtures will be arranged by the appropriate League Fixture Secretary. If a pitch is considered unfit to play by the Council or Club prior to match day then the appropriate League Fixture Secretary must be notified immediately so as to consider an alternate venue or fixture before any team postpones the match. There will be a fine for not complying.	£20
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23	Failure to comply with any aspect of Rule 23 – first offence	£10.00
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23	Failure to comply with any aspect of Rule 23 – second and each subsequent offence	Additional £10.00 each time i.e. £20.00 for 2 <sup>nd</sup> offence £30.00 for third offence etc.
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25	Failure to comply with any aspect of Rule 25 – first offence	£10.00
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25	Failure to comply with any aspect of Rule 25 – second and each subsequent offence	Additional £10.00 for each offence i.e. £20.00 for 2 <sup>nd</sup> offence £30.00 for 3 <sup>rd</sup> offence etc
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29	League Handbook	£20.00
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Cup Rule 1.5.	Playing an ineligible player	£30.00 fine and eliminated from the competition
Cup Rule 3.6.	Failure to fulfil a cup fixture	£30.00 fine and elimination from the competition

### ANNEX 3

#### Times of Kick Offs – to be at the discretion of the League

Rule No	Description
14	All matches <b>must be played on Sundays</b> unless midweek fixtures are arranged with kick-off times mutually agreed by the Clubs. Where kick-off time cannot be mutually agreed upon, the matches for U12 and 13 must start between 9:00 am and 2:00 pm while matches for U14, U15, U16 and Women must start between 12:00 pm and 4:00 pm. With midweek games KO must be between 6pm and 8pm

### Supplementary Rules for GCGL

#### Rules

1 A Club shall only be required to pay one Girls' guarantee fee regardless of the number of Girls' teams it enters into the League **but for Women, a separate guarantee fee is required**. Any team withdrawing from the League after fixtures have been released and before completing its fixtures in any season shall forfeit their guarantee fee. Should a Club have fines outstanding that exceed their guarantee fees then their fixtures will be suspended until the fines are paid. **Please see Annex1**

#### Registration

2 A player may only play for the team she has been registered with and may not play in more than one age group. No Girls' team may have more than 20 registered players. Players may be de-registered or transferred if exceeding this number.

## **Fixtures**

- 3 Any team failing to fulfil its League fixtures may be liable to a fine of up to £30. In addition, the game may be declared void and the points awarded to the opposing team. Teams committing a subsequent offence in the same season shall be dealt with by the Management Committee as they see fit and may be liable to expulsion from the League **please see Annex 2**
  
- 4 Fixtures will be arranged by the appropriate League Fixture Secretary. If a pitch is considered unfit to play by the Council or Club prior to match day then the appropriate League Fixture Secretary must be notified immediately so as to consider an alternate venue or fixture before any team postpones the match. There will be a fine for not complying. **Please See Annex 2**
  
- 5 All matches must be played on Sundays unless a midweek fixture may be arranged by the LMC with kick-off times mutually agreed by the Clubs. Where kick-off time cannot be mutually agreed upon, the matches for U12 and 13 must start between 10:00 am and 2:00 pm while matches for U14, U15, U16 and Women must start between 12:00 pm and 4:00 pm.
  
- 6 If a pitch is considered unfit to play by the Council or Club prior to match day then the appropriate League Fixture Secretary must be notified immediately so as to consider an alternate venue or fixture before any team postpones the match. There will be a fine for non-compliance.

## **Referees**

- 7 In the case of no agreement then the away side must nominate a person to referee the game. If for any reason this is protested then the match **MUST** be played but a written letter of protest may be submitted prior to the match by either team. Referees cannot be changed during the game
  
- 8 If a pitch is considered unfit to play by the Council or Club prior to match day then the appropriate League Fixture Secretary must be notified immediately so as to consider an alternate venue or fixture before any team postpones the match. There will be a fine for non-compliance.

## **Teamsheets**

Clubs should not kick off until a valid team sheet has been made available for the referee and opposition