



NEWPORT JUNIOR

FOOTBALL LEAGUE

CONSTITUTION AND RULES

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CONSTITUTION

1 TITLE

The league shall be known as The Newport Junior Football League.

2 AREA

League area will be the area of the current Newport City Council up to and including the whole area of Machen, Trethomas & Bedwas.

3 OFFICERS AND MANAGEMENT COMMITTEE

For the purposes of this rule the League Management Committee is known as The Executive Committee.

i. MANAGEMENT

The league shall be managed by the Executive Committee to consist of Life Members, Chairperson, Vice-Chairperson, General Secretary, Treasurer, Fixture Secretary, Safeguarding Officer, President, Vice-President, and eight Executive Members. If appropriate, the Executive Committee may appoint an Executive Officer to the role of Mini Fixture Secretary on an annual basis.

ii. ELECTION

All officers and Executive Members shall be elected at the Annual General Meeting. Members of the Council, who have served 15 years on the Council, not necessarily continuous, shall be eligible for election as Life Member of the League with full voting powers. At no time shall the number of Life Members exceed 12.

4 ANNUAL GENERAL MEETING

The league will hold an Annual General Meeting during June of each year. A minimum of 21 days' notice of the date of the Annual General Meeting will be given by the League Secretary to member clubs.

The financial report and balance sheet, duly audited, should be forwarded to clubs at least seven days prior to the date of the Annual General Meeting.

5 SPECIAL GENERAL MEETINGS

The League Secretary shall convene a Special Meeting at any time by order of the League Management Committee and/or by requisition of two thirds of the clubs in membership of the league. Such requisition to be given in writing to the League Secretary. Special General Meetings shall take place as directed by the League Management Committee.

6 REPRESENTATIVES AT ANNUAL AND SPECIAL GENERAL MEETINGS

Each club in membership of the league may send two representatives to the Annual General Meeting or Special General Meeting but each club will only be entitled to one vote on any issue. Clubs not represented at the Annual or Special General Meeting will be fined as The League Executive Committee decides.

Clubs who owe fees or fines to the league or to the Gwent County Football Association or clubs under suspension for any reason shall be allowed to attend the Annual or Special General Meeting but shall not be eligible to vote.

7 AFFILIATION

All Clubs must be affiliated to the Gwent County Football Association.

8 GOVERNING BODIES

The rules contained herein are compliant with the rules of the governing bodies (FAW and GCFA) and in cases of non-compliance with those rules the rules of the governing bodies shall take precedence.

MATCH DAY PROCEDURE

- Clubs must select and enter their team's 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.
- 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 1st Aiders are allowed within the zone".

RULES

1 COMPETITION

The following rules may be subject to change dependent upon Small Sided Football rules and COMET Competitions procedures. Where there are conflicts between those rules listed below and Small Sided Football rules and COMET Competitions processes and procedures the rules below are superseded by Small Side Football, Junior Football Rules and COMET Competitions processes.

The League will operate divisions, based upon demand, as follows: Competitive Football (11-a-side unless FAW compliance takes precedence) - Under 12, Under 13, Under 14, Under 15 and Under 16.

At under 12's and under 13's FAW Small Sided Football rules and /or Junior Football Regulations will apply.

Where the Leagues decide to play at two-year age groups then divisions shall be Under 12, Under 14 and Under 16.

Non-Competitive (Mini) Football - Up to Under 11. All mini football will abide by the FAW Small Sided Football Regulations.

The number of clubs accepted into each division shall be at the discretion of the League Executive Committee.

In normal circumstances the league will run 1 division at each group with teams playing each other twice on a home and away basis, with championship points awarded as below. The League has the discretion to vary this where circumstances require it. That is where there is a very high or very low demand for entry into a particular division. In such cases the league will notify member clubs of how the competition winners and runners up are to be determined before the commencement of the season.

For competitive matches championship points will be awarded as follows:

- i. Win - Three (3) points to the winning team
- ii. Drawn Matches - One (1) point to each team

The team having the greatest number of points in a division shall be declared winners. The team with the next greatest number of points shall be declared runners-up. In the event of two, or more, teams in the same division having the same number of points then the league shall arrange playoff game(s) to determine the division winners and runners up. Goal difference shall not be counted.

2 CLUBS APPLYING TO JOIN THE 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 31st July each year and will be accepted into the league at the discretion of the League Executive Committee and must be notified of their acceptance or otherwise by 1 September each season. Clubs must provide a current Gwent County Football Association Affiliation number. All clubs applying will be expected to attend a meeting with the League before their acceptance into the League can be considered.

All competitive teams wishing to play must have a minimum of 11 players (9 for U12) plus 3 players registered before their entrance into the league age group is accepted. These numbers must be registered before the deadline set by the league each season. To enter teams in mini football each team must have the minimum number of players for a team plus 2 substitutes registered before their entrance into the league is accepted. These numbers must be registered before the deadline set by the league each season.

The League may accept late applications from clubs but clubs applying to join a league after the commencement of the current playing season will only be allowed to join if there is a vacancy, i.e. an odd number of teams in a division. However, we cannot add additional team once fixtures have been activated on COMET.

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, must specify who the members of the club are and their voting rights, must include a documented disciplinary process including the right of appeal to any sanctions imposed. In addition, the club must have properly formulated Safeguarding policies that are compliant with FAW regulations, have a code of conduct that is available to all members and must be able to prove their financial solvency. All of the club documents must be available to all members and the League upon request.

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

3 CLUB DETAILS

Within 14 days of their acceptance into the league each club shall forward to the League Secretary full details, including name, address and telephone number and Email address of club officials.

4 CLUB COLOURS

Each club shall forward to the League Secretary a statement of its distinguishing colours. Registered colours only to be used. Where an "away" kit in different colours to the registered colours is sanctioned by the league those colours to be used in "away" fixtures ONLY. No variations will be allowed and no one will be allowed onto the field until properly dressed. No club will be allowed to play in black or navy shirts. If there is a clash of colours, the away team must change.

Goalkeepers shall play in colours distinct from members of both teams.

5 CLUB GROUNDS

Each club in the League shall register its ground with the League and shall not use another ground for home matches unless by agreement of the League Secretary. Where a club has insufficient pitches for all the competitive age group teams separate home grounds for separate teams are permissible provided agreement with the League is obtained. It is the club's responsibility to ensure all home grounds are registered on COMET for each team.

The League will not be responsible for the safe custody of the club, players or officials' property. When in any dressing accommodation, whether hired to the club or the League, it is the responsibility of the club, person or official concerned.

6 FIXTURES

All league fixtures will be arranged by the league and reported to the League Executive Committee before the commencement of the season. Matches played without the consent of the league will be declared void and offending clubs will be dealt with by the League Executive Committee. Fixtures will be supplied to COMET Competitions web pages for inclusion on that platform. In all cases league and cup matches shall take precedence over friendly games.

7 PLAYER LICENCING AND REGISTRATION

Player registrations for clubs must be renewed each season. The registration period is the 1st of June to the last Thursday in March inclusive. Players must reside within the area of the Gwent County Football Association subject to the FIFA rules concerning players living within 50kms of a Country's external border i.e. Wales/England.

A League Facilities charge in respect of each registered player to be set annually by the Executive Committee and clubs notified of the sum as soon as possible each year.

Each player will be registered on COMET by their club. Each season a League supplied team sheet to be completed by the club in respect each age group (Mini) with one copy to be held by the relevant League Officer. Each team sheet to show ALL additional players, terminated players and transfers (both in and out) for the age group once the COMET entry for the player in question has achieved "CONFIRMED" status. A copy to be "signed off" and returned to the club by the relevant League Officer. Players are not deemed as registered to play until the player is accepted by the League. For competitive age groups the roster held in COMET for each team serves the same purpose as a team sheet. Clubs are responsible for the maintenance and upkeep of each team's roster. The League reserves the right to have a roster completed for each club age group for U6 – U11 age groups.

For clarity, as advised by GCFA, in competitive age groups, where a club enters two, or more, teams in one division then, for the purposes of player registration, the teams will be treated as separate clubs and players may register and play for one team only. Any player wishing to move from one club's team to another within the same division must apply for a transfer as detailed in Rule 9. Transfer Forms are

available from the League Secretary. Clubs are responsible for ensuring that a player is free to register for them and is not under suspension.

Clubs playing a player prior to receipt of the registration confirmation being received from the League Secretary/League Registration Officer will be charged with playing an ineligible player.

8 REGULATIONS AFFECTING PLAYERS UNDER THE AGE OF 16 ON 31 AUGUST AT THE COMMENCEMENT OF EACH SEASON

No player may play senior football until their sixteenth birthday. Note that rule applies until the end of the season in which the player is 16.

When a player reaches the age of 16 he/she may register for a senior team from level 3 down in the pyramid system and continue to play for his junior team. This will apply until the end of the season in which the player reaches 16.

For clarification, players can only register for one TEAM irrespective whether the team plays in a division run by the parent league or a joint division with another league. This also applies when the age group competition is split into two divisions by either the parent league or a joint competition with another league. This is irrespective of the current COMET registration process.

Players wishing to play senior football must first obtain the appropriate Senior Players Licence and must register in accordance with the rules of the senior league in which the player wishes to play.

9 TRANSFER OF PLAYERS

Players wishing to transfer must comply with the COMET approved process. Clubs are responsible for ensuring Team sheets (Rosters) are updated and signed off by the league. Players are only allowed to play for two grassroots teams (or one FAW Academy and one grassroots team) in a season in accordance with GCFA and FAW rules. Where a player transfers within a club and no COMET fee is payable then the transfer must be authorised on a League supplied transfer form and a fee paid to the league to be set by the League.

Note: Where a player holds kit belonging to, or owes monies to, or is in any way in dispute with the existing club then this must be entered via the COMET process. The Gwent County Football Association will take such comments into account when determining whether the transfer is to be allowed or refused.

Where a team has disbanded or withdrawn from the League those affected players will be able to register for another team during that season subject to Rules 7 and 8.

10 DURATION OF SEASON

The League shall determine the start and end of the season within the period laid down by the Football Association of Wales and The Gwent County Football Association.

11 DAYS AND TIMES OF KICK OFF

The Leagues will notify clubs before the commencement of each season the day and time of kick offs but reserve the right to vary the time of kick off of individual games dependent upon the availability of the facility to be used and the individual circumstances involved. Wherever reasonable a flexible approach will be adopted subject to the rule detailed in para 2.

Clubs wishing to kick off a league fixture at a different time must apply to the League Secretary in writing, with a copy to their opponents, 14 days prior to the date of the match concerned. In the case of one club objecting then the fixture will be played at the time notified by the league as above.

In the event of a game being abandoned for any reason, the outcome of the game shall be determined by the League Management Committee, as they deem fit.

12 REFEREE & ASSISTANT REFEREES

Referees in all matches for all divisions when available will be appointed by the League. Referees appointed by the League must accept or reject within 48 hours. The referee's fee and expenses will be determined by the Gwent County Football Association. The home club shall pay the referee's fee and expenses; however leagues may, at their discretion, order the home and away club to equally share the payment of the referee's fee and expenses.

Where a referee has not been appointed by the League, or the appointed referee fails to turn up for the game, the **home club** will appoint a suitable person to referee the game. The minimum requirement for "suitable person" is to have a DBS issued by FAW. No game to be postponed because of the lack of a referee. If a game is not played because no referee is available then the league, at its discretion, may charge the home club with breaking a fixture.

If assistant referees are not appointed by the league, then both the home and away clubs will each supply a suitable person to act as assistant referee. The home club shall be responsible for supplying flags for both assistant referees.

13 NOTIFYING OF HOME GROUND

The Home Club must notify the visitors and referee (if appointed) by appropriate private electronic media (e.g. text or e mail), same to be in the hands of the opponents and referee at least 72 hours preceding the match, with details of the arrangements; a record of such communication to be retained for 28 days. Clubs failing to confirm will be fined the sum of £10.00 for the first offence and at the discretion of the League Management Committee 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.

14 COLOURS

Teams must not play in black or navy. The Away club to change in the event of a clash of colours, except where the home club intends to play in colours not registered with, but agreed by the league. In such cases the home club shall change. Teams may only play in colours approved by the League.

15 POSTPONEMENTS DUE TO INCLEMENT WEATHER

In the event of a postponement the home club to notify visitors, referee, and the league on the day of the match. Home club to advise the League Competitions Manager to make the necessary COMET entries. Clubs cannot make the entry detailed in the current rule.

16 DURATION OF MATCHES

Under 15 & Under 16 - 40 minutes in each half

Under 12, Under 13 & Under 14 - 35 minutes in each half

The time played in each half must be equal.

17 THE BALL

The home team will be responsible for supplying the match ball which should be in good condition: the size should be as follows:

Under 12 - size 4

Under 13, Under 14, Under 15 and Under 16 - size 5

Failure to provide a ball of the size required will result in offenders being fined the sum of £5.00.

18 CORNER FLAGS & NETS

These must be provided and erected by the home club. Nets and corner flags to be in accordance with the laws of the game. Clubs not providing or erecting nets and corner flags will be fined the sum of £5.00.

19 SUBSTITUTES

A Club may, at its discretion, use a substitute player at any time in a match for any reason except to replace a player who has been suspended from the game by the Referee. The substitution can only be made when play has stopped for any reason, and only after the referee has given permission. For U13 – U16 up to five named substitutes and for U12 up to seven named substitutes (as per Rule 1) are allowed and must be named prior to kick off. A player who has been substituted himself/herself becomes a substitute and may replace another player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

20 LATE STARTS

The referee to report clubs responsible for delaying the start of the game to the League Management Committee. Clubs deemed responsible for the late start will be fined the sum as directed by the league.

21 RESULTS

Home club must enter the match score on COMET in accordance with League directive within 2 hours of the completion of the game. Clubs failing to comply to be fined as directed by the League.

22 CAUTIONS AND SENDINGS OFF

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 Executive Committee.

23 POSTPONEMENT OF FIXTURES

If a postponement of any league fixture is required, application must be made in writing and be in possession of the League Secretary, at least 10 days before the match is to be played. The unavailability of a qualified person is not classed as a reason to postpone a fixture. A fee of up to £15.00 may be charged at the discretion of the League.

A copy of this application must also be sent to the Secretary of the opposing club within the same timescale. The League Secretary will then notify both teams of the postponement, if agreed to. **THIS RULE WILL NOT APPLY WHEN PITCHES ARE DECLARED UNFIT FOR PLAY.** In the event of the Newport Streetscene Pitch Hotline declaring all pitches in Newport are unfit for play then matches may be transferred to the “away” team’s home ground **providing both parties are in agreement** for this to take place and the “away” teams pitch is : a) within the Monmouthshire league area (where joint league is in operation); b) the pitch is a private pitch; or c) where the pitch is a NCC “sole and exclusive” pitch not covered by the NCC Pitch Hotline. The original “home” team are still classed as the “home” team for the purposes of the game. Games on artificial surfaces are not permissible unless arranged and paid for by the League. Clubs failing to notify their opponents in writing will be liable to a fine as directed by the League at the start of each season.

24 BREAKING A FIXTURE

Clubs charged with breaking a fixture shall be dealt with by the League Executive Committee.

The offending club shall have up to three (3) points deducted from their total of points and fined as directed by the Management Committee. They will also be liable for any costs incurred by their opponents. A Club committing a third offence will be liable to such disciplinary action the Management Committee may determine, including expulsion from the League.

In all cases the game to be rescheduled or awarded to the non-offending club as determined by the League Executive Committee.

Where only one team turns up for a scheduled fixture that team and the referee (if appointed), shall wait at the ground until 30 minutes after the scheduled kick off time. If the opponents do not turn up during this period, the team may then accept that the fixture will not be played and they may leave the ground. They must immediately report

the matter to the league by telephone and confirm all details in writing within three days. Non receipt of such reports not to prevent the league taking action if it deems the fixture has been broken.

25 ABANDONED MATCHES

25.1 CAUSED BY A LATE START

In the event that a late start is the cause of a match being left unfinished, the league Executive Committee shall determine if the result at the time the match finished shall stand.

25.2 CAUSED BY INCLEMENT WEATHER

When a match is abandoned due to inclement weather, the League Executive Committee shall determine if the result at the time the match finished shall stand.

25.3 CAUSED BY MISCONDUCT OF CLUBS

Any match abandoned by the Match Official due to indiscipline of a Club or Clubs must be reported by the Match Official to the Gwent County Football Association with a copy of the report sent to the League Secretary. a charge of misconduct shall be issued to the offending club/s by the Gwent County Football Association.

The Gwent County Football association shall inform the League of the outcome of the Disciplinary Hearing. Any Club found guilty by the Area Football Association of having caused the abandonment of a match may have up to three (3) points deducted from its League record by the League Executive Committee.

Furthermore, the League Executive Committee shall determine the result of the match as they deem fit or have the match replayed. In the event that both Clubs are found guilty by the Area Association, the League Executive Committee may at its absolute discretion declare the match VOID and order that it be replayed.

25.4 CAUSED BY A TEAM LEAVING THE FIELD OF PLAY

In the event of any Club leaving the field of play, without the permission of the referee, the Match Official must send a report to the Gwent County Football Association with a copy of the report sent to the League Secretary. A charge of misconduct shall be issued to the offending Club/s by the Gwent County Football Association. The Gwent County Football association shall inform the League of the outcome of the Disciplinary Hearing and the result of the match shall be decided at the discretion of the League Executive Committee, irrespective of the time played. The offending Club may have up to three (3) points deducted from its League record.

25.5 CAUSED BY AN INJURY TO A PLAYER THE ON THE FIELD OF PLAY

When a match is abandoned due to an injury to a player, the League Executive Committee shall determine if the result at the time the match finished shall stand or the game is replayed.

25.6 REPORTING OF ABANDONED MATCHES

The home club to report abandoned matches in accordance with COMET Competitions processes. Failure to do so to be regarded as a disciplinary offence.

26 INELIGIBLE PLAYERS

Any club playing found guilty of 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 in line with prevailing COMET reporting rules

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 in line with prevailing COMET reporting rules.

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 Executive 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 he is not eligible, shall be reported to the Gwent County FA. He is also liable to have his registration cancelled at the discretion of the League Executive Committee.

27 SEARCH OF REGISTER

Should doubt arise as to the eligibility of any player, the League Secretary will give such registered information as necessary, or required, on payment of a fee of £5.00 per player. All applications will be made in writing and must be accompanied by the fee. This will not constitute a protest which should be made in the usual way. Frivolous requests being proved, fee will be retained.

28 PROTESTS

Protests must be lodged with the League Secretary by first class post or electronic media and an exact copy of such protests shall in addition be simultaneously forwarded by recorded delivery post (or similar signature service) by the club protesting, to the secretary of the club against which the protest is directed. To prevent frivolous protests a fee of £25 must accompany the protest or it/they will be rendered void. If the Committee deems the protest frivolous the fee will be forfeit.

The protest must be confined to the infringement of rules contained herein. If individuals are referred to in the protest their full names must be given.

29 CONDUCT

The League Executive Committee shall have powers to deal with any offending club or clubs on infringing the rules contained herein that relate to match day events. All

cases of misconduct by clubs, players, officials, or spectators will be dealt with by the Gwent County FA. All offending clubs will be invited to attend disciplinary hearings.

30 FINES

All fines must be paid within 10 days of receiving notice from the League (such notification to be given within 10 days of the fine being imposed) or the offending club will be placed under suspension until such time as the fine is paid, the only exception being, when the offending club has given notice in writing of an appeal. All fines to be paid to the League Secretary. All fines issued by the League to be subject to a £3 administration charge to be payable in accordance with existing rules.

Each season the league to issue a list of all fines to be levied for contraventions of all rules. This list to supersede all fines specified in individual rules, to be valid for that season only and to be issued prior to the season start.

31 APPEALS

Any appeal on the decision must be served on the Gwent County Football Association not more than seven (7) Business Days in the case of an appeal arising out of a decision relating to anything other than a cup or play-off match or three (3) Business Days in the case of an appeal arising out of a decision relating to a cup or play-off match after the earlier of (a) the League announcing its decision at the time of its hearing (if any) or (b) receipt by the Party appealing of written notification of the League's decision. For the purposes of (b) above the provisions of Section B Rule 24 (as to the services or notices etc) shall apply to the said written notification issued by the League. Any Request Notice lodged after seven (7) Business Days or three (3) Business Days as in the case may be will be rejected unless the Party lodging the same can demonstrate to the reasonable satisfaction of the Gwent County Football Association that it was not reasonably practicable to lodge the Request Notice within the time limit;

The following appropriate Request Fee must accompany the Request Notice: - £50.00 in all cases;

Any Request Notice which is not accompanied by the appropriate Request Fee will be rejected by the Gwent County Football Association and any incorrect fee will be returned and the time will continue to run for the service of the Request Notice within the original seven (7) Business Days period or three (3) Business Days as in the case may be.

32 TROPHIES AND MEDALS

For competitive divisions, and where funds permit, the League to present up to 18 trophies at U12 and 16 trophies or medals to the winners and up to 18 trophies at U12 and 16 trophies or medals to the runners up in each division. Additional trophies or medals may be provided for each club, if requested. The league may require the cost of additional medals to be borne by the requesting club.

33 CUSTODY OF SHIELDS AND CUPS

Clubs who hold League Trophies are required to insure the trophy or trophies they hold for their full value. Clubs to furnish to the league the names of two responsible

persons who will act as trustees for the league trophies held by the club. The club shall pay the repair costs for any trophy damaged whilst in possession of the club, or if repair is not possible, shall provide a new replacement trophy as directed by the league.

All trophies to be returned to the league by the 28 February following or earlier if directed. Clubs failing to comply will be fined as directed by the Executive Committee.

34 REPRESENTATIVE AND INTER LEAGUE MATHCHES

The league shall enter any inter-league competition arranged by the Gwent County FA.

The League Executive Committee shall have the power to arrange special matches, the proceeds of which shall be devoted to the General Funds of the League.

Any player selected to play under the auspices of the League in Inter-League games or otherwise, and failing or refusing to do so, shall, in the absence of good and sufficient cause, be dealt with at the discretion of the League Management Committee. Any club which shall be found to have encouraged or instigated such conduct on the part of a player shall be deemed guilty of misconduct and shall be dealt with at the discretion of the League Management Committee.

The League may decide its own criteria for the selection of their representative squads and the recruitment of representative team managers and coaches.

35 DISBANDED CLUBS

Any team or club disbanding or withdrawing from the league mid season will be liable to a withdrawal fee to be determined by the Executive Committee. "Mid season" is defined as after the start date of the season as declared by the FAW irrespective of whether games have been started. The players of any disbanded team or club which has discharged its' liabilities to the league shall be eligible to register for any other club in the League or Area Association area immediately upon the withdrawal of the team or club being accepted by the League. This is subject to the player's records having been amended appropriately on the COMET registration system by the disbanded/withdrawing team/club.

Results of all matches of disbanded/withdrawn teams to be eliminated completely from the League records.

36 RULEBOOKS

Rule books will be supplied to all Clubs or posted as a printable document on the League website and the League Executive Committee reserves the right to make a charge.

A plea of not having a rulebook or not having knowledge of the rules shall not be accepted as a plea of clemency if any charge be made against the team.

37 CORRESPONDENCE AND COMMUNICATION WITH THE LEAGUE

All communications with the League must be in writing from the club secretary, the league reserves the right not to act on correspondence received from any person other

than the club secretary.

Correspondence which requires an answer should be accompanied by S.A.E. Clubs failing to answer correspondence from the league within 10 days will be liable to a fine of £10.00.

All telephone communications with the league must be confirmed in writing, by the club secretary, within three days. The league reserves the right not to act on telephone communications until such confirmation is received.

No telephone calls to be made to League Officials, Club Secretaries or Team Managers after 9.00pm unless by prior arrangement.

38 FRIENDLY MATCHES AND FESTIVALS

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.

38.1. Friendly Matches. All friendly games with clubs within the Newport area must receive sanction from the Secretary of the Newport Junior Football League. All friendly games outside of Newport, permission must be granted by 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.

38.2 Club Competitions Tournaments and Events. Before any competitions, tournaments or events can take place the organising club must apply to the secretary of the Newport Junior Football League giving 14 days' notice. Then they must apply to 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. A list of clubs participating must be provided. All teams that enter the competition must have a current affiliation number and any teams from outside of Wales must produce a letter of authority to enter from their National Association. Copy of such letters must accompany the Form E.

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 club's responsibility to ensure this is the case.

38.3 Tournaments Outside Gwent. 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 club's responsibility to ensure this is the case.

38.4 Practice Matches. These do not exist. Only Open and Closed friendly matches are now allowable. In general, Open friendly matches are those where the normal rules of football apply and spectators are able to access and/or view the match. Closed matches do not need to be played under the normal rules of football but the public cannot access the venue or have sight of the match. Rule 12.1 still applies.

39 ALTERATION TO RULES

No alteration shall be made to these rules except by the Gwent County Football Association. Clubs wishing to propose rule changes must do so in writing to the League Secretary prior to 1st February each season. Leagues to hold a Rules Revision Meeting specially convened for that purpose in March of each season when proposals from Clubs and those, if any, proposed by the League Management Committee will be voted upon. Proposals receiving the assent of at least two thirds of the members present at the Rules Revision Meeting shall then be forwarded by the League Secretary to the Secretary of the Gwent County FA. These will then be approved or rejected by the Gwent County FA in May of each year. Rule changes made by the Gwent County FA shall become operative at the commencement of the following season.

Submissions must include the rule to which the proposed alteration refers and detail the wording changes/additions/deletions as appropriate. The reason for the proposal must be specified.

40 MATTERS NOT PROVIDED FOR

Any matter arising which is not provided for in these rules shall be dealt with at the discretion of the League Executive Committee and shall be reported to the Gwent County Football Association.

CUP RULES

1 PARTICIPANTS

All teams registered with the league must enter the respective cup competition(s) as directed by the league.

2 CHOICE OF GROUND

Each round will be drawn by the League Executive Committee. First team drawn will be the home team. In the event that a ground is unavailable or unfit, the tie will be reversed. In ties that are reversed the second drawn team becomes the home club. Semi-Finals to be played on pitches as directed by the League Executive Committee.

In semi-final matches if nets and corner flags are not supplied and erected by the host club, the first drawn club shall supply and erect nets; the second drawn club shall supply and erect corner flags. In all rounds and semi-finals both clubs shall supply a suitable match ball.

3 DATE OF ROUNDS

Date of rounds to be decided by League Executive Committee, conference dates may be set. All cup matches will take precedence over league matches. All Cup games (except finals) to kick off at 2.00 pm.

4 DURATION OF GAMES

The duration of the game will be as League Rule 16. In the event of a draw at fulltime, extra time of 10 minutes each way will be played. Should a draw still result, penalties will be taken as per the rules laid down by the Football Association of Wales Penalty Procedure.

5 REGISTRATIONS

A player must be registered at least 7 days immediately previous to the match. In the event of a cup match being postponed only players eligible for the date of the original game shall be eligible for the rescheduled fixture. All players must have a licence in accordance with the FAW COMET registration system. A player may only play for one team in one age group in the cup competition. No player shall be registered after the last Thursday in March each year. Any club that plays an ineligible player will be struck out of the competition and the tie may be awarded to the opponents and fined as directed by the League Executive Committee.

6 NETS AND CORNER FLAGS

Nets and corner flags must be provided in all rounds.

7 REFEREES

In all rounds and semi-finals referees will be appointed by the league. In all rounds, but not semi-finals or finals, if the appointed referee is not available then league rule 12 applies.

Referees fee and expenses to be paid by the home club in rounds and by the league in semi-finals and final.

8 COLOURS

As in League rule 14

9 BROKEN FIXTURES

Any club who fails to play an arranged cup match on the appointed date without a suitable reason will be struck out of the competition and fined as directed by the League Executive Committee.

10 NOTIFICATION

In all rounds league rules 13 shall apply.

In Semi-Finals the league secretary shall confirm all details with the referee.

11 SUBSTITURES

As League Rule 19

12 SEARCH OF REGISTER

As per League rule 27

13 RESULTS

Home club must enter the match score on COMET in accordance with League directive within 2 hours of the completion of the game. Clubs failing to comply to be fined as directed by the League.

14 MEMENTOES

Winners and Runners Up will receive sixteen mementoes except for U12 which may have up to 18 supplied. Extras may be purchased through the League, but payment for such must be made before order can be placed.

15 MATTERS NOT PROVIDED FOR

Matters not provided for in these rules shall be dealt with by the League Executive Committee. Where not stated in Cup Rules, League Rules shall apply.

SMALL SIDED FOOTBALL

All league rules apply re registrations, COMET etc and also the following:

1 GENERAL

There will be no league or cup competitions. No club to organise a competitive league or cup competition.

2 GAME LEADERS

A game leader is appointed to supervise each game. The club hosting the mini-football session is to appoint the game leader.

The role of the game leader is to supervise the game, awarding free kicks, throw ins etc. as a normal referee would and, in addition, he/she should explain the rules as the game proceeds, if necessary, demonstrating certain points as to how the game is restarted, e.g. a throw in.

Game leaders shall perform their duties from the side of the playing area.

The game leader is urged to be extremely flexible in the way the game is supervised, especially with the younger children.

3 RESULTS AND MATCH REPORTS

Leagues may require match reports to be submitted for each game. Such match reports must not show the match result but may list the names and Gwent County FA licence numbers of each player taking part. Such accurate, fully complete information as required by the League must be completed pitch side by the relevant Team Leader(s) and all reports to be submitted and in possession of the League within 5 days of the date of the game.

Leagues must not request match results to be telephoned to a league officer or any another person.

Leagues to report any person, team or club attempting to collate results of various teams to the Gwent County FA.

4 MATCH REGULATIONS

The club hosting the mini-football session shall be classed as the home club.

The home club shall contact the visitors by telephone, or in writing, at least 72 hours prior to the date of the session to confirm all details.

The pitch and all required equipment shall be provided by the home club.

In the event of colour clashes the away team(s) shall change, except where the home club wishes to play in colours not registered with the league in which case the home club shall change.

In the event of postponements due to inclement weather then the home club shall notify visitors and the league.

5 TEAMS NOT ARRIVING, INELIGIBLE PLAYERS AND TEAMS LEAVING THE FIELD

In the event of one team not turning up for a league organised session or if a team plays an ineligible player or if a team leaves the field without the permission of the game leader the matter shall be dealt with as follows: -

- a. The League may impose fines as directed by the Executive Committee.
- b. For a second offence the League may instruct such teams to appear before the League Executive and/or disciplinary committee.
- c. Teams committing a third offence may be expelled from the League.

6 FESTIVALS ETC

Clubs **organising** Football Festivals must first have permission from the Newport Junior Football League. An application once approved by Newport must then be made to the Gwent County Football Association for permission.

Clubs organising or playing in Football Festivals without the necessary permission will be reported to the Gwent County Football Association.

Clubs wishing to play in Football Festivals outside Wales must apply to the Gwent County Football Association who will then get the necessary permission from the Football Association of Wales.

7 EXPLANATORY NOTES

The mini-football rules contained in this handbook are based on the football Association of Wales requirements for small side football.

Mini football is non-competitive and therefore it is not important that clubs play each other on a home and away basis. Also, the usual sanctions against players/clubs for breaking fixtures and playing ineligible players etc. cannot apply.

However, each team that makes a commitment to entering into the organisation of mini football must recognise that it has certain responsibilities towards the league and other member clubs.

Clubs may well end up hosting sessions on a home and away basis but this is mainly to ensure that the work required in preparing the pitch and pitch hire costs are spread equally across all teams.

Clubs/Teams that persistently break the rules may be expelled from membership of the league subject to the usual disciplinary procedures.

8 OTHER

Club and team officials must ensure that every player in the team gets an equal opportunity. Winning is not important.

Officials and spectators are asked to encourage the players at all times.

Club and team officials must consider weather and ground conditions very carefully before games commence. 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 coaches and 1st aiders are allowed within the zone.

All must abide by the Small – Sided Football Regulations 2023-24 Season as stated By the Football Association of Wales.

A copy of these rules is available on the league’s website or from the General Secretary of the League.

STANDING ORDERS FOR LEAGUE MEETINGS

1 CONTROL OF MEETINGS

The Chairman of the League shall have control of the meeting, and in case of a tie on voting for any motion or amendment, he shall have power to give a second or casting vote.

2 MOVING OF RESOLUTIONS

Every motion or amendment shall be moved and seconded (and if so required shall be reduced to writing) before it is discussed or put to the meeting.

3 MEMBERS SPEAKING

A member shall address the Chair, only the Chairman shall have power to check or call to order a speaker. When the Chairman rises no one else shall continue, nor shall anyone else until the Chairman has finished.

4 MATTERS NOT BEFORE THE MEETING

No member shall speak on any matter, not before the meeting.

5 MEMBERS TO SPEAK ONCE ONLY.

No member shall speak twice on any motion, unless permission be given to explain, except the mover of the original resolution, or of an amendment that displaces an original resolution.

6 RESOLUTIONS ETC. NOT TO BE WITHDRAWN

A motion or amendment once made and seconded, shall not be withdrawn without the consent of the meeting.

7 AMENDMENTS TO BE RELEVANT

Any amendment must be relevant to the motion on which it is moved.

8 REJECTED AMENDMENTS

If any amendment be rejected, other amendments may be moved on the original motion, providing notice has been given.

9 AMENDMENTS CARRIED

If any amendment is carried, the original amendment as thereby amended, shall become the question upon which any further amendments may be moved.

10 NOTICE TO RESCIND RESOLUTION

Notice of motion must be given and appear on the agenda before any decision arrived at can be varied or rescinded. Any motion having been passed by the Executive Committee Meeting shall not be rescinded without the consent of at least two thirds of those present. No motion to alter or rescind any resolution passed within the preceding 6 months, and no motion or amendment to the same effect as one which has been rejected within the preceding 6 months, shall be proposed. When any such motion or

amendment has been disposed of by any Executive Committee it shall not be open to any member to propose a similar motion within a further period of 6 months.

11 URGENT MATTERS

Any matter of pressing importance not on the agenda, may be dealt with at once upon a motion of 'urgency' being duly moved, seconded and carried by a two thirds majority of the members present.

12 INTEREST

If a member of member(s) has any interest in any matter put before the meeting then the member(s) shall withdraw from the meeting whilst the matter is discussed and resolved.

13 TIME LIMIT FOR SPEECHES

No member shall address the Executive Committee for a longer period than 5 minutes on any one question, except the mover of the resolution, who may speak on bringing forward his proposition for a period not exceeding 10 minutes.

14 PRIORITY OF SPEAKER

When two or more members rise at one time, the Chairman shall decide who shall have priority of speaking.

15 OBJECTIONABLE MATTERS

If the Chairman shall be of the opinion that any motion proposed to be made is of an objectionable character, he may at once put it to the vote (on which there shall be no discussion) whether it shall be entertained or not, and if two thirds of the members present decide not to entertain such motion the matter is disposed for that meeting.

16 QUORUM

Five members shall form a quorum of the Executive Committee, and without a quorum no business shall be transacted. This does not refer to sub-committees.

17 CONDUCT OF MEMBERS

Should there be any dispute which involves the conduct or otherwise of any member, or members of the Executive Committee, the said member shall retire during its consideration.

18 RESOLVING INTO COMMITTEE

The Executive Committee may, by vote, resolve itself into a Committee, and whilst in Committee there shall be no restriction as to the number of times a member may speak.

19 PRIVILEGE

The evidence of witnesses, statements of members, general discussion and other matters within and before the Executive Committee and Sub-Committees shall be deemed to be privileged and private. The Executive Committee shall have the power to censure or suspend from service on the Executive Committee any member proved to be guilty of a breach of this rule.

20 DURATION OF MEETINGS

All Executive Committee meetings will terminate no later than 2 hours after the Chairman declared the meeting open.