



Enabling the Development of Children and Young People Through Football

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Salford & Districts Football League – Bye Laws 2020/2021

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Introduction:

Role and Function of the League

The Salford & Districts Football League (S&DFL) was established in 2003 to work in partnership with Manchester County FA and member clubs to:

- ❑ Provide a strategic direction to support the ongoing development of football for all children and young people (not just the most talented) who live in Salford and surrounding districts
- ❑ Create a reliable, safe and rewarding playing environment that enables the development of children and young people through football.
- ❑ Provide a structure (age groups and divisions, competitions and fixtures), to enable organised football for children and young people to be played within Salford and surrounding districts
- ❑ Provide a governance structure to support children and young people to participate in organised football and to support member clubs to grow and develop.
- ❑ Help and advice member clubs (as required) to apply FA standard rules and locally agreed bye-laws, and apply standards required of Charter Standard clubs
- ❑ Support member clubs to respect the rights, wishes and feelings of children and young people who play their football under the banner of the S&DFL
- ❑ Promote the welfare of, and safeguard this group of children and young people from discrimination, abuse, exploitation, or treatment which degrades them.
- ❑ Develop opportunities to promote the health and wellbeing of children and young people (and their carers) who play football under the umbrella of S&DFL

League Values and Principles

1. The league is committed to developing organised football for children and young people who live within Salford's varied and diverse communities.
2. Football for Salford's children and young people that is organised and played under the umbrella of the Salford & Districts Football, is done to ensure that the game is available for players of all abilities and not just for the most popular or perceived better players.
3. The League adopts "Respect for All" as a key principle that the league will model and develop with our member clubs.
4. The league has adopted UEFA's concept of Respect – "*Respect for the game, integrity, diversity, dignity, players' health, rules, the referee, opponents and supporters*".
5. For S&DFL equality and inclusion means that in all our activities we will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability.
6. Research commissioned by the English FA as part of "Your Kids Your Say" demonstrated that adults' values and young players' values are quite different about what they want from their football experience
7. Our league will provide a playing environment that allows our young players and officials to experience the aspirations outlined in point 4 Appendix 1.
8. All adults involved in developing the playing environment for young players and officials in our league need to recognise that their role is to facilitate our young players/officials to have fun, make new friends and learn the game, and not about winning at all costs.
9. The league will provide leadership that places importance on the development of our young players and official rather than on the result of the matches

10. If young players and officials are to enjoy and take part in football they need to:

- ☑ Take an active part in the game
- ☑ Feel safe and protected
- ☑ Form relationships and work together
- ☑ Develop their football skills and get better, and be allowed to learn from their mistakes
- ☑ Be able to take part whatever their ability
- ☑ Develop personal skills with all involved with the game
- ☑ Appreciate and demonstrate good sportsmanship
- ☑ Understand the laws
- ☑ Be listened to
- ☑ Be encouraged about the progress they are making and feel that their efforts are recognised and that they are being successful (that does not mean winning leagues and trophies)

Our Commitment to Promote Diversity and Inclusion

We will tackle barriers that discourage groups under-represented in youth football to participate, and take part in youth football in Salford. We will introduce the sport to new audiences/communities. We will encourage all sections of our diverse communities to participate and be involved with football in our league.

In particular we will look at improving the participation of:

- ☑ Girls and women
- ☑ Disabled people
- ☑ People from different ethnic backgrounds
- ☑ Lesbian Gay Bisexual and Transgender (LGBT) People
- ☑ People who have different religions and beliefs

1.0 The playing season and age groups

- ☑ The Season will start from ***Saturday 5 September 2020 and run until Sunday 30 May 2021.***
- ☑ U-7's, U-8's & U-9's non-competitive age-groups will provide (approximately) six to eight weeks of development matches, (to establish relative abilities), in preparation for moving into groups of largely similar ability for the Challenge Cup Tournament. These development matches will be repeated if required especially for the U-7's as they are new to the league. An additional Supplement Cup tournament will also be undertaken if timescales allow (subject to availability as dictated by the management committee).
- ☑ U-10's & U-11's who will be already in established groups will operate development matches and a Challenge Cup Tournament. An additional Supplement Cup tournament will also be undertaken if timescales allow (subject to availability as dictated by the management committee).
- ☑ Competitive age-groups (U12's-U16) will operate competitive league matches and a Challenge Cup Tournament. An additional Supplement Cup tournament will also be undertaken if timescales allow (subject to availability as dictated by the management committee).
- ☑ All Member Clubs will utilise their facilities throughout the season and play on grass or 3G/4G pitches where available and subject to the weather. **If, however, weather conditions are severe then clubs are allowed, subject to league approval, to look at alternative venues than their own facilities.**

2.0 The Competition (Salford & Districts Football League & Trustees

- a) The Trustees of the Salford & Districts Football League will be the Chairman, Vice-Chairman, Secretary, Treasurer, Safeguarding and Diversity and Inclusion Officer, and Development Officer.
- b) The S&DFL may at the discretion of the members at the AGM, appoint a League President, who shall not be an officer of the Competition, and shall not have any voting rights. The president is not subject to re-election, and can only be removed by resignation, or vote of no confidence.

- c) The S&DFL may at the discretion of its members appoint Vice-Presidents, who shall not be officers of the S&DFL, and shall not have any voting rights. Vice-Presidents may be nominated at the last league meeting of the current season before the AGM, and shall serve for one year only. Vice-Presidents are eligible to continue subject to the wishes of the members at the AGM.
- d) In cases where an AGM needs to be arranged remotely due to circumstances beyond the leagues control member clubs not available to attend an online conference call/meeting will have the opportunity to a PROXY vote.
- e) The aims and objectives of the S&DFL are outlined above – see page 2
- f) The S&DFL will agree an ongoing 3-year development plan, which will be maintained via Manchester FA.
- g) The league shall adopt, operate and maintain a League Complaint Procedure, (as described in Appendix 2) to the Salford & Districts Football League Bye Laws.
- h) To facilitate the smooth running of the league, competitions/tournaments, and required governance across all age groups, communication between the S&DFL and member clubs and managers is essential. Where possible the S&DFL will utilise information technology to share information with clubs and managers. Face to face communication is also required between managers and age group divisional secretaries. This is particularly important at the start of the season. To enable the development of trust and openness within age groups and divisions the league in addition to the AGM the League will hold monthly League Meetings during the playing season. At the end of the league meeting divisional secretaries will facilitate **monthly divisional meetings** to both share key information and discuss issues identified by managers during the course of games.
- i) **Managers or assistants are required to attend monthly meetings.** To promote parental/carer involvement with the business of the league, if managers or assistants cannot attend a monthly meeting a parent/carer representative can attend in their stead. Parent/carer representatives will be expected to provide feedback to the team manager and other parents/carers involved with the team.
- j) At the start of every season managers with their divisional secretary will contribute to the development of an age-group/divisional code of conduct that will inform the way they will collaborate throughout the season.
- k) Managers in each age group will “call one another to account” at divisional meetings if any manager transgressing from this code of conduct
- l) The league will advise clubs of the dates of league meetings, with the proviso that they will normally be held on the first Thursday of the month.
- m) The league management committee is able to reduce the frequency of league meetings.
- n) A new club or team cannot be accepted into membership of the competition, unless a completed Club Membership Form, Club Child Welfare Officers Form, Pitch Allocation Form and a separate Team membership Form for each team entered has been received by the League Secretary.
- o) The League will provide copies of the minutes of the AGM, any special EGM, and Management Committee and League Meetings to Manchester FA within 14 days of the meeting taking place
- p) The minutes of all such meetings will be made available to member clubs

3.0 League Management & Sub Committees

- a) The S&DFL discharges its roles and functions via the league management committee.
- b) League management committee members are drawn from member clubs and can include parent carer and young player representatives
- c) League management committee members are voted onto the management committee every year at the league’s AGM
- d) Using the agreed league recruitment process the league management committee can appoint to management committee vacancies throughout the season
- e) The S&DFL requires that each members of the management committee provides a completed “Management Committee member / application Form” (for data protection and governance purposes).
- f) Before the start of the season league management committee members will attend a meeting to draw up and agree “league management committee members’ code of conduct/rules”. The code of conduct will be shared with member clubs and Manchester FA

- g) The S&DFL requires all management committee members to attend **every management committee** meeting and **every league** meeting. Those members missing two or consecutive management committee meetings or two consecutive league meetings will have their expenses suspended by the league.
- h) There will be circumstances that require committee members to miss meetings and such circumstances to be discussed with the league secretary prior to the meeting.
- i) Each member of the management committee will be entitled to one vote at league meetings and the chair of the league will also be entitled to a casting vote should that be necessary.
- j) The S&DFL management committee shall have no more than two members from any one of our member clubs. (As volunteer recruitment is challenging across all voluntary sector organisations the league trustees will have discretion to waive this requirement and have more than two members from one club, if a lack of volunteers could prevent the league from discharging the functions that are outlined on page two)
- k) The S&DFL has the right, subject to the acceptance of the management committee to co-opt additional officers for specific duties not covered by the existing officers.
- l) The S&DFL will elect a disciplinary sub-committee, to be comprised of the discipline manager, plus 3 others members of the management committee chosen by the discipline manager on a case by case basis. The disciplinary sub-committee shall meet to conduct discipline and protest hearings as required (except for field offences which must in every case be referred to Manchester FA). The decisions of the disciplinary sub-committee shall at all times be subject to appeal, per Rule 16.
- m) Protests, for which the protests fee has been paid, shall be dealt with by the discipline sub-committee.
- n) The S&DFL will appoint an appeals sub-committee, to be comprised of the appeals manager plus 2 other members of the management committee chosen by the appeals managers on a case by case basis. No member can sit on the appeal sub-committee if they have already sat on the original disciplinary subcommittee for any of the items on the agenda. The appeal sub-committee shall deal with all appeals against decisions of either the management committee, or the disciplinary sub-committee concerning Competition bye laws. The decision of the appeal sub-committee can only be referred to Manchester FA for arbitration only, per rule 16.
- o) The chair person for all committees and sub-committees shall have the right to co-opt members, or replace members as and when required to ensure that Committee business can be conducted. All committees and subcommittees shall follow the guidelines for governance as set down by the FA Charter Standard for Leagues.
- p) A system of penalty points will be in place for all non-competitive age-groups from U-7 to U-11 inclusive, to record "offenders" who are outside the "fines tariff". The penalty points shall be awarded as stated per the fine's tariffs outlined below for each nominated offence. The divisional secretary will provide a weekly report direct to the league discipline manager covering all the offences breached and by whom. The total of penalty points to be issued on a regular basis to all club secretaries and members of the management committee. Persistent offenders will be required to attend a meeting with the discipline sub-committee, who will decide on further action at their discretion. Excessive penalty points based on a case by case basis may also prevent a team attending the league's end of the season tournament/finals

4.0 Clubs, teams & players

- a) Representatives for each team are **required to attend the monthly league meetings** as arranged by the management committee as per 1(g-l), as the meeting splits into age groups, one person representing more than one team would not be able to attend more than one age group meeting.
- b) If a Club has more than one representative at a League Meeting, they will still only be entitled to one vote.
- c) Failure to attend two consecutive meetings will result in the following weeks fixture suspended and further failures to attend league meeting will result in a fine in accordance with the fines tariff (for competitive age groups)/Points system (for non-competitive age groups)
- d) It is a club's responsibility to ensure that one representative per team has obtained and completed a level 1 qualification, also attended a safeguarding and emergency aid course and all representatives of the team (to a maximum of 3), must hold an FA CRC/DBS certificate, all subject to guidelines issued by the FA Charter standard (SG, EA and CRC/DBS to be renewed every 3 years), failure to have correct certification/qualification in place will result in suspension of fixtures.

- e) All members of the management team registered with the league must also be registered on the WGS.
- f) All clubs will adopt the FA's Whole Game System (WGS) and register all their managers, coaches and players who want to operate within the S&DFL. Photographs must be passport style, good quality, colour, head and shoulders, showing only the player seeking registration, and taken against a pale and plain background, players must have a valid email address attached to their registration (this must be a parent/guardian email address where child under 16)
- g) Managers and coaches' photos must also be uploaded and be included on the ID squad sheet. The club's verifiers must check a player's proof of date of birth and ensure it is accurate.
- h) After the season start date additional players may be registered on the FA's Whole Game System (WGS) up to Friday 1pm and once approved by the S&DFL may be eligible to play that Saturday/Sunday.
- i) Where a player is being registered for the same team continuing from the previous season, the player is not required to provide "proof of age" to support the registration request. The "proof of age" document would normally be a valid passport as the preferred option but if not available then as a last resort then a birth certificate and another form of document is required as proof of age and identity.
- j) The WGS Team ID Sheet to be printed in colour and produced to the divisional secretary at the 1st league meeting prior to the season start date. Failure to provide the WGS Team ID Sheet will see fixtures suspended until the WGS Team ID Sheet can be produced.
- k) The WGS team ID sheet to be printed out in colour and produced and thereafter at every game, players are to be lined up on the half way line before the hand shake and checked by each manager. WGS team ID sheets to be reprinted immediately if any changes of player, manager or coach. Failure to have registered players will result in a fine in accordance with the fines tariff (for competitive age groups)/points system (for non-competitive age groups) and will be referred to the discipline manager.
- l) A player may not transfer to another team within the same club after **31st December** within the current season.
- m) Any team playing an unregistered, or otherwise ineligible player, or players, in a cup competition / tournament, then the team will be expelled from that competition / tournament for that season. This will also apply to Cup / tournament competition played on a group qualifying basis, where the team record will be expunged from the qualifying group. Should a team be expelled from the competition / tournament then the offending team will be replaced by the opponents they last played in the competition / tournament.
- n) A player having played for a team in a competition / tournament in the current playing season, is not eligible to play for another team in that competition / tournament for the remainder of the playing season. This applies irrespective of provisions of rule 8(j) – transfer of players.
- o) Any clubs with outstanding accounts from the previous season shall at the 31st July of the current season have the debts referred to Manchester FA. The Club would then be suspended as members of the S&DFL until the debt is paid or if a debt recovery plan is approved by the league's trustees.
- p) Any persistent breach of FA Rules and/or league bye laws as deemed by the management committee may result in the team manager being requested to attend a meeting with the management committee to explain their actions.
- q) Annually if requested by the S&DFL, clubs must advise the secretary in writing by 1st August of its Sanctioning Authority affiliation number for the forthcoming playing season, failing which they will be fined (in accordance with the fines tariff). Clubs must advise the secretary in writing, or on the prescribed form, of details of its headquarters, officers and any other information required by the S&DFL.
- r) To promote effective communication with team managers each Divisional Secretary is permitted to use closed information technology/social media solutions e.g. a closed WhatsApp group, for general information and arranging friendlies or inviting to teams' tournaments. Divisional secretaries and managers will adhere to information governance requirements and follow the Respect agenda (see league values). All other issues to be discussed privately with the divisional secretary or at divisional meetings.
- s) After being advised of the guidelines any person incorrectly using the agreed social media platform will be removed from the group and at the management committee's discretion will be referred to the discipline secretary.

5.0 Fixtures

- a) All fixtures will be played on a Saturday, unless authorised by the Management Committee (for example religious reasons). However, fixtures can be played midweek if authorised by a divisional secretary acting on behalf of the management committee.
- b) Kick off times to be between 9am and 12pm Saturdays, 9am and 1.30pm Sundays if authorised by a divisional secretary acting on behalf of the management committee.
- c) The home team manager is solely responsible for all aspects of health & safety in respect of persons present at matches, (this includes the health & safety of the referee).
- d) The home team manager is responsible for confirming details of the fixture KO time, venue, any parking restrictions and other relevant information to the
 - ☐ opponent giving 7 days' notice
 - ☐ referee by Thursday 8pm latest.
 Failure to confirm the fixture details to the opponent and referee will result in a fine/penalty points in accordance with the fines tariff.
- e) It is the clubs/team manager's responsibility to ensure that each team has a fully maintained First Aid kit at every match, which must contain details of all players' medical conditions if applicable. League Officials when present may request to see a first aid kit before kick-off. Failure to produce a first aid kit on match days must be noted on the match card for reference. Managers must undertake risk assessments of first aid kits and replace missing items on an on-going basis.
- f) All goalposts used in the S&DFL must comply with the FA's directive on goalpost safety. The risk assessment for goalpost safety rests with the club. Referees are instructed to report any instances of goalposts that are not completely secure to the league secretary. No matches are to be played in any circumstances without prior examination and risk assessment of goalposts.
- g) For mini-soccer upright flags must be used to mark the edges of the pitch, and all corner, and centre flags must be a minimum of 5 feet high when in position, if centre flags are used these are to be placed 1 yard away from the touchline.
- h) The home team manager must provide a match card (printed off the league website/Full Time website) for each fixture which must be completed by both teams with all relevant details prior to kick off. At the end of the game the **referee must complete** their section of the match card. The home manager must send the completed match card to their divisional secretary by the end of the day following the fixture. Also see rule 6 (b) for results approval. Any player on the match card will be deemed to be have played in that fixture. In the event of a Cup/Tournament fixture all players on the match card will be deemed to have played in that fixture and will therefore be cup tied in the event of transfer to another team of the same age group. Failure to provide a completed match card will result in a fine/penalty points in accordance with the fines tariff.
- i) On match days it is the responsibility of each team manager to have a paper copy of the Whole Game System Team ID sheet. To take part in a match all players must appear on the Team ID sheet, any player not appearing is not eligible to play. The ID sheets must be exchanged between managers prior to the line-up for the Respect handshake. Managers' ID cards (if available) must also be exchanged. In the event that a team does NOT have their Team ID sheet the game must not go ahead as an official league fixture. An individual player whose does not appear on the Team ID sheet is NOT permitted to play. The matter must be raised with the referee and noted on the match card, the game can then be played as a friendly and the offending team will be reported to the discipline manager. Failure to provide a WGS Team ID Sheet will result in a fine in accordance with the fines tariff (for competitive age groups)/points system (for non-competitive age groups) and will be referred to the discipline manager and with a view to the game also being awarded to the non-offending team.
- j) For U7s to U11s, where a team has fewer than the sanctioned format number of players i.e. 5, 7 or 9 players, both teams **must field the same number** of players during the match. This will apply at all times during the match. The only exception shall be if a player has been dismissed from the field of play by the referee, for a red card offence.
- k) All pitches where possible, to have technical areas marked out with either lines or cones on the managers/assistant managers / coaches / substitutes touchline. The technical area to be marked 6 yards (2 metre) either side of the centre line and be a minimum of 3 yard (1 metre) from the touchline. The introduction of technical areas is to be monitored and reviewed on an annual basis.

- l) No fixtures may be changed during the **last four weeks of the season** and any teams failing to fulfil fixtures during the last four weeks, shall have the fixture awarded to the non-offending team. For competitive age groups any unfulfilled fixture that will have an effect on the table results for either the top 2 teams or the bottom 2 teams must be played or sent to the Discipline Manager. Any other unfulfilled fixture will result in a 1:1 draw score.
- m) The league shall only allow **1** occasion for a team to request a postponement (other than weather, semi-final/final of the county cup or school games), and must give 7 days' notice, after which the fixtures will be awarded to the non-offending team.
- n) Any manager/coach or other person acting as an assistant referee (linesman) must not during the course of the game coach from the touchline. In such circumstances they are to act as an independent match official
- o) Team managers must give 14 days' notice for a change of fixture venue and 8 days' notice for change of KO time. Failure to comply with this requirement will result in a fine in accordance with the fines tariff (for competitive age groups/points system for non-competitive age groups) and will be referred to the discipline manager.
- p) In the event of a team withdrawing from the S&DFL after completing over 75% of its fixtures for the playing season all remaining unplayed fixtures will then be awarded as a home or away walkover in favour of the non-offending team.

6.0 Reporting Results

- a) Both clubs shall respond to the FA Fulltime SMS by 6pm on Saturdays and Sundays and by 9pm for midweek fixtures. Clubs in default will result in a fine in accordance with the fines tariff (for competitive age groups)/points system (for non-competitive age groups) and will be referred to the discipline manager.
- b) Results will not be approved on Full Time until the match card has been received by the divisional secretary. Failure to send in a completed match card will result in a fine in accordance with the fines tariff (for competitive age groups)/points system (for non-competitive age groups) and will be referred to the discipline manager
- c) The S&DFL may require a club to confirm that a set fixture has been played. Failure to do so will result in a fine in accordance with the fines tariff (for competitive age groups)/points system (for non-competitive age groups) and will be referred to the discipline manager

7.0 Referees

- a) A team awarding a referee a mark of 50 or below, must forward a separate report to the referee's secretary within 3 days of the match, giving reasons for the low assessment. Failure to provide a report within the specified 3 days will result in a fine in accordance with the fines tariff (for competitive age groups)/points system (for non-competitive age groups) and will be referred to the discipline manager
- b) All referees to be registered with both the league and Manchester FA, and all referees over the age of 16 must obtain an FA DBS certificate, and to have completed a child safeguarding course and a first aid course, as per English FA guidelines.
- c) In the absence of an approved or appointed referee, and to ensure the match conforms to health & safety guidelines, the match must be refereed by a person mutually agreed by both home and away team managers. If this is not possible due to a team being left without supervision the opposite team can provide a person who will act as the match official. There must be one person officiating the whole game, and must not be changed at any point during the game save the injury. **The person who accepts this role will have the same authority as any referee appointed by the league.** When there is a failure to agree on a person to officiate the game, details will be sent by each team manager to the appropriate divisional secretary who in turn will inform the league's discipline secretary (there is an assumption that the game will be awarded to the non-offending team). If neither team is able to agree who will officiate the game it will be awarded as a draw and both teams fined in accordance with the fines tariff (for competitive age groups)/points system (for non-competitive age groups) Also refer to **SCORY 23(b)** for additional details.
- d) Referees and assistant referees' fees and expenses shall be payable by two equal payments from each team involved with the game. The home team is responsible for collecting the fee and paying the referee, (except cup finals).

- e) The league shall be responsible for full payment of referees and assistants' fees for the league's end of season tournament/finals.
- f) The league will facilitate quarterly meetings with referees officiating within S&DFL. The content of each meeting will be determined by the referee's development officer and the management committee

8.0 Appeals

- a) Any protest concerning the age (date of birth) of a player is exempt from payment of a protest fee. The protesting Club must put their protest in writing to the league secretary who will be responsible for checking the records that are held for the player. The S&DFL could request sight of the player's birth certificate, passport, or the original of any government documentation attesting to the identity, and the age of the player in question. If information is required from the club of the player who is subject of the protest, they must be given 7 days' notice to satisfy the issue of the player's age (date of birth). Failure to provide the information requested within the time specified will automatically result in the player's registration being immediately suspended. As appropriate the league's Discipline Manager (or appointed substitute) shall deal with the player's club.
- b) A club wishing to appeal against a decision of either the management committee or the league disciplinary sub-committee concerning SCOR(Y) or the league bye- laws must appeal in writing to the league secretary within 7 days of the written notification of the decision being received. The club will enclose the appeal fee as per the fee tariff. If the appeal is subsequently rejected the appeal fee will be retained by the league.
- c) For rejected appeals the club can then approach Manchester FA with a request that they arbitrate the decision. If in due course Manchester FA over-turn the decision of the league appeal sub-committee, then the original appeal fee would be refunded accordingly - See S&DFL complaints procedure at Appendix 2
- d) Any member club who has a parent county association other than Manchester FA must submit appeals direct to Manchester FA. The parent county association (other than Manchester FA) would then be invited to attend as members the appeal board hearing.
- e) S&DFL's bye- laws are an agreement between the S&DFL and its member clubs, and are not subject to appeal with the sanctioning authority (Manchester FA). If a club requires Manchester FA to arbitrate then a written request must be made with full disclosure of the information regarding the issue and copies must be issued to all parties involved.

9.0 Tournaments and Cup competitions

- a) All cup ties to be played to their scheduled duration.
- b) A team which has already qualified to play in a challenge cup final (or play-off), shall not be eligible to play in a supplementary cup final.
- c) For tournaments and cup competitions if the score is level at the end of the scheduled duration of the match there will be **no periods of extra time**. Where the scores are level then a penalty competition (per IFAS guidelines) must take place immediately after the final whistle. This will apply to all cup matches, including those as part of a qualifying group.
- d) **Directives for non-competitive age-group Tournaments.** All competitions for non-competitive age-groups must be titled "Tournament" (e.g. U-9 Tournament, U-9 supplementary Tournament, U-9 consolation Tournament, etc.) For all tournaments the teams taking part must be placed in a list subject to their abilities, with the highest ability at the top of the list, and the lowest ability at the bottom. This duty will be performed by the respective divisional secretary and verified by the league's development officer for each non-competitive age-group, and their decision shall be final. This procedure will be repeated for every tournament during the season. The playing order shall be in play-off groups with the first four / five teams from the top forming group "A", the next four / five teams forming group "B", and so on. This ensures the groups will be relatively competitive. Each group shall be played on a round robin basis (play each other once) and the team in first place from the round robin matches shall then go on to the play-offs. All matches in the round robin must be played to **a result**. This is from the play-off groups to the final play-off. If the score is level at the end of the scheduled playing duration **ALL** matches in the tournament will be subject to a penalty competition (per IFAS Directive) **NB (Extra time is not permitted in the tournaments)**. If two teams are still level at the top of the group, then the outcome shall be decided by the match the two teams played

against one another in the round robin, and the winner of that match will be placed first in the group. Once the group matches are complete then the winners of group "A" will play-off against the winners of group "B", and so on to the play-off final of the tournament. The first tournament shall include all teams in the age-group, but further tournaments can be separately segregated, and further tournaments can be organised in groups of 4 or 5, as directed by the divisional secretary and the league's development officer, and their decision shall be final. Any team having finished top of a group in a previous tournament, cannot progress beyond the group round robin stage of any further tournaments for that age-group in that season.

- e) (Directives for all age-group tournaments) The divisional secretaries must consult the league development officer before announcing the format of any tournaments, and the league development officer shall co-ordinate all tournaments. Tournaments or cup competitions formats are subject to a seasonal review. These will be confirmed prior to any tournament commencement.
- f) Teams failing to comply with cup tournament/competition rules will be exempt from the rest of the tournament/competition and the team they knocked out will take up the position.

10. FEES TARIFF

Entry Fee	£ 5.00
Annual Subscription (5x5)	£45.00
Annual Subscription (7x7)	£80.00

Annual Subscription (9x9)	£90.00
Annual Subscription (11x11) (except where there is an agreed reduction)	£90.00
Deposit (Guarantee Fee) Maximum of 4 Teams per Club)	£25.00
Administration Fee for transfer of a Player	£ 0.00
Referee Fee (Youth Football)	£28.00
Assistant Referee Fee (Youth Football)	£16.00
Mini-Soccer Referee Fee	£18.00
(plus, Referees and Assistant Referees, expenses per mile (over 10 miles)	£ 0.20
Protest Fee	£30.00
Appeal Fee (Manchester FA for FA Standard Rules only)	£50.00
Appeal Fee (Competition Bye Laws)	£30.00

11. FINES TARIFF

Failure to return a completed continuation form		£10.00	
Failure to provide Team Membership Form		£20.00	
Failure to provide Pitch Allocation Form		£20.00	
Failure to provide completed Club membership & Club CWO forms		£20.00	
Administration costs for festival / Tournament pitch hire costs		£10.00	
Fielding additional players / Senior Competition Matches		£ 0.00	
Failure to give priority to school activities			Now in SCORY 18 (o)
Delaying the kick-off (no nets, corner flags, etc)			Now in SCORY 20 (a)
Failure to play in order of precedence			
Withdrawal from league after the AGM		£50.00	
Failure to return a league owned trophy by 31st March (minimum fine)		£25.00	
(plus, full cost of cleaning or repair, or replacement)		£60.00	
Failure to attend Special General Meeting		£20.00	
Failure to fulfil a fixtures		£15.00	3 points
Failure to registered the sanctioned format number of players			
14 days prior to league start date			Now in SCORY 18 (b) (iii)
Failure to attend League Meetings (per team)	(4 c)	£10.00	2 points
Playing an ineligible player	(4 n)	£25.00	4 points
Failure to notify change of colours or inappropriate kit colour			
Failure to provide a completed match card	(5 g/6 b)	£10.00	2 points
Failure to provide WGS team ID sheets	(4 k/4 i)	£15.00	3 points
Failure to confirm fixture with Referee	(5 d)	£10.00	2 points
Failure to confirm fixture with opponents	(5 d)	£10.00	2 points
To publish results/grading tables for U7s to U11s (inclusive)			Now in SCORY 21 (d)
Failure to comply with the 14 days and 8 days' notice for change of venue and KO time	(5n)	£10.00	2 points
Failure to provide report for low Referees mark	(7 a)	£10.00	2 points
Failure to agree on a replacement referee should one not be appointed or attend (6 c)		£10.00	2 points

NB All fines imposed by the league will be used to fund development opportunities for young referees

End of Bye Laws **Salford** & Districts Football League
2020/2021



Enabling the development of Children and Young People Through Football

APPENDIX 1

What Young Players Want

1. Research undertaken as part of FA's "Your Kids Your Say" strategy, allowed young players (and young officials) from across England to provide **their** views about **their** game.
2. This research indicated that through the primary school age group and up to 11/12 years old they are not focused on winning the league or a cup and they state that trophies and medals are not that important to them. The **most important trophy** for young players is the 'Player's Player' award, voted for by their team mates.
3. Mini-Soccer allows children to have a fun, enjoyable introduction to football in an environment that allows them lots of touches, shots, dribbles and ultimately more involvement and enjoyment in the game. Young players said this was what they wanted from their involvement with football.
4. The top six reasons why children said they play football are:
 - a. Trying my hardest is more important to me than winning
 - b. I love playing football because it's fun
 - c. It helps keep me fit and healthy
 - d. I like meeting new friends through football
 - e. It's a really good game and I love it
 - f. I like playing with my friends.

APPENDIX 2

League Complaints Procedure

Complaints Policy of Salford & Districts Football League

1.0 Introduction

- 1.1 Approximately 2,800 children and young people enjoy playing football within the Salford and Districts Football League (S&DFL)
- 1.2 Around 300 managers, coaches and volunteers associated with member clubs and teams in our league support our young players to enjoy their chosen sport.
- 1.3 The S&DFL was established to work in partnership with Manchester County FA and member clubs to:
- ☐ Provide a strategic direction to support the ongoing development of football for children and young people who live in Salford and surrounding districts
 - ☐ Create a reliable, safe and rewarding playing environment that enables the development of children and young people through football.
 - ☐ Provide a structure (age groups and divisions), competitions and fixtures, to enable structured football for children and young people to be played within Salford and surrounding districts
 - ☐ Provide a governance structure to support children and young people to participate in organised football and to support member clubs to grow and develop. (see Appendix 2)
 - ☐ Help and advice member clubs (as required) to apply FA standard rules and locally agreed bye-laws and apply standards required of Charter Standard clubs
 - ☐ Support member clubs to respect the rights, wishes and feelings of children and young people who play their football under the banner of the S&DFL
 - ☐ Promote and safeguard this group of children and young people from discrimination, abuse, exploitation, or treatment which degrades them.
 - ☐ Develop opportunities to promote the health and wellbeing of children and young people (and their carers) who play football under the umbrella of S&DFL
- 1.4 The league trustees and management committee have been elected by member clubs to:
- ☐ Ensure accountability to the member clubs for the league's performance.
 - ☐ Assure that the league is managed with probity and integrity
- 1.5 As part of league governance arrangements the league has developed a complaints policy that is outlined below

2.0 Complaints Policy of Salford & Districts Football League

- 2.1 Salford & Districts Football League views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person and or organisation that has made the complaint.
- 2.2 Our policy is:
- To provide a fair complaints procedure, that is clear and easy to use for anyone wishing to make a complaint.

- To publicise how people wishing to make a complaint about the way the league has discharged its duties (as described above) know how to do so.
- To make sure all member clubs and league officials of Salford & Districts Football League know what to do they if they wish to make a complaint or are tasked with receiving a complaint
- To provide clarity about the scope of complaints that will be considered by the league and how such complaints will be managed
- To make sure all complaints are investigated fairly and in a timely way.
- To make sure that complaints are, wherever possible, resolved and that relationships are repaired.
- To gather information which helps us to improve what we do.

3.0 Definition of a Complaint

- 3.1 A complaint is any expression of dissatisfaction, whether justified or not, about the way the league has discharged any aspect of **the league's** duties (as described above).
- 3.2 For complaints emanating from perceived on field discipline and conduct the complainant is advised to first consider Manchester County FA: The FA Rules and Governance - The FA Discipline Handbook 2015/16 –details outlined within appendix 2

4.0 Where Complaints Come From

- 4.1 Complaints may come from any person, or organisation that has a legitimate interest in Salford & Districts Football League, including but not restricted to Leagues, Manchester County FA, other Clubs, parents, players and coaches.
- 4.2 A complaint can be received verbally, by phone, by email or in writing. How to complain is outlined below.

5.0 Confidentiality

All information relating to a complaint will be handled sensitively, telling only those who need to know and following any relevant data protection requirements.

6.0 Responsibility

Overall responsibility for this policy and its implementation lies with the Salford & Districts Football League's Management Committee

7.0 Review

- 7.1 This policy is reviewed regularly and updated as required.

Adopted on:	1/3/16
Date of next Review	01/10/20
Last Reviewed	01/06/19

Complaints Procedure of Salford & Districts Football League

8.1 Nature of Complaints

Behaviour and or conduct of a member of the league's management committee that is felt to have been:

- 8.1.1 disrespectful,
- 8.1.2 discriminating,
- 8.1.3 dishonest/fraudulent, or deemed to be responsible for bringing the league's reputation into disrepute.

8.2 The league failing to discharge its duties as listed in paragraph 1.3 above

9.0 Who can complain:

- 9.1 Young players
- 9.2 Players' parents/carers
- 9.3 Managers and coaches involved with our members clubs
- 9.4 Officials of our member clubs
- 9.5 Spectators
- 9.6 Representatives of Manchester County FA

Please Note: When the complaint is being made by an individual associated with a member club the complaint should ideally be submitted to the league on their behalf by the club.

10.0 Complaints Receiving Officer

10.1 The league's secretary is the league's complaints receiving officer. If the complaint is about the league secretary the complaint should be forwarded to the league vice chair.

Contact details are available via the Salford and Districts Football League's Website

<http://www.cityofsalfordsoccerleague.com/management-committee/>

11.0 Complaints Process

11.2 Written complaints (letter or electronic communication) may be sent to Salford & Districts Football League secretary acting in the role of league complaints receiving officer at:

<http://www.cityofsalfordsoccerleague.com/management-committee/>

11.2 Verbal complaints may be made by phone to the complaints receiving officer, and or in person to any member of Salford & Districts Football League management committee or divisional secretaries (contact details of all committee members and divisional secretaries) are posted on the league website.

<http://www.cityofsalfordsoccerleague.com/management-committee/>

<http://www.cityofsalfordsoccerleague.com/divisional-secretaries/>

12.0 Receiving Complaints

12.1 Complaints received by telephone or in person will be recorded.

12.2 The person who receives a phone or a face to face complaint should:

- Write down the facts of the complaint.
- Take the complainant's name, address and telephone number.
- Note down the relationship of the complainant to Salford & Districts Football League (for example: parent, player, coach, etc).
- Tell the complainant that we have a complaints procedure.
- Tell the complainant what will happen next and how long it will take.

- The member of the league committee receiving the complaint will provide information and advice to the complainant and to ensure clarity about the complainant's intent will request that the complaint state via email that they wish to make a formal complaint to the league
- As appropriate ask the complainant to send a written account by post or by email so that the complaint is recorded in the complainant's own words.

For further guidelines about handling verbal complaints, see **Appendix 1**.

13.0 Resolving Complaints

13.1 Stage One

Introduction

- ☐ Experience has shown that the majority of complaints made to league officials have related to perceived inappropriate, disrespectful, abusive behaviour, or conduct of managers towards one another, young players, or young officials, and do not usually relate to issues that are the purview of the league
- ☐ The member of the league committee receiving any "grumble" will provide information and advice to the complainant and to ensure clarity about the complainant's intent will request that the complaint states via email that they wish to make a formal complaint to the league.
- ☐ To ensure that a complainant is not discouraged from making a complaint because they do not have access to email, the league official will confirm with the complainant (via a text) that they understand that the complaint is making a complaint rather sharing a "grumble"

NB - to prevent erroneous complaints being processed by the league a complaint will not be processed until this written/text confirmation has been received.

13.1.1 In many cases, a complaint is best resolved by the person responsible for the issue being complained about. If the complaint has been received by that person, they may be able to resolve it swiftly and should do so if possible and appropriate.

13.1.2 Whether or not the complaint has been resolved, information relating to the complaint should be passed to the league's complaints receiving officer and shared with league trustees within 7 working days.

13.1.3 On receiving the complaint, the complaints receiving officer will record the details in the league's complaints log. If the complaint has not already been resolved, the complaint's receiving officer will delegate an appropriate person from the league management committee to investigate it and to take appropriate action.

13.1.4 If the complaint relates to a specific person, they should be informed and given a fair opportunity to respond.

13.1.5 Complaints should be acknowledged by the league's complaints receiving officer within **7 working days** of the complaint being received. The acknowledgement should state the name of the league official dealing with the complaint and when the complainant can expect a reply. A copy of this complaint's procedure will be attached to this reply.

13.1.6 Ideally complainants should receive a definitive reply within **35 working days**. If this is not possible because for example, an investigation has not been fully completed, a progress report should be sent with an indication of when a full reply will be given.

13.1.7 Whether the complaint is justified or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint.

13.2 Stage Two

13.2.1 If the complainant feels that the problem has not been satisfactorily resolved at Stage One, they can refer their complaint to Manchester County FA.

FAO The Business Operations Manager, Paul Roots.

S&DFL Bye- Laws Season 2020-2021

Manchester FA
 Manchester Tennis & Football Centre,
 9 Sportcity Way (Gate 2),
 Etihad Campus,
 M11 3DU
 Tel: 0161 225 1966

Email: info@manchesterfa.com

When this stage is reached the complaint will be dealt with in accordance with Manchester County FA's complaints procedures

13.3 Stage Three

13.3.1 The third stage allows the complainant to refer their problem to The English FA which is the governing body for the game in England and is primarily responsible for all regulatory aspects of the game.

13.3.2 The complaint should be sent to:

Customer Relations
 The Football Association
 Wembley Stadium
 PO Box 1966
 London SW1P 9EQ

Tel: (0) 800 389 0699 (Mon-Fri, 9am-5pm)

The English FA will endeavour to contact the complainant within 5 working days of receipt of the complaint.

13.4. Final Stage

13.4.1 The final option is for the complainant to refer their complaint to the Independent Football Ombudsman which has a clear remit to receive and adjudicate on complaints from football supporters and participants which have not been resolved by the football authorities.

13.4.2 The complaint should be forwarded to:

The Independent Football Ombudsman
 Suite 49
 33 Great George Street
 Leeds LS1 3AJ

Tel: 0800 588 4066

Email: contact@TheIFO.co.uk

15.0 Variation of the Complaints Procedure

15.1 The Salford and Districts Football League's management committee may vary the procedure for good reason. This may be necessary to avoid a conflict of interest, for example, a complaint about the league chair should not also have the chair as the person leading the complaint resolution.

16.0 Monitoring and Learning from Complaints

16.1 Complaints made about the Salford and Districts Football League will be considered bi-monthly by the management committee to identify any trends that require take further action.

16.2 The league will share an annual summary of complaints, lessons learned and actions taken with member clubs and Manchester County FA

Appendix 1 - Practical Guidance for Handling Verbal Complaints

- Remain calm and respectful throughout the conversation.
- Listen - allow the person to talk about the complaint in their own words. Sometimes a person just wants to "let off steam".
- Don't debate the facts in the first instance, especially if the person is angry.
- Show an interest in what is being said.
- Obtain details about the complaint before any personal details.
- Ask for clarification wherever necessary.
- Show that you have understood the complaint by reflecting back what you have noted down.
- Acknowledge the person's feelings (even if you feel that they are being unreasonable) - you can do this without making a comment on the complaint itself or making any admission of fault on behalf of the organisation
e.g. "I understand that this situation is frustrating for you".
- If you feel that an apology is deserved for something that was the responsibility of your organisation, then apologise.
- Ask the person what they would like done to resolve the issue.
- Be clear about what you can do, how long it will take and what it will involve.
- Don't promise things you can't deliver.
- Give clear and valid reasons why requests cannot be met.
- Make sure that the person understands what they have been told.
- Wherever appropriate, inform the person about the available avenues of review or appeal.

Appendix 2

1.0 League governance definition and meaning

Governance refers to the process of making decisions which define the expectations, systems and management, of the league to provide:

- ☒ Accountability to the league's young players and officials, member clubs and Manchester County FA for the league's performance.
- ☒ Assure that the league discharges its duties and is managed with probity and integrity.

2.0 For complaints emanating from perceived on field discipline and conduct the complaint is advised to first consult

- ☒ Manchester County FA: The FA Rules and Governance
<http://www.manchesterfa.com/fagovernance>
- ☒ The FA Discipline Handbook 2015/16
<http://esports.flipboxapp.net/Discipline/>