



# *The Solihull & District Oakbourne Football League* **DIRECTIVES MANUAL 2010-2011**

## **1a) LEAGUE FEES**

League members admission fees / annual subscriptions for the season 2010-2011 (showing no real increase from the previous season) have been set by the Ruling Management Council as £125.00 per team for all teams joining the league. Existing teams may be given a reduction in line with funding raised by them throughout the season. League fees are due on, or before, the final league fixtures meeting in any season, or on a date as defined by the league council, and must accompany the application form for that particular season.

A late payment will result in a £50.00 fine being issued. (Refer to Rule 2(b) in the league handbook) Further, any teams not returning their forms by the date shown above will be deemed to have left the league and will then be issued with the relevant fines. Any non-payment of fines by teams having left the league will be reported to Birmingham County Football Association,

## **1b) TEAM DEPOSITS / BONDS**

New Teams must also lodge a £75 bond/deposit. This deposit is refundable to teams withdrawing from the league providing they have fulfilled their fixtures and complied with all the orders of the League Management Committee. (Refer to Rule 2(c) in the league handbook) Should a team pay a bond/deposit, be accepted as a member team, and then not compete within the league, for whatever reason, the fee is forfeit.

Deposits and Bonds, held by the Solihull and District Oakbourne Football League are returnable to clubs at the conclusion of any season should they then wish to withdraw from the league. As these Deposit Fees have varied since their original introduction, a listing of actual payments by each member team is held by the League treasurer.

The figure held by the league treasurer as a 'deposit fee' will be returnable to the team withdrawing from the league assuming that they have completed all of their league and cup fixtures in the current season, and have complied with all of the League Councils directives. Further, all teams withdrawing from the league must follow the directives laid down for doing so (including the pitch payments and the Birmingham County Football Association Fines – directive 33) and must also clear any team debts they may have with the league.

Deposits / Bonds are returned at the conclusion of the season. Any particular season is declared concluded at the closure of the League Annual General Meeting in the season following acceptance of accounts for the period by the member teams

## **1c) COUNTY AFFILIATION FEES**

The affiliation fee set by the Birmingham County Football Association, for any given season must be paid direct to the BCFA by the member teams themselves. Affiliation of all member teams is mandatory.

Whilst the Birmingham County Football Association set their own dates for this figure to be paid, the league insist that their member teams pay the affiliation in the first week of June, in any given year. Each club should then advise the league General Secretary of the issued affiliation number immediately. Teams who do not pay as requested, or fail to advise of their affiliation number when required, will be fined accordingly, maximum £15.00, at the discretion of the committee.

The reason for setting a 'league date' is due to the paperwork that the league itself have to complete by given dates that have to include the club affiliation numbers.

## **2) REFEREE AND ASSISTANT REFEREE PAYMENTS**

Payments to Referees and Assistant Referees should be made in conjunction with the Rule 13 clauses of the official handbook. However, as per team agreement (27/09/04) payments to league referees and assistant referee (where applicable) will be as they are specified by the league and shared equally by participating teams at ALL matches.

Referee/Assistant Referee Match Fees, within our Competition for any given season is set by the Football Association and is subject to amendment at the beginning of each season. A minimum of half of the specified fee is payable per match for Assistant Referees. Management Committee can direct Clubs as to the fee levels to be paid to Referees/Assistant Referees if they are appointed to a match within the Competition.

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It is the responsibility, in all cases, for the Home Club Secretary to pay fees due to Referees, and Assistant Referees (as applicable), appointed by Management Council. (Refer to Rule 13(b) of the official league handbook) The Home Secretary must obtain the part fee due from the Away Team or ensure that it has been paid to the referee. If this fee is not forthcoming, the Home Club Secretary should pay the full figure due to the officials and advise the League General Secretary who will arrange for the fee to be repaid by charging the Away team. In certain cases, at the discretion of the League Committee, the league may reimburse a team whilst waiting for payment from an offending team.

Any failure of a Home Secretary to pay the referee the fees due to him, for whatever reason, immediately following the match, will result in a fine of £25 being issued against the Home Team.

In the event of a match not being played because of circumstances over which the clubs have no control, the match officials if present shall be entitled to HALF the specified FA fee, to be paid by the Home Secretary but, shared between both clubs. Again, if the fee is not forthcoming from the Away Team, the Home Secretary should pay the full figure due to the officials and advise the League General Secretary who will arrange for the fee to be repaid to them and charged to the Away team. In the event of 1 CLUB being in default, THAT club shall pay the official(s), if they attend at the ground, their FULL fees. If the Club at fault is the Away Club and that team is not present at the ground, the Home Secretary should pay the full figure that is due to the officials and advise the League General Secretary who will arrange for the fee to be repaid to them and charged to the Away team.

Failure to comply with all aspects of these directives will result in a £25.00 fine being issued against the offending team.

Unless the Management Committee have appointed Assistant Referees to a match, the participating Clubs must provide a Club Assistant Referee for each game. (Please refer to Rule 13(c) of the official league handbook)

Any failure to comply with this directive will result in a fine of £20 being issued against the offending team.

Any persistent non-compliance with this rule will result in the matter being referred to the League Council who are

### **3) REFEREE PROCEDURES**

3(a) (3a) In conjunction with, and reference given to, the rulings laid down in the Solihull and District Oakbourne Football League Handbook and the F. A. and County rules: In the event of the non-appearance of an appointed referee, appointed senior assistant referee shall take charge and then a substitute assistant referee, should there not be a fourth official, must be appointed by the competing sides.

In any cases where there are no officially appointed assistants, and no qualified referee is present, the clubs shall agree upon a referee for the game. Any referee thus agreed upon shall, for that game, have the full powers, status and authority of any registered appointed referee and shall be paid in the same manner as for an officially appointed referee. Further, referee assessment marks should be filled in on the match forms regardless of who officiates in a match.

(see Directive 4 for assessment system)

Member teams should note that if a “qualified referee” is present, he must be invited to officiate before another arrangement is considered.

If teams can not agree upon a referee, the Home club must supply a referee for the game. This decision can not be challenged by the Away club, but this does not remove the rights to appeal.

Referees placed in charge of a match must complete the whole game, unless they are injured. Under no circumstances, other than for reason of injury, should any refereeing duties be shared during any match.

If the officially appointed referee arrives after kick-off he may, and should, take over refereeing duties at the earliest opportunity. In this instance, the officially appointed referee will still have an entitlement to his full fees. If teams should disagree with any such fee entitlement, they must pay the fee requested and then appeal to the League in the normal manner.

Failure to comply with this League Directive carries a fine of £20.00 (minimum) and the matter will be further considered by the League Council who have the rights to take further action as they feel fit.

Note: Directive Section 3(a) deals solely with the procedures that team should adopt with regard to referees and other match officials. Section 3(b) deals with the marking system, whereby referees mark the teams, adopted by the league in respect of the awarding of Challenge Cup places. Section 3(c) deals with the same marking system, but taken over a full season to establish the team who will be awarded the fair play trophy. Other prizes, to teams, are associated with this marking system. These particular prizes are set down by the league council prior to the start of any given season and all teams are made aware.

**3b) CHALLENGE CUP MARKING – THE WHITEHOUSE SYSTEM**

This marking system was introduced in the 2008-2009 season in conjunction with the Football Association RESPECT programme.

Full details of the marking system and the places awarded in the Challenge Cup as a result of team placement in a "league table" produced by the system are available on the league web site.

**3c) FAIR PLAY AWARD MARKING – THE WHITEHOUSE SYSTEM**

This marking system was introduced in the 2008-2009 season in conjunction with the Football Association RESPECT programme.

Full details of the marking system are available on the club web site.

Note: Directive Section 3(a) deals solely with the procedures that team should adopt with regard to referees and other match officials. Section 3(b) deals with the marking system, whereby referees mark the teams, adopted by the league in respect of the awarding of Challenge Cup places. Section 3(c) deals with the same marking system, but taken over a full season to establish the team who will be awarded the fair play trophy. Other prizes, to teams, are associated with this marking system.

**4) REFEREE REPORTS – ASSESSMENT MARKING****GENERAL INSTRUCTIONS****REFEREE REPORTS – ASSESSMENT**

Both Home and Away Secretaries must award marks (out of 100) to the referee by entering this mark on their individual match forms.

It is the responsibility of Home secretaries to ensure that this directive is complied with and that match forms are delivered to the League General Secretary, on time, in line with directive 5.

Failure to comply with this directive will result in the offending club being fined £10.00. Persistent offenders will be referred to the Management Committee who will be empowered to issue a further fine not to exceed £30.00 and / or to deal with further with the club in question in a manner it deems fit.

If a team awards a mark below 50 (fifty) , the club secretary must send in a report to the Referees Secretary, copied to the League General Secretary, within seven days of the match being played.

Failure to comply with this directive will result in a fine of £10.00 being issued against the offending teams.

**REMARKS ABOUT OFFICIALS**

Remarks (DEROGATORY OR OTHERWISE), on Match Report Form, with regard to a Match Referee or any Assistant Referee or observations about the manner in which the game was officiated and decisions awarded are not allowed and Clubs will be fined £15.00 for any failure to observe this section of the league directive

**5) MATCH REPORT FORMS - REFEREE MATCH REPORT FORMS**

The League Registrations Secretary must receive both team match report forms, and the Referee Report Form (see Directive 5a below), within THREE days of the date of the match being played. (Refer to Rule 11(a) in the league handbook) It is the responsibility of the Home Club Secretary, in all cases, to ensure that all of the forms are delivered by the league deadline.

For all Sunday matches, the match report forms must be received by 9.00 pm on the Wednesday immediately following the match. For any midweek matches, the forms must be received by 9.00 pm on the third day following the actual match day.

Failure to comply with this league directive will result in a £10.00 fine being issued against the offending team. (Please note that "inadequate postal services" is never to be accepted as a valid reason for the late arrival of match report forms)

In line with Rule 11(c) of the official league handbook, the Match Forms must be signed, correctly completed, by a registered official of the club or, and only in their absence, a responsible member of the Club.

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To be “**correctly completed**” the Match forms must show the following:-

- \* full names of all players in block capitals
- \* shirt numbers worn by the respective players
- \* league registration number for each player
- \* goal scorers
- \* if substitutes were used (to be marked with “P” as shown in example issued)
- \* the scores at half time, full time and following extra time (as applicable).
- \* the name of any ‘stand-in’ referee (where there has been no appointed referee, or if the appointed referee is absent)
- \* “correct, matching,” signatures of all the players listed on the sheet
- \* Home and Away Secretary reports (as applicable)
- \* The venue, type of match, Home, and Away, team names.
- \* The assessment score given by the team to the match referee
- \* Signature of the match official

Any individual failure to comply with any part of this directive will result in a fine of £10.00 being issued to the offending team. Please note that all player signatures are held in records by the league and are checked against the match forms presented, from time to time. Should incorrect, and/or non-matching, signatures be discovered the team concerned may be deemed to have played “ineligible players” and the normal laid down consequences of this action will follow.

Persistent offenders, in respect of match form completions, will be referred to the League Council who shall be empowered to issue a further fine not exceeding £50.00 and also to be able to deal further with the offenders as is deemed suitable.

In the event of a match report form not being received at all, the offending club and the specific incident will be referred to the League Management Committee who will be empowered to take whatever course of action it feels fit to resolve the matter. In the majority of cases this would involve the issue of a further fine not exceeding £25.00 but, in certain circumstances this could involve reversal of results in cup competitions, loss of points or awarding of points in league fixtures or even suspension of the team from all competitive matches for a period of time. NB. Suspended teams forfeit all matches scheduled whilst being suspended.

Any team fined as a result of a match form not being received by the Registrations secretary at the time specified must then ensure that the original form, or (if agreed by Council) a duplicate, is received by the League Registrations Secretary within 7 days of notification of any such fine.

Any team failing to comply with this clause will be fined a further £20.00 and will also be charged full costs incurred by the League Council in communications that may prove necessary to collect and establish detail from the particular match played.

#### **REMARKS ABOUT OFFICIALS**

Remarks (DEROGATORY OR OTHERWISE), on Match Report Form, with regard to a Match Referee or any Assistant Referee or observations about the manner in which the game was officiated and decisions awarded are not allowed and Clubs will be fined £15.00 for any failure to observe this section of the league directive.

#### **(5a) REFEREE REPORT FORMS**

It is the responsibility of the “Home” team secretary to ensure that a Referee Report form is made available for the match referee, at all league matches. The secretary should fill in the details of venue, match type, names of teams, results and the name of the match official prior to handing it to the referee. It is then their responsibility to ensure that they collect it, completed, from the referee and return it to the League General Secretary, together with the normal team match forms, by the specified league deadline. (See Direct 5 – Match Report Forms)

Any club failing to provide a Referee Report form to the match official will incur a fine of £15.00 and will also be liable for any expenses incurred in the match official filling in a the form, at a later date, and sending it to the league general secretary.

*Note : Match Report Forms, & Referee Report Forms, are to be downloaded from the league web site. It is the responsibility of the teams to ensure that they print enough copies for their requirement. This instruction is also the same for all player and*

## 6) REPORTING RESULTS

In conjunction with Rule 11(b) of the official handbook, the HOME club shall phone the result, and all required details, to the League General Secretary, who will provide a contact number for this purpose, before 3.30pm on the day of the match. The League General Secretary may set specific times between which results should be reported. If this is the case, teams must then adhere to this given schedule. In most cases, the earlier a team can provide the League General Secretary with their result and required details the better the league is suited.

In normal circumstances the only details required at this time are (1) the result (2) names of goal scorers, for both teams, and (3) the name of the referee who officiated the match. The home secretaries must ensure that they are in possession of correct names. If they are unsure from the match forms they should first consult the Away Secretary prior to phoning in the result. Should an Away team secretary leave the match without passing the relevant forms to the Home secretary, the home secretary should contact the away secretary for the goal scorer details and advise the league that this has had to be done. The away team will face a fine for not complying with league direction concerning match forms.

In the case of a mid-week fixture, the result and required details must be phoned in immediately following the conclusion of the match.

Any failure to comply with the two clauses shown above will result in a fine of £5.00 being issued against the offending club. Persistent offenders will be referred to the Management Committee who will be empowered to issue a further fine not to exceed £30.00 and / or deal further with the club in question in a manner it deems fit.

Further should a member of the Management Committee be forced to contact a club secretary to ascertain information that

## 7) CONFIRMING FIXTURES & OFFICIALS

The "HOME CLUB" secretary should contact the League Referees Secretary on, or before, the Wednesday that precedes a Sunday match to confirm the availability of an official, for the said match, if an official has not already been allocated.

The "HOME CLUB" secretary should confirm a Sunday Match, by 9.00 pm. on the preceding Wednesday to both the "AWAY CLUB" secretary and the given Match Officials. It is the responsibility of the Home Club secretary to advise of the address of venue, relevant directions to the ground (if applicable), the kick-off time and the team colours.

It is considered good practise to get all confirmation done as early as possible. Further, it is a good idea to confirm the fixture with the opposition prior to contacting the match official as he may wish to know details of the kit colours.

Any failure to comply with each individual section of this league directive will result in a £20.00 fine being issued to the Home Club. Further, if a match official is not confirmed in the same time scale expected he may then be re-appointed to a different match at the discretion of the referees secretary.

If an appointed Match Official can not be contacted before the Wednesday deadline, or advise that he is unable to accept the appointment, the Home Club secretary should contact the League Referees Secretary.

In the event of bad weather etc: ALL clubs must report to their venue unless a notice of cancellation has been made in the "Evening Mail" or advice has been given on the Oakbourne web site, or in the case of private grounds, pitches are called off by the groundsman. Telephone calls to a venue will not be accepted as any reason for the game being called off.

Whenever possible, Parks pitch conditions, and any reports of games being called off by their governing bodies, may be found in information contained within the league web site.

In the event of the game being called off prior to the arrival at the venue, the Home Secretary should contact the Away Secretary and the Match Officials and advise them both accordingly.

Any failure to comply with this directive will result in a £20.00 fine being issued to the Home Club.

## 8) REGISTRATION SCHEDULES

8(a) During the playing season Player Registration forms that are with the registrations secretary by 9pm Wednesday, of any given week, will be processed and the ID Cards will be available in time for the player to be eligible to play on the following Sunday. (assuming that all details are correct and the registration application is acceptable and that the game in question is not governed by any ruling regarding number of games played or the player is ineligible for reasons of having already played in a specific competition for another team within the league.) Teams should also refer to Directive 9 which contains information about the correct manner in which to complete and send in the "player registration forms"

**Directive continued on next sheet .....**

In general, once a registration is processed fully, the player ID card will be made available for collection, from the league registrations secretary, for the club applying for player registration. Teams must be aware that without the card being available on the day of a match the player, for whom a registration has been fully processed, is still deemed ineligible

8(b) Prior to the playing season teams are requested to get their registration forms in to the registrations secretary as soon as possible. With a huge volume of applications to be processed, in time for the first match of the season, the earlier that applications are received the easier the process becomes and the likelihood of the job not being completed, leaving any teams unable to start the season at a given date, diminishes.

Teams should not wait until they have all of their players ready to apply but, rather, send in what they have as they get them.

Prior to the first fixtures meeting of any given season, teams will be given a deadline for sending in their player registrations. Any that are not received by the deadline will not be guaranteed to be processed.

Should a club have a fixture and not be in possession of their ID cards due to applying for them later than the deadline set, the team will be deemed to have not fulfilled their fixture. They will be deemed to have lost the game, with points being awarded

## **9) NEW PLAYER REGISTRATION FORMS and PICTURES**

### **9(a) NEW PLAYER REGISTRATION FORMS**

A “new player” is deemed to be one that the team do not hold a relevant Player ID card for. If this is the case a player registration forms (to be downloaded from the league web site) must be completed and forwarded to the registrations secretary for approval and process. Club and individual player must enter all the required information, on these forms. Club secretaries should be aware of all the requirements as if the forms are not completed correctly the registration will not be processed. (Also refer to 9(b) for further details of all the items required on these forms)

On the player registration forms, players must show ALL other clubs that they played for during the previous season. Any details omitted may cause immediate permanent suspension.

On the player registration forms, players must show ALL other clubs that they will be playing for during the current season. Should they join another club after filling in this form and being registered within the league, they do undertake by signing the form, to advise the team who are part of the Solihull & District Oakbourne Football League immediately. The team concerned must then pass on this information, immediately, to the league, via the League General Secretary.

Any failure of any member team to advise of detail changes to the league, with regard to a squad member signing for another team outside of the actual Solihull & District Oakbourne league, will be liable for an immediate fine of £10.00 (per detail) and the matter will be further reported to the ruling league council who are then able to take further action as it deems fit.

### **9(b) FURTHER NOTES ON REQUIREMENTS from teams/players with regard to the registration forms for players.**

The form must show :-

- (i) The name of the member club.
- (ii) The player surname.
- (iii) The players correct Christian names.
- (iv) The players current address, including postcode.
- (v) A home or Mobile contact number for the player.
- (vi) The players correct date of birth.
- (vii) Clubs played for during previous season. (excluding the member club itself)
- (viii) Other Clubs signed for in the season of application.

Further, the player must sign (his normal signature) WITHIN THE CONFINES OF THE BOX available on the form. NOTE: If the player signature is not within the space provided, the registration will be deemed to be unacceptable and not processed. A new form will be then required to be filled in and signed.

The player signature must be witnessed by a registered club official who must sign, enter their name and signify their position within the club. Should the witness not be registered within the league, the registration will be deemed to be unacceptable and not processed. Again, a new form will, then, be required.

**Directive continued on next sheet .....**

**9(c) PLAYER PHOTOGRAPHS**

Player photographs are accepted via email, as an alternative to pictures taken and then adhered to the player registration forms. If digital pictures are sent by email, they should not be reduced in size. They must have, at least, the head and shoulders of the player with a reasonable area either side of the face that can provide for easy "cropping" and "editing" Image files should be named as the "player name" Teams that are unsure of the requirements should contact the Registrations Secretary who will send them an example of the type of image that is acceptable. Whilst the rulings, shown below, basically refer to pictures being sent in "adhered to the registration forms", they also have stipulations within them that also refer to any digital pictures that are sent by email.

(i) The player photograph must be passport sized and passport quality. It must be a head and shoulders picture. The player must not be wearing a hat of any description. The photograph must be a recent one of the player applying for registration. Scanned images will not be accepted.

(ii) If the player photograph is submitted, together with the registration form, it should be adhered to the form in the space provided. The use of a glue stick is recommended as use of sellotape, and a multitude of other products, will damage and, therefore also, distort the image making it unacceptable. Please do not write on the back of pictures as it can destroy the printed surface and make the processing of such a picture impossible.

(iii) Each team should be issued with an information sheet about player photographs that shows examples of acceptable and not acceptable pictures. (These examples are also shown within the relevant directive on the league web site)

Please note that if the photo submitted is deemed to be not acceptable, the registration of the player will not be processed.

(iv) With regard to all the player photographs already held within the league records. Existing member teams, within the Solihull & District Oakbourne Football League, season to season, will be issued with a list of players for which the file picture is still acceptable. If a picture is deemed required for a player who has previously been registered with the team, the club must send a new current photograph with the new form for the current season or the registration of the player will not be processed.

**FURTHER:** Teams who may have "younger" players, whose features change a lot within a particular season, would be well advised to submit a recent one even if they have not been requested to do so. Any council member who, on inspection of ID cards, feels that a photo is "out of date" can report the matter to the registrations secretary who will request a current, new, photograph of the player such reported. This player would then become ineligible to play for the team until the photograph is received and a new ID card issued to the member team.

Player photographs may, if the member teams desire, be updated at any point within the actual season. Should the team wish to update a picture they should arrange this with the registration secretary. Players having their photos updated in this manner, and not by direction from the league, would still be eligible to play for the team using their existing ID card. When the updated photograph is processed, and a new ID card is available, the team will be issued with the new ID card in exchange for the old one.

*Note : New Player Registration Forms are to be downloaded from the league web site. It is the responsibility of the teams to*

**10) CLUB OFFICIALS ANNUAL REGISTRATION FORMS**

In the same manner that teams register their new players for any season, they must also fill out specific registration forms for their Club Secretary and Team Manager. These forms (to be downloaded from the league web site) must be filled out, and submitted, every season regardless of whether the officials have changed, or not.

The league will generally set a deadline for these particular forms to be returned and the requirement of these forms by the league then becomes mandatory and teams who do not return the forms for the Secretary and Manager by the deadlines will be issued with a £20.00 maximum fine.

All details shown on the forms must be accurate, without material being excluded, and a photograph supplied with the form which must be acceptable, should the league not have a photograph of the official already on file. (Details of the acceptability and requirements of pictures is as that explained in the player registration section)

In the past, identity cards have been issued by the league to all the registered team officials. From the 2009-2010 season, onward, photographs of team/club officials will be incorporated into the "league contact listing". This particular listing will be made available to all league referees who may then refer to the details as they wish. The need for a specific team officials identity card is, therefore, made superfluous.

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Clubs may also register "Assistant Secretaries", "Assistant Managers", "Treasurer", "Club Chairman" and any other titled official if they so require, assuming that they get the permission of the registrations secretary.

*Note : Officials Registration Forms are to be downloaded from the league web site. It is the responsibility of the teams to ensure that they print enough copies for their requirement. This instruction is also the same for all player registration forms, match forms and referee match forms.*

**11) DE-REGISTRATION OF PLAYERS****11(a) GENERAL DE-REGISTRATION (WITHIN THE PLAYING SEASON)**

With teams allowed a restricted number of 24 players to be registered to play with their team, at any one time, clubs may wish to de-register players to make room in the squad for new signings. To de-register a player from any team the club concerned must return the relevant player ID card, to the league registrations secretary. Clubs should note that no player de-registrations will be processed without the return of the specific ID Card.

If a team has the league maximum of players registered and wishes to sign someone else, they must effect a de-registration by sending in the correct ID card and have it processed by the league registrations secretary prior to any application and the process of a new player registration. By arrangement with the registrations secretary teams may, however, be able to cover both procedures at the same time.

If players are de-registered due to any debts owing to the parent member club, the league registrations secretary should be advised accordingly and that player would then be barred from playing for another team within the league until such time as the original debt is cleared.

Players themselves can request that the league de-register them from any particular team, throughout the season. The league registrations secretary would then request that the club concerned fill in relevant paperwork, that will be issued to them, in order to release the player providing that the player has no debts owing to the particular club. In this case, as in all cases of de-registration, the club must return the specific ID card to the registrations secretary.

All players de-registered throughout any given playing season will be added to a special de-registration listing. If a player has been de-registered from one team within the league and then applies to play for another in the league, in the same playing season, a special administration fee of £10 is charged. This payment, to the registrations secretary, equates to a basic transfer fee and must be made prior to the process of the player's application and issue of player ID card.

**11(b) DE-REGISTRATION (OUTSIDE THE PLAYING SEASON)**

At the conclusion of any given season, and prior to the commencement of the next season each club, remaining within the membership of the league, will be issued with a listing of all their registered players. They must then complete the form, showing all players who they wish to de-register, and return it to the registrations secretary. The league will set a deadline for the return of this form, and all relevant player ID cards, and any clubs who do not meet the deadline set will be, automatically, issued with a £20 fine. The club will then be given a further 7 days to present their list. Should the club fail to send in their list, for the second time of asking, they will face a further fine (maximum £40) and all of their players will be de-registered by the league automatically, meaning that the club will then have to fill in new player registration forms for all members of their team for the season ahead.

Clubs should note that any players on the original listing sent out, by the league, who are then not shown by the club as being designated for de-registration will remain as registered players of the club concerned and there will, then, be no need for them to register (by filling in a new player registration form) for the season ahead.

Should a player, who remains registered to one club, apply to join another club outside the playing season the club to which he remains registered, according to league records, will be requested to return his ID card, within 7 days, to allow the player application to join another team to be processed. Should any club fail to return the card, as requested by the league, or advise of any complications regarding player debts, they will be issued with a fine (maximum £40) and the player concerned will be de-registered automatically from that team to allow his application to join another team to be processed without further delay. If there is an issue where a specific player is in debt to the club to which he is still registered, the player would be deemed ineligible to play for any other team within the league until the debt is discharged and/or the situation is resolved for the club

## **12) PLAYER TRANSFERS**

### **12(a) IN-SEASON TRANSFERS**

Should any player wish to transfer from any one team competing in the Solihull and District Oakbourne League to another team who are also competing in the league, he should request that the team for which he currently plays de-register him. PLEASE REFER TO DIRECTIVE 11a REGARDING DE-REGISTRATION OF PLAYERS

When the relevant player ID card is delivered to the league registrations secretary the player specific player will then be able to apply to join the next team. However, it must be noted that no team member within the Solihull & District Oakbourne Football League will be allowed to play for another team within the same league if the player owes fees or fines to any team within the league, and the league will then effectively suspend the player until such time as any debts are cleared.

If a player has taken part in a specific cup competition for one team in the league, in any one season, he will not be eligible to play within the competition for another team in that season. Notably, the Presidents Trophy, which is played for by all teams in the league and the Super Cup + Alan Walker Cup + John Smith Competition that is played for by individual divisions. Any further cup competitions that are staged by the league throughout any given season are covered by the same ruling.

There is a fee, payable by player or club, when a player is de-registered from one member team and subsequently applies to join another within the same playing season. (See Directive 11a)

### **12(b) CLOSE SEASON PLAYER MOVEMENT**

At the end of each season, each player is considered a free agent and may choose to sign for whatever team he wishes in the season ahead. However, any player leaving a team must be de-registered by that team (REFER TO DIRECTIVE 11) to signify that he does not owe them fines or fees (etc:) and the player concerned will not be allowed to join any other member team within the Solihull and District Oakbourne league without discharging those debts.

At the conclusion of each and every season, the team secretaries may prepare a list of any players who owe anything to their specific team if they wish the league to make note of or act on this information.

If team secretaries do pass this type of information on to the league, they must also, without fail, inform the league when debts reported to the league are cleared as players returning to the league after a break in seasons would still have their appli-

## **13) NETS & CORNER FLAGS**

In conjunction with the rulings in the BCFA official handbook, the Home Club must provide goal nets and corner flags. These items must also be deemed, by the Solihull & District Oakbourne League Council, acceptable for use in the competition. Any failure to comply with this league directive will result in the offending team being issued a fine of £10.00, for each breach of the directive, and the matter will be referred to the Management Committee who will insist that no further games be played at the venue without assurances that the missing items, or those deemed unsuitable requiring replacement, are made available for future home fixtures.

Please note that as far as nets are concerned they must also be secured correctly and pinned down to the ground in such a manner that there are no gaps, holes or any other anomalies that the referee may deem unacceptable. Not : Home teams should always have a readily available supply of pegs etc: as the match officials may insist on nets being re-pegged prior to a game if they are not happy with them.

Please note that corner posts, must have flags on them, and conform to the accepted safety regulations as well as being deemed acceptable by the league and all match officials. If corner flags are deemed unacceptable, by the match official, the decision to play that game is left to the discretion of the referee. In any event the offending equipment may not be used.

If any failure to provide necessary equipment results in a match not being played, the offending team will be also subject to

## 14) FIRST AID

All teams must carry with them a first aid bag complete with fresh water spray. The use of a bucket and/or sponge is banned under all, and any, circumstances, in line with F. A. rulings. The "first aid kit" must, at the very least, contain

- (i) a Triangular Bandage
- (ii) "safety" pins
- (iii) medium dressings
- (iv) large dressing
- (v) individually wrapped antiseptic wipes
- (vi) a spray container for fresh water.

IT IS IMPORTANT THAT TEAMS PRESENT THEIR FIRST AID KIT TO THE REFEREE PRIOR TO EVERY MATCH. THE REFEREE WILL NOTE ON HIS MATCH REPORT FORM IF HE HAS BEEN SHOWN THE KIT, OR NOT, AS SPECIFIED..

Teams that disregard this part of the directive will be fined a maximum of £10.00 and persistent offences will be reported to council who may act as they see fit. This would include additional fines not to exceed £50 and club suspensions should the teams not comply with instructions.

ANY TEAM REPORTED FOR NOT HAVING A FIRST AID KIT AT ALL, AT A MATCH, will be issued with a fine of £25 maximum. Persistent offenders will be referred to the League Council who may deal with the matter as they see fit.

### Additional Information

It is also recommended that you carry scissors , eye wash and an eye pad, although these are not included in the directive. There is also a recommendation to carry gloves in the first aid kit. Teams will obviously discover other items that they wish to carry in their first aid kit that are not included in the "basic" directive. The league are sure teams will realise the importance of this directive. None of the items are particularly expensive but could save great discomfort . All of our league match officials, and council members, are asked to carry out "on the spot checks", so please don't get caught out. You have been warned. Any failure, by clubs, to have the basic minimum requirement will be reported to the league council who may issue a

## 15) MATCHES and EVENTS OCCURRING

Any Club failing to keep an appointment for a scheduled league or cup fixture will be issued with a fine not exceeding £50.00. Decisions on points and matches being then awarded to teams will be made, in conjunction with the league directives, by the League Council, on an individual basis, at their next scheduled meeting or a meeting arranged for such a purpose. In a case of a match that effects the league positions and, therefore, the league titles and/or Cup competition championships, please refer to league directive 41.

Any Club failing to have, or causing a game to be delayed by not having, a change of colours will be issued a fine of £20.00

Any Club having kit with no visible shirt numbers will be issued a fine of £10.00

Any Club responsible for a match not starting at the appointed time will be issued a £20 fine. unless special circumstances, being agreed by a league council official or referee, are accepted.

Any Club failing to provide a completed match form 10 minutes before the kick-off time to the appointed referee will be issued a fine of £10.00

Any Club failing to present their "First Aid Kit" to the match official 10 minutes before the kick-off time will be issued with a fine in conjunction with Directive 14.

Any Home club not having a suitable match ball available for a specific match, or not presenting it to the referee prior to the match, will be issued a fine of £10.00

Failure of a Club to exchange Player Identity Cards in the prescribed manner. (As in Directive 16) or not having Player Identity Cards available at a match will result in a fine of £20.00 being issued against the club and the incident immediately referred to the Management Committee for consideration.

This consideration in the case of Identity Cards not being available at a match will deal with the possible ineligibility of players for the offending team and may result in the offending team losing any points gained, being removed from a cup competition, having further points deducted or being suspended from playing within the league for a specific period of time.

Teams thus suspended forfeit all the matches scheduled for them whilst serving the suspension. If the issue surrounds a league fixture, points gained may be awarded to the offending teams opponents. In the case of cup competitions, the offending teams opponents may be deemed to "walk over" into the next round of the competition.

Any Club playing an ineligible player, for whatever reason, will be issued with a fine of £50.00 for each player judged to be ineligible. In all cases, points won by the team in a game where any ineligible players have featured will be lost and awarded to the opponents should the offending team have won the fixture.

In all cases in a cup competition fixtures where “ineligible players” have featured the offending team, assuming that they actually won the fixture, will be removed from the competition and their opponents will be deemed to have “walked over” into the next round of the said competition. The matter will be further referred to the Management Council who may take further action as they deem fit.

In the event of BOTH teams fielding an ineligible player, or ineligible players, in a cup competition fixture, BOTH teams will be removed from the competition. If this should happen in a Semi-Final match, the League Council will then convene to discuss the matter and decide the outcome.

Teams should note that in all cases, in accordance with the league directives, where points could be awarded or deducted, and matches awarded, the league council will deal with each on an individual basis at a meeting, or part of meeting, designated for that purpose. When teams are advised of the league council decision it does not negate the right of reply, or appeal status,

## **16) IDENTITY CARDS**

All clubs are directed, by the League Management Committee, that “players identity cards” are to be considered as the most important part of their kit. They must be held by the Club Secretary or Club Manager and exchanged, without excuse, prior to every scheduled match, with the opposing Manager or Secretary. Cards should be kept until the conclusion of the game.

Teams must be aware that, as from season 2009-2010, these cards are perpetual and need to be looked after well to preserve their longevity. The league suggest that clubs keep them in a “business card book” which are not particularly expensive but will certainly do the job in looking after the condition of the cards. For this reason, ID cards for players are sized to fit in this type of book.

ONLY the ID cards are acceptable. Printed sheets of players pictures, taken from the league web site or other available media, will not be taken as proof of eligibility, unless a special arrangement with the registrations secretary has been made. In these instances, the opposing teams will always be advised of the situation.

Any player taking part in a match without a valid player identity card being available for viewing is considered to be ineligible to have played in that match, unless special permission is given by the registrations secretary for a player to take part without the club being in possession of the ID Card.

Any member of the League Management Committee, or the officially appointed match referee, can ask to see the identity cards at any time prior to, during or after the match. If in the opinion of that member, or official, the cards have not been exchanged in the prescribed manner BOTH OF THE CLUBS concerned will be referred to the League Committee and BOTH CLUBS will face the issue of similar fines in accordance with rulings as shown in the relevant clauses of League Directive 15.

If all clubs follow the “exchange of cards” directive, and inspect the player identity cards correctly, the majority of all ineligibility of players issues will not happen. The player identity cards and the procedure for using them is there for the benefit of all teams and to eliminate any possible cheating. To ensure that teams take this matter most seriously the penalties issued for failing to comply with directives regarding the exchange of cards are large.

If a club loses, for whatever reason, their player identity cards they must report the matter immediately to the League General Secretary and Registrations Secretary. Arrangements will be made for the next fixture that the team has to play. If the matter is reported on the day of a fixture, no supportive arrangements can be made and the Club in question will face the possibility of being judged to have played ineligible players with the matter being dealt with under clauses contained in section 15 of the Management Committee Directives Handbook.

Replacement Player Identity Cards will be issued to a club at a cost of £4.00 per card. This charge also applies to cards issued when player pictures are updated, throughout the playing season, even though this may be at the request of the league council. Clubs should note that it is their responsibility to ensure that pictures of players gives a true representation of their current appearance. There will be no charge for producing new ID Cards, of existing club players, with new photographs, between the playing seasons when new registrations are being processed. However, the new ID card will only be issued in exchange for the original held by the club.

Any member club who has an issue with another club regarding a non-exchange or non-availability of player identity cards, or any issue regarding the eligibility of players on the "day of a fixture" should contact the League General Secretary, or League Registrations Secretary, to be given a temporary ruling on the matter. Where possible the Secretary will liaise with the club secretaries and match officials in order to solve the issue in such a way that the fixture can proceed. The issue will then be referred to the Ruling Management Committee for further adjudication.

**17) LATE KICK-OFFS**

In conjunction with Council Directive 15, any club being responsible for a match not starting at the appointed time will be issued with a fine of £20.00

Further fines in respect of (a) the match form, therefore, not being submitted to the referee 10 (ten) minutes prior to the appointed kick off time and (b) the failure to present the first aid kit to the referee, may also be issued (Refer to Directive 15)

If, after 15 minutes past the appointed time, the game has not kicked-off, an officially appointed referee may abandon the fixture, in both league and cup competition matches, in favour of the team that are present and ready to play. League Council will then award the match with a 1-0 score line to the team that were present, after ratification of decisions made.

The offending team will be deemed to have not competed a scheduled match and will be fined £50.00 (in accordance with directive 15) Teams still retain their right of appeal which must follow the league guidelines shown in directive 27.

If a league match kicks off late, an officially appointed referee may reduce the playing time of the match in accordance with the relevant lateness of the kick off.

In the case of Cup Competitions matches that kick off late due to the fault of one team, the recommendation from the league council, to referees, is to play the full 90 minute game. However, if the scores are level at the conclusion of this period, there should be no extra time played and the team adjudged to have caused the late kick-off shall forfeit the match.

If an officially appointed referee is present and awards a match to any specific team, he is entitled to his FULL match fee. In line with Directive 2, referee fees are shared between the two teams that are scheduled to play. The HOME secretary should ensure that the referee is paid his full fees and claim the AWAY team half (where they fail to arrive or pay the fee) from the Committee. Teams should be aware that matches awarded to any specific team, by a referee, will be referred to the league council for ratification. If such a claim is made, Council will issue an immediately required fee payment to the offending team

IF THERE IS NO OFFICIALLY APPOINTED REFEREE at a match, and a team has failed to kick-off or arrive by the 15

**18) MID-WEEK MATCHES**

Wherever possible, the Solihull and District Oakbourne Football League try to ensure that the member teams do not have to play matches on any other day but Sunday. However, if there should be any backlog of fixtures meaning that the season can not be completed at the set date, mid-week match fixtures will be issued and are governed by all league directives in the same manner as Sunday morning matches.

Fixtures are initially shown as "to be completed within week commencing" and teams are then asked to arrange with their opposition the most suitable evening for the match to be played. The Solihull & District Oakbourne League fixtures secretary will set a date by which all teams must advise of arrangements that have been made regarding their home mid-week matches and, as possible, officials will be arranged for the game.

The Solihull and District Oakbourne League fixtures secretary may well accept the fixture being moved into a different week, if both teams agree, and required officials are available, providing the week falls within the set dates of the actual league playing season, as specified at the preceding Annual General League Meeting. Should a team not advise of any arrangements made, by the given date, the fixtures secretary will then set the day of the match as being the Wednesday, of the original given week. Once this has been done, no fixture changes will be accepted and the match must go ahead on the date set. Failure of any team to comply will result in the match and points being awarded to their opposition & the team responsible for the match not being played will be liable for the standard fine for not fulfilling a fixture. Teams should also note that if they are found guilty of not fulfilling their fixtures they can be automatically deemed to lose their team deposit/bond (see League Directive 1b) and would be required to furnish a new deposit/bond when applying for the next playing season

There are exceptions to this directive in respect of matches that decide championships. Teams should refer to directive 41

There can be no appeal regarding mid-week fixture dates being set by the league. Teams should ensure that they follow the correct procedures in the first instance and advise the league before the date, and time, set as a deadline to do so.

## **19) LEAGUE FIXTURES MEETINGS & SPECIAL LEAGUE MEETINGS**

Following a vote by Member Clubs, the Management Committee directive to all teams regarding League Fixture Meetings, Special General Meetings and the League Annual General Meeting is that it is now mandatory for each member team to be represented. Each team must send at least one delegate to represent them at a fixtures meeting and, following signing-in to the meeting, the specific delegate must be in attendance for the duration of the meeting. Fixtures will only be issued at the end of any such meeting.

Failure to comply with this directive will result in a £50.00 fine being issued against any offending club. The directive is also applicable for any club delegate arriving after the meeting has commenced, unless by special arrangement with a council member.

Clauses dealing with details of numbers of delegates, and voting, at all Special and Annual General Meetings can be seen in Rule 6 in the official league handbook.

Where a team has not been represented at a league fixtures meeting and has, therefore, not collected their fixtures :- The said fixtures will be held by the League Fixtures Secretary from whom they must be collected within 3 days.

Failure of any team to collect the fixtures will result in a fine of £10.00 being issued against the offending team in addition to the first fine for not attending the meeting, together with postal costs of the fixtures being forwarded to the club secretary. Any persistent offenders will be referred to the Management Council who are empowered to issue a further fine not exceeding £40.00 and to take further action against the club as they may deem fit.

Any points of issue raised under "any other business" at a league fixtures meeting will only be discussed if accepted by the

## **20) COMMUNICATIONS WITH LEAGUE & FAILURE TO COMPLY WITH DIRECTIVES**

### **20(a) WRITTEN COMMUNICATIONS**

All rulings within the "Official League Handbook" and the current "Management Committee Directives" and any subsequent paperwork or written communication issued to teams, will clearly state to which specific member of the committee / council any such written paperwork should be returned to or to which member a response to communication should be made or forwarded to. Failure to send paperwork to the correct council member will result in a fine of £5.00 being issued against the offending club together with any additional costs that are incurred in redirecting of the paperwork.

### **20(b) FAILURE TO REPLY TO WRITTEN COMMUNICATIONS**

#### **AND/OR FAILURE TO ACT ON INSTRUCTIONS FROM LEAGUE COUNCIL**

It is a management committee directive that any failure to reply within Seven days to any form of communication, instruction or order issued by the Management Council, or any individual from the committee, will result in a fine of £10.00 (minimum) being issued against the offending club. This directive shall also apply to teams instructed to contact other teams, for whatever reason, within a certain time scale, regarding arrangement of fixtures, mid week games or any other league business that is so directed by a member of the league committee either in writing or verbally. Persistent offenders will be referred to the Management Committee who may issue a maximum fine of £30.00 and / or deal with the matter as they determine each individual case warrants.

### **20(c) ELECTRONIC MAIL COMMUNICATIONS**

Almost all information sent to teams, within the Solihull & District Oakbourne League, is done electronically. Teams must supply a "priority" email address for this purpose and also designate a specific mobile phone number that an advisory text message can be sent to.

All electronic mail that is considered to be in an important category, sent to member teams, will be labelled that an email acknowledgement of receipt is required. Teams should send their reply to the original sender of any specific email.

Using the designated mobile phone number, the sending of all "important" electronic mail will be advised to teams by means of a text message, sent shortly following the sending of the electronic mail communication. Any "email" that is sent with a following advice by text will signify this within the content of the message itself. From time to time, there may be certain issues of electronic mail that need no text advice or team acknowledgement. This too will form part of the electronic message.

Teams are expected to reply as quickly as possible to all electronic mail that is sent requesting an acknowledgement. If a team fails to acknowledge electronic mail within a 60 (SIXTY) hour period they will be issued with a fine of £10.00, in the first instance. Repetitive failure to comply with this directive will be referred to the League Council who may issue further fines, or deal with the club concerned, as they deem fit.

Team should also be aware that occasions may arise when you are expected to reply faster than the directive deadline. If this should be the case, the text message will advise of when the reply is required by. Failure to reply, as requested, in this instance will be dealt with in the same manner as shown for 60 hours deadline replies

**Directive continued on next sheet .....**

**20(d) FAILURE TO COMPLY WITH DIRECTIVES OF THE LEAGUE**

From time to time, the league management committee will issue written, or emailed, information, as a directive, to teams that will request something to be done by a given date. Any failure to comply, by any team, will be taken as a serious matter and any offending team will be issued with a fine of £10.00. Persistent offenders will be referred to the Management Committee who may issue a maximum fine of £30.00 and / or deal with the matter as they determine each individual case warrants..

In the event of the directive involving a fee due, the fee, and additional fine, will be due within 7 days (with the due date for both items being shown on the issued fine) and any failure to provide the payment as is then requested will result in additional fines for non-payment of fines (as per league directives) and the possible suspension of the team concerned.

**21) CHANGES OF DETAILS**

Any change of details regarding any teams within the Solihull and District Oakbourne League must be sent, in writing, or by email, to the General Secretary immediately they occur. Details referred to include: (a) team colours (b) pitch details (c) change of secretary (d) change of manager (e) any change of contacts and changes of telephone numbers and email addresses. Clubs should be aware that changes to items (a) to (d) inclusive, above, must have the approval of the Ruling League Council to be accepted by the league and utilised by the club concerned. In the case of changes to registered secretary of the club, once the league has accepted a change, the club concerned must inform Birmingham County FA of the changes made.

This directive also refers to player information including : (i) basic address and contact numbers (ii) further requested information regarding other teams being played for by specific player in the current season, as per requirements shown on the registration forms.

As certain detail changes, made after the original seasons information is given to all participating teams, are required to be sent to all of the participating teams, in writing, a £5.00 administration fee is applicable to certain changes. Teams should check with the General Secretary if the fee is required.

Failure of teams to comply with this league directive, in terms of detail changes for the club, will result in a fine of £10.00 being issued against the offending club.

Failure to comply with this league directive, in terms of detail changes for players, will result in a fine of the same level being issued against the club and the matter will be reported to the ruling league council who may take further action and issue extra fines (against players and clubs) as they deem fit.

As with all league fines issued, any fines sent to the clubs in respect of players remain the responsibility of the club to make payment. Non-payment by individual players is a matter for the club itself and not the Solihull & District Oakbourne Football

**22) FAILURE TO PAY FINES and FEES ISSUED BY THE LEAGUE**

From the commencement of season 2009-2010, the league will try to ensure that all fees and fines that are incurred by teams will fall due at the next fixtures meeting. However, any fines incurred through non-payment will be due within 7 (seven) days (or as directed by the League Council) and must, therefore, be delivered to the League Treasurer. In all cases, the payment due date is shown within the fine or fee notification.

If fines or fees are not received by the date shown a further fine, not exceeding £20.00, will be levied on the offending club. Further, any club offending in this manner will be suspended immediately until such time that the full value of outstanding fines, or fees, including any levied due to late payment, are paid in full.

Teams suspended in this manner will forfeit any league and cup fixtures that should be played during the period of suspension.

In line with further directives, fines should be paid on time regardless of any queries or impending appeal.

Teams should also check Directive 33 "League Debt Policy" which outlines the course of action taken against any team that leaves the league and has outstanding debts to the league itself or associates of the league.

Directive 33 also deals with debts that are in respect of pitch payments and fines that are due to Birmingham County Football Association from any team leaving the league and having outstanding figures due for either item.

As with all league fines issued, any fines sent to the clubs in respect of players remain the responsibility of the club to make

### **23) ADMINISTRATION FEES**

The basic League Administration fees, set at £3.00 per issue, stands suspended as from 26th October 2009, and will not be charged on any matters that are issued after the date of suspension that would normally carry such an administration fee.. The matter of possible re-instating of the basic league administration fees will be looked into prior to each season.

Further administration fees are referred to within the directives manual. Some of these fees are greater than the £3.00 basic administration fees, referred to above and, if shown, are still payable.

### **24) FIXTURE CHANGES**

All league and cup fixtures, including Semi Finals and Cup Finals, shall be arranged by the League Fixtures Secretary and must be played on the scheduled dates unless permission to change the fixture date is granted by the League Fixtures Secretary.

Applications to change any fixture must be made in writing, or by email. The Fixtures Secretary will have full powers to be able to rearrange any fixture to ensure that a club is not without a game.

Clubs must keep their teams on "standby" until the Thursday of any week during the season in the event of a fixture not being arranged for the following Sunday. Any failing to a re-arranged game shall forfeit such games. The Fixtures Secretary shall notify the rearrangements to the clubs concerned. Failure to play a re-arranged fixture will result in the same fines and actions taken for non playing of a normal league or cup competition match.

Notwithstanding the general league rules and directives, in the event of the Solihull & District Oakbourne Football League not being able to arrange a fixture for any club(s) within its membership, the said club(s) may arrange "friendly games". The General Secretary and the Fixtures Secretary must be notified. This also applies to any mid week matches that are arranged.

Failure to advise the league secretaries concerned, in the correct manner, will result in a £20.00 fine being levied against the offending team(s)

Teams are urged, by the Solihull & District Oakbourne League Council to check that their normal team insurance covers them for the playing of any 'friendly games' and/or 'mid week fixtures' for the sake of their own members. Please note that not having an adequate insurance to cover the possibility of mid-week fixtures issued would result in the match being awarded to the opposition and that the lack of such insurance would not be accepted by the Solihull and District Oakbourne Football league as a reason for any form of postponement of such a fixture.

Subject to the provisions catered for in the General League Rules, any member clubs who arrange, and mutually agree, between themselves to play any fixture on any date not specified by the League Fixtures Secretary MUST inform the General Secretary and the Fixtures Secretary seven days prior to such a mutually agreed date.

Failure to do so may result in the game being declared "Null and Void". In any event, a fine of £20 shall then be levied

### **25) 21 DAY NOTICES – TEAM CANCELLATION OF FIXTURES**

All teams are entitled to cancel matches, twice in any one season, providing they give a minimum of 21 days notice to the League Fixtures Secretary and the League General Secretary, in writing. (Emails will be accepted)

Please note that THE LEAGUE CUP and SHIELD competition matches can not be cancelled in this manner.

At certain times, the League Fixtures Secretary may request that any cancellations of fixtures be given within a different time scale. All teams must comply with his instructions and will not be allowed to cancel fixtures after any specific deadline has been issued.

League Council may, if circumstances arise, increase the number of 21 day notices available to each team in any given sea-

### **26) APPEALS PROCEDURES**

An appeal against any fine imposed, or decision made, by the Solihull and District Oakbourne League, MUST be made in WRITING, or by email, to the League General Secretary within SEVEN DAYS of the issue of such a fine, or decision, TOGETHER with a £15.00 appeal deposit. This deposit is refundable if the appeal is successful.

No appeal will be entertained by the League Council if the paperwork is late in arrival or the appeal deposit is not tendered at the time of the appeal.

Appeals will only be accepted from the registered Club Secretary and/or the registered Team Manager.

**Directive continued on next sheet .....**

Where a team wishes to appeal against a fine issued against them, the fine should still be paid before, or by, the due date. If the subsequent appeal is successful, a fine paid in this manner will be immediately returned to the club together with the appeal fee.

Should a team be dissatisfied with the result of an appeal to the Solihull and District Oakbourne League, they may then appeal direct to the Birmingham County Football Association.

Teams should note that bypassing the league appeals procedure and the making of an appeal direct to Birmingham County Football Association is considered as a matter bringing the league into disrepute. (See directive 40)

For any appeals to be made direct to Birmingham County F. A. clubs should consult the current Football Association rulings with regard to the relevant appeal deposits and current procedures.

Teams should note that no appeal can be made with regard to all yellow cards issued unless there is a case of mistaken identity. Teams should also be aware that they must supply the name of the actual player, in this instance, that should have

**27) LEAGUE DISCIPLINARY MEETINGS**

The Solihull & District Oakbourne League Council may have to call member teams in to special disciplinary meetings.

Should teams choose not to attend the meeting, the council will deal with all of the matters pertaining to the issues under question in the absence of the team who, by not attending, are deemed to have given up their right to reply or appeal.

Teams will always be given adequate notice of disciplinary meetings, in line with guidelines that are shown in the official league handbook. Full details of the reasons for calling team into a disciplinary meeting, together with information on who may attend the meeting in question, will generally be issued to the team concerned within the invitation to appear. However League Council reserve the right to not put items considered as "sensitive" into any correspondence issued by themselves.

Decisions made, and fines subsequently issued, following such disciplinary meetings are still subject to appeal. Teams should follow the normal league appeals procedure (Refer to directive 26)

**28) TEAM INSURANCES**

For the season 2010-11, The Football Association, and rulings from Birmingham County FA, state that all teams must carry insurance that gives a minimum benefit of £25 per week from any specific policy. Birmingham County FA issued information pertaining to a block insurance offer from "Sportsguard" which the league urged teams to participate in.

If the teams took up the block offer, all that they need do is supply the insurance policy number to the League General Secretary, as soon as it is available or at least, prior to any league fixtures. Without correct insurance cover, teams will not be allowed to compete in the league.

If teams take out an alternative cover to the BCFA proposed "Sportsguard" insurance, they must supply a copy of the schedule to the League General Secretary, as soon as it is available or at least, prior to any league fixtures. This schedule must conform to the FA requirements, and have the required minimum £25 per week benefit.

If teams are taking out their own individual insurance cover, they should ensure that the policy covers the possibility of playing mid-week, evening, matches. Whilst the league does try to ensure that teams play their matches on a Sunday, the weather can force the league to structure mid-week, evening, games should there be a fixtures backlog. More notes on these type of fixtures can be found in directive 18 "Mid Week Games" and teams should be aware that not having the correct insurance is not to be accepted by the league as a reason for not playing such a fixture. Any failure to play any given match at the time and date set by the league is treated as the team not fulfilling a fixture and makes the team liable for loss of points, place in a cup competition and standard fines that apply to this situation.

Teams should be able to see the importance of having the correct cover and the league advise all teams to give careful consideration to their Insurance requirements and take appropriate action.

## **29) GENERAL TEAM RESPONSIBILITIES**

### **ENTERING THE FIELD OF PLAY – RESPONSIBILITIES OF MEMBER TEAMS**

Member teams are held responsible for the actions of all their players, officials and their supporters, in each and every case.

NO persons may enter the field of play without expressed permission of the match referee at any time during the progress of the game. Any such infringement of this directive will be deemed as misconduct and will result in a fine not exceeding £50.00 plus a league administration fee, being levied against the offending team.

The matter will also be referred to council who may reprimand teams, deduct points, reverse results or take any other action that it deems fit. Council may deem that such actions bring the league into disrepute. This action can extend to suspensions of teams and expulsion of clubs if the matter is considered to be serious.

Teams should refer to directive 40 For further information about bringing the league into disrepute and directive 31 with regard to the removal (expulsion) of teams.

## **30) ALCOHOL CONTROL**

The rulings laid down by the Football Association regarding alcohol presence at any matches is adhered to by the Solihull & District Oakbourne Football League.

Any teams held responsible for an breach in these rulings will be held accountable and fined in line with the standard fines set by the FA in any particular season.

### **ALCOHOL at CUP FINALS**

The Solihull & District Oakbourne League will not allow alcohol to be brought to any of their competition finals, by teams or supporters of the teams. (All member teams are held responsible for the actions of their players and SUPPORTERS)

Failure to comply with this directive will result in a fine of £200.00 being levied against the side held responsible for the breach in rules. Further, the breach in rulings could result in the halting of a final match, the award of a result, the forfeiture of individual trophies and the side held responsible for a breach in rulings also being issued with billing for all the league and opposition expenses incurred at such a match.

Further the matter would be referred to the league council who may consider that the matter is deemed to have brought the league into disrepute.

Teams should refer to directive 40 for further information about bringing the league into disrepute.

## **31) REMOVAL OF TEAMS**

The removal of full member teams, from the Solihull and District Oakbourne Football League, will be made by a ballot of all of the other full member clubs at a Special General Meeting convened for that purpose, where it is felt necessary by the ruling league council. Clubs deemed to be on probation within the league have no vote, on this particular issue, at such a meeting.

The full details of the basic procedures at this type of meeting are issued prior to any such meeting called by the League Committee. Clubs must be given reasonable notice of such a meeting, and also be made aware of the league committee recommendation regarding the issue to be voted upon. This type of meeting is deemed as mandatory and carries the same fine, for non attendance, as a normal fixtures meeting. If a team secretary is unable to attend such a meeting, for whatever reason, they must send someone in their place and give them a right to vote by sending a written permission.

In exceptional cases, the council reserve the right to suspend, or even expel, any team without prior consultation with the remaining full member clubs.

Any removal of teams deemed to be on probation within the league is done so by a league council direction and is not put before member teams for approval.

### **Additional Notes:**

The Solihull and District Oakbourne Football League is set up to be "friendly, yet a competitive" type of league. The ruling league committee will not condone any form of bad behaviour within the member teams, and violence by anyone who is part

## **32) WITHDRAWAL OF TEAMS**

Any club intending to withdraw from the League on completion of its fixtures must notify the General Secretary, in writing, on or before the 31st. March each year.

Failure to comply makes the club liable to a fine not exceeding £50.00

After the set deadline for the return of application forms and fees in any given year, assuming that the re-entry forms have not been received, clubs shall be deemed to have left the Solihull and District Oakbourne League. They must seek re-election and forfeit the previous year's deposit.

Should a team already have shown their intent, in writing, to remain within the league for the season in question, and then withdraw from the league, they will be subject to a further fine of £100.00 (minimum) and any failure to pay such a fine will be reported, as a debt to the league, to Birmingham County FA, without exception.

A Club shall not be allowed to withdraw any, or all of its, teams from the Solihull and District Oakbourne League after the Annual General Meeting. Any club infringing this rule shall be liable to a fine not exceeding £60.00. The club shall not be entitled to any return of fees already paid to the league Fees for the coming season.

In the event of a club withdrawing from the league without completing their fixtures before March 1st. of each year, the club shall have all results expunged from the league tables and shall be liable to a fine not exceeding £100.00 in respect of their non-completion of fixtures together with the loss of their lodged deposit.

In the event of a club, or clubs, withdrawing after March 1st. all clubs who still have outstanding fixtures against the club withdrawing shall be awarded 3 points only. Results are shown, within the records of the Solihull & District Oakbourne Football League as a 1 - 0 victory against the withdrawing team.

Consideration will be given, by league council decision, to any club who is forced to withdraw (at whatever point) from the Solihull and District Oakbourne Football League if it deems that the action of withdrawing was not in the control of the team

## **33) DEBT POLICY OF THE LEAGUE**

### **33(a) DEBTS TO THE LEAGUE**

Standard policy of the league with regard to a team leaving the league with any unpaid fees or fines is as follows.

- (a) Initial billing
- (b) Reminder billing
- (c) Advise of action
- (d) Report to County FA regarding the team, fines, fees etc:
- (e) Request for County FA to ban all named players until all outstanding fees and fines are paid to the league.
- (f) Advise to all local leagues with regard to the team itself.

Council take this matter seriously as the monies owed actually belong to the Solihull and District Oakbourne League which, in turn, means that they are owed to all of our member teams.

It is not normal practise for the League to advise individual players of the fees and fines that are outstanding or the figure that they are each individually responsible for. However, the League Council reserve the right to follow that course of action if they feel that it is the fit and proper thing to do.

### **33(b) DEBTS REFERRING TO PITCH PAYMENTS AND BCFA**

It is the duty of every team withdrawing from the Solihull and District Oakbourne Football League to ensure that their fees and fines are paid.

Any fines outstanding to BCFA must be cleared, and this matter will be checked by the league council, prior to the club leaving the league and claiming a refund of their deposit / bond.

Any fees / pitch payments due must be cleared, and this will also be checked by the league council, prior to the club leaving the league and claiming any refund of their deposit / bond.

The Council consider any item not dealt with, under the heading of "fee owing" to be an act that could bring the Solihull and District Oakbourne League into disrepute, which could have repercussions on the remaining member teams, and will, therefore, not tolerate such acts or refund bonds / deposits if not satisfied that all the directives referring to the withdraw of a team are followed correctly.

Any failure to follow the guidelines correctly, clear all debts correctly and/ or bring the league into, what it may consider,

### **34 a) GENERAL CUP COMPETITION INFORMATION**

The volume of cup competitions being staged, within any one season, is decided by the league committee prior to the commencement of that season and all cup competitions are registered with, and sanctioned by, Birmingham County Football Association.

The decision of how many cup competitions will be staged would be based on the number of teams within membership and the layout of the league. In general, the league would stage a competition open to all teams, and a cup competition for each separate division. The league would also stage any other invitational competitions that have been agreed by council to be part of the schedule for the specific season.

The league would always have extra cup competitions sanctioned by the Birmingham County Football Association that they

### **34 b) CUP FINAL TICKET SALES – MATCH, AND INDIVIDUAL, TROPHY AVAILABILITY**

Dependant on costs, The League Council will instruct clubs of a volume of tickets that each club must guarantee to sell for each cup final to be staged in any given season. The League Council will further advise of dates when payments must be made. Each team will be required to sign an agreement showing sales (actual payments) that will be required and the relevant dates.

In the first instance, failure of teams to sign the agreement may cause the suspension or cancellation of the match concerned. Failure to comply with sales figures, following the signing of the agreement, may cause suspension or even cancellation of the match and/or individual trophies to not be awarded.

Teams must account for all tickets issued to them and payment for such tickets must be made prior to the match in question, in line with the directives that are in force through the signed agreements. Any team failing to account for all tickets issued will be billed for any due figures. Should these bills not be paid within 14 days, the team will be liable for a fine not exceeding £20.00 and the League Council may deem it necessary to suspend them from league competitions until the debts are cleared.

If any Cup Final Match is not played, due to the failures of any one particular team, that team becomes responsible for all expenses incurred by their match opposition and the League Committee. This can include pitch fees, payments to officials, trophy costs, travel expenses and any other items that are deemed just by the Solihull & District Oakbourne Football League ruling Council.

Main League Trophies are not presented to any team deemed to be leaving the league at the conclusion of the current season.

### **35) PLAYER ELIGIBILITY FOR CUP COMPETITIONS**

A player shall not be deemed to be eligible to play for any team in any league cup competition quarter final, semi final or final unless the player has made five or more appearances, in total, for his team in the current season of the Solihull and District Oakbourne League (The total of both divisional and cup competition appearances).

Teams still have the right to apply for players with not enough appearances to the name to be considered to play in such matches if they believe they have just reason for this, and any such applications must be made, in writing, to the League Registrations Secretary 14 days prior to any match in question. The League Committee will then consider all such applications and the teams concerned will be advised accordingly. League Council decisions in these matters will be final and binding.

At the League Council discretion, when circumstances require, quarter finals and/or semi finals are classed as "round matches" where the 5 game ruling does not apply.

#### **Further:**

If a player is deemed, by the committee, to have already appeared in a specific cup competition for another team within the league (in the same season) that player will not be eligible for further appearances with his new team.

### **36) MATCH BALLS FOR CUP COMPETITIONS**

Teams should be aware that, although a match ball is generally supplied by the League for all finals, each participating team must also supply a suitable match quality ball.

These balls must be available to the official referee, from the beginning of the match.

Any failure to comply with this directive makes the offending team liable for a fine of £20.00

Any team wishing to ascertain what the directive refers to as a suitable match quality ball should contact the League Fixtures Secretary for a ruling.

### **37) RETURN OF LEAGUE TROPHIES**

Failure of a club to return any league trophies, that are held by that club, by February 1st. in any year (or by any other date set by the ruling league committee) will result in a fine not exceeding £30.00 being levied against the offending club. If the trophy is then not received by a further issued date, the club concerned will be issued with a fine that is sufficient to cover the cost of replacing the trophy in question. The fine will not be rescinded should the trophy be returned later.

This directive applies to all cup competition trophies and any, returnable, league awards that may be made in the preceding season.

All clubs must be aware that returning the trophy in poor condition will result in the full repair and refurbishment costs being issued to that team. Clubs must also be aware of their own agreement of responsibility for each trophy and their full responsibility to replace, by payment of value set by the ruling committee, any trophy that they are deemed to have lost.

Any trophies awarded to teams who subsequently leave the league must be returned within 7 days of the team departing, or having been deemed to have departed from the league. Any failure to comply will result in the team concerned being issued with a fine that is sufficient to cover the cost of replacing the trophy in question. The fine will not be rescinded should the trophy be returned late and any non payment will be deemed due to the league and advised immediately to Birmingham County Football Association, without exception.

Please refer to further information regarding the care, condition and return of trophies as shown in ruling 18 of the Official League Handbook.

Main League Trophies are not presented to any team deemed to be leaving the league at the conclusion of the current season. All trophies remain the property of the Solihull and District Oakbourne Football League. Any team that is presented with a

### **38) PROMOTIONS AND RELEGATIONS**

Within the Solihull and District Oakbourne League, promotion and relegation of teams at the conclusion of a season, or in preparation for a new season, will be made in accordance with Rule 12B of the League Handbook.

However, the ruling League Council reserve the right to shape the divisions in the best interest of the participating clubs.

Should a team make any representations to the league, either not wishing to take up promotion or wishing to be relegated, for whatever reasons, the League Council will consider the request.

If the League Council consider that any specific team has been incorrectly placed in any division, they will have the power to promote or relegate such a team without the team actually being in a promotion or relegation position if it is felt to be beneficial to the team concerned and the membership of the league in general.

### **39) ACCEPTANCE OF LEAGUE RULES**

Teams must agree to be bound by the rules of the league, as laid out in the directives manual, for any specific season, of the Solihull and District Oakbourne League.

Teams are deemed to have accepted the league rulings by taking part in the league competition. They are further deemed to accept that the league council have the power to add directives, at any time during the season, which will be so added as a benefit to the membership of the league and which they will also be bound by.

This acceptance of the rules does not remove the right of the team to appeal against a decision or ruling made by the league council during the specific season. Any teams that wish to appeal a decision, or ruling, must follow the league appeals procedure as shown in directive 26.

#### **40) BRINGING THE LEAGUE INTO DISREPUTE**

The league council ultimately have the right to deem that a certain action, or groups of actions, by a specific team or teams, has brought the league into disrepute.

Some of the more serious issues that are covered within the directives framework, such as Team Responsibility, Alcohol Control, Behaviour of Players, Team Officials and Supporters would be automatically looked at by council as being potential issues that would bring the league into disrepute.

Any blatant disregard, or circumvention, of the league directives would also be issues that would fall into the category of bringing the league into disrepute.

Any form of attack (verbal, physical or threatening) on designated match officials or members of the league committee is also classed as bringing the league into disrepute.

Any issue that is, therefore, deemed to have brought the league into a position that is not in the best interest of the league and the majority of member clubs will be judged to have brought the league into disrepute.

The consequences for any team who is charged with bringing the league into disrepute are decided by the league council. They could include fines (not exceeding £200.00), team suspensions (with the team forfeiting any scheduled fixtures whilst serving any such suspension) and, even, immediate expulsion from league membership.

As with all council decisions, teams have a right to appeal.

#### **41) LEAGUE TITLES – CUP CHAMPIONSHIPS**

The Solihull and District Oakbourne Football League deem that it is unsatisfactory and unacceptable for league titles or cup competition championships to be awarded by any form of default.

Whilst reserving the right to award matches and points throughout the season, when teams have not fulfilled fixtures or fallen into other categories that call for a council decision to take such action, the deciding of league titles and cup championships will be treated as a separate issue. After, and including March 1st in any given season or prior to that if council deem it to be relevant, in all cases, the league will insist that fixtures that effect the league positions, and therefore, titles or cup championships be played as per date, time and venue specified by the fixtures secretary.

Teams that do not comply with this directive, and do not play such matches, will be not only fined for non-completion of their fixtures but will further be deemed to have brought the league into disrepute. Any such team will be dealt with in the severest manner open to the league council. Teams should also note that if they are found guilty of not fulfilling their fixtures they can be automatically deemed to lose their team deposit/bond (see League Directive 1b) and would be required to furnish a new deposit/bond when applying for the next playing season.

If all other options, to get a specific fixture that falls into the category of “deciding titles” played, fail the league council reserve the right to cancel any of the given competitions that are scheduled within the league structure for any particular season at any point in there actual progress. In the case of cup competitions, this could mean that the actual final would be cancelled and the trophies available would not be used. In the case of a league title, the title and individual awards for that particular season would not be presented.

The league council would make the decision on what is actually recorded within the archived records, of the league. How-

#### **42) THE PLAYING SEASON**

The extent of the Solihull and District Oakbourne Football League playing season will be announced at the league annual general each season.

Teams will be given the scheduled official start of season date. However, some special arrangements can be made with the fixtures secretary for matches to be played earlier than the official start date if requested in writing and they are deemed by the fixtures secretary to be possible in terms of pitch availability, proper insurance cover and the availability of match officials. If permission is refused, for such a game, and the match is still played, the league would not accept the result of the game in competition.

Teams will be given the scheduled official end of season date. This date is also part of the information sent to Birmingham County Football Association, to whom the league is affiliated, and any change to this date would need sanctioning by their offices.

Given that there is always a possibility that the schedule of matches will overrun, due to circumstances beyond the control of the league (weather etc:) the League Council will have the right to extend the season, at any point, in order to complete the

#### **43) SUSPENDED PLAYERS – with reference to FA suspensions and bans**

It is the responsibility of each team within the Solihull and District Oakbourne League to ensure that the players that they field in any match are eligible to play. Apart from the general league requirements regarding players, the team must ensure that the player is not serving a suspension, or ban, imposed by the FA.

Birmingham County FA have a suspended player listing that is available, on line, as part of their web site. The link for the specific page is always displayed on the front page of our own league web site.

No excuse will be accepted by the league should a team field any player who is later discovered to be suspended or banned.

Teams should check the eligibility of their own players on a regular basis to prevent themselves from falling into the “suspension” trap. Teams should note that the league indications (shown on team details pages of the league web site) are not to be relied on. Just because the player is not shown on our own site to be suspended does not mean that he is eligible to play. And the inclusion of players, or exclusion of players, eligibility on the league web site will not be accepted as an excuse for fielding a player who turns out to be ineligible through suspension.

Fielding ineligible players (who are suspended by the FA) can be a costly affair as the league will fine teams concerned and award matches to their opposition and the County FA will also take action on both the player concerned and the team / club.

#### **44) ADDITIONAL LEAGUE COUNCIL RIGHTS**

The Solihull & District Oakbourne League Council reserve the rights to add, or to amend, directives, as it sees fit, throughout any given season, if it is considered to be to the advantage of the league that they be introduced or amended.

(See Directive referring to Acceptance of League Rules)

As it may see fit, the Solihull and District Oakbourne League Council has the right to co-opt members onto the serving committee for any current season, without any authorisation from member clubs, if it considers this to be necessary and beneficial to the league.

#### **44) UNDER 18 YEARS OF AGE TEAM PLAYERS**

In line with County FA rulings, a player must have achieved the age of 16 to play open age football within the Solihull and District Oakbourne Football League. (refer to 8(P)(iii) in the BCFA Handbook)

Where Birmingham County FA ruling shows that “No participant under the age of 18 can be fined” (refer to rule 5 in the BCFA Handbook) Any league fines that would normally be issued against such a player would instead be issued against the