



**GLOUCESTERSHIRE FOOTBALL
ASSOCIATION LIMITED**

COUNTY YOUTH CUPS 2011/12

INFORMATION FOR CLUBS & REFEREES



Guidance for Clubs and Officials

CLUB SECRETARIES ARE REQUESTED TO PASS THE PUBLISHED INFORMATION ON TO TEAM COACHES AND MANAGERS FOR THEIR REFERENCE AND INSTRUCTION TO PLAYERS

Please see the Gloucestershire FA Handbook for the full Rules of the Competitions.

All players must be registered with the Parent League in which the club competes at least 7 DAYS before the date fixed for the match. Youth Cup Rule 3(d).

At least SEVEN DAYS before the date of the match, the HOME team must inform both their opponents and the match officials of the situation of the ground, dressing rooms and club colours in which their club will be playing. Failure to do so will result in a £10.00 fine. General Cup Rule 10.

Matches should be played on the Sunday listed. Saturday games or midweek matches under floodlights shall be by mutual consent only and approved by the Cups Committee. Youth Cup Rule 1(c).

If a club is unable to play the match on its ground on the date fixed for the tie, the match MUST be played on the ground of its opponents who will then be considered the HOME club for the purpose of the match. Youth Cup Rule 7(a).

The HOME team must provide TWO match balls in good order and condition and approved by the Referee. Failure to do so will result in a fine of £10.00. General Cup Rule 11(d).

Where the colours of two competing Clubs are similar, the away team must change its colours for the occasion. Failure to do so will result in a fine of £30.00. In all matches under the control of the Association when the colours are similar, both teams shall change. Rule General Cup Rule 14(a).

Player's shirts must be clearly numbered on the back in accordance with the official team sheet. Failure to do so will result in a fine of £25.00. Rule 14(d).

Eligibility of players in the Under-12 to Under-16 Cups shall be verified prior to the commencement of the match by the production of the player's League Registration Identity Card. Youth Cup Rule 3(c).

Clubs must hand copies of a list of players and substitutes taking part in the game to the Referee and a representative of their opponents in the presence of the Referee at least thirty minutes prior to kick-off. Failure to do so will result in a fine of £10.00. General Cup Rule 16(c).

If the Cups Committee has decided to appoint Assistant Referees to matches, then the cost of all the match official's expenses shall be shared equally by both clubs. Youth Cup Rule 6(d).

Should the scores be level after the end of normal time of play, then the regulation period of extra time shall be played. If at the end of this time the scores are still level, the winner shall be decided by the taking of kicks from the penalty mark in accordance with the procedures as defined in the 'Laws of the Game'. Youth Cup Rule 5(a).

Should at the end of normal time and the period of extra time, the light in the opinion of the Referee be insufficient for the taking of kicks from the penalty mark in accordance with the procedures as defined in the 'Laws of the Game', then the match shall be replayed within 7 days on the ground of the team drawn last. There is no extra time in replayed fixtures. General Cup Rule 12(b).

The Home Club shall telephone the result of the match to 01454 611966 not later than 5.30pm on the day of the match. The result of matches played under floodlights shall be telephoned not later than 10.30pm on the night of the match. Failure to do so will result in a fine of £5.00. Youth Cup Rule 9(a).

The enclosed Result Sheet completed with the initials and surname of all the players and substitutes (if used) together with their League Registration Numbers must be received by the Cups Secretary within 5 days of the date played or in default be fined £10.00. General Cup Rule 13(a).

Any Club not fulfilling its engagement or withdrawing from a Regional and/or National final of a sponsored competition shall be fined £100.00. Youth Cup Rule 2(d).

INFORMATION FOR MATCH OFFICIALS AND CLUB SECRETARIES



The **Respect Programme** was introduced by The FA for season 2008-2009 to help raise standards and address abusive behaviour in the game. The Programme is also a key aspect of Gloucestershire FA's vision for the

future and we believe that, as well as improving behaviour in the game at all levels, it will help with the recruitment and retention of referees.

As part of the Respect Programme we successfully introduced to **all GFA Cup competitions**, both the initiative that involves the referee ***working with the team captain*** on the day to manage the players and the game effectively, and the ***pre-match fair play handshake***. This season, we ask for your help with their continued use in the competitions and have published the following guidelines as an aide memoir. If you need more information please call Matt Boucher, Football Development Officer, on 01454 615888. Alternatively, visit www.gloucestershirefa.com/Development/RESPECT/

Working with the Team Captain

The referee will work with the team captain in order to manage the players and the game effectively. Please note that the captain has **no special status or privileges** under the Laws of the Game **but he has a degree of responsibility for the behaviour of his team.**

1. The referee must control the game by applying the Laws of the Game, and deal firmly with any open show of dissent by players (e.g. not move away from the incident, but stay and deal with it).
2. The referee should use a stepped approach where appropriate to managing players e.g. 1 - free kick, 2 - free kick with quiet word, 3 - free kick with public admonishment (**this is the time referees should consider using the captain to more visibly get the message across**), 4 - yellow card.
3. The stepped approach does not negate the fact that the referee has the authority within the Laws of the Game to issue disciplinary sanctions without recourse to the captain.
4. Whilst recognising that players may on occasions make an appeal for a decision (e.g. a throw in, corner or goal kick), it is important that the referee distinguishes these from an act of dissent which should be punished with a caution.
5. Even if the captain is some way away from an incident when the referee feels he needs him involved in a discussion with a player, the referee will call the captain over rather than using any other senior player. This will ensure that the captain remains the point of contact for the referee.
6. These guidelines should be seen as an additional preventative/supportive tool in order for referees to manage the game effectively. The key to the above is using the captains in a more visible way, where appropriate.

Fair Play Handshake Protocol

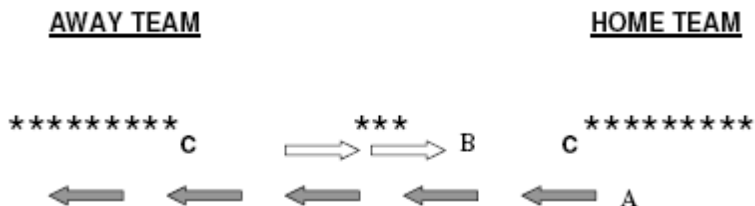
The following protocol should be applied where possible:

1. The **starting eleven** from both teams, together with the match official(s), should take part in the handshake (see diagram below).
2. Each team should line up on the same side of the half-way line with the match official(s) in

the middle.

3. The **Home** team, led by their captain (C), then walks to shake hands with the match official(s), and then the away team's players (A). Once each Home team player has finished shaking hands with the last away team player they disperse to their favoured end to kick-off.
4. Once the last home team player has completed the handshake, the **Away** team follows their captain (C), passing in front of the match officials (B) to shake hands before dispersing to the opposite end of the pitch from the home team.
5. Once the handshakes have been completed the match officials then proceed to the centre circle for the coin toss.

HANDSHAKE FORMATION



Referees will need to play a leading role in the implementation of the Respect Programme at all levels of the game to ensure that it is a success and the authority and respect for match officials is reinforced. Whilst we understand that it may be difficult to implement these protocols in every case, we would ask that referees do what they reasonably can to ensure their implementation.

Codes of Conduct

We would also like to highlight the Respect Codes of Conduct. The Codes aren't new and are already in use by some clubs (this is mandatory for Charter Standard Clubs). Some are successful within Clubs; some less so, but Respect now brings them to life. Respect works by placing responsibility for their action on individuals. Club Secretaries are asked to ensure everyone within their Club, whatever their role has read the Codes and is prepared to sign up to them.

Respect is aimed at helping us all to work together to change the negative attitudes and unacceptable behaviour on the sidelines and on the pitch. It's a long-term commitment, but if we all play our part, together we can really make a difference.

Young Players

We all have a responsibility to promote high standards of behaviour in the game.

As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct.

When playing football, I will:

- Always play to the best of my ability
- Play fairly – I won't cheat, complain or waste time.
- Respect my team-mates, the other team, the referee or my coach/manager.
- Play by the rules, as directed by the referee
- Shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club

In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club

Spectators and Parents/Carers

We all have a responsibility to promote high standards of behaviour in the game

This club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment.

Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything.

Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times

I will:

- Remember that children play for FUN.
- Applaud effort and good play as well as success.
- Always respect the match officials' decisions
- Remain outside the field of play and within the Designated Spectators' Area (where provided)
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Avoid criticising a player for making a mistake – mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

I may be:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or CFA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents

In addition:

- The FA/County FA could impose a fine and/or suspension on the club

Coaches, Team Managers and Club Officials

We all have a responsibility to promote high standards of behaviour in the game. In the FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This included the abuse of match officials and the unacceptable behaviour of over competitive parents, spectators and coaches on the sideline. Play your part and observe the Respect Code of Conduct in everything you do.

On and off the field, I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Always respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure all parents/carers of all players under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA, I may be:

- Required to meet with the club, league or County Welfare Officer
- Required to meet with the club committee
- Monitored by another club coach
- Required to attend a FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club

PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE

Male League codes:

AEL = Ambassador Evesham League
AYL = Avon Youth League
B18 = Bristol (U18) Combination League
BSL = Bristol Saturday League
CYL = Cheltenham Youth League
GCL = Glos. County Youth League
GYL = Gloucester Youth League
HML = Hanham Minor League

MFL = Midland Floodlit Youth League
MGM = Mid Glos. Mini Soccer League
MJP = Midland Junior Premier League
NWL = North Wilts. & District Yth League
SFL = Somerset Floodlit Youth League
SWC = SW Counties Youth League
SYL = Stroud & District Youth League
WDL = Witney & District Youth League

Female League codes:

BGL = Bristol Girls League
GGL = Gloucester County Girls League

n/l = League membership not available

Results

***** BOTH TEAMS MUST SUBMIT A RESULT SHEET TO THE ASSOCIATION *****

In addition to sending match results by the form provided to the address below, HOME club secretaries must also telephone match results to the Headquarters (01454 611966) as soon as possible after the conclusion of the match. An answer phone service will be in operation to receive results. When leaving messages, ONLY state the competing teams and relevant score. Postponed matches MUST also be confirmed via the answer phone service.

Match Officials

All matters relating to appointments and re-appointments of match officials MUST be directed to the respective Cup Secretary listed below. Referees are reminded to submit **Respect** reports on-line at www.GloucestershireFA.com/MembersServices/. If you have problems using this service, please email GetOnline@TheFA.com

Match Officials Fees – to be paid by the HOME club. Youth Cup Rule 6(c).

<u>Competition</u>	<u>Referee</u>	<u>Assistant Referee</u>
All Youth Competitions	£20.00	£17.00

Plus **Travelling Expenses** of 35 pence per mile

Contact Details

Gloucestershire FA Ltd Headquarters		01454 615888
County Cup Secretary (Youth)	Mr. Chris Lucker	as above (option 4)
County Cup Results Line		01454 611966

Gloucestershire Football Association Ltd

Oaklands Park
Gloucester Road
Almondsbury
Bristol
BS32 4AG

Fax: 01454 618088

www.gloucestershirefa.com

**UNITE AGAINST THE UGLY SIDE OF FOOTY AT RESPECTFOOTBALLCLUB.COM
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