

**Bedfordshire and Hertfordshire**

**Women’s Football League**

***Affiliated to the Bedfordshire Football Association***

**Established 2004**

**Handbook 2018-2019**

**Bedfordshire and Hertfordshire**

**Women’s Football League**

**Member Clubs 2018-2019**

AFC Dunstable Town Development

AFC Kempston Town and Bedford College

Bedford Development LFC

Bedwell Rangers LFC

Biggleswade United LFC

Buntingford Town LFC

Evergreen Eagles LFC

Evergreen LFC

Garston LFC 1st

Garston LFC 2nd

Hemel Hempstead Town LFC

Hitchin Belles LFC

Hitchin Town LFC

Houghton Athletic LFC

Kempston Rovers Girls and LFC

Langford LFC

Letchworth Eagles LFC

Northwood LFC

Royston Town Development LFC

Sharnbrook WFC

Sherrardswood LFC

St Albans LFC

Stotfold LFC

Watton LFC

Welwyn Pegasus – Azures

Welwyn Pegasus – Sapphires

Wheathampstead FC

Woburn& Wavendon FC Lionesses

**Open age Constitution 2018-2019**

|  |  |
| --- | --- |
| **Division 1** | **Division 2** |
| Garston 1st Team LFC  Garston 2nd Team LFC  Hemel Hempstead Town LFC  Houghton Athletic LFC  Northwood LFC  Sharnbrook Womens FC  Sherrardswood LFC  St Albans LFC  Welwyn Pegasus – Sapphires | Bedford Development LFC  Evergreen LFC  Evergreen Eagles LFC  Hitchin Belles LFC  Hitchin Town LFC  Letchworth Eagles LFC  Royston Town LFC  Watton LFC  Welwyn Pegasus – Azures  Wheathampstead LFC |
| **Division 3**  AFC Dunstable Development LFC  AFC Kempston Town and Bedford College  Bedwell Rangers LFC  Biggleswade United LFC  Buntingford Town LFC  Kempston Rovers Girls and LFC  Langford LFC  Stotfold LFC  Woburn & Wavendon FC Lionesses | |

**League Officers 2018-2019**

**Presidents**

Dick Light Ray Berridge

**Chairperson & Treasurer**

**Registration Secretary** Terry Turrell

Michelle Chandler Flat 15 Rose Tower, 62 Clarence Parade,

07939577954 Southsea, Hants, PO5 2HX

[chanfamm@aol.com](mailto:chanfamm@aol.com) 02392819325

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**Secretary & Discipline Secretary Fixtures Secretary**

Mel Blackmore Kristie Donovan

07532069965 07736926561

[melblackmore1@hotmail.co.uk](mailto:melblackmore1@hotmail.co.uk) [donovan1982@hotmail.com](mailto:donovan1982@hotmail.com)

**Press Officer Results Secretary**

Marc Di Caro Emma Chamberlain

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[marc.dicarlo@bedfordshirefa.com](mailto:marc.dicarlo@bedfordshirefa.com) res.fixsec.bhcwl@gmail.com

**Welfare Officer Committee Members**

Mel Blackmore Shelley Rollinson marypops54@gmail.com

07532069965 Mahesh Bharwaney mrmbee@hotmail.co.uk

melblackmore1@hotmail.co.uk

**2017/2018 League Tables**

**Division 1**

1 [St Albans Ladies FC](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=662074167&teamID=572876834)  14 11 3 0 52 36

2 [Northwood Ladies](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=662074167&teamID=919647596)  14 8 3 3 20 27

3 [Houghton Athletic Ladies](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=662074167&teamID=3001864) 14 7 2 5 26 23

4 [Garston Ladies](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=662074167&teamID=922226794) 1st XI 14 8 2 4 23 23\*

5 [Sherrardswood Ladies FC](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=662074167&teamID=19448649)  14 6 4 4 9 22

6 [Sharnbrook Women's](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=662074167&teamID=47232773) 14 4 3 7 5 15

7 [Flitwick Ladies](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=662074167&teamID=830336519)  14 2 3 9 -35 9

8 [Watton Ladies](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=662074167&teamID=448584260)  14 0 0 14 -100 0

**Division 2**

1 [Garston Ladies 2nd XI](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=977904311&teamID=977490076) 14 11 1 2 23 34

2 [Welwyn Pegasus Sapphires](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=977904311&teamID=813713211)  14 10 2 2 37 32

3 [Hitchin Town Ladies](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=977904311&teamID=825912404)  14 8 1 5 12 25

4 [Royston Town Reserves](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=977904311&teamID=110913072) 14 7 3 4 9 24

5 [Letchworth GC Eagles](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=977904311&teamID=326448554)  14 7 2 5 12 23

6 [Evergreen Eagles](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=977904311&teamID=467699925)  14 3 2 9 -14 11

7 [Hitchin Belles Ladies](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=977904311&teamID=244984712)  14 2 3 9 -24 9

8 [Woburn & Wavendon Blues](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=977904311&teamID=467899282)  14 0 2 12 -55 2

**Division 3**

1 Wheathampstead Wanderers 14 11 0 3 34 33

2 [Bedford Ladies Development](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=242044097&teamID=383030803) 14 9 3 2 29 30

3 [Welwyn Pegasus Azures](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=242044097&teamID=146264897)  14 9 1 4 11 28

4 [Evergreen Ladies](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=242044097&teamID=548344775)  14 9 1 4 7 28

5 [Shefford Town & Campton](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=242044097&teamID=385002107)  14 4 3 7 -14 15

6 [Woburn & Wavendon Clarets](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=242044097&teamID=674596703)  14 4 1 9 -5 13

7 [Bedwell Rangers](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=242044097&teamID=226943393)  14 3 0 11 -36 9

8 [Potters Bar United](http://fulltime-league.thefa.com/DisplayTeam.do?divisionseason=242044097&teamID=469075777)  14 1 3 10 -26 6

**Honours List**

Division One

2004/05 - St Martins Ladies FC

2005/06 - Bedford & District Women’s Blue FC

2006/07 - Sharnbrook Women’s FC

2007/08 - Leighton Linslade FC

2008/09 - Hitchin Hearts FC

2009/10 - Leverstock Green FC

2010/11 - Hitchin Hearts FC

2011/12 - St Albans City Ladies FC

2012/13 - AFC Dunstable Ladies FC

2013/14 - Offley & Stopsley Womens FC

2014/15 - Leighton United Vixens FC

2015/16 - Hertford Town Ladies FC

2016/17 - Bishops Stortford LFC

2017/18 - St Albans LFC

Division Two

2009/10 - Stevenage Borough Ladies Reserves FC

2010/11 - Dunstable Town Youth FC

2011/12 - Standon & Puckeridge Ladies FC

2012/13 - Hitchin Hearts FC

2013/14 - Leverstock Green Ladies Whites FC

2014/15 - Hertford Town Ladies FC

2015/16 - Sharnbrook Women’s FC

2016/17 - Watton LFC

2017/18 - Garston 2nd Team

Division Three

2011/12 - Harvesters FC

2012/13 - Bishops Stortford Ladies (Town) FC

2013/14 - Letchworth Garden City Eagles FC

2014/15 - Garston Ladies FC 96

2015/16 - Hitchin Belles FC

2016/17 - Woburn & Wavendon FC Lionesses Blues

2017/18 - Wheathampstead Wanderers LFC

**League Cups**

2005/06 - Bedford & District Women’s Blue FC

2006/07 - Sharnbrook Women’s FC

2007/08 - Sherrardswood Ladies FC

2008/09 - Hitchin Hearts FC

2009/10 - St Martins Ladies FC

2010/11 - Leighton United Vixens FC

2011/12 - Offley & Stopsley Ladies FC

2012/13 - Stevenage Borough Ladies Reserves FC

2013/14 - Leverstock Green Ladies Whites FC

2014/15 - Garston Ladies FC – 1st Team

2015/16 - Garston Ladies FC – 1st Team

2016/17 - Houghton Ladies FC

2017/18 - St Albans LFC

**Invitation Cup**

2009/10 - Stevenage Borough Ladies Reserves FC

2011/12 - Sandy Ladies FC

**Chris Renshaw Cup**

2016/17 - Sandy LFC

2017/18 - Letchworth Eagles LFC

**Notes to Secretaries & Managers**

1. **CONTACT WITH THE LEAGUE**
2. Contact with the League must ONLY be from Club Secretary to League Secretary to avoid unnecessary correspondence as your Club Secretary should know most of the answers.
3. The exceptions are when notifying the League of a fixture postponement please tell the Fixtures Secretary & Mike Desborough at Beds FA. If you have an issue with a fine contact the Discipline Secretary. If you have a problem with an appointed referee contact the Mike Desborough at Beds FA & if you have an email about information missing from a results sheet contact the Results Secretary.
4. Any contact with Committee Members should be at a reasonable hour & unless it’s a genuine emergency 9.00 pm is the cut-off point.
5. If emailing League officials please make sure you mention which Club you are from.
6. **FACILITIES**
7. Changing facilities & toilets should be available – if this is not the case please inform the League immediately.
8. **MATCHES**
9. Home teams are expected to provide nets, corner flags and 2 match balls.
10. The home team is responsible for payment of the referee’s fee immediately the match has finished except for Cup Matches when the away team pays the referee.
11. If no referee is appointed, or the appointed referee fails to appear, then the match must still be played with a referee agreed between the two sides. Please notify both Mike Desborough at Beds FA & the Results Secretary if an appointed referee fails to turn up.
12. Both teams are expected to provide an Assistant Referee when required.
13. Full match details, including KO time & the location of the ground, should be confirmed by email to both the Referee & the away team three days before the match so by Wednesday evening. Although it doesn’t state a time in the rules 8.00 pm on the day in question should be viewed as the cut off time.
14. Away teams and the Referee should confirm receipt of match details.
15. To play in a match a player’s registration card MUST be available at the match for inspection by the opposition. If there are any queries over eligibility to play in a match the Management Committee will need to know that registration cards were checked before the match.
16. If a match is called off for any reason you must inform the opposition and if you are the home Club the Referee, Mike Desborough at Beds FA and the Results Secretary immediately.
17. **REGISTRATION**
18. All teams must have a “full team” of 11 players registered by 1st August on the Whole Game System with Photographs attached.
19. Players must be registered with the League by the Friday before the match to play a League match, but there is a 7- day requirement to play a Cup match.
20. All registrations require perfectly recognisable photo of the player.
21. Make sure that all sections are completed on the WGS.
22. For a player that is Under 18 on the day of registration the League requires proof of age. Original documents only such as passport, birth certificate, medical card, driving license are required.
23. If a player was registered to another Club last season you will NEED a Clearance form to say she doesn’t owe her previous Club any money or kit – it’s on the web site.
24. If the player is a foreign national, and that includes Welsh, Irish & Scottish players, then you NEED an International Clearance from the FA at Wembley.
25. **REPORTING RESULTS**
26. The home team must text the result to the SMS text result number within two hours of the match finishing – all you need put is the score with the home teams score first so a two one home win is 2-1 and a similar away win is 1-2.
27. Both teams must complete the “results sheet” on the FA Full Time web site within 3 days of the match being played –

<http://full-time.thefa.com/Index.do?league=6152632>.

1. If the Referees name is wrong on the website you cannot change it but give the referee a mark anyway the home team should email the Results Secretary with the correct referees name & even if it is an unqualified club referee we still need a name.
2. Be very careful to show who is subbed on and who is subbed off. You have to do each substitution individually, i.e. one at a time, or the system doesn’t accept them.
3. **INCORRECT RESULTS SHEETS**
4. If you do something wrong you will get an email within days from the Results Secretary telling you what is wrong/missing. This is mainly to try & avoid you doing the same thing again next week. If you have an issue with the email do NOT contact the Results Secretary email the League Secretary as at (1) above.
5. **FINES**
6. If you are unfortunate enough to receive a fine then please get it paid with 21 days or you risk the fine doubling automatically. If the doubled fine is not paid within two weeks then suspension of the team’s fixtures may follow & matches will not be postponed they will be awarded to the opposition.
7. If you are fined for not providing information (e.g. a referees name or subs names) then please provide that information quickly or there will be another fine for not attending to League Business.
8. If an offence is listed in the minutes during a fines amnesty the missing information is still required in order to avoid a fine for failing to deal with League business being issued at the next meeting.
9. Fines can be paid direct into the Leagues bank account and the details are as follows but please quote the name of the Club plus the date of the fine or the fine reference number: Bank Sort Code 600708- Account No. 41052773
10. **FREE WEEKS**
11. If you want a free week you must give 3 weeks’ notice & you are only allowed 4 free weeks a season.
12. If you haven’t got a match scheduled for a particular date at the moment don’t assume you won’t get one fixed for you at a later date.
13. If you know about wedding/christening/school or family event for instance that is going to leave you short of players request a free week straight away.
14. **RED & YELLOW CARDS**
15. These are matters for the County FA & the League is not involved in any way although they should appear on the results sheet.
16. **CONTACT DETAILS**
17. If your Club Secretary or their details change you must inform your County FA & the League.
18. If contact details for Managers or Fixtures Secretary alter you must inform the League immediately.
19. Any such changes will be reported in the minutes of the monthly Management Committee Meeting and also the copy of the handbook of the web site will be updated periodically.
20. **RESPONDING TO COMMUNICATIONS**
21. You must respond to any communication from your County FA or the League immediately.
22. **CLUB MEETINGS**
23. Clubs are required to attend both the AGM in June and the Half Yearly Meeting held in January.
24. **INFORMATION**
25. Keep an eye on the Full Time Web Site - address detailed above at 5(b) – notices are put on at regular intervals and also the minutes of all Committee Meetings.

**Notes on Cup Competitions**

**County Cups**

1. Most Clubs will be participating in County Cups during the season and some in the Women’s FA Cup. County Cup matches are usually played on the 3rd Sunday of the month, and those dates will take precedence over League fixtures as will Women’s FA Cup matches. League fixtures may be rescheduled if knocked out of the competition. Please check your County Cup Rules (in your County FA handbook) for guidance on team sheets and splitting costs to pay officials.

2. Clubs are required to complete a team sheet online for all Women’s FA Cup & County Cup matches, for eligibility checks. Failure to so as per the League Rule will incur a League fine and will also be advised to the relevant County FA. Bedfordshire Clubs can send the Results Secretary part of the T1 Form (the blue page) for this purpose but please make sure it’s legible first!

3. The League undertakes eligibility checks on all players reported as playing in County Cups. We **will** report ineligible/ suspended players to the relevant County FA.

**League Cups/Invitation Cup**

1. The League will be operating a League Cup during this season. These will operate under the general League Rules, supplemented by the additional Cup Rules as set out in this Handbook.

2. Each **team** participates in the Cup. Once you have played for a team in the League Cup, you are ‘cup-tied’. Please note that the Committee will not permit a player from one team to take part for another team in the Cup competitions - this includes transferred players. Your players must be registered 7 days before a Cup Match.

3. Please remember that the costs of League Cup matches are to be shared under Cup Rules. The home team pays for the ground and the away team the officials

4. Should the League run any other Cup Competition the above rules will apply.

View details of all the latest results

and fixtures in Beds & Herts Women’s Football League on



**The Rules of the League**

**(approved at the Special General Meeting**

**of the League held on 13th July 2005**

**and as subsequently amended)**

**DEFINITIONS**

1. (A) In these Rules:

“Affiliated Association” means an Association accorded the status of an affiliated Association under the Rules of The FA.

“AGM” shall mean the annual general meeting held in accordance with the constitution of the Competition.

**“Deposit”** means a sum of money deposited with the Competition as part of the requirements of membership of the Competition.

“Club” means a Club for the time being in membership of the Competition and “Team” means a side from a Club especially where a Club provides more than one Team in a division in accordance with the Rules.

“Competition” means the “Bedfordshire and Hertfordshire Women’s League “.

“Competition Match” means any match played or to be played under the jurisdiction of the Competition.

“Secretary” means such person or persons appointed or elected to carry out the administration of the Competition.

“Contract Player” means any Player (other than a Player on a Scholarship) who is eligible to play under a written contract of employment with a Club.

“Fees Tariff” means a list of fees approved by the Clubs at a general meeting to be levied by the Management Committee for any matters for which fees are payable under the Rules.

“Fines Tariff” means a list of fines approved by the Clubs at a general meeting to be levied by the Management Committee for any breach of the Rules.

“Ground” means the ground on which the Club’s team(s) plays its Competition Matches.

“Management Committee” means in the case of a Competition which is an unincorporated association, the management committee elected to manage the running of the Competition and where the Competition is incorporated it means the Board of Directors appointed in accordance with the articles of association of that company.

“Match Officials” means the referee, the assistant referees and any fourth official appointed to a Competition Match.

“Non-Contract Player” means any Player (other than a Player on a Scholarship) who is eligible to play for a Club but has not entered into a written contract of employment.

“Officer” means an individual who is appointed or elected to a position in a Club or Competition which requires that individual to make day to day decisions.

“Player” means any Contract Player, Non Contract Player or other Player who plays or who is eligible to play for a Club.

“Playing Season” means the period between the date on which the first competitive fixture in the Competition is played each year until the date on which the last competitive fixture in the Competition is played.

“Rules” means these rules under which the Competition is administered.

“Sanctioning Authority” means [The FA] [the Competition] [the Bedfordshire County Football Association Limited or the Hertfordshire County Football Association Limited].

“Scholarship” means a Scholarship as set out in Rule C 3 (a) (i) of the Rules of The FA.

“Team Sheet” means a form provided by the Competition on which the names of the Players taking part in a Competition match are listed.

“The FA” means The Football Association Limited.

“written” or “in writing” means the representation or reproduction of words or symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

(B) All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition to have accepted the Rules and to have agreed to abide by the decisions of the Management Committee in relation thereto, subject to the provisions of Rule 16.

(C) The Competition will be known as The Bedfordshire and Hertfordshire Women’s League. The Clubs participating in the Competition must be members of the Competition. A Club which ceases to exist or which ceases to be entitled to play in the Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Competition.

(D) The administration of the Competition under these Rules will be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Management Committee in accordance with the rules, regulations and policies of The FA.

**NOMENCLATURE AND CONSTITUTION**

2. (A) This Competition shall be designated Bedfordshire and Hertfordshire Women’s League and shall consist of not more than forty-eight Clubs approved by the sanctioning Association.

(B) All such Member Clubs must be affiliated to an affiliated County Football Association and their names and particulars shall be returned annually by the appointed date on the Form “D” to the Bedfordshire County Football Association. The area covered by the Competition Membership shall be Bedfordshire, Hertfordshire & surrounding counties. This Competition shall apply annually for sanction to the Bedfordshire Football Association(s) and the constituent teams of Member Clubs may be grouped in divisions, each not exceeding twelve in number*.*

(C) This Competition shall only permit one team from a Club to participate in the same division unless there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries. This Competition will obtain the prior approval of the sanctioning Association in the event of a division comprising of more than one team from the same Club. This Competition will ensure that, where permission is given, teams from a Club operating in the same division are run as separate entities with no interchange of players other than via transfers of registration in accordance with Competition Rules.

(D) Inclusivity and Non-discrimination

(i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination

(ii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.

E) Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including but not limited to, Charter Standard and RESPECT programs*.*

(i) As an FA Charter Standard League this Competition required all its Clubs to have achieved FA Charter Standard League status by 2012. The League management committee may expel any club that failed to achieve Charter Standard status by this date. New Member Clubs have one year to achieve the Charter Standard club award. The League has the right to refuse membership to a Club if it fails to demonstrate commitment to achieving the award.

(ii) This Competition and its Clubs shall support the FA’s Respect programme, which recognises that everyone in football has a collective responsibility to create a fair, safe and enjoyable environment in which the game can take place. A Respect League values the contribution of match officials, players and spectators and ensures that they are treated with courtesy and fairness by opposing players, club officials and spectators. The League and its Clubs will seek to play fixtures in a fair, competitive but not antagonistic environment.

(F) Member Clubs shall not enter any of their teams playing in the Competition in any other Competitions (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee of the Competition.

(G) At the Annual General Meeting or a Special General Meeting called for the purpose, a majority of the delegates present shall have power to decide or adjust the compilation of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 12.

**ENTRY FEE, SUBSCRIPTION, DEPOSIT**

3. (A) Applications by Clubs for admission to this Competitionor the entry of an additional team(s) must be made in writing to the Secretary and must be accompanied by the current Entry Fee (£10) as stipulated on the application form per Club which shall be returned in the event of non-election. At the discretion of a majority of the accredited voting members present applications, of which due notice has been given, may be received at the Annual General Meeting or a Special General Meeting. The Entry Fee shall apply. When Rule 12(B) is applied or a team seeks a transfer or is compulsorily transferred to another division no Entry Fee shall be payable.

(B) The Annual Subscription shall be £60 per Team, payable on or before the 31st June in each year.

1. A discount on The Annual Subscription of £60 per team of 10% shall be given for all Clubs who submit their Affiliation Form(s) and payment to the Secretary on or before 31st May. The full fee must be paid with the affiliation form and a refund will be made by the League Treasurer where appropriate.

(C) In the event of any issue concerning the membership of any Club with the Competition the Management Committee will require a Deposit to be paid by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit.

1. Each Club shall within fourteen dayselection pay a Deposit as set out below dependent on the number of teams in the League which shall be returnable, in the correct ratio to the number of teams in the League, to Clubs on leaving the Competition provided they have fulfilled their fixtures and complied with all orders of the Management Committee.

One to two teams £20

Three to five teams £40

Six to eight teams £60

Nine teams and over £80

(D) A Club shall not participate in this Competition until the Entry Fee, Annual Subscription and Deposit have been paid.

(E) Clubs must advise annually to the Secretary in writing by 30th June in each year of its County Football Association affiliation number for the forthcoming Season, failing which they shall be fined £10. Clubs must advise the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.

# MANAGEMENT, NOMINATION, ELECTION

4. (A) The Competition shall be governed in accordance with the Rules and Regulations of ‘The Football Association’ by a Management Committee comprised of the Officers and up to six members who shall be elected at the Annual General Meeting. All Participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The Association from time to time.

(B) All candidates for election as Officers or Members of the Management Committee shall be nominated to the Secretary in writing, signed by the Secretaries of two Member Clubs, not later than 1st June in each year. Names of the candidates for election shall be circulated with the notice of the Annual General Meeting. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting.

(C) The Management Committee shall meet as and when required with no more than three calendar months between each meeting.

On receiving a requisition signed by two-thirds of the Members of the Management Committee the Secretary shall convene a meeting of the Committee.

(D) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.

(E) All communications received from Clubs must be conducted through their nominated Officers.

**POWERS OF MANAGEMENT**

5. (A) The Management Committee may appoint sub-committees and delegate such of their powers as they deem necessary. The decisions of all sub- committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of the Football Association or affiliated Association.

(B) Subject to the permission of the Bedfordshire County Football Association having been obtained the Management Committee may order a match or matches to be played each season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any Club which may have withdrawn during the season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the season. (See Rule 6(e)).

(C) Each Member of the Management Committee shall have the right to attend and vote at all Management Committee Meetings and have one vote thereat, but no Member shall be allowed to vote on any matters directly appertaining to such Member or to the Club so represented or where there may be a conflict of interest. (This shall apply to the procedure of any sub-committee). In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote.

(D) The Management Committee shall have powers to apply, act upon and enforce the Rules of the Competition. Any action by the Competition must be taken within 28 days of the Competition being notified.

With the exception of Rules 5(i), 6(h), 10(a),11 and 19, for all breaches of Rule a formal written charge must be issued. The respondent shall be given seven days from the date of notice to reply to the charge and given the opportunity to:-

(i) Accept or deny the charge

(ii) Submit in writing a case of mitigation, or

(iii) Put their case before the Management Committee.

All breaches of the Laws of the Game, Rules and Regulations of ‘The Football Association’ shall be dealt with in accordance with F.A. Rules by the appropriate Association. With the exception of Clubs playing at Step 7 of the Football Pyramid and the FA Women’s Premier League, the maximum fine permitted for any breach of a Competition rule is £250 and, when setting any fine, the Competition must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

(E) All decisions of the Management Committee shall be binding subject to the right of appeal in accordance with Rule 16. Decisions of the Management Committee must be notified in writing to those concerned within ten days.

(F) More than fifty percent (50%) of its members shall constitute a quorum for the transaction of business by the Management Committee or any sub-committee thereof.

(G) The Management Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number.

(H) A Club having failed to comply with an order or instruction of the Management Committee, or failing to satisfactorily attend to the business and/or the correspondence of the Competition, shall be liable to be fined or otherwise penalised at the discretion of the Management Committee.

(I) All fines and charges shall be paid forthwith and must be paid within 21 days of the date of notification of the decision.

Any Club failing to do so will be fined a maximum of £50. Further failure to pay the fine including the additional sum within 14 days will result in fixtures being withdrawn until such time as the outstanding payments are settled.

(J) A member of the Management Committee appointed by the Competition to attend a meeting or match may have any expenses incurred refunded by the Competition.

(K) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the Annual General or Special General Meeting called to decide the constitution and the commencement of the Competition season.

(L) The business of the Competition as determined by the Management Committee maybe transacted by electronic mail.

**ANNUAL GENERAL MEETING**

6. (A) The Annual General Meeting shall be held not later than third Monday in June in each year. At this meeting the following business shall be transacted provided that at least five Members are present and entitled to vote:-

(i) To receive and confirm the Minutes of the preceding Annual General Meeting.

(ii) To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.

(iii) Election of Clubs to fill vacancies (as recommended by the Management Committee).

(iv) Constitution of the Competition for ensuing season.

(v) Election of Officers and Management Committee.

(vi) Appointment of Auditors.

(vii) Alteration of Rules, if any (of which notice has been given).

(viii) Fix the date for the commencement of the season and kick off times applicable to the Competitions.

(ix) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.

(B) A copy of the duly audited Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least fourteen days prior to the meeting, together with any proposed change of Rules.

(C) A signed copy of the duly audited Balance Sheet and Statement of Accounts shall be sent to the Bedfordshire County Football Association(s) within fourteen days prior to the meeting, together with any proposed change of Rules.

(D) Each Member Clubshall be empowered to send two delegates to an Annual General Meeting. Each Club shall be entitled to one vote only. Fourteen days’ notice shall be given of any Meeting.

(E) Clubs who have withdrawn their Membership of the Competition during the season being concluded or who are not continuing Membership shall be entitled to attend but shall vote only on matters relating to the season being concluded. This provision will not apply to Clubs expelled in accordance with Rule 17.

(F) Allvoting shall be conducted by a show of voting cards unless a ballot be demanded by at least 50% of the delegates qualified to vote or the Chairman so decides.

(G) No individual shall be entitled to vote on behalf of more than one Member Club.

(H) Any continuing Member Club failing to be represented at the Annual General Meeting without satisfactory reason being given shall be fined £25.

(I) Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.

(J) There shall be a meeting of all clubs in the competition held in January in each season, for the purpose of discussing informally the progress of the competition. Any club failing to be represented at this meeting without satisfactory reason being giving shall be fined up to £25.

**AGREEMENT TO BE SIGNED**

7. The Chairman and the Secretary of each Club which is an unincorporated Association and two directors of each Club which is an incorporated entityshall complete and sign the following agreement which shall be deposited with the Competition together with the Application for Membership for the coming season, or upon indicating that the Club intends to compete.

"We, A, \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Chairman) and

B \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Secretary) of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Football Club have been provided with a copy of the Rules and Regulations of Bedfordshire and Hertfordshire Women’s League Competition and do hereby agree for and on behalf of the said Club, if elected or accepted into Membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 16."

Any alteration of the Chairman and /or Secretary on the above Agreement must be notified to the Bedfordshire County Football Association(s) to which the Club is affiliated and to the Secretary of the Competition.

(*Note:* The spaces above are intended for the inclusion of the signatures and addresses of officers and members).

**OPEN-AGE COMPETITION**

**QUALIFICATION OF PLAYERS**

1. (A) (i) Contract players, as defined in Football Association Rules, are not permitted in this Competition with the exception of those Players who are registered under Contract with the same Club who have a team operating at Steps 1 to 6 of the National League System.

**It is the responsibility of each Club to ensure that any Player signing a registration form for that Club has, where necessary, the required International Transfer Certificate. Clearance is required for any Player aged 10 and over crossing borders including Wales, Scotland and Ireland.**

(ii) While serving in any branch of Her Majesty’s Regular Forces, a player must first obtain the consent of his Association Secretary before signing a registration form to play for a Club.

1. Each Club must have at least 11 Players registered by the designated date on the WGS.

(B) A Player is one who, being in all other respects eligible, has signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer of the Club and either (a) submitted to the Competition[ ] days prior to playing and whose registration has been confirmed by the Competition prior to that Player playing in a Competition Match, or (b) signed a fully and correctly completed Competition registration form in ink on a match day prior to playing, countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club, and submitted to the Competition **within two days of the match**. The Player shall not again play until the Club is in possession of the **approval of the Competition**. **A maximum of 1 player** may be registered in accordance with sub paragraph (b).

(C) (i) A player having taken part in matches for any Club affiliated to any County Football Association shall not be allowed to join, be transferred to, or sign for a Club in the Competition without first proving to the officials of the intended Club that the player has discharged all reasonable financial liabilities to the previous Club or Clubs, and a Club official may not accept such player's signature without first ascertaining whether such claims have been discharged to the satisfaction of the Club, or Clubs, for which the player last played. In the event that a Player could be required to pay a proportion of a debt due under The FA Football Debt Recovery System then, whether or not the debt has been referred to the relevant County FA, the Competition must not affect the player’s registration in any way or refuse to register a transfer due to that debt being outstanding. The Competition cannot refuse to register a Player for an unpaid non-footballing debt.

(C) (ii) A player having registered for a Team shall not be allowed to de-register or transfer to another Club before 1st October in that Season.

(D) The Management Committee shall decide all registration disputes. In the event of a player signing a registration form or having a registration submitted for more than one Club priority of registration shall decide for which Club the player shall be registered. The Registrations Secretary shall notify the Club last applying to register the player of the fact of the previous registration.

(E) It shall be a breach of Rule for a player to:-

(i) Play for more than one Club in the Competition in the same season without first being transferred.

(ii) Having signed for one Club in the Competition, sign for another Club in the Competition in that season except for the purpose of a transfer.

iii) Submit a signed registration form for registration that the player had wilfully neglected to accurately or fully complete.

(F) (i) The Management Committee shall have the power to accept the registration of any player subject to the provisions of clauses (ii) and (iii) below.

(ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any player or may fine any player, at their discretion who has been charged and found guilty of registration irregularities. (Subject to Rule 16).

(iii) The Management Committee shall have power to make application to refuse or cancel the registration of any player charged and found guilty of undesirable conduct (subject to Rule 16) subject to the right of appeal to the FA or the relevant County Football Association.

Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a participant from being involved in this Competition. Application should be made to the parent County of the Club the player is registered or intending to be registeredwith.

(iv) For a player who has previously had a registration removed in accordance with clause (iii) but has a registration accepted at the expiry of exclusion will be considered to be under a probationary period of 12 months. Whilst under a probationary period, should the player commit a further act of proven misconduct under the jurisdiction of the Competition, (excluding standard dismissals), the Competition would be empowered to consider a further charge of bringing the Competition into disrepute.

(Note: Action under Clause (iii) shall not be taken against a player for misconduct until the matter has been dealt with by the appropriate Association, and then only in cases of the player bringing the Competition into disrepute and will in any case be subject to an Appeal to the Football Association. All decisions must include the period of restriction. For the purpose of this Rule, bringing the competition into disrepute can only be considered where the player has received in excess of 112 days’ suspension, or 10 matches in match based discipline, in a period of two years or less from the date of the first offence for the team playing in this Competition.)

(G) Subject to compliance with FA Rule C2(a) when a Club wishes to register a Player who is already registered with another Club it shall submit a transfer form to the Competition Registrations Secretary accompanied by a fee of £5. Such transfer shall be referred by the Competition Registrations Secretary to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the Competition and to the Player concerned **within three days** of receipt of the notification. Upon receipt of the Club’s consent, or upon its failure to give written objection within three days, the Competition Secretary may, on behalf of the Management Committee, transfer the Player who shall be deemed eligible to play for the new Club from such date or seven days after receipt of such transfer. In the event of an objection to a transfer the matter shall be referred to the Management Committee for a decision.

(H) A player may not be registered for a Club nor transferred to another Club in the Competition after 31st March except by special permission of the Management Committee.

1. A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee.

(J) A register containing the names of all players registered for each Club, with the date of registration, shall be kept by the Registrations Secretary and shall be open to the inspection of any duly appointed Member Club representative at all Management Committee meetings or at other times mutually arranged. Registrations are valid for one Season only. In the event of a player without a written contract changing his status to that of a contract player with the same Club, another Club in the Competition or with a Club in another Competition his registration as a player without a written contract will automatically be cancelled and declared void unless the Club conforms to the exception detailed in Rule 8 (A)(i)

(K) A player shall not be eligible to play for a team in any special championship, promotion or relegation deciding match (as specified in Rule 12(A) unless the player has played five games for that team in this Competition in the current season.

(L) (i) A player who has played 3 consecutive games, including substitution, in a higher division (within a higher league) shall be recognised as a higher leagues player. Only 3 such players shall be permitted to play in a lower leagues team's fixture.

(ii) A player who subsequently plays in 3 consecutive games in a lower leagues fixture without interposing an appearance for the higher leagues team, can regain the status of a lower leagues player upon written application by the Club Secretary to the Secretary of this League and the receipt of confirmation, by letter or email, from this League's Secretary at least 5 days before this match.

(M) Any Club found to have played an ineligible Player in a match or matches shall have any points gained from that match or matches deducted from its record, up to a maximum of 12 points, and have levied upon it a fine. The Management Committee may also order that such match or matches be replayed on such terms as are decided by the Management Committee which may also levy penalty points against the Club in default.

The Management Committee may vary this decision in respect of the points gained only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or where the ineligibility is related to the Player’s status. In exceptional circumstances the Management Committee may, at its discretion, award the points available in the match in question to the opponents, subject to the match not being ordered to be replayed.

(N) (The following Clause applies to Competitions involving players in full-time secondary education):-

(i) Priority must be given at all times to school and school organisations activities.

(ii) The availability of children must be cleared with the Head Teachers (except for Sunday Leagues).

1. To play open age football the player must have achieved the age of 16.

**CLUB COLOURS & CLUB NAME**

9. (A) Every Club must register the colour of its shirts and shorts with the Secretary by 1st July who shall decide as to their suitability. Goalkeepers must wear colours which distinguish them from other players and the referee. No player, including the goalkeeper, shall be permitted to wear black or very dark shirts.

Any team not being able to play in its normal colours as registered with the Competition shall notify the colours in which they will play to its opponents at least seven days before the match. If, in the opinion of the referee, two Clubs have the same or similar colours, the away team shall make the change. Any team not having a change of colours or delaying the kick-off by not having a change shall be fined £10. The Secretary of the Competition may request shirts to be submitted if complaints are received as to lack of distinguishing colours, and the Management Committee may refuse to permit any shirts or shorts as they think fit. Shirts must be numbered*.*

(B) Any Club wishing to change its name and/or colours must obtain permission from its affiliated County Association and from the Management Committee.

**PLAYING SEASON, CONDITIONS OF PLAY**

**TIMES OF KICK-OFF, POSTPONEMENTS, SUBSTITUTES**

1. (A) The Annual General Meeting shall determine the date for the commencement of the season in accordance with Football Association Rules. Original fixtures arranged by the Fixtures Secretary, or at a meeting specially convened for that purpose, to be held no later than 1st June, must not be arranged for a date later than seven days preceding the concluding date.

(B) All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board. Clubs must take all reasonable precautions to keep their grounds in a playable condition. All matches shall be played on pitches deemed suitable by the Management Committee. If through any fault of the home team a match has to be replayed, the Management Committee shall have power to order the venue to be changed. The Management Committee shall have power to decide whether a pitch and/or facilities are suitable for matches in the Competition and to order the Club concerned to play its fixtures on another ground.

Football Turf pitches (3G) are allowed in this Competition providing they meet the required performance standards and are listed on the FA’s Register of Football Turf pitches. For clubs playing at Step 7 and below a pitch must be tested (by a FIFA accredited test institute) every three years and the results passed to the FA. The FA will give a decision on the suitability for use and add the pitch to the Register.

The home Club is also responsible for advising participants of footwear requirements when confirming match arrangements in accordance with Rule 10(D).

All matches shall have duration of 90 minutes unless a shorter time (not less than sixty (60) minutes) is mutually arranged by the two Clubs in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves. Two matches involving the same two teams can be played on the same day providing the total playing time is not more than 120 minutes. In this case the referee must be paid for both games in accordance to the league rules.

The times of kick-off shall be fixed at the AGM and can only be altered by the mutual consent of the two competing clubs prior to the scheduled date of the match with written notification given to the Competition at least 7 days prior.

Referees must order matches to commence at the appointed time and must report all late starts to the Competition.

The home team must provide at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable. Goal nets must be used.

(C) Except by permission of the Management Committee all matches must be played on the dates originally fixed but priority shall be given to The Football Association and all relevant County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a match with the consent of the Fixtures Secretary.

In the case of a revised fixture date, the Clubs must be given by the Competition 5 clear days’ notice of the match (unless otherwise mutually agreed).

Each team may apply for a maximum of 4 free match days during the season in question. Applications must be made directly to the Fixtures Secretary, giving at least 21 days’ notice of the free date required, along with details of the team involved. Consideration of such requests for fixtures scheduled in April & May will only be granted in exceptional circumstances and subject to the ability to fit remaining fixtures in the playing season.

Any request for a free weekend for school based activities shall be required to be supported by documentary evidence from the school listing the date(s) of the trip, the children affected and when the activity was arranged (original letter from the school). If the notification of the activity was given by the school more than two (2) weeks before the request is made, the request shall be refused.

(D) The Secretary of the home Club **must give notice** of full particulars of the location of, and access to, the ground and time of kick-off to the match officials and the Secretary of the opposing Club at least 3 clear days prior to the playing of the match. **If not so provided, the away club shall seek such details and report the circumstances to the competition.**

(E) In the event of a Club playing in any match with less than eleven players theymaybe fined £2 for each missing player. A minimum of seven players will constitute a team for a Competitionmatch.

(F) (i) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have power to inflict a fine, deductpoints from the defaulting Club, award the points from the match in question to the opponents, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except the award of goals. Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a match to be played on a neutral ground or on the opponent's ground if they are satisfied that such action is warranted by the circumstances.

(ii) Any Club with more than one team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence:- First Team, Reserve Team, A Team. Clubs in breach of this requirement shall be fined a sum not exceeding £25 or otherwise dealt with by the Management Committee.

(iii) Any Club unable to fulfil a fixture must, without delay, give notice to the Fixtures Secretary, the Competition Referees Appointments Secretary, the Results Secretary, the Secretary of the opposing Club and the match officials. Any Club failing to comply shall be dealt with by the Management Committee who may impose a fine.

(iv) In the event of a match not being played or abandoned owing to causes over which neither Club has control, it shall be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the Management Committee. Failing such agreement and notification to the Fixtures Secretary within three days the Management Committee shall have power to order the match to be played on a named date or on or before a given date.

(v) The Management Committee shall review all matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a match was abandoned owing to the conduct of one team or its Club member(s) they shall be empowered to award the points for the match to the opponent*.* In cases where a match has been abandoned owing to the conduct of both teams or their Club member(s), the Management Committee shall rule all points for the match as void. No fine(s) can be applied by the Management Committee for an abandoned match.

(vi) The Management Committee shall review any match that has taken place where either or both teams were under a suspension imposed upon them by the Association or Affiliated Association. In each case the team that was under suspension would be dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 8(O) above. Where both teams were under suspension the game must be declared null and void.

(G) A Club may at its discretion and in accordance with the Laws of the Game use five substitute players in any match in this Competition who may be selected from sevenplayers.

Except for matches played at Step 7 of the National League System a player who has been substituted himself becomes a substitute and may replace a player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

The referee shall be informed of the names of the substitutes not later than 15 minutes before the start of the match and a Player not so named may not take part in that match.

A player who has been selected, appointed or named as a substitute before the start of the match but does not actually play in the game shall not be considered to have been a player in that game within the meaning of Rule 8 of this Competition.

(H) The half time interval shall be of ten minutes duration, but it shall not exceed fifteen minutes. The half time interval may only be altered with the consent of the referee.

(I) The Competition shall require all players and club officials to have signed the FA’s Respect Codes of Conduct and produce these if so requested by the League management committee.

The participating clubs taking part in the fixture shall identify a team captain designated with a captain’s armband who has a responsibility to offer support in the management of the on-field discipline of her team mates.

Prior to each match the participating teams and officials shall conduct the ‘Respect’ handshake and/or participating teams to offer ‘three cheers’ and handshakes to the opposing team after the match.

Each home club shall make arrangements for the provision of designated areas for spectators. This area can be marked by an additional painted line, the use of cones, a roped off area or the use of temporary spectator barrier. The area for spectators should start two metres from the touchline on both sides of the pitch. Each area should run the full length of the pitch. It is recognised, however, that the alignment of some public pitches does not allow for this arrangement in which case other appropriate arrangements should be made.

## REPORTING RESULTS

1. (A) The Results Secretary must receive within three days of the date played, the result of each Competition match in the prescribed manner which is entering the details on the FA Full-Time Website. This must include team players and also the Referee’s name and markings required by Rule 13, or any other information required by the Competition*.* Failure to do so will incur a fine of £10 and/or the Club being dealt with as the Management Committee decide.

(B) The Home Club shall text the result of each match to the result Secretary via the FA Full Time SMS texting system no later than two hours after the completion of the match. Clubs in default shall be fined £10.

(C) The match result notification, correctly completed, shall be signed by a responsible member of the Club. Failure to do so will result in a fine of up to £10.

NB. If the fixed penalty exceeds £20 the Club must be charged as detailed in Rule 5(D).

### DETERMINING CHAMPIONSHIP

12. (A) Team rankings within the Competition will be decided by points with three points to be awarded for a win and one point for a drawn match. The teams gaining the highest number of points in their respective Divisions at the conclusion shall be adjudged the winners. Matches must not be played for double points.

In the event of two or more teams being equal on points team rankings may be decided in any one or more of the following ways:-

(i) Goal difference

(ii) Goals scored

In circumstances where two or more teams are equal on points team rankings shall be determined by goal difference where the goals scored against by each team shall be deducted from the goals scored by that team and the largest positive difference shall be placed the highest. In the event of the goal difference being equal the highest placed team shall be the team which has scored the most goals. In the event that two or more teams have the same goal difference and have scored the same number of goals then the highest placed team shall be the team which has won the most matches.

In the event of the two teams still being equal the team which has the better playing record against the other team in their head to head Competition matches during the Season will be the highest placed team.

If the records of two or more teams are still equal and it is necessary for any reason to determine the position of each, then the teams affected shall play a deciding match or matches as determined by the Management Committee.

(B) Automatic promotion and relegation shall be applied for the first and last teams in each Division except as provided for hereunder, subject to the provisions of Rule 1(b).

(i) Should one or more teams withdraw from any one Division after the fixtures have commenced an equal number of teams to those withdrawing in that Division shall not be automatically relegated.

(ii) Vacancies occurring after the conclusion of the season may be filled on any of the following ways:

(a) Retention of otherwise relegated team(s)

(b) Additional promotion of the next ranked team(s) from the Division below

(c) Election

(iii) The last team in the lowest Division shall retire, but be eligible for re-election except as below, and be subject to the conditions of paragraph (B)(1) above.

(iv) When a senior team is relegated to a lower Division of which its reserve team is a member, or entitled to be a member, such reserve team must accept relegation to, or retain its position in, the next lower Division; and should the senior team be relegated to the lowest Division its reserve team automatically retires from the Competition.

1. Should either or both of the leading teams in any of the Divisions have its senior team in the next higher Division, promotion shall fall, at the discretion of the General Meeting, to the next highest team or teams in the Division concerned.

(C) In the event of a team not completing 75% of its fixtures for the season all points obtained by or recorded against such defaulting team shall be expunged from the Competition table.

(D) Where a promotion and/or relegation link exists between Competitions, one Club, providing they meet the appropriate grading criteria, will be eligible to make application to the Eastern Regional Women’s Football League Competition at their Annual General Meeting. Should the Champion Club not wish for promotion or, alternatively, not have the necessary grading criteria, then the second or third place Club will be eligible under the same conditions. At the end of each season and depending on the geographical location of Clubs gaining promotion to or being relegated from the Eastern Regional Women’s Football League Competition, it may be necessary for the Competition either (a) to accept a Club from the Eastern Regional Women’s Football League Competition, or (b) have a Club transferred to the same Competition.

**REFEREES**

13. (A) Registered Referees (and Assistant Referees where approved by the FA or County FA) for all matches shall be appointed in a manner approved by the Management Committee and by the sanctioning Association(s).

(B) In the event of the non-appearance of the appointed Referee the appointed senior Assistant Referee shall take charge and a substitute Assistant Refereeappointed by the competing Teams. In cases where there are no officially appointed Assistant Referees, the Clubs shall agree upon a Referee. A Referee thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee.

(C) Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Failure to do so will result in a fine of £10 being imposed on the defaulting Team.

(D) The appointed Referee shall have power to decide as to the fitness of the ground in all matches and the decision shall be final subject to either in the case of a ground of a Local Authority or the owners of a ground, the Representative of that body is the sole arbiter and whose decision must be accepted.

(E)Subject to any limits/provisions laid down by the sanctioning Association Match Officials appointed under this Rule shall be paid a match fee of £30, a Registered Referee appointed by the Management Committee as Assistant Referees shall be paid a match fee of £20. The above fees are inclusive of travelling expenses.

The Home Club shall pay the Officials their fees immediately after the match.

(F) 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 fee plus expenses*.* Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses.

(G) A Referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Association with which he or she is registered.

(H) Each Club shall, in a manner prescribed from time to time by The Football Association, award marks to the Referee for each match and the name of the Referee and the marks awarded shall be submitted to the Competition on the prescribed Form provided. Clubs failing to comply with this Rule shall be liable to be fined or dealt with as the Management Committee shall determine.

1. The Competition shall keep a record of the markings and, on the Form provided by the prescribed date each season, shall submit a summary to The Football Association/County Association.

(J) Referees and Assistant Referees shall be supplied, each Season, with a copy of the Competition Rules free of charge.

(K) Referees and Assistant Referees shall have undertaken a Respect briefing offered by the FA/County FA or the League.

**CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB**

14. (A) After **31st December** in the current Season a Club intending, or having a provisional intention, to withdraw a team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing**by 31st March** each Season or be liable to a fine not exceeding £25. All Clubs wishing to remain in membership of the Competition for the following Season must confirm their intention to do so, in writing, to the Secretary by 31st May.

(B) A Club shall not be allowed to withdraw any or all of its teams from the Competition after the Annual General Meeting for the following Season.

(i) Any Club infringing this Rule after the fixtures have commenced shall be liable to a fine not exceeding £25 per team and shall also be liable for its share of any call which may be made under Rule 5(B).

(ii) Any Club infringing this Rule and not disbanding before the fixtures have commenced shall be liable to a fine not exceeding £25 per team and shall also be liable for its share of any call which may be made under Rule 5(B).

1. Any Club infringing this Rule and disbanding before the fixtures have commenced cannot be fined but will be liable for their financial commitments prior to disbanding.

(C) The Membership for the coming season having been decided at the Annual General Meeting held not later than the third Monday in June the Competition shall have the right, irrespective of other provisions in this Rule, to refuse to permit a Club to withdraw its team(s) in order to join another Competition and may hold the Club to its engagements

(D) In the event of a Member Club failing to discharge all its financial obligations to the Competition in excess of £50, the Management Committee are empowered to refer the debt under The FA Football Debt Recovery provisions. In the event that any such obligation remains undischarged after a period of twenty-one (21) days then such obligation shall be met by the then current Club Members, excluding those under the statutory school leaving age. Until a Member’s pro rata obligation is discharged in full the Member shall not be allowed to participate in the Competition, which may apply to the Club’s Parent County Association for a suspension order. If the debt remains unpaid after eighty-four (84) days the Competition may apply to the Club’s parent County Association for the debt to be recovered in accordance with the FA Football Debt Recovery System. Once the matter has been passed to the Club’s parent County Association the debt can only be cleared by payment to that County Association.

### PROTESTS AND COMPLAINTS

15. (A) All protests, claims or complaints relating to these Rules and appeals arising from a Player’s contract shall be heard and determined by the Management Committee, or a sub-committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining must send a copy of such protest, appeal, claim or complaint and deposit a fee of £10 which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and the party not succeeding may, in addition, be ordered to pay the costs at the direction of the Management Committee.

(B) All such protests claims complaints and appeals must be received in writing by the Secretary within fourteen days of the event or decision causing any of these to be submitted.

(C) The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.

(D) Any appeal against a decision of the Management Committee must be lodged with the Sanctioning Authority within fourteen (14) days of the posting of the written notification of the decision causing the appeal, accompanied by a fee which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary.

(E) If so requested the Management Committee may arbitrate on any disputes, protests, appeals, claims or complaints between two Clubs in which event both Clubs shall send a non-returnable fee. Such arbitration shall be final and binding upon the parties to the arbitration.

**PROTESTS, APPEALS**

16. Within 14 days of the posting of written notification of any decision of the Management Committee or the Competition, a Club, Official or Player against whom action is taken may appeal against such decision by lodging particulars in duplicate with the Secretary of the Bedfordshire Football Association, including a fee of £10, for adjudication of a Board of Appeal. The grounds of appeal shall be in accordance with FA Rules. The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne. The decision of the Board of Appeal is final and binding on all parties concerned.

No appeal can be lodged against a decision taken at an Annual or Special General Meeting unless this is on the ground of unconstitutional conduct.

**EXCLUSION OF CLUBS OR TEAMS**

#### MISCONDUCT, CLUBS, OFFICIALS, PLAYERS

17. (A) At the Annual General Meeting, or Special General Meeting called for the purpose, Notice of Motion having been duly circulated on the Agenda, the accredited delegates present shall have the power to exclude any Club or Team from further membership which must be supported by (more than) two thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot.

(B) At the Annual General Meeting, or at a Special General Meeting called for the purpose, in accordance with the provisions of Rule 19, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club whose conduct has, in their opinion, been undesirable, which must be supported by (more than) two-thirds (2/3rds) of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.

(C) Any official or member of a Club proved guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a player or players of another Club in the Competition to join them shall be liable to expulsion or such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of Clauses (A) and (B) of this Rule.

**TROPHY:- LEGAL OWNERS, CONDITIONS OF TAKING OVER, AGREEMENT TO BE SIGNED. AWARDS.**

18. (A) The following agreement shall be signed on behalf of the winners of the Cup or Trophy:-

“We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Chairman and Secretary of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FC, members of and representing the Club, having been declared winners of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cup or Trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy fully engraved to the Competition Secretary on or before 31st March 2019. If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair/engraving.”

Failure to comply will result in a fine as determined by the Management Committee.

(B) At the close of each Competition awards may/shall be made to the winners and runners-up if the funds of the Competition permit.

### SPECIAL GENERAL MEETINGS

19. Upon receiving a requisition signed by two-thirds of the Clubs in membership the Secretary shall call a Special General Meeting.

The Management Committee may call a Special General Meeting at any time.

At least seven days’ notice shall be given of either meeting under this Rule, together with an agenda of the business to be transacted at such meeting.

Each Member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only, as will members of the Management Committee*.*

Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall be fined £10.

Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

### ALTERATION TO RULES

20. Alterations, for which consent has been given by the Sanctioning Authority, shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting specially convened for the purpose called in accordance with Rule 19. Any alteration made during the Playing Season to these Rules shall not take effect until the following Playing Season. Notice of proposed alterations to be considered at the AGM shall be submitted to the Secretary by 1st February in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by 1st March and any amendments thereto shall be submitted to the Secretary by 15th March. The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the AGM. A proposal to change a Rule shall be carried if a majority of those present, entitled to vote and voting are in favour. A copy of the proposed alterations to Rules to be considered at the AGM or Special General Meeting shall be submitted to the Sanctioning Authority or The FA (as applicable) by 1st April.

### FINANCE

21. (A) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged.

(B) All expenditure in excess of £100 shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the Management Committee.

(C) The financial year of the Competition will end on 31st May in each year.

(D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be audited annually by some suitable person(s) who shall be appointed at the Annual General Meeting.

**INSURANCE**

22. All Clubs must have public liability insurance cover of at least 10 million pounds (£10,000,000).

With effect from the 2013-14 season all Clubs must be members of a Players’ personal accident scheme which meets the minimum criteria set by the sanctioning Association.

**DISSOLUTION**

23 (A) Dissolution of the Competition shall be by resolution approved at a Special General Meeting by a majority of three quarters of the members present and shall take effect from the date of the relevant Special General Meeting.

(B) In the event of the dissolution of the Competition, the members of the Management Committee are responsible for the winding up of the assets and liabilities of the Competition.

(C) The Management Committee shall deal with any surplus assets as follows:

(i) Any surplus assets, save for a Trophy or any other presentation, remaining after the discharge of the debts and liabilities of the Competition shall be transferred only to another Competition or Affiliated Association or The Football Association Benevolent Fund or to such other charitable or benevolent object in the locality of the Competition as determined by resolution at or before the time of winding up, and approved in writing by the sanctioning Association.

(ii) If a Competition is discontinued for any reason a Trophy or any other presentation shall be returned to the Donor if the conditions attached to it so provide or, if not, dealt with as the sanctioning Association may decide.

**FEES TARIFF**

|  |  |  |
| --- | --- | --- |
| **Rule Number** | **Description** | **Maximum Fee** |
| 3 (A) | ENTRY FEE | £20 |
| 3 (B) | ANNUAL SUBSCRIPTION | £60 less 10% if paid before 11th June |
| 3 (Ci) | DEPOSIT | One to two teams £20  Three to five teams £40  Six to eight teams £60  Nine teams and over £80 |
| 8 (H) | TRANSFER FEE | £5 |
| 13 (E) | REFEREE FEES | £30 - Open Age Referee inclusive of travel expenses |
| 13 (E) | ASSISTANT REFEREE FEES | £20 - Open Age Referee inclusive of travel expenses |
| 15 (A) & 16 | PROTEST/APPEAL FEES | £10 |

**FINES TARIFF**

|  |  |  |
| --- | --- | --- |
| **Rule number** | **Description** | **Max. fine** |
| 3 (E) | Failure to provide affiliation number/details form | £10 |
| 5 (H) | Failure to comply with an instruction of the management committee | £10 |
| 5 (I) | Failure to pay a fine within 21 days of notice | Maximum of £50 |
| 6 (H) | Failure to be represented at AGM | £25 |
| 8 (N) | Playing an ineligible player | Up to 12 match pts deducted and liable to be fined |
| 9 (A) | Not having a change strip available or delaying the kick off | £10 |
| 9 (B) | Failure to obtain consent for a change of club name | £10 |
| 10 (E) | Playing match with less than required number of players | Maybe fined £2 per missing player |
| 10 (F) (i) (ii) & (iii) | Failure to play fixture | £25 |
| 11 (A) & 11 (C) | Late team sheet | £10 |
| 11 (B) | Failure to text result | £10 |
| 13 (C) | Failure to provide club assistant ref | £10 |
| 13 (F) | Failure to pay match officials where a match is not played | Cancelled due to circumstances which the Clubs have no control, the Match Officials, if present, shall be entitled to half fee plus expenses*.*  Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses. |
| 13 (H) | Failure to provide referee’s mark | £10 |
| 14 (A) | Withdrawal from League after 31st March | £25 |
| 14 (B) (i) & (ii) | Failure to start/complete fixtures | £25 |

**RULES FOR CUP COMPETITIONS**

1 (a). The League shall operate the following Cup competitions:

1. League Cup for each age group - an annual knock out competition.
2. Invitation Cup - an annual competition, subject to the League’s normal fixture program permitting, the format of which will be decided by the Management Committee each season it is played.

(b) All clubs will enter the League Cup for their age group. If a Club has teams in different age group each team will enter its appropriate cup competition. If a club has more than one team in an age group they may if they wish, subject to the agreement of the Management Committee, enter them all in the competition.

(c) Entry to the Invitation Cup will be by the invitation of the Management Committee whose decision will be final.

2. The entire management of the Competitions shall be vested in the Management Committee, who shall have the power to deal with any matter not specifically provided for in these Rules. Where specific provision is not made for either competition in these Rules, the Rules of the League shall be followed for this Competition.

3. (a) Matches in the League Cups competition shall be played to a result. Matches shall be played for the period indicated in League Rules, if needed the match shall be decided by the taking of kicks from the penalty mark in accordance with FIFA Regulations.

(b) Matches in the Chris Renshaw Trophy will, if played on a knock out basis be subject to 3(a) if teams are knocked out within the first 2 rounds of the League Cup.

4. Where a match has been postponed or abandoned with neither Club at fault, the match shall be replayed at a time to be determined by the Executive Committee. Matches postponed or abandoned through the fault of one or both clubs shall be dealt with as the Management Committee shall determine, which may include the removal of the club or clubs from the competition in that season.

5. All players participating in a competition must be registered to play for the team for which they appear, at least seven days prior to the match.

Players participating in the semi-final or final matches must have previously played for the same Club’s team in the League at least four times in the current Season, in Women’s FA Cup, County Cup, League Championship Fixtures or League or Invitation Cup matches, except in the Open Age division where, but only with the express permission of the Management Committee, a player who attains the age of 16 during the season can play in a semifinal or final despite not being eligible to play in 4 matches previously only because of her date of birth, and this will be limited to a maximum of three players per team.

A player, who has played in a competition for one team, shall be ineligible to play for a different team in the same competition during the same season.

6. Where a club has more than one team in the same competition only three 'qualified' players may appear in any one match for the lower team(s). A player is considered qualified for a team if she has played in four or more competitive games for that team during the season in which the cup competition takes place.

A player who subsequently plays in 3 consecutive games in a lower division fixture without interposing an appearance for the higher division team, can regain the status of a lower division player upon written application by the Club Secretary to the Secretary of this League and the receipt of confirmation, by letter or email, from this League's Secretary at least 5 days before this match.

7. `Where a club is found guilty of fielding an unregistered or otherwise ineligible player(s) in any of the League's Cup competitions they shall:-

(a) Be removed from that cup competition and the last fixture they played in that competition, if they won, be awarded to their opponents.

(b) Be fined and/or otherwise dealt with at the discretion of the Management Committee.

8. Costs in respect of cup matches (except final which will be paid for by the League) shall be paid as follows unless otherwise decided by the Executive Committee;

1. Ground by home team,
2. Match Officials by away team.

9. The Management Committee shall appoint Referees to all matches in the competition, and may appoint Assistant Referees as under League Rules. Referees and Assistant Referees, and any Reserve Official appointed, shall be paid as under League Rules.

1. Matches shall be played on the ground of the Club first drawn, unless the Management Committee shall otherwise order. The final tie shall be played on a neutral ground, selected by the League.

11. The winning Club shall hold the trophy in accordance with the provisions of League Rule 18.

**CHILD PROTECTION**

1. Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.
2. In these Regulations the expression "Offence" shall mean any one or more of the offences contained in Schedule 1 to the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes The Football Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.

3. Upon receipt by The Football Association of:

(i) notification that an individual has been charged with an Offence; or

(ii) notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or

1. any other information which causes The Football Association reasonably to believe that a person poses or may pose a risk of harm to a child or children then The Association shall have the power to order that the individual be suspended from all or any specific football activity for such period and on such terms and conditions as it thinks fit.

4. In reaching its determination as to whether an order under Regulation 3 should be made The Association shall give consideration, inter alia, to the following factors:

(i) Whether a child is or children are or may be at risk of harm;

(ii) Whether the matters are of a serious nature;

1. Whether an order is necessary or desirable to allow the conduct of any investigation by The Football Association or any other authority or body to proceed unimpeded.

5. The period of an order referred to in 3 above shall not be capable of lasting beyond the date upon which any charge under the Rules of ‘The Football Association’ or any Offence is decided or brought to an end.

6. Where an order is imposed on an individual under regulation 3 above, ‘The Football Association’ shall bring and conclude any proceedings under the Rules of ‘The Football Association’ against the person relating to the matters as soon as reasonably practicable.

7. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of ‘The Association and The Football Association’ shall have the power to order the suspension of the person from all or any specific football activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.

8. For the purposes of these Regulations, The Football Association shall act through its Council or any committee or sub-committee thereof, including the Board.

9. Notification in writing of an order referred to above shall be given to the person concerned and/or any club with which he is associated as soon as reasonably practicable.

**Participating Teams 2018-2019**

**AFC Dunstable Town Development LFC**

Hon Secretary/ Manager/ Kelly Moss 🕿 07761354032 kellymoss77@hotmail.com

Fixture Secretary

Ground Creasey Park CFC, Creasey Park Drive, Dunstable, Beds, LU6 1BB

Kit Shirt Shorts Socks

Blue Blue Blue

Change kit Red Red Red

**AFC Kempston Town and Bedford College**

Hon Secretary Lynda Capener 🕿 07399577074 capener71@outlook.com

Manager/ Fixture Tony Capener 🕿 07411450619 acapener15@gmail.com

Secretary

Ground Kingsfield, 1 Great Spur, Biddenham, Bedford, MK40 4WG

Kit Shirt Shorts Socks

Blue Blue Blue

Change kit Orange Orange Orange

**Bedford Ladies FC Development**

Hon Secretary/ Annette Harrison 🕿 07970650573 [Annette@bedfordladies-girlsfc.org](mailto:Annette@bedfordladies-girlsfc.org)

Fixture Secretary

Manager John Frost 🕿 07878553533 John@bedfordladies-girlsfc.org

Ground Allen Park, Old Ford End Road, Queens Park, Bedford, MK40 4LY

Kit Shirt Shorts Socks

Black/Royal Blue Black/Blue White

Change kit White Black Blue

**Bedwell Rangers Ladies FC**

Hon Secretary Sharon Mclean 🕿 07956063940 sharon.mclean06.yahoo.co.uk

Manager/Fixture Secretary Derek Fieldsend 🕿 07981013467 [derekfieldsend@btinternet.com](mailto:derekfieldsend@btinternet.com)

Ground Marriotts School, Brittan Way, Stevenage, Herts, SG2 0AJ

Kit Shirt Shorts Socks

Red Red Red

Change kit Blue Blue Blue

**Biggleswade United Ladies FC**

Hon Secretary/Fixture Emma Chamberlain 🕿 07702 212141 noddye\_1@yahoo.com

Secretary

Manager Sarah King 🕿 07969 563461 sarah.king893@hotmail.co.uk

Ground The Arena, Norton Road, Baldock, Herts (3G pitch)

Kit Shirt Shorts Socks

Red Blue Red

Change kit Blue Navy Blue

**Buntingford Town Ladies FC**

Hon Secretary Chris Thurgill 🕿 07868371686 sec@buntingfordtownfc.com

Fixture Secretary Dean Howard 🕿 07920886004 fix@buntingfordtownfc.com

Manager Kate Grehan 🕿 07983484767 katie.grehan@multisports.co.uk

Ground Freman College, Bowling Green Lane, Buntingford, Herts, SG9 9BT

Kit Shirt Shorts Socks

Yellow Black Black

Change kit Purple Black Black

**Evergreen Eagles FC**

Hon Secretary Katie Hendry 🕿 07905 154357 katie\_hendry@hotmail.com

Manager Micky Williams 🕿 07515294599 mickywilliams@hotmail.co.uk

Fixture Secretary Nic Horley 🕿 07791 571167 [nicola.horley@hotmail.co.uk](mailto:nicola.horley@hotmail.co.uk)

Ground Evergreen FC, South Way, Abbots Langley, Herts, WD5 0JL

Kit Shirt Shorts Socks

Green/White Green Red

Change kit Blue/Red Blue Red

**Evergreen Ladies FC**

Hon Secretary Becky Freeman 🕿 07999 309122 b.freeman1988@outlook.com

Manager John Nolan 🕿 0771152 2043 johntnolan06@gmail.com

Fixture Secretary Louisa Johnson 🕿 07885 905262 louisa\_j14@hotmail.com

Ground Evergreen FC, South Way, Abbots Langley, Herts, WD5 0JL

Kit Shirt Shorts Socks

Green/White Green Red

Change kit Black/Blue Black Black

**Garston Ladies FC 1st XI**

Hon Secretary/ Sam Roads 🕿 07810 354495 samantha.roads@hotmail.com

Fixture Secretary

Manager Colin Sills 🕿 07508 372681 c.sills@sky.com

Ground Bushey Sports Club, Aldenham Road, Bushey, Herts, WD23 2TR

Kit Shirt Shorts Socks

Purple Black Black

Change kit Sky Blue Black Black

**Garston Ladies FC 2nd XI**

Hon Secretary Sam Roads 🕿 07810 354495 samantha.roads@hotmail.com

Manager Guy Scott 🕿 07714 253104 guy@scott-sons.co.uk

Fixture Secretary Paul Roberts 🕿 07738 063073 paulcfc2@hotmail.com

Ground Bushey Sports Club, Aldenham Road, Bushey, Herts, WD23 2TR

Kit Shirt Shorts Socks

Purple Black Purple

Change kit Sky Blue Black Black

**Hemel Hempstead Town LFC**

Hon Secretary/Fixture Lionel Davey 🕿 07773061825 lioneldavey@btinternet.com

Secretary

Manager Mark Couch 🕿 07511425348 couchie1@hotmail.co.uk

Ground Vauxhall Road, Hemel Hempstead, Herts, HP2 4HW

Kit Shirt Shorts Socks

Red Red Red

Change kit Grey Black Black

**Hitchin Belles FC**

Hon Secretary/ Jason Slade 🕿 07976 671631 secretary@hitchinbelles.com

Fixture Secretary

Manager Laurence Jack 🕿 07825 095487 laurencejack@hitchinbelles.com

Ground St Christopher School, Barrington Road, Letchworth, Herts, SG6 3JZ

Kit Shirt Shorts Socks

White Blue Blue

Change kit Blue Black Black

**Hitchin Town Ladies FC**

Hon Secretary/ Louise Gash 🕿 07527 717083 louisegash907@hotmail.com

Fixture Secretary

Manager Callum Ellis 🕿 07740081690 [callumellis4@hotmail.com](mailto:callumellis4@hotmail.com)

Ground Offley Recreation and Community Centre, Kings Walden Road, Offley, SG5 3EA

Kit Shirt Shorts Socks

Green Green Green

Change kit Yellow Green Green

**Houghton Athletic Youth FC**

Hon Secretary/ Nicola Fearn 🕿 07533 161574 nicky.fearn17@gmail.com

Fixture Secretary

Manager Neil Fearn 🕿 07846 768230 neilfearn@hotmail.co.uk

Ground Tithe Farm Recreation Ground, Tithe Farm Road, Houghton Regis, Beds, LU5 5JE

Kit Shirt Shorts Socks

Blue/White Black Blue

Change kit Red Black Black

**Kempston Rovers Girls and LFC**

Hon Secretary Doreen Moon 🕿 07899893113 johndoe1960@sky.com

Manager/Fixture Secretary Iain Burnapp 🕿 07767292723 burnapp@btinternet.com

Ground Kempston Rovers FC, Hillgrounds Road, Kempston, Beds, MK42 8SZ

Kit Shirt Shorts Socks

Red/White Black/Red Black

Change kit Yellow Black/Red Black

**Langford LFC**

Hon Secretary Matthew Cuthbertson 🕿 07392852575 matthewjcuthbertson@gmail.com

Manager/Fixture Paul Vince 🕿 07845901906 paulvinny4@gmail.com

Secretary

Ground Langford FC, Forde Park, Henlow Road, Langford, Beds, SG16 6AG

Kit Shirt Shorts Socks

Red/white Red Red

Change kit Blue Blue Blue

**Letchworth Garden City Eagles FC**

Hon Secretary/ Fixture Angie Searle 🕿 07749 577204 ladyreff66@hotmail.com

Secretary

Manager Warren Shimell 🕿 07895 057004 [letchwortheagles@aol.com](mailto:letchwortheagles@aol.com)

Ground Pixmore Playing Fields, Legends Lane, Baldock Road, Letchworth, Herts, SG6 2EN

Kit Shirt Shorts Socks

Blue/Black Black Black

Change kit Yellow Black Black

**Northwood LFC**

Hon Secretary/ Fixture Leanne Jones 🕿 07545897910 northwoodladiesfc@hotmail.co.uk

Secretary

Manager Rob Warner 🕿 07449980589 northwoodladiesfc@hotmail.co.uk

Ground: Merchant Taylors School, Sandy Lodge Lane, Northwood, Middlesex, HA6 2HT

Kit Shirt Shorts Socks

Navy/Pink Navy Pink

Change kit Sky Blue Navy Sky Blue

**Royston Town Development LFC**

Hon Secretary Terry McKinnell 🕿 07772 086709 secretary@roystontownfc.co.uk

Manager/ Fixture Gemma Cruickshank 🕿 07725 773727 ladiesfixtures@roystontownfc.co.uk

Secretary

Ground Barkway Recreation Ground, Cambridge Road, Barkway, Royston, Herts, SG8 8BS

Kit Shirt Shorts Socks

White Black White

Change kit Purple White Purple

**Sharnbrook Womens FC**

Hon Secretary/ Laura Strange 🕿 07834 270790 laura@sharnbrookwomensfc.co.uk

Fixture Secretary

Manager Jackie Dadd 🕿 07712887456 daddjackie@gmail.com

Ground Sharnbrook Playing Fields, Lodge Road, Sharnbrook, Bedfordshire, MK44 1JP

Kit Shirt Shorts Socks

Red/Blue Blue Blue

Change kit Yellow Yellow Blue

**Sherrardswood Ladies FC**

Hon Secretary/ Melissa Wright 🕿 07971 458979 melissa28wright@btinternet.com

Fixture Secretary

Manager Robert Abrahams 🕿 07879 658630 info@rjaplumbingsolutions.com

Ground Sherrardswood School, Lockleys, Welwyn, Herts, AL6 0BJ

Kit Shirt Shorts Socks

Royal Blue Yellow Royal Blue

Change kit Green Green Green

**St Albans Ladies FC**

Hon Secretary/ Michelle Chandler 🕿 07939 577954 stalbansladies@gmail.com

Fixture Secretary

Manager Chris Chandler 🕿 07778 723660 grovefruits@gmail.com

Ground St Albans Rugby Football Club, Oaklands Lane, Smallford, St Albans, Herts, AL4 0HR

Kit Shirt Shorts Socks

Blue/Yellow Blue/Yellow Yellow

Change kit Grey/White Grey/White White

**Stotfold Ladies FC**

Hon Secretary Mandy Collings 🕿 07706951263 secretary@stotfoldjuniorsfc.co.uk

Manager Matt Konopka 🕿 07595357869 mattkonopka@hotmail.co.uk

Fixture Secretary Colin Robinson 🕿 07742877007 collin.robinson@ntlworld.com

Ground TBC

Kit Shirt Shorts Socks

Amber Black Black

Change kit Sky Blue Black Black

**Watton Ladies FC**

Hon Secretary/ Fixture Steve Betts 🕿 07970689139 steve@wattonladiesfc.co.uk

Secretary

Manager John Fitzjohn 🕿 07581 066226 john@wattonladiesfc.co.uk

Ground Nigel Poulton Centre, School Lane, High Street, Watton at Stone, Herts, SG14 3SB

Kit Shirt Shorts Socks

Gold Black Black

Change kit Sky Blue Black Black

**Wheathampstead Ladies FC**

Hon Secretary/Manager/ Joe Montgomery 🕿 07492 481440 montiee2@outlook.com

Fixtures Secretary

Ground: Marford Road Playing Fields, Wheathampstead, Herts, AL4 8AY

Kit Shirt Shorts Socks

Burgandy Burgandy Burgandy

Change kit Sky Blue Sky Blue Sky Blue

**Welwyn Pegasus FC - Azures**

Hon Secretary Alan Gibbs 🕿 07787 137825 alan@welwynpegasusfc.co.uk

Manager Jez Davies 🕿 07970 376082 jeremy.davies@playfootball.net

Fixtures Secretary Fiona Davies 🕿 07725 628488 [fionajaynedavies@yahoo.co](mailto:fionajaynedavies@yahoo.co)m

Ground Monks Walk School, Knightsfield, Welwyn Garden City, Herts, AL8 7NL

Kit Shirt Shorts Socks

Azure /Sky Blue Azure/Sky Blue Azure/Sky Blue

Change kit Yellow/Azure Blue Azure/Sky Blue Azure/Sky Blue

**Welwyn Pegasus FC - Sapphires**

Hon Secretary Alan Gibbs 🕿 07787 137825 alan@welwynpegasusfc.co.uk

Manager Mahesh Bharwaney 🕿 07767 770811 mrmbee@hotmail.co.uk

Fixtures Secretary Mandy Mercer 🕿 07986166506 mmercer@theiet.org

Ground Monks Walk School, Knightsfield, Welwyn Garden City, Herts, AL8 7NL

Kit Shirt Shorts Socks

Azure/Sky Blue Azure/Sky Blue Azure/Sky Blue

Change kit Yellow/Azure Blue Azure/Sky Blue Azure/Sky Blue

**Woburn & Wavendon FC Lionesses**

Hon Secretary Hellen Woodcock 🕿 07756 819031 wwfcclubsec@gmail.com

Manager Pat Mancini 🕿 07775 039262 [patmancini2004@yahoo.co.uk](mailto:patmancini2004@yahoo.co.uk)

Fixtures Secretary Michelle Payne 🕿 07545803250 [michelle@amchimneys.com](mailto:michelle@amchimneys.com)

Ground Aspley Guise Common, West Hill, Aspley Guise, Beds, MK17 8DX

Kit Shirt Shorts Socks

Claret/Blue Claret Claret

Change kit Sky Blue Claret Claret

**Referees 2018-2019**

**REMEMBER**

Referees will be appointed for all scheduled matches at the start of the season. Late changes in availability will be indicated on the Full-Time web-site.

The home club must confirm the match with the referee not later than 8pm on the Wednesday before.

If the referee does not attend, the match **MUST** still be played, and the Clubs **MUST** agree on a referee for the match (Rule 13B). The League is required to take action against Clubs not following this Rule.

Most matches will only have a referee appointed- each Club is required to supply one Assistant (linesperson).

The referee should be presented with TWO match-balls and two flags not later than 15 minutes before the match, by the home club.

The home club must pay the officials within 15 minutes of the end of the match for League matches & the away team for Cup Matches.

Match Officials fees are as follows (see Rule 13E):

Open age referee £30

Registered Referees appointed by the Management Committee as Assistant Referees £20 for Open Age, subject to any

limits laid down by the sanctioning Association.

**Referee Marking**

**Guide to Marking**

The mark awarded by a club must be based on the referee’s **overall** performance. It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games. The referee’s performance should be determined by the table below which should act as a guide for the overall mark which should fall within the mark range for each standard of performance.

**Notes**

* Using a scale of up to 100 allows greater flexibility for clubs to distinguish between different refereeing performances more accurately.
* A mark within each mark range can be given to reflect the referee’s performance e.g. a mark of 79 indicates a somewhat better performance than a mark of 71.
* **A mark between 71 and 80 represents the standard of refereeing expected**.
* When a mark of 50 or less is awarded, an explanation must be provided to the League or Competition by completing the appropriate box on the marking form. It must include comments which could help improve the referee’s future performances. Even where a referee has significant shortcomings there will have been some positive aspects which should be given credit; extremely low marks (below 20) should be very rare.

|  |  |
| --- | --- |
| **Mark** | **Comment** |
| +90 | Should not be at this level – a performance for the next level |
| 86 – 89 | Something special – the “wow” factor |
| 82 – 85 | “Did exceptionally well” – but not quite the “wow” factor |
| 78 – 81 | “Did very well” – above the standard performance |
| 74 – 77 | “Did well” – just above the standard we expect |
| 70 – 73 | “This is the standard we expect” – the standard performance |
| 66 – 69 | “Did ok,” but not quite at the standard expected |
| 62 – 65 | “Didn’t do quite well enough” – areas for development need addressing |
| 58 – 61 | “Didn’t do well in this game” – Fair amount of development required, major deficiency |
| – 57 | Should not be at this level – below that expected |

**How to Decide on the Referee’s Mark**

The following questions focus on the key areas of a referee’s performance. They are intended as an “aide memoire”, are not necessarily comprehensive and need not be answered individually. It is, however, worth considering them before committing yourself to a mark for the referee.

**CONTROL AND DECISION MAKING**

* How well did the referee control the game?
* Were the players’ actions recognized correctly?
* Were the Laws applied correctly?
* Were all incidents dealt with efficiently/effectively?
* Were all the appropriate sanctions applied correctly?
* Was the referee always within reasonable distance of incidents?
* Was the referee well positioned to make critical decisions, especially in and around the penalty area?
* Did the referee understand the players’ positional intentions and keep out of the way accordingly?
* Did the referee demonstrate alertness and concentration throughout the game?
* Did the referee apply the use of the advantage to suit the mood and temperature of the game?
* Was the referee aware of the players’ attitude to advantage?
* Did the referee use the assistants effectively?
* Did the officials work as a team, and did the referee lead and manage them to the benefit of the game?

**COMMUNICATION AND PLAYER MANAGEMENT**

* + How well did the referee communicate with the players during the game?
  + Did the referee’s level of involvement/profile suit this particular game?
  + Did the referee understand the players’ problems on the day – e.g. difficult ground/weather conditions?
  + Did the referee respond to the changing pattern of play/mood of players?
  + Did the referee demonstrate empathy for the game, allowing it to develop with the tempo of the game?
  + Was the referee pro-active in controlling of the game?
  + Was the referee’s authority asserted firmly without being officious
* Was the referee confident and quick thinking?
* Did the referee appear unflustered and unhurried when making critical decisions?
* Did the referee permit undue questioning of decisions?
* Did the referee deal effectively with players crowding around after decisions/incidents?
* Was effective player management in evidence?
* Was the referee’s body language confident and open at all times?
* Did the pace of the game, the crowd or player pressure affect the referee negatively?

***Final Thoughts***

Always try to be objective when marking. You may not obtain the most objective view by marking the referee immediately after the game. Judge the performance over **the whole game**. Don’t be too influenced by one particular incident. Don’t mark the referee down unfairly because your team was unlucky and lost the game or some disciplinary action was taken against your players.

**Club meeting dates – (Mandatory Attendance)**

Half-yearly meeting: 21st January 2019 @ 7.30pm Herts FA

Annual General Meeting: 17th June 2019 @ 7.30pm Herts FA

**Committee dates 2018-2019**

16th July 2018 Webinar

13th August 2018 Webinar

10th September 2018 Herts FA

15th October 2018 Webinar

19th November 2018 Webinar

17th December 2018 Webinar

21st January 2019 Herts FA

18th February 2019 Webinar

18th March 2019 Webinar

15th April 2019 Webinar

20th May 2019 Webinar

17th June 2019 Herts FA

15th July 2019 Webinar