

AGM 2017

27th JUNE 7:30pm

YAXLEY FC





Peterborough & District Youth Football League

(Formerly Peterborough Junior League)

Agenda

Dear Colleague

The Annual General Meeting of the Peterborough & District Youth Football League will be held on 27th June 2017 at Yaxley FC starting promptly at 7.30pm. Clubs are reminded that each Member Club must send two (2) delegates to the AGM and each Club shall be entitled to one (1) vote only. Any continuing Member Club failing to be represent at the AGM without satisfactory reason being given may be fined £20.

1. Apologies
2. To receive and confirm minutes of the 2016 AGM
3. Matters Arising
4. To Receive and adopt Annual Report, Balance Sheet and Statement of Accounts
5. Election of Clubs to fill vacancies (as recommended by the Management Committee)
6. Constitution of the Competition for the ensuing season.
7. Election of Officers and Management Committee.

President:	Graham Phillips
Vice-Presidents:	Maurice Starkey
Vice-Presidents:	Derick Venum
Chairman:	Dave Stapleton
Management Committee:	I Milner
Management Committee:	G Wilson
Management Committee:	M Ward
Management Committee:	S Cox
Management Committee:	R Wright
Management Committee:	R Ellison
Management Committee:	G Elsom
Management Committee:	B Gibson
8. Appointment of Accountants Dave Moore of Stephenson Smart
9. Alteration of Rules, if any, of which Notice has been given.
10. Fix date of the commencement of the playing season.
11. Presentation of Awards

Chairman's Award:	Blackstones U16
Fair Play Under 15s:	Crowland Juniors
Fair Play Under 16s:	Werrington Athletic
Fair Play Under 18s:	Wittering Harriers
Referee of the Year:	Martin Godfrey
Young Referee of the Year:	Trent Stanley
12. Other business of which due notice shall have been given and accepted as being relevant to an AGM

D. Stapleton

Chairman



Peterborough & District Youth Football League

(Formerly Peterborough Junior League)

Minutes of the Annual General Meeting

Held: Focus Centre PNS FC

28th June 2016

Start: 7.30pm End: 8.05pm

Management Committee members of the League present were D Stapleton (Chairman), G Phillips (President), R Ellison, S Cox, F Dudley, I Milner, M Ward, G Wilson and R Wright.

The Chairman welcomed everyone to the 2016 AGM and gave a special thanks to our honoured guests, T Nash and P Clarke (Chairman) of Peterborough Football Association, C Wilson (President of Peterborough Football Association and Chairman of the Peterborough & District Football League), H Burgess (Secretary) of Peterborough & District Junior Alliance, R Windle of The Referees Association, A Bates and A Murray.

All Clubs attended except Boston United Community FC, Holbeach United FC, March Rangers Youth FC, Thorpe Wood Rangers FC, Wittering Harriers FC and Long Sutton Athletic FC.

Clubs and others intimating apologies were received from H Dudley and Crowland Juniors FC.

The Chairman requested all present to observe a minute's silence in respect of the passing during the last year of all friends and associates that have passed this season.

The League Administrator convened the Annual General Meeting on the 28th June 2016 at Focus Centre.

2015 AGM Minutes: As circulated in the AGM Booklet
Proposed by: Malborne United FC
Seconded by: Netherton United FC

Matters Arising: There were no Matters Arising.

Chairman's Report and Accounts: As circulated in the AGM Booklet
Proposed by: Whittlesey Athletic FC
Seconded by: Glinton & Northborough FC

Constitution of Divisions 2016/17: A set of recommendations had been circulated with the AGM Booklet with the following amendments Peterborough Sports U15 moving from Division Three to Division One, Long Sutton Athletic U18 in Division Three and Pinchbeck United U18 moving from Division One to Division Two and Wisbech St Mary U15 moving from Division Three to Division Two
Proposed by: Oundle Town FC
Seconded by: Wisbech St Mary FC



Nene Valley Community Centre, Candy Street, Peterborough PE2 9RE
Tel: (01733) 330056 • Fax: (01733) 330067 • Email: pdyouthleague@btconnect.com
President: G R Phillips Esq. • Chairman: D Stapleton Esq.



The Management Committee put to the floor that if a vacancy occurs between now and the start of the season may the management Committee accept a late application and put them in the division deemed acceptable to their strength with the sanction of the Football Association

Proposed by: Malborne United
Seconded by: Spalding United Youth FC

**Election of Officers and
Appointment of Auditors:**

As circulated in the AGM Booklet
Proposed by: Malborne United FC
Seconded by: Spalding United Youth FC

Rule Changes:

As circulated in the AGM Booklet
Proposed by: Malborne United FC
Seconded by: Spalding United Youth FC

2016/17 Season:

Doug Gamble Shield: 9th September 2016 7:30pm at Yaxley FC
Season commencing on: 11th September 2016
Season Ending on: 28th May 2017
Kick Off Times: 10.30am and 2pm
All Cup Matches: 10.30am and 2pm

Any other Business:

There being no other business of which due notice shall have been given and accepted as being relevant to an Annual General meeting.

Presentation of Awards:

David Stapleton presented the following award.
Chairman's Award: Werrington Athletic FC

Francis Dudley presented the following awards
Fair Play Awards

- Under 15: Werrington Athletic FC
- Under 16: Wittering Harriers Fc
- Under 18: Bourne Town Juniors FC Blue
- Referee of the Year Award: Andy Murray

David Stapleton presented the following awards.

Under 16 Division Three: Glinton & Northborough FC
Under 16 Division Three Runners Up: Parkway Eagles FC
Under 16 Division One: Eye United FC
Under 18 Division One Runners Up: Peterborough Northern Star FC

David Stapleton presented Graham Phillips an award for Services to the League and Francis Dudley collected and awarded for Services to the League on behalf of himself and his wife Hazel.

The Chairman then Introduced Mr Robert Windle (Peterborough Referees Association) to the floor to give a presentation on refereeing and to thank Mr Francis Dudley for his work with the Referees.

Robert Windle presented an award for the Hospitality & Attitude to Match Officials
Whittlesey Junior FC
Werrington Athletic FC
Stamford Juniors FC

The Chairman then wished everybody a successful season and asked that they adhere to the F.A. RESPECT Campaign. Clubs were thanked for their attendance.

The President was then asked to close the meeting.

Presidents closing remarks:

The President asked members to show their appreciation to the Chairman for the way he conducted the meeting.

He informed the Club of the new administration system for the new season and to contact the office directly for any enquiries.

The clubs were asked to play their games as early as possible in the season to try and avoid the inclement weather usually experienced over the winter period thus causing less fixture problems towards the end of the season.

The Clubs present were thanked for their attendance and wished as safe journey home.

There being no other business the meeting closed at 8.05 pm

David Stapleton
Chairman



Peterborough & District Youth Football League

(Formerly Peterborough Junior League)

Chairman's Annual Report

As we are coming to the end of another season, I would like to personally thank all of our Clubs, Volunteers, Players and Parents for their support over the 2016/17 season.

This season has been the first season since our administration has been in partnership with the Peterborough & District Football League, and I think you will all agree that this has proven to be a resounding success. The Peterborough & District Football League team have done a fantastic job in helping to develop and enhance our League.

This was particularly proven during December when we suddenly had to redo all of our Safeguarding checks within our teams. Can I thank all clubs for their support and understanding of the process and speedy responses to this quick update to ensure that all of you were thoroughly up to date.

Because of our strong connection with the Peterborough & District League, we have recently relocated the offices from Bretton, to the fantastic facilities at Nene Valley Community Centre. We feel that this is a positive step and those of you who have been down to the site will see what an excellent facility we now have.

It has been asked before if anyone can spare a couple of hours a month, please come and join us, your help would be very much appreciated.

Finally, congratulations to all County Cup, League and League Cup winners and runners-up. Commiserations to all other clubs taking part without whom there would be no leagues.

A few reminders... PLEASE NOTE:

Ensure your **players registrations** are in on time at least 28 days before the start of the season regardless if you have a fixture or not.

All correspondence to the League **must** come from your Secretary to the League Administrator.

READ THE RULE BOOK, ADHERE TO THE CODE OF CONDUCT, RESPECT REFEREES, YOUR OPPONENTS AND THE SUPPORTERS AND OFFICIALS.

Finally thank you for participating in this League. I wish you all good luck for the coming season. Above all let's enjoy it.

David Stapleton

Chairman



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PETERBOROUGH & DISTRICT YOUTH FOOTBALL LEAGUE

BUSINESS INFORMATION

Accountants

Stephenson Smart & Co
36 Tyndall Court
Commerce Road
Lynchwood
Peterborough
Cambridgeshire
PE2 6LR

Business address

Nene Valley Community Centre
Candy Street
Peterborough
PE2 9RE

PETERBOROUGH & DISTRICT YOUTH FOOTBALL LEAGUE

CHARTERED ACCOUNTANTS REPORT TO THE PROPRIETOR

ON THE UNAUDITED ACCOUNTS OF PETERBOROUGH & DISTRICT YOUTH FOOTBALL LEAGUE

In accordance with the engagement letter dated 15 August 2016, we have prepared for your approval the accounts of Peterborough & District Youth Football League for the Period, set out on pages 2 to 4 from the entity's accounting records and from information and explanations you have given to us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/members/handbook.

This report is made solely to you, in accordance with the terms of our engagement letter dated 15 August 2016. Our work has been undertaken solely to prepare for your approval the accounts of Peterborough & District Youth Football League and state those matters that we have agreed to state to you in this report in accordance with ICAEW Technical Release TECH08/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than you, for our work or for this report.

You have approved the accounts for the Period and have acknowledged your responsibility for them, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for their compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

Stephenson Smart & Co

6 June 2017

Chartered Accountants

Stephenson Smart & Co
36 Tyndall Court
Commerce Road
Lynchwood
Peterborough
Cambridgeshire
PE2 6LR

PETERBOROUGH & DISTRICT YOUTH FOOTBALL LEAGUE

BALANCE SHEET

AS AT 31 MAY 2017

	Notes	2017 £	£	2016 £	£
Fixed assets					
Tangible assets	2		-		820
Current assets					
Trade debtors		1,545		-	
Cash at bank and in hand		19,359		18,304	
		<u>20,904</u>		<u>18,304</u>	
Current liabilities					
Other creditors		3,180		3,110	
Accruals		2,874		-	
		<u>6,054</u>		<u>3,110</u>	
Net current assets			14,850		15,194
Total assets less current liabilities			<u>14,850</u>		<u>16,014</u>
Accumulated funds					
At 1 April 2016			16,014		17,388
Loss for the Period			(1,164)		(1,374)
			<u>14,850</u>		<u>16,014</u>

In Accordance with then engagement letter dated 15 August 2016, I approve the accounts set out on pages 2 to 4. I acknowledge my responsibility for the accounts, including the appropriateness of the accounting basis as set out in note 1 to the accounts, and for providing Stephenson Smart & Co with all information and explanations necessary for their compilation.

Date : 6 June 2017

PETERBOROUGH & DISTRICT YOUTH FOOTBALL LEAGUE

DETAILED TRADING AND PROFIT AND LOSS ACCOUNT

FOR THE PERIOD ENDED 31 MAY 2017

		Period ended 31 May 2017		31 March 2016
	£	£	£	£
Turnover				
Subscriptions		6,366		6,395
Transfer forms		260		190
Fines		3,161		1,373
Other receipts		-		165
FA grants		1,600		-
Deposits forfeited		350		-
Registrations		3,156		-
Cup final receipts		665		-
Apprenticeship grants		1,500		-
		<hr/>		<hr/>
		17,058		8,123
Administrative expenses				
Honorarium	1,550		1,570	
Staff training	256		-	
Management charges	6,552		-	
Insurance	273		798	
Referee expenses	-		140	
Match expenses	-		38	
Trophies	3,603		3,333	
KO cup final expenses	862		-	
Peterborough and fenland referee scheme	350		-	
Charter standard and development costs	741		-	
Printing and postage	453		450	
Telephone	793		719	
Computers, software and stationery	936		858	
Room hire	160		440	
Accountancy	516		210	
Bank charges	51		-	
Miscellaneous	30		50	
Donations	100		700	
FA affiliation fee	185		204	
Profits/losses on disp of tangibles	820		-	
		<hr/>	<hr/>	
		(18,231)		(9,510)
Operating loss		<hr/>		<hr/>
		(1,173)		(1,387)
Other income				
Bank interest received		9		13
		<hr/>		<hr/>
Net loss for the Period		(1,164)		(1,374)

PETERBOROUGH & DISTRICT YOUTH FOOTBALL LEAGUE

NOTES TO THE ACCOUNTS

FOR THE PERIOD ENDED 31 MAY 2017

1 Accounting policies

1.1 Accounting convention

The financial information is compiled on an agreed accounting basis that:

- enables profits to be calculated such as to meet the requirements of Section 25 of the Income Tax (Trading and Other Income) Act 2005; and
- provides sufficient and relevant information to enable the completion of a tax return

1.2 Compliance with accounting standards

The financial information is not intended to achieve full compliance with the provisions of UK Generally Accepted Accounting Principles.

1.3 Turnover

Turnover represents amounts receivable for goods and services net of VAT and trade discounts.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixture, fittings & equipment	Not previously depreciated
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2 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2016	820
Disposals	(820)
At 31 May 2017	-
Depreciation	
At 1 April 2016 & at 31 May 2017	-
Net book value	
At 31 May 2017	-
At 31 March 2016	820



Peterborough & District Youth Football League

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Season 2017/2018

UNDER 15

Division One - 11

Deeping Rangers FC Blue
Holbeach United FC Yellow
Netherton United FC Phoenix
Oundle Town FC
Park Farm Pumas FC Blue
Peterborough Northern Star Black
Peterborough Northern Star White
Peterborough Sports FC
Spalding United FC Blue
Werrington Athletic FC Blue
Yaxley FC

Division Two - 11

Alconbury Colts FC
Baston FC
Bourne Town FC Red
Deeping Rangers FC Claret
Feeder Soccer FC
Park Farm Pumas FC Black
Stamford AFC Red
Stanground Sports FC
Thurlby Tigers FC
Werrington Athletic FC Red
Wisbech Town Acorns FC

Division Three - 10

Holbeach United FC Black
March Park Rangers FC
Netherton United FC Hawks
Park Farm Pumas FC Red
Parkside Athletic FC
Spalding United FC White
Stamford AFC White
Stamford AFC Yellow
Tydd St Mary FC
Whittlesey Junior FC Blue

UNDER 16

Division One - 10

Blackstones JFC
Glinton & Northborough FC Amber
Gunthorpe Harriers FC Navy
Langtoft United FC
Leverington Sports FC
March Soccer School FC
Peterborough Northern Star FC
Peterborough Sports FC
Stamford AFC
Whittlesey Junior FC Blue

Division Two - 10

Bourne Town FC Claret
Glinton & Northborough FC Blue
Gunthorpe Harriers FC Sky
Hungate Rovers FC Green
Netherton United FC
Oundle Town FC
Spalding United FC
Thurlby Tigers FC
Werrington Athletic FC
Wisbech St Mary FC

Division Three - 10

Crowland Juniors FC
Deeping Rangers FC
Feeder Soccer FC
Hampton FC
March Park Rangers FC
Phoenix FC
Pinchbeck United JFC
Rippingale & Folkingham FC
Stanground Sports FC
Thorney Colts FC

UNDER 18

Division One - 9

Deeping Rangers FC Blue
Glinton & Northborough FC Blue
March Soccer School FC Blue
Netherton United FC Blue Jays
Oakham United FC
Peterborough Sports FC
Ryhall United FC Orange
Stamford AFC
Yaxley FC Lynx

Division Two - 9

Deeping Rangers FC Claret
Hampton FC
Hempsted United FC
Oundle Town FC
Peterborough ICA Sports FC
Peterborough Northern Star FC
Spalding United FC
Thorpe Wood Rangers FC
Yaxley FC Blue

Division Three - 8

Boston United Community FC
Bourne Town FC Blue
Glinton & Northborough FC Black
March Soccer School FC Whites
Netherton United FC
Pinchbeck United JFC
Werrington Athletic FC
Whittlesey Athletic FC



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DEFINITIONS

(A) In these Rules:

“WGS” means the Whole Game System and the procedures for the operation thereof as determined by The FA from time to time.

(B) The Rules are taken from the Standard Code of Rules for Youth Competitions (the “Standard Code”) determined by The FA from time to time. In the event of any omissions from the Standard Code then the requirements of the Standard Code shall be deemed to apply to the Competition.

POWERS OF MANAGEMENT

5. (D) With the exception of Rules 5(I), 6(H) and 19, and subject to Rule 5(I), in relation to any alleged breaches of a Rule the Management Committee shall issue a formal written charge to the Club concerned. The Club charged is required to respond to the charge within 7 days from the date of notification of the charge. In such reply a Club may: -

QUALIFICATION OF PLAYERS

8. (A) (i) A registered youth playing member of a Club is one who, being in all other respects eligible, has: -

(a) Signed a fully and correctly completed Competition registration form in ink, countersigned by his /her parent or guardian and by an Officer of the Club, and who has been registered with the Administrator 3 days prior to the Player playing and whose completed registration League ID Passport has been received by the Club prior to playing. The registration document must incorporate any known serious medical conditions of the Player and emergency contact details of the Player’s parents or guardians. These details must be available at matches and training events the Player attends within the management of the Club or Competition.

Or

(c) registered through WGS.

Any registration form which is sent by either of the means set out at Rules 8(A) (i) (a) or (b) above that is not fully and correctly completed will be returned to the Club unprocessed. If a Club attempts to register a player via WGS but does not fully and correctly complete the necessary information via WGS, the registration will not be processed.

For clubs registering players under Rules 8(A) (i) (a) or (b) registration forms will be provided in a format to be determined by the Competition. For Clubs registering players via WGS (under Rule 8 (A) (i) (c)) Clubs must access WGS in order to complete the registration process.

The registration document must incorporate a current passport-size photograph of the Player seeking registration together with **confirmation that the Player’s proof of date of birth has been checked by the Club and is accurate proof of the Player’s date of birth.**

If a Player’s age is required for registration purposes a Competition must accept an original birth certificate or a photocopy. In cases where the birth certificate is not available a Competition is required to accept a photocopy of the Player’s passport or other official document issued by a Government Agency attesting to the Player’s date of birth.

Failure to comply with this Rule will result in a fine (in accordance with the Fines Tariff).

All Players League ID Passport Registrations are to be returned at the close of the season on or before the AGM. Failure to return League ID Passports by the AGM will incur a fine in accordance with the Fines Tariff.

Any League ID Passport lost having to be replaced will be charged in accordance with the Fines Tariff.

(B) (i) Contract Players 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 registered to the 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) A Player registered with a Premier League or Football League Academy under the Elite Player Performance Plan contained within Youth Development Rules will not be permitted to play in this Competition. Details of the Youth Development Rules are published on The FA website. A Player registered with a FA Girls’ Regional Talent Club may play in this Competition subject to the FA Programme for Excellence (Female) Regulations.

(iii) If any Player is serving in any branch of Her Majesty’s Regular Forces, the Player must first obtain the consent of his Association secretary before signing a registration form to play for a Club.

(F) It shall be deemed a breach of these Rules for a Player to: -

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

(ii) Having **registered signed** for one Club in the Competition, **register sign for another Club in the Competition** in that Playing Season, except for the purpose of a transfer.

(iii) Submit a signed registration form **or submit a registration through WGS** for registration that the Player had wilfully neglected to accurately or fully complete.

(H) Subject to compliance with FA Rule C 2(a) when a Club wishes to register a Player who is already registered with another **Club Team** it shall submit a transfer form **(in a format as determined by the Competition)** to the Competition accompanied by a fee as set out in the Fees Tariff. **The completed Transfer Form should be submitted to the Administrator together with the players League ID Passport and a SAE to the new Club Secretary to be posted to the Administrator. A player’s transfer is only complete when showing on the team’s squad list on Full-time and the League ID Passport has been received by the Manager.** Such transfer shall be referred by the Competition 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 7 days of receipt of the notification. Upon receipt of the Club’s consent, or upon its failure to give written objection within 7 days, the Administrator 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 7 days after receipt of such transfer.

(O) A team shall not include any player/more than [] players who has/have taken part in [] or more senior competition matches during the current season unless a period of [] days has elapsed since they played.

For the purpose of this Competition a senior competition(s) is/are [].

PLAYING SEASON. CONDITIONS OF PLAY

TIMES OF KICK-OFF. POSTPONEMENTS. SUBSTITUTES

10. (E) (iii) In the event of a match not being played or abandoned owing to causes over which neither Club has control, it should 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 Administrator within 3 days the Management Committee shall have the power to order the match to be played on a named date or on or before a given date. Where it is to the advantage of the Competition and the Clubs involved agree, the Management Committee shall also be empowered to order the score at the time of an abandonment to stand.

Failure to comply with this Rule will result in a fine (in accordance with the Fines Tariff).

(H) The Teams taking part in Under 7s to Under 11 or Youth Football shall identify a Team captain who may/shall wear an armband and shall have a responsibility to offer support in the management of the on-field discipline of his/her teammates. Failure to comply with this Rule will result in a fine (in accordance with the Fines Tariff).

(I) Competition League ID Passport with photographs are to be carried to all games under the jurisdiction of the Competition and to be produced prior to the start of the game and to be inspected by the opposing Team Official or if requested by any Competition, Match or opposing Team Official. Failure to observe this procedure will result in a fine in accordance with the Fine Tariff and/or points will be deducted. Other further action deemed necessary will be taken by the Management Committee. Nothing in this Rule shall prevent the match being played.

DETERMINING CHAMPIONSHIP

12. (D) In the event of a Team withdrawing from the Competition before not completing 75% of its fixtures for the Playing Season all points obtained by or recorded against such defaulting Team shall be expunged from the Competition table. For the purposes of this Rule 12 (D) a completed fixture shall include any Competition Matches which have been awarded by the Management Committee.

REFEREES

13. (B) In cases where there are no officially appointed Match Officials in attendance the Clubs shall agree upon a referee. An individual thus agreed upon shall, for that game, have the full powers, status and authority of a registered referee. Individuals under the age of 16 must not participate either as a Referee or Assistant Referee in any open age competition and individuals under the age of 14 must not participate either as a Referee or Assistant Referee in any competition. Referees between the ages of 14 and 16 are only eligible to officiate in competitions where the players' age band is at least one year younger than the age of the Referee, for example. a 15 year old Referee may only officiate in competitions where the age banding is 14 or younger.

SPECIAL GENERAL MEETINGS

19. Upon receiving a requisition signed by two-thirds (2/3) of the Clubs in membership the Administrator shall call a Special General Meeting.

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

At least 7 days' notice shall be given of a 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. Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

Any continuing member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall be fined (in accordance with the Fines Tariff).

For Minor Extraordinary General Meetings an electronic voting ballot can be sent via email at the discretion of the Board.

A Ballot paper with voting boxes will be sent out for clubs to vote, there will also be a box for clubs that wish to abstain. On the bottom will be a section that requests an extraordinary meeting. If five Clubs tick this box a full meeting will be convened.

A ballot email will be sent out and must be completed by The Club Secretary and replied to within seven working days; if no reply is received the League office will contact the Club to ensure their vote has been cast.

Extraordinary General Meeting Electronic Ballot Paper

I Club Secretary
(Please write your full name)

of..... Football Club

Signed this.....day of.....20....

Signature

The ballot must be returned by.....

Proposed Resolution Description

If your Club requires an EGM to be call (please tick)

(NB: If five or more clubs request an EGM then all other email ballots will be cancelled and a meeting will be arranged)

ALTERATION TO RULES

20. Alterations, for which consent has been given by the Sanctioning Association, shall be made to these Rules only at the AGM 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 the Rule relating to the qualification of Players shall not take effect until the following Playing Season.
- Notice of proposed alterations to be considered at the AGM shall be submitted to the Administrator by 31st January in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by 1st May and any amendments thereto shall be submitted to the Administrator by 14th May. 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) **at least 28 28 days prior to the date of the meeting.**

INSURANCE

22. (A) All Clubs must have valid public liability insurance cover of at least ten million pounds (£10,000,000) **at all times. Failure to comply with this Rule will result in a fine (in accordance with the Fines Tariff).**
- (B) All Clubs must have valid personal accident cover for all Players registered with them from time to time. The Players' personal accident insurance cover must be in place prior to the Club taking part in any Competition match and shall be at least equal to the minimum recommended cover determined from time to time by The Association.
- Personal Accident Insurance in a mandatory requirement of the league this can be arranged by Clubs/Teams own County Football Association or directly with an Insurance Company or Broker. The Administrator will require a copy of your Personal Accident Insurance by 31st July each season.
- Failure to comply with Rule 22(A) or 22(B) will result in a fine (in accordance with the Fines Tariff).

FINES TARIFF

RULE NUMBER	DESCRIPTION	LEAGUE FINES POLICY*	FA MAXIMUM FINE
22 (B)	FAILURE TO HAVE THE REQUIRED INSURANCE	£100.00	£100.00

Knock Out Competitions

- The Knock-Out Competitions shall be called the Peterborough & District Youth Football League Knock-Out Competitions referred to as the Knock-Out Competitions. Formerly known as the Peterborough & District Junior League Knock-Out Cup.
- The Knock-Out Competitions shall be annual and shall be open to Clubs competing in their respective age sections of the Peterborough & District Youth Football Competition League i.e. Under 15, Under 16, Under 17 and Under 18.
- Competition rules shall apply in all Knock-Out Competitions with the following exceptions or additions.
- The Knock-Out Competitions shall be governed by the Management Committee of the Peterborough & District Youth Football Competition League.
- The entrance fee shall be decided annually, which must be paid at the time of entry. No Club shall be eligible to compete unless the entrance fee is paid.
- In the final ties of the Knock-Out Competition the Competition shall take all receipts and be responsible for match expenses, the expenses of the competing Clubs may be paid at the discretion of the Management Committee providing such expenses are applied for within seven days of the date of the tie.
- The Knock-Out Competition shall be run on the Knock-Out system. The draw will be made and matches played on the date set by the Competition Management Committee.
- The Club drawn first shall play at home. Clubs shall not play on neutral grounds, except by order of the Management Committee. If a Club cannot play on its home ground on the date specified for a tie, the Committee may order the tie to be played on the ground of their opponents, who then become the home team.
- Ties shall be played on the date specified by the Management Committee unless: (a) the Club is engaged in a County Youth or P.F.A. Competition, (b) Written medical evidence is produced to prove that a team cannot be raised or (c) written evidence that players are involved in School Activities is given, where (a) or (c) applies, the game may be played before that date. A Club breaking this rule will be removed from the Knock-Out Competition.
- Where a match is abandoned or postponed, it must be rearranged for the following week. **Should any match result in a draw after extra time then penalties will decide in accordance with F.A. Rules. Extra time will be played in all matches i.e. (90 minutes – 30 minutes extra) (80 minutes – 20 minutes extra).**

11. Qualification of players – Any bona fide member of a Club shall be eligible to take part in the Knock-Out Competitions.
12. No individual shall be allowed to play for more than one competing Club or in more than one age group during a season, but members of a team may be changed during a series of matches.
13. Any player not eligible to take part in a match on the day appointed shall not be eligible to take part in any re-arrangement in connection therewith. This does not apply to players under suspension whose terms of suspension has expired before the date of the replay.
14. Any Club, having been proved to have played an ineligible player (or players) will be removed from the Knock-Out Competition and fined in accordance with the Fine Tariff
15. All players taking part in the final must have been registered for their Club at least fourteen days before the original date of the semi-final, as per the fixture list
16. A transferred player, having played for his previous Club in this Knock-Out Competition, is ineligible to play for his new Club in this Knock-Out Competition. Any Club found guilty will be removed from the Knock-Out Competition.
17. Clubs competing in the final ties must send to each other and to the Registration Administrator, not less than seven days prior to the date of the final, a list of players from which they intend to select their team. Failure to observe this Rule will incur a maximum fine in accordance with the Fine Tariff. Any protest relative to players in the final ties must be made in writing three days prior to the match being played.
18. A Club may not scratch from any rounds of these Knock-Out Competitions, unless allowed by the Management Committee. Clubs scratching from the Knock-Out Competitions without permission shall be liable to a maximum fine in accordance with the Fine Tariff. Permission will not be granted to scratch from the semi-final or final ties unless fourteen days' notice is given.
19. Suitable mementoes will be given to both teams in the final ties, providing the funds of the Competition are sufficient.
20. The Management Committee shall have the power to take action in any circumstances not covered by these rules.
21. In semi-final ties the home team to pay Referee's fee and the away team to pay Referee's Assistants fees.
22. In Cup Final matches both teams to provide a match ball which the Officials will use at their discretion.
23. The Final Match in all Knock-Out Cup Competitions, if still a draw after extra time having been played, shall be decided by Penalty Kicks, as per the Laws of the Football Association.
24. Kick-off times for all cup matches shall be 10.30 a.m. or 1.30 p.m.

The Competition shall be called the Peterborough & District Youth Football League Knock Out Competitions referred to as the Knock-Out Competitions. Formerly known as the Peterborough & District Junior League Knock-Out Cup.

The Knock-Out Competitions shall be annual and shall be open to Clubs competing in their respective age sections of the Peterborough & District Youth Football Competition League i.e. Under 15, Under 16, Under 17 and Under 18.

Competition rules shall apply in all Knock-Out Competitions with the following exceptions or additions.

Management of the Competition

The entire management and control of the Competitions shall be vested in the League Management Committee who shall have the power to deal with any matter for which no specific provision is made. The League Management Committee will have the power to invoke any competition as and when required. Any other matter not provided for in these Rules shall be determined by the League Management Committee. The matches shall be arranged by the Fixture Administrator. In each round Clubs shall be drawn in couples, first Club drawn to have choice of ground, with byes where necessary. Final Ties will be played on a neutral venue to be determined by the League Management Committee. All arrangements for the Final Ties shall be made by the League Management Committee. The Competitions shall observe the Rules, Regulations and Bye-Laws of the Football Association, and all matches shall be played according to the Laws of the Game, as settled by the international Football Association Board. All questions of eligibility, disqualification of players, interpretation of the competition Rule or failure to comply with the Laws of the Game, as well as other matters in dispute, shall be referred to the League Secretary and thereafter to the Management Committee, whose decision shall be final.

Cup Competitions & Status of Clubs to Compete Therein.

All affiliated Clubs that play in the Peterborough & District Youth Football League must compete in the League Knock Out Competition. Any 9 v 9 teams will be entered into the 11 v 11 relevant Cup Competition and must play at 11 v 11

THE U15 LEAGUE KNOCK OUT CUP: To be competed for by Teams from the Peterborough & District Youth Football League as determined annually by the Management Committee.

THE U16 LEAGUE KNOCK OUT CUP: To be competed for by Teams from the Peterborough & District Youth Football League as determined annually by the Management Committee.

THE U18 LEAGUE KNOCK OUT CUP: To be competed for by Teams from the Peterborough & District Youth Football League as determined annually by the Management Committee.

Dates & Times of Cup Ties.

The dates of which the matches of each Competition shall be played, shall be fixed by the League Management Committee but may be subject to alteration.

Kick-off times for all cup matches shall be 10.30 a.m. or 1.30 p.m. unless otherwise agreed by both teams and sanctioned by the Secretary of the League

Entrance Fees

The entrance fee shall be decided annually, which must be paid at the time of entry. No Club shall be eligible to compete unless the entrance fee is paid.

Venues & Appurtenances to the Game.

In all Cup Matches, except Finals the Club drawn first shall have the choice of ground. The League Management Committee reserves the right to change the venue of any match if deemed necessary. The League Management Committee will advise each club of the name of the team it has been drawn against, along with the Referee and, where applicable Assistant Referees and the time and date on which the match is to be played which shall be decided by the League Management Committee.

The Secretary of the home club must notify their opponents no less than 5 days before the match, including location, directions and club colours.

The home team must provide goal nets and corner flags. If a Club cannot play on its home ground on the date specified for a tie, the Committee may order the tie to be played on the ground of their opponents, who then become the home team.

The Finals of all Competitions shall be played on grounds selected by the League Management Committee who shall have direct control of all the arrangements in connection with the matches.

Admission to Cup Ties

Where a gate is taken (for Finals only) the admission fee will be set by the Management Committee.

Appointment & Payment of Referees

In all Cup matches the Referee shall be appointed by the Management Committee. In semi-final ties the home team to pay Referee's fee and the away team to pay Referee's Assistants fees.

Referee fees and expenses shall be paid promptly at the conclusion of the match.

The Management Committee may/will appoint Assistant Referees in Semi-Finals and Finals. Reserve Officials may/will also be appointed by the Management Committee to all Finals. Where it is deemed advisable Assistant Referees may be appointed in earlier rounds of all competitions.

Referees and Assistant Referees (where appointed) must arrive at the venue for the match at least 30 minutes before kick-off.

Note: - All references to Assistant Referee(s) apply to neutral appointments only.

If the match is postponed or is not played, and the Referee and/or Assistant Referee(s) are in attendance they will be entitled to half match fee plus expenses. In all matches except Finals the secretaries of the Home Club shall notify the Referee/ Assistant Referee(s) full match particulars 5 days before the match. Referees must report Clubs which fail to observe this instruction. Where Assistant Referees are not appointed, both Clubs must provide a suitable Club Assistant Referee as provided for in League Rule 13. Clubs failing to do so may be fined in accordance with the Fines Tarff.

The Match.

Matches shall be played in accordance with the Laws of the Game. Matches shall be played to a conclusion, if the scores are level then penalties will decide, as set out by the Football Association Limited. There is no provision for replays or extra time. Matches abandoned through the fault of the clubs shall be dealt with by the Management Committee as provided for in League Rule 10.

Reports of short teams, late starts, abandoned matches, failure to provide Assistant Referees etc. shall be referred to the Management Committee, who will determine any action that may be required.

Substitutions.

As provided for in League Rule 10F

Ties shall be played on the date specified by the Management Committee unless: (a) the Club is engaged in a County Youth (b) Written medical evidence is produced to prove that a team cannot be raised or (c) written evidence that players are involved in School Activities is given, where (a) or (c) applies, the game may be played before that date. A Club breaking this rule will be removed from the Knock-Out Competition.

In Cup Final matches both teams to provide a match ball which the Officials will use at their discretion.

Team Colours.

Please refer to League Rule 9A

Qualification of Players.

A player eligible is one who is a bona-fide registered playing member of a Club

No individual shall be allowed to play for more than one competing Club or in more than one age group during a season, but members of a team may be changed during a series of matches.

Any player not eligible to take part in a match on the day appointed shall not be eligible to take part in any re-arrangement in connection therewith. This does not apply to players under suspension whose terms of suspension has expired before the date of the replay.

Any Club, having been proved to have played an ineligible player (or players) will be removed from the Knock-Out Competition and fined in accordance with the Fine Tariff

All players taking part in the final must have been registered for their Club at least fourteen days before the original date of the semi-final, as per the fixture list

A transferred player, having played for his previous Club in this Knock-Out Competition, is ineligible to play for his new Club in this Knock-Out Competition. Any Club found guilty will be removed from the Knock-Out Competition.

Failing to Fulfil Fixture

Any Club refusing to play or failing to complete the match against the team with whom it has been drawn within the time stated, shall be struck from the competition and fined in accordance with the Fee Tariff. Where a team is removed from the competition the opposing team shall be awarded a walkover.

Team Sheets.

Clubs competing in the final ties must send to each other and to the Registration Administrator, not less than seven days prior to the date of the final, a list of players from which they intend to select their team. Failure to observe this Rule will incur a maximum fine in accordance with the Fine Tariff. Any protest relative to players in the final ties must be made in writing three days prior to the match being played.

Match Day Results.

As provided for in League Rule 11

Match Expenses

In all rounds of the Competition, except for the finals, the home club shall be responsible for all costs and the payment of match officials. In semi-final ties the home team to pay Referee's fee and the away team to pay Referee's Assistants fees.

In the final ties of the Knock-Out Competition the Competition shall take all receipts and be responsible for match expenses, the expenses of the competing Clubs may be paid at the discretion of the Management Committee providing such expenses are applied for within seven days of the date of the tie.

Violation of Knock Out Cup Rules

As provided for in League Rule 5, 15 and 16

Cups and Trophies

The League shall present to the winners of the Final Ties a suitable trophy/shield which must be returned to the League office by the 31st January.

Mementoes

Suitable mementoes will be given to both teams in the final ties, providing the funds of the Competition are sufficient

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