

WEST WALES WOMEN AND  
GIRLS LEAGUE RULE BOOK  
2020/21



League Committee	
Position	Name
President	Ross Norgrove (2011- Present)
Chairman / WWFA Rep	STEPHEN GROVE (2016- Present)
General Secretary	TOM KNIGHT (2012- Present)
Treasurer	MARK PACKER (2017- Present)
Fix Secretary	ROB BROWN (2008- Present)
Safeguarding Lead	DONNA STEPHENS (2020- Present)
Safeguarding Officer	BECKY COOPER (2020- Present)
Vice Chairman	LLINOS THOMAS (2018- Present)
Minutes Sec	STEPHANIE TESTER (2020- Present)
Refs Officer	HELENA GOATLEY (2020- Present)
Minis Liaison officer	DAN DAVIES (2018- Present)
Neath Liaison officer	CARL WILLIAMS (2020- Present)
Swansea Liaison officer	ANDY STEPHENS (2017- Present)
Carmarthenshire Liaison officer	MATTHEW JOHN (2020- Present)

#### Contact Addresses

General Secretary	<b>Tom Knight</b>	<b>39 Tyn-y-cae Alltwen Pontardawe Swansea SA8 3DJ</b>
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Email: [tomknight@wwgl.co.uk](mailto:tomknight@wwgl.co.uk)

#### League BACS Transfer Information

Sort Coder 20 18 17  
Account number 536066019

### Name of the League and Eligible Members

1. This amalgam of clubs to be called the “West Wales Women's & Girls’ Football League” (hereinafter referred to as the “WWWGL”). The boundaries of this league area & the boundaries of the West Wales Football Association (hereinafter referred to as “WWFA”)
2. All clubs must be affiliated to the WWFA. Permission of WWFA and the Clubs resident area association must be obtained for clubs outside the WWFA jurisdiction to participate in the League and its competitions. All players Under 16 years must play for teams inside the relevant divisions to which they reside. No club or team which runs a female academy or development side will be allowed to participate in the WWWWGL.
3. Any coach / club official / committee member associated with a professional club i.e. development / academy side cannot be involved with a WWWWGL Junior Club where a conflict of interest is deemed by the WWWWGL and voted upon by the Executive and appropriate committee.”

### Structure of the League

The League shall organise events / competitions at the following levels:

#### MINIS

Mini Dribblers (3-6 Years Old) TU&P

Under 7's (School Year 1 & 2)

Under 8 (School Year 3)

Under 9's (School Year 4)

Under 10 (School Year 5)

#### Juniors

Under 12 (School Year 6 & 7) 7 – 9 aside (5 rolling subs)

Under 14 (School Year 8 & 9) 11 aside (5 rolling subs)

Under 16 (School Year 10 & 11) 11 aside (5 rolling subs)

#### Seniors

Ladies (Over 16) 11 aside (5 Rolling Subs)

4. Football organised for players aged over 3 years and less than 10 years, must be on a non-

competitive basis. A player's age as at midnight on 31 August in any year shall define her eligibility. The League may, at its discretion, organise various competitions within the levels stated above.

### **Entrance and Guarantee Fees**

5. A club shall only be required to pay one Girls' guarantee fee regardless of the number of Girls' teams it enters into the League but for Women, a separate guarantee fee is required. Any team withdrawing from the League after fixtures have been released and before completing its fixtures in their first season shall forfeit their guarantee fee.

Age Group	League Registration Fee	Cup Registration Fee
Under 7's	£20	N/A
Under 8's	£20	N/A
Under 9's	£20	N/A
Under 10's	£20	N/A
Under 12's	£20	£5
Under 14's	£20	£5
Under 16's	£20	£5
Ladies	£30	£10

6. Any team entered will not be allowed to register more than 2 players from another Club, that were members of the League at the end of the previous season. However, in extreme circumstances an appeal can be heard by the league committee.
7. All clubs must register sufficient players in order to start the season; sufficient players will be deemed Four in U8, Five in U10 & U12, Seven in U14, U16 and Women.
8. Match day squads:  
U12s – Maximum of 14 per squad  
U14s, U16s, Ladies – Maximum 16 per squad

9. Clubs must be affiliated members of the WWFA in order to join the WWWGL all clubs must complete and submit WWWGL affiliation forms online prior to 1st August each season. This includes the Completion of all coached accreditation (Coaching qualifications, first aid, DBS, Safeguarding) failure to do this will result in a late affiliation fine of £10.
10. Junior clubs must also submit FAW Safeguarding work booklet to the league prior to 1st August. If a club fails to meet minimum requirements set by the FAW, then the League holds the rights to suspend club/ team until these requirements are met. If this is not completed, then subsequently by the first game of the season the league holds the right to award the game to the opposing side.

#### **Executive Committee**

11. The affairs of the League shall be conducted and controlled by an Executive Committee and a number of sub-committees for the Senior, Junior and Minis sections.
  - a. Nominations may be submitted in writing to the Secretary prior to the AGM, with at least 14 days' notice. In the event of no nominations for committee members at an AGM, it will be opened up to the floor.
  - b. Any person who has been dismissed or has been asked to resign from the Executive Committee or who has deemed to have resigned may not be submitted for re-election without the prior approval of the Executive Committee.
  - c. All Committee members once elected will remain in position, if they so choose, for a period of Two season. After this period they must stand for Re-elections if they wish to remain within said position.
12. At Executive Committee meetings, the presence of five members shall be deemed to be sufficient to form a quorum.
13. The League shall appoint a Safeguarding Officer in accordance with instructions laid down by the Football Association of Wales (FAW) and WWFA with their responsibilities as specified by the aforementioned organisations.
14. The Executive Committee shall have the power to co-opt members onto the committee should vacancies arise, and they shall serve until the next AGM.
15. No committee member shall be present on any matter in which his/her club may be deemed to have an interest. They must declare that interest and after presenting their case they need to withdraw from the meeting.

16. Any committee member failing to attend three consecutive meetings without reasonable excuse shall be deemed to have resigned.
17. Where necessary, the Chairman may call for a vote to decide a specific issue. Even though it is possible for an Executive Committee member to hold more than one position, that person shall only be entitled to one vote on any matter. In the event of any vote being equal, the Chairman shall have a further, casting vote to decide the issue.
18. The Executive Committee shall have the power to rule on any other matter not specifically provided for within the rules of this League.
19. The funds of the League shall be deposited with a Bank. The Treasurer shall present a Bank statement and cash book when requested at Executive Committee meetings.

### Clubs

20. All Girls' Clubs under the jurisdiction of the League shall satisfy the Executive Committee that they are properly accredited clubs and playing football according to the rules of the FAW. They may be required to provide their FAW Accreditation Certificate or their current position via the relevant Football Development Manager (FDM). If there are players under the age of 18 playing within a Women's team, then the club must have a Safeguarding Officer.
21. Each club shall forward annually on a form to the League Secretary, a statement of their distinguishing colours and alternate colours, together with the name and address of their Club Secretary, Safeguarding Officer and Team Coaches/Managers, as well as the location of their home ground and dressing rooms; such form to be returned to the League Secretary by the date of the AGM each year.
22. All Clubs must advise the League when there is a change to any of the details on the Club Affiliation form. Failure to comply with this rule will be subject to a fine of £10.
23. Permission is required from both the League and the WWFA for all friendly matches and tournaments within Wales. If outside Wales, sanction is also required from the FAW.
24. Any club when requested must respond within 10 days of the date of the relevant correspondence. League will also reply within 10 working day's. Any club failing to comply with this rule will be deemed to be guilty of misconduct and will be subject to a fine of £10.
25. All clubs affiliated to this League are responsible for the conduct of their own officials,

players and spectators as per the FAW Safeguarding guidelines. Clubs are required to take all precautions necessary to prevent match Officials and officials, and/or players of other clubs being threatened or assaulted during or following the conclusion of matches.

26. The League will only correspond with the Club Secretary in all matters. Correspondence must come on headed paper or via an email address that has already been registered with the League.
27. If clubs fail to pay any fees owed to the league late (after 14 day's post receipt of invoice) late there will be a further £10 late fee added on top of the bill and clubs may be suspended until fees are paid.
28. Any clubs owing money to the league will be suspended by the league until payment is received.

### Meetings

29. All clubs in membership must attend the Leagues AGM each year which is to be held in July or they will incur a fine of £20.
30. Each club shall be allowed one vote only per section regardless of the number of teams they have entered into the League.
31. Members of the Executive Committee shall be entitled to one vote each.
32. Clubs failing to send a representative to any of the League's meetings will be fined £20 at the discretion of the Executive Committee.
33. No person may represent more than one club at any meeting.
34. Clubs may send a maximum of two representatives to any meeting, further representatives from any club may only be permitted to attend a meeting with prior permission of the Chairman.
35. The presence of representatives from at least half the affiliated member clubs shall be deemed sufficient to form a quorum.
36. An Emergency General Meeting shall be convened by the Secretary, if requested in writing by at least one third of the clubs in membership of the League, or by a majority of members of the Executive Committee.
37. Notice of such meeting shall be sent to all clubs in membership of the League, together

with an agenda at least seven days prior to the date set for the meeting and such notice shall also state the objective for which the meeting is convened.

38. No alteration or amendment of these rules shall be permitted except at a Rules revision meeting prior to 15th March or an Emergency General Meeting convened for this purpose; such alterations or additions must be sanctioned by the WWFA before they can become operative.
39. Any proposed rule changes are to be forwarded in writing to each club at least seven days before the meeting.
40. Any alterations to rules shall not be deemed carried unless supported by a majority of the voting members present.
41. Any member club wishing to put forward rule changes to be considered at the Rules revision meeting, shall do so in writing to the League Secretary when requested and returned within 28 days.
42. Voting on general rule changes will be for all clubs, whereas those rules that specifically apply to the Girls' or Women's section will only be voted on by the clubs in that section.
43. All club meetings minutes and published within 14 days.

The minutes of each meeting will be circulated to member clubs within 28 days of the date of the meeting.

#### **Player Registration and Transfers**

44. All registrations will be managed by the FAW comet system. All players must be registered on comet.

#### **Fixtures**

45. League and League Cup competition fixtures take priority over any other fixture/tournament, with the exception of competitions organised by the FAW and the WWFA.
46. All matches must be played on Sundays or midweek unless arranged to the contrary with the league fixture secretary kick-off times mutually agreed by the clubs

Mini (U6's-U11's)	9:00-13:00
Juniors (12's-16's)	10:00-13:00

Ladies	12:00-16:00
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47. In the U12 Division, teams will be required to match numbers players, at least seven and not more than nine per side.
48. Cup fixtures are mandatory however in unforeseen circumstances a common-sense ruling will be applied. Notifications must be given at least 7 days in advance.
49. Any club with two or more players in football international/regional squad commitments which clash with League fixtures may apply to the League Secretary for a postponement of fixtures and such postponements shall not be counted as part of a club's entitlement to free dates.
50. The Home team is responsibility for communicating the match result to the relevant fixture sec by 7 pm on Sunday or for matches played midweek by 9pm. Failure to do so will incur a fine of £5.
51. Team sheets for all matches to be forwarded to the registration sec of League within two working days of the game. To [teamsheets.wwwgl@gmail.com](mailto:teamsheets.wwwgl@gmail.com)
  - A) Failure to comply will incur a fine of £10
  - B) If no team sheet is received within 15 working days a further fine of £10 per team will be levied on the club.
52. All are team is responsible for the completion of their details on their team sheet, including signatures from their club & match official, and may be liable to fines if details are missing. This will not absolve any defaulting club from having to send in team sheets.
53. In *all age groups*, each team is required to complete details of the games on their own team sheet and it must be signed by the Manager/Coach.
54. The Executive Committee shall review all late call offs and abandoned matches which have played two- thirds of playing time and in cases where it is to the advantage of the League and does no injustice to any member club, shall be empowered to order the score at the time of the abandonment to be recorded as the match result. If the Executive Committee is satisfied that the game has been abandoned because of the conduct of one club or its club members, it shall be empowered, after the matter has been dealt with by the appropriate Area Association, to award the points to its opponents or take what other action it deems necessary. When a game is abandoned because of the conduct of either teams or their club members, the Executive Committee shall take such action as it considers appropriate.
55. The council shall have the power to arrange all matches through its fixture secretary. No

club will be allowed to postpone a fixture without the permission of the fixture secretary or league secretary or falling this the league chairman.

56. The home club is responsible for notifying the opposition and appointed match officials of the venue/kick off time and team colours at least 5 days before a Sunday fixture or by noon on the Monday of a midweek fixture. Failure to make contact will result in a £5 fine. With a £10 fine is applicable after 3 offences.
57. The league committee reserves the right to step in at any point if it deems there is a more serious issue with any club or team causing the offence to be enforced.
58. Where there is a clash of colours the home, side is responsible for changing its strip. Bibs will not be allowed unless they are numbered.
59. No team will be allowed to play in black.
60. Shirts must be numbered at senior and junior levels and player's numbers must correspond to the team sheet.
61. Any club requiring a free date must apply in writing to the fixture secretary a minimum of 28 days before the requested date.
62. Any club requiring a cancellation of a fixture due to players being in development squads must apply to the fixture secretary in writing a minimum of 1 week before the fixture date for approval.
63. Junior clubs at the end of the season can apply to play a double header fixture between 2 teams for double points. The application has to be made to the league fixture secretary prior to the game.
64. Senior teams cannot request a similar scenario unless confirmed by all of the league executive committee members.
- 65.
66. Fixtures must be played with 'match' balls and of the sizes specified below:

Age Group	Ball Size
Under 7/8/9	3
Under 10/12/14	4
Under 16 & Women	5

67. Retreat Line

For Under 8s and Under 10s

For a goal kick, the opposition (team not taking the goal kick) must retreat 10-15 yards. This allows for the team taking the goal kick to play the goal kick to a team mate to start play.

Once the ball is kicked by the person taking the goal kick, the opposition team can move from the retreat line to win the ball back.

#### **Failure to fulfil fixtures**

68. Any club or team found guilty of failing to fulfil a league or cup fixture will be subject to the following:
- A) For the first offence, a £10 fine match and points will be awarded to the opponents.
  - B) For the second offence, a £15 fine match and points will be awarded to the opponents and a 1-point deduction will be applied.
  - C) For the third offence, a £20 fine match and points will be awarded to the opponents and a 2-point deduction also a personal hearing with league executive committee with a possible suspension.
  - D) Where both clubs are found guilty of the offence both teams will be fined £10 and the match will be declared void. In addition, the clubs will be called upon to cover any expenses incurred (referee, pitch permit).
69. The league match committee shall deal with clubs reported for non-fulfilment of fixtures. If any offended club wish to recover any expenses from guilty clubs, it is their responsibility to do so. If it is not resolved the club can request the league to step in and resolve the issue.
70. must do so with the league fixture secretary before 6pm on a Wednesday for a Sunday match and five days prior to a midweek fixture. All applications for a call off have to be in writing to Only 2 call offs will be allowed per club per season. Any club wishing to use a call off the league fixture secretary. Failure to do so will result in a match case.
71. Where games are postponed due to adverse weather conditions on the day of the match the fixture secretary must be notified immediately.
- a. The away team and referee must be notified of postponement no later than 9-30am for junior games and 11am for senior games. Failure to do so will result in a fine of £10 levied on the home team.
  - b. Any game that is deemed to be called off late or an incomplete fixture will be referred to the match case committee.
72. Match case committee will make a case to case decision where fine are to be imposed.

73. If a team fails to complete a season the league has the right to refuse that team entry into the relevant age group / League the following season.

#### **Duration & Abandonment of Matches**

Age Group	Time	Total	Result to be deemed valid.
Under 12's	2 equal periods of 30 minutes	60 Minutes	50 Minutes
Under 14's	2 equal periods of 35 minutes	70 Minutes	58 Minutes
Under 16's	2 equal periods of 40 minutes	80 Minutes	66 Minutes
Ladies	2 equal periods of 45 minutes	90 Minutes	75 Minutes

74. If a game is abandoned before its conclusion it would have to be 5/6 played for a result to be deemed valid.

75. Clubs shall not arrange to play a match of different duration without the consent of the referee and both coaches. This invalidates the game as competitive, this must be agreed before the match.

#### **Champion Club**

75. Three points will be awarded for a win and one for a draw in all matches. At the end of the playing season, the Club obtaining the highest number of points shall be declared champions.

In the Girls' section, if two or more clubs are level on points the Executive Committee will arrange for a play-off match between the teams involved or declare them to be equal.

In the Women's section if two or more Clubs are level on points, the following criteria applies:

A, Goal difference;

B, most goals scored;

C, The results between the equally placed teams in terms of points gained;

D, the results between the equally placed teams in terms of goals scored.

E, If the teams should still be level, the Executive Committee will arrange for a play-off match between the teams to determine the Championship.

For other league placing, the teams shall be declared equally placed.

All trophies are the property of the League and shall be returned to the League Secretary by 31 March each year. Failure to carry this out will incur a fine of £100.

Mementoes may be awarded to the winners of the League and any League Cup competitions.

In the Women's section when there are several divisions, at the end of each season a maximum of one team will be promoted from and relegated from the respective divisions.

A team cannot be promoted or relegated into a division where there is another team from the same club. A team will be considered for the Welsh pyramid system if they are in the top two places in the top division and obtain their domestic licence. Clubs seeking promotion to the Women's Welsh football league must apply in writing to both leagues by 31st of December.

### Referees

76. All referees must be registered with their local Area Association.
77. The Referee Coordinator will attempt to assign a registered referee for all U14, U16 and Women's matches. If this is not done, no less than three days before the match, then it is the responsibility of the home club to ensure that a registered referee is available for the match. In the Women's and Girls' sections if no registered referee is available, the following procedure must be followed;
78. The Home club or an agreement shall nominate a person to referee the match.
79. If clubs cannot agree, the match MUST be played but a written letter of protest may be submitted prior to the match by either team. The letter must be signed by BOTH teams and forwarded to the League Secretary within two days of the match and accompanied by a fee of £10.
80. All referees at all age groups must possess a current DBS clearance.
  - a. Where a no referee is appointed in the referee agreed alone must officiate the whole match. Referees cannot be changed during the game unless due to injury.
81. If a registered referee is assigned to a match, then the cost must be shared equally between both sides at Junior level and the home team at senior level.

#### Junior Fees

- i. £18 per game + with travelling expenses of 35p per mile (Maximum £25)

#### Junior Assistant

- ii. £7 per game + Travelling expenses of 35p per mile (Maximum £10)

#### Ladies Fees

- iii. £25 per game + Travelling expenses of 35p per mile (Maximum £30)

#### Ladies Assistant

- iv. £10 per game + Travelling expenses of 35p per mile (Maximum £15)

82. Should a game not be played when a referee has travelled, the home team shall pay the referee half match fee plus expenses.

83. Referees who fail to arrive at appointed fixtures after confirmation has been made with the club must be reported to the Executive Committee by the home club.
84. Each club must supply one person to the referee to act as an assistant during the match.
85. Referees are hereby instructed that all reports must be sent direct to the WWFA, who alone will deal with such reports.
86. If a club fails to pay match officials the league will issue £25 fine plus costs of the official to the offending club.
87. Any club found not to be using the assigned match officials will be subject to a £20 fine and the game will go to match case.

#### **Misconduct & Protests**

88. All reports of misconduct by players, officials or spectators must be reported to the WWFA
89. Protests must be lodged with the League Secretary within 3 working days of the game.
90. Any club dissatisfied with a decision of the Executive Committee has the right of appeal to the WWFA. Any such appeal must be submitted in accordance with the rules of the Association.
91. The Executive Committee shall have power to take action against any player, official or club they deem guilty of misconduct. Such action may include (but not be limited to) fines, deductions of points, suspension of player registrations and expulsion from the League. No action may be commenced while the same is outstanding with the WWFA. Any club or person against whom action has been taken has the right of appeal in accordance with WWFA guidelines. For any disciplinary process that has been undertaken by the League, the decision of the Executive Committee will include full reasons of why this decision was arrived at and forwarded to the Club Secretary of the club involved.
92. By applying to enter the League, all clubs will be deemed to have accepted the League's

Code of Conduct (as per the FAW). Clubs, players or officials transgressing this code will be liable to be charged with misconduct. The League and Club's responsibility to child welfare is an essential priority at all times.

### **Grounds**

93. The home club must ensure the field of play is correctly marked and in a safe condition for use. Regulation corner flags must be provided in all cases, together with goal nets. Separate dressing rooms and showering facilities must be provided for players and match officials.
94. A minimum of 4 corner flags must be provided by the home team or referee. If no corner flags are used this must be reported by the away team to the league fixture secretary. A fine of £10 will be levied on any offending club.

### **Substitutes**

95. In all matches are five substitutes per team may be nominated and used. Roll-on roll-off substitutes may be used but must not exceed the number of substitutes allowed for the game (five), with all players having to enter the pitch when agreed by the referee. All substitute names, whether or not they played in the game, must be entered on the match team sheet.

### **League Cup Rules**

96. League Cup fixtures to be played in exactly the same way as League fixtures, except that if there is no result at full-time, extra time will be played. This will consist of 15 minutes each way for Women (10 minutes for Girls) and then penalties using the standard procedure, if there still is not a result. If a game is postponed, then it will be re-scheduled, and it will take precedence over a League fixture.

In the Under 16's & Women's section at the Semi-Final, if possible, and Final stage, there will also be assistant referees appointed by the League. The league will Pay for assistant referees when used in semi finals

No player can be registered to play in a cup final if they haven't been registered prior to the relevant cup semi-final.

97. No free dates shall be granted on Cup dates; clubs will be advised in writing of Cup Conference dates as soon as possible at the start of each season.
98. Officials Fees are to be split between both clubs for cup matches.

Junior ≈Fees

- i. £18 per game + with travelling expenses of 35p per mile (Maximum £25)

Junior Assistant

- ii. £7 per game + Travelling expenses of 35p per mile (Maximum £10)

Ladies Fees

- iii. £25 per game + Travelling expenses of 35p per mile (Maximum £30)

Ladies Assistant

- iv. £10 per game + Travelling expenses of 35p per mile (Maximum £15)

### **Financial Obligations**

99. Any club who fails to meet their financial obligations to this League will be deemed guilty of misconduct and dealt with at the discretion of the Executive Committee.

# West Wales Women and Girls League Partners 2020/21

