

AEFL Handbook Season 2022 - 2023



AEFL Handbook for Managers and Coaches

2022 – 2023

Version 1
August 2022



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Respect

Respect is the collective responsibility of everyone involved in football to create a fair, safe and enjoyable environment in which the game can take place.



To add consistency to all games played in the AEFL, referees will initiate the RESPECT handshake for each game, ideally 5 minutes before the scheduled kick-off. If any team refuses to participate, please report this by email to the AEFL within 48-hours of the game, giving all details.

If the teams still wish to conduct '3 cheers' at the end of the game this is by choice of the teams involved.



Who's Who at the AEFL

Tony Gittins

Chairman and Secretary

07771 886054

tony.gittins01@gmail.com



Karen Cole

Registration Secretary and FA

'Full Time' Administrator

01386 832372 / 07757 307335

karenaefl@aol.com



Cath Gittins

League Welfare Officer

01386 832585/07768 664568

cath.gittins01@gmail.com





Amanda Howlett

Fixture Secretary

07800 861994

amanda1aefl@gmail.com



Steve McAdam

Club Representation Officer

07392 846290

srmcadam@sky.com





Where to Find Information about the League?

All the information you should need is on the FA Full Time Website here:

<http://full-time.thefa.com/Index.do?league=7987482>

The screenshot displays the website interface for the Ambassador Evesham Football League. At the top, there is a navigation menu with links for NEWS, ENGLAND, COMPETITIONS, GET INVOLVED, BOOTROOM, WOMEN'S & GIRLS', RULES & REGULATIONS, ABOUT, and SHOP. Below the navigation is a search bar and a 'Update' button. The main header area includes the league's logo and the name 'Ambassador Evesham Football League' with a hit counter of 2,702,353. A secondary navigation menu includes HOME, NEWS, FIXTURES, RESULTS, TABLES, STATS, REFS, CONTACT, and RESPECT. The main content area features a filter section with dropdown menus for Season (2021/22), Age Group (All), Division (Under 18), and Cup / Competition (Select). Below the filters are several news items, each with a thumbnail image and a title: 'AEFL League Contacts', 'AEFL Club and Team Registrations for Seasons', 'AEFL - Various Forms', 'AEFL Managers Handbook 2022-2023', and 'AEFL Fn Quick guide'. A 'VIEW ALL LEAGUE NEWS >' link is also present. On the right side, there are promotional images for 'WE ARE ENGLAND' and a 'SHOP NOW' button. The bottom of the screenshot shows a Windows taskbar with various application icons and system tray information including the date and time (06:28 30/06/2022).

This includes:

- Registration forms
- Standard Code of Rules (SCOR(Y))
- Summary of the Rules
- Key Dates
- Various forms
- Postponement Request form
- Complaints procedure

League Contacts (Secretaries and Managers) can be provided by contacting Karen Cole



Who Should I Contact If I have a Query or Problem?

If you have a query or problem, please contact the relevant AEFL Committee Member below. It would help to direct your query just to the relevant Committee Member and not to include everyone on emails please.

Please do not use Full Time to contact the League as this function is not continually monitored and your query may be lost.

Please note that taking the time to direct your query to the correct Committee member not only cuts down wasted effort but will also get your problem resolved much more quickly.

New Clubs and Teams

General queries – Please contact Tony Gittins.

Please complete the relevant forms and send them to Tony Gittins. Details can be found later in this Handbook in section titled “Registering Clubs, Teams and Players”.

Player Registrations and Eligibility to Play

Please contact the Registration Secretary, Karen Cole.

Player Transfers

Enquiries should be forwarded Karen Cole.

Referees

In the first instance please contact Helen Plumley or Ollie Williams at the Worcestershire FA. More general enquiries please contact Tony Gittins.



Changes to Team Manager

Please contact Karen Cole.

Postponing a Game

Please complete the Postponement Request form on Full Time and send it to Tony Gittins and Amanda Howlett – details can be found in Appendix C of this Hand Book.

General Queries Regarding Fixtures

Please contact Amanda Howlett.

Changes to Fixtures

Please complete the relevant form and send to Amanda Howlett. Details regarding changing the time of a fixture can be found in Appendix D of this Handbook.

Complaints, Bad Behaviour or Child Welfare Issues

Please complete the relevant form and send to Cath Gittins.

“White” Match Cards

Please complete after each game (see later in this Hand Book) and send to Karen Cole.

General AEFL Enquiries

Please contact Tony Gittins.



Registrations – Clubs, Teams & Players

There are 2 forms that need to be completed by Teams wishing to play in the AEFL.

The forms can be found on Full Time.

Club Registration

One Club Registration form must be completed for every Club wanting to enter the AEFL.

A £50 refundable deposit should accompany each Club Registration. The deposit will be refunded (or carried forward to the following season) at the end of the season after a Club has fulfilled all their fixtures and paid any fines that are due.

Team Registration

One Team Registration should be completed for each Team to be entered.

Please note the Team registration has a part A and a Part B. Both must be completed and returned to the League Secretary as explained below.

The full Microsoft Excel workbook must be returned to the League to enable the Team to be registered. Part B can be emailed to the League Secretary once it has been signed and scanned.

Registration fees applicable are detailed on the Club Registration form.

Player Registration

Please note that while player details will show on Full Time, it is the Whole Game System (WGS) that dictates whether or not a player is eligible to play.



Player Registrations are now submitted to the League via the FA's Whole Game System (WGS). Useful documents regarding Registering Players via WGS can be downloaded from Full Time.

Players are not registered with the league until they show as 'League Registered' on WGS - please ensure that players' registrations are 'sent to League' for approval.

The cut-off for Registering Players to enable them to play on a Saturday is strictly 12 noon on the Friday beforehand. No exceptions will be considered.

A Player cannot play for more than one Team in the League at a single age group. If a Club wishes to register the same Player at different age groups a separate Player Registration must be submitted via WGS for each team.

Ensure the information is accurate

It is particularly important that Team contact details such as phone numbers and email addresses are correct as these are used by the Full Time automated results service. Incorrect details cause everyone issues and administration charges to correct mistakes may apply.

Returning forms to the League

Information on how to complete the forms is found in the workbooks for each form.

Club and Team Registration forms should be returned to the League Secretary. The full Excel Workbook must be returned in both cases and not a copy or PDF.

Incomplete forms or forms returned in the incorrect format will be returned to the Clubs and an administration charge may be applied.



Other Useful Forms

Transferring Players between Clubs

Please use the Whole Game System Player Transfer Process.

Amending Manager's Details.

Please complete the relevant form that can be found on Full Time and return it to Karen Cole.

Amending Venues

Please complete the Request to Change a Fixture form that can be found on Full Time and return it to Amanda Howlett. This should be done at least 14 days prior to the game.

Amending Kick Off Times

Please complete the Request to Change a Fixture form that can be found on Full Time and return it to the AEFL Fixture Secretary, Amanda Howlett. Details regarding changing the time of a fixture can be found in Appendix D of this Hand Book.

KO times MUST NOT be changed on Full Time or Match Day app by managers.

If the change to the fixture is within 28 days of the fixture, the change MUST be agreed with the opposition BEFORE the Fixture Change form is submitted to the League Fixture Secretary. If agreement cannot be reached then the KO time will remain at 10.30am

It is not acceptable to 'decide between yourselves' the KO time as the fixture on Full-Time must be correct.

The Change a Fixture form, which can be downloaded from Full Time, should be used when you want to bring a fixture forward or change the venue or time of a fixture. Once complete it should be emailed to Amanda Howlett.



Reporting Results

The manager of the Home team is responsible for ensuring the League is informed about the result of a game.

Reporting the score

The scores for games can be reported in one of three ways:

1. Replying to the Full Time text message that is sent to both teams, or
2. By sending a Text (SMS) to Amanda Howlett on 07800 861994
3. Using the Matchday App.

The results **MUST** be reported to the League by 6pm on Saturday or by 6pm on the day following a mid-week fixture. Failure to do so will result in your team being fined.

Reporting results by Full Time text message:

Both teams must respond to the text sent to them by Full Time with the same score otherwise it will be rejected.

When replying to the Full Time text message; only reply with the score, e.g. 1-0, 2-0 where the first number is the Home team's score and the second number is the Away team's score.

In some instances, where a Team Administrator looks after more than one team, a 3-character team code will be required on the text message. The message sent out by Full Time will give the relevant details that should be included.

Please note that if you include any other characters in the text the message will be rejected and the result will not be accepted by the Full Time system and may result in your Team being fined.



Sending in the Match Card

Send the completed match report “White Cards” to the Registration Secretary to arrive by the Wednesday following the game. NB The easiest way to do this is to take a photo of the completed card and email (not text) it to the Registration Secretary, Karen Cole at karenaefl@aol.com

A single Match Card should be completed by both teams for a game. It is the Home team’s responsibility to get the card completed and ensure it is received by Karen by the Wednesday following the game on Saturday.

Please ensure the correct email address (shown on the Match Card) is used. Cards sent to the incorrect address will not be processed and a fine will be incurred.

It is helpful if the names of the teams involved are added in the subject of the email.

If a game is cancelled or postponed the Postponement form should be completed and sent to Amanda on amanda1aefl@gmail.com.

Referees marks

If an official referee is appointed to the match, each team MUST submit a referee mark via Full Time by the Wednesday following a match or a fine will be applicable. If the mark is 60 or below, a separate report MUST be submitted to WFA explaining why this ‘low’ mark was awarded. This information is important to help improve the quality and standards of refereeing.

Please note it is each manager’s responsibility to enter the referee’s marks.



Postponing Games

There are only two valid reasons for postponing a game:

1. The pitch is deemed unplayable prior to a game - please see Appendix B of this Handbook for details of who can make this decision.
2. A school sporting event scheduled at the same time as the game means that a team does not have enough players to fulfil a fixture. (11 plus and DofE events also qualify for this).

If, due to adverse pitch conditions, a game is postponed, or it is known/expected that the game will be postponed, more than 24 hours before the time of the fixture and the opposition are able to host the game, the fixture **MUST** be reversed and played at the opposition's venue.

Please note these rules have been agreed with all member clubs. Please do not "blame" the Committee members if you do not agree with the rules. The Committee are only applying the rules in a fair and consistent manner.

Re-arranging the Game

The League Fixture Secretary will rearrange the fixture. Please do not rearrange the fixture yourself as any games played will be deemed null and void and will not be accepted by the AEFL.

The Home manager is responsible for informing the other manager and the referee (if one has been appointed) that the game has been postponed. This should be done as early as possible to avoid any unnecessary travel and inconvenience. If you fail to do this you may be liable for travelling costs incurred by other parties.



The manager of the team requesting or causing the postponement must submit the postponement request to the League.

The League will only consider postponing the game for other than the two reasons mentioned above in very **Exceptional Circumstances which will be determined by the League.**

What you need to do if you want to postpone a game?

Fill in a Postponement form (found on Full Time) and send it, fully completed, to the League Secretary as soon as you know you cannot fulfil the fixture.

A Postponement Form **MUST** be completed and returned to the League Secretary and Fixture Secretary in ALL instances when a game is Postponed.

What happens if you don't submit the form?

If the postponement is not approved by the League the team causing the postponement will be fined (£50 for the first offence and £75 for subsequent offences) and deducted 2 points or if it is a cup game the Team causing the postponement will forfeit the tie.

More information regarding Postponing games can be found in Appendix C and D of this Handbook and Schedule D of the Standard Code of Rules (Youth SCOR(Y)).



Preparing for a Game

The Home Manager is responsible for:

- Confirming the arrangements (location, time, kit colours etc.) with the Away Manager for the game by the Tuesday preceding the game
- To avoid any misunderstandings or confusion we **STRONGLY** recommend that these arrangements are confirmed by telephone and not by leaving messages or sending texts
- Arranging the pitch, goal, ball, corner flags and other facilities
- Ensuring that two quality 'match appropriate' balls are provided
- Erecting RESPECT barriers. Please note a row of cones is not sufficient. Please see the section later in this Handbook on Respect Barriers
- Confirming the referee appointment by contacting the referee before 9pm on the Wednesday before the game. Do not presume the referee will just turn up, they should be contacted to confirm
- If a referee is not appointed by the WFA the Home manager should make alternative arrangements – the WFA will need to be advised who has officiated the match in this instance
- If there is a clash of kit colours the Home team should change shirts. Please note that bibs are not acceptable

Both managers should bring their own first aid equipment.



Appointing a Referee to a Game

Please note the AEFL does not appoint referees and assistant referees to AEFL games, this is done solely by the Worcestershire FA (WFA).

Please see the WFA's Referee Appointment Guidance which can be downloaded from Full Time.

If you have any queries regarding the appointment of a referee to your games, they should be directed to Helen Plumley of the WFA email: Helen.Plumley@worcestershirefa.com and not to the AEFL.

For information purposes:

1. Referees and referee assistants are appointed to AEFL games by the WFA. The WFA have a limited number of referees available to them and their central appointments system has to allocate referees across 3 youth leagues.
2. They allocate referees based on the referees' availability, experience and location to the oldest age groups first. Please note if the WFA allocate a referee this referee MUST be used. Teams must not appoint their own referees in these circumstances.
3. We ask the WFA to provide referees and if possible Assistant Referees to our Semi Final and Final Cup games for all age groups.
4. Due to the limited number of referees you may find that younger age groups (from U11 and younger) do not have official referees appointed. In these circumstances the Home Team Managers should provide their own referees.



5. If a qualified referee is not available the teams should agree before the game as to who will referee the game.
6. If a member of the Team's coaching staff referees a game, they should not also coach their team at the same time.
7. The referee's match fees should be paid to the referee **before** the game and not afterwards. The fees to be paid are listed in Appendix E of this document.
8. If a referee is wearing coloured socks this indicates that he or she is under 18 and "training". They should be shown the same RESPECT as any other official and supported. Nearly one-third of our registered referees in Worcestershire are under the age of 18. It is vitally important that they are supported and allowed to do their job so that we can retain them. The idea of the bright coloured socks is to help identify referees who are minors. The socks will hopefully act as a trigger to players, coaches and spectators not to make the remark that may be in their head as they understand the likely safeguarding connotations of doing so. We must understand that referees will make mistakes just like the young players they are refereeing – this is all part of their development and we would ask that managers, coaches, parents and spectators respect this. If anyone has an issue with a young referee, they should contact the County FA direct and not undertake any discussions with the referee.



RESPECT Barriers



Respect Barriers or equivalent **MUST** be used at all games. The use of cones is not permitted.

Parents and supporters for both teams should stand behind the Respect barriers on one side of the pitch only.

Parents and supporters **MUST NOT** stand behind or near goals.

Managers, Coaches and Player substitutes should be on the opposite side of the pitch to the parents.

The match card has been amended so a referee can mark the card to indicate if barriers are in use.





It is mandatory for each home team to erect a spectator barrier prior to the match. This is a League Rule and a row of cones are not deemed as a suitable alternative. The game should still

be played if Respect Barriers are not used, but if there are any persistent problems with people encroaching on the field of play, the incidents should be reported to the League asap after the game.

Each referee will need to indicate on the match card that a barrier was used. If a barrier is not available or a team is using cones, this should be recorded on the match card and also reported to the League Secretary, preferably by email, within 48 hours of the game.



Some Other Things to Note

Parachute for high scores

If a score gets to an 8-goal difference (e.g. 8-0, 9-1, 11-3) the result is recorded at that point and the game should then be continued to full time as a friendly.

Player Time on the Pitch

Players should play at least 50% of the game if selected for the team that day.

Substitutes

All League and Cup competitions organised by the AEFL shall permit rolling/return substitutions.

Power Play

The AEFL supports the FA's Power Play initiative (see page 25 for details)

Deciding the Championship.

The winners and runners up an age group Pool will be decided in the following sequence:

1. Points earned – at no time is goal difference taken into account
2. Head to head league results between the two teams
3. A deciding game will be played at the direction of the League

Referees fees

The referee MUST be paid before the game. The fee is split between the two teams.

If for whatever reason the referee is not paid and the League have to pay the referee following the game, then an administration charge will become applicable.



Smoking at Games

Smoking or Vaping is not permitted within 10 meters of the pitch at any AEFL games.

Complaints

Please see the process and form on Full Time.

Results

As per FA rules, results for U11 and below cannot be published nor posted on social media. Additionally, goal scorer stats should not be entered into Full-Time.

Cup Semi Finals and Finals

Players must have played at least three AEFL games League to be eligible to play in cup semi-finals and finals.



Power Play

The AEFL are introducing the FA Powerplay Rule for the 2022/23 season as per the FA Standard Code of Rules for U8, U9, U10 and U11 age groups.

As per the FA rules, the league does not publish results for any development fixtures but requires results to be reported to the league by both teams for development group grading for the future. Development football is designed to create a learning and fun experience. This means:

- If a team is losing by a four goal difference they can put an additional player on so 5x5 becomes 6x5
- If the score returns to a less than four goal difference the team takes off a player (it does not have to be the last player to come on).
- If a team is losing by a six goal difference a further additional player can be added so 6x5 becomes 7x5.
- The result at the end of the game, not when extra players come on, is then recorded.

The main aim of Power Play is that all players are being challenged and enjoying the game.



FAQs

When is the player registration deadline?

The player registration deadline is strictly 12 noon on the Friday before the match on Saturday. Players cannot be registered for cup games after 31st January and league games after 28th February.

Why is my player not showing on Full-Time?

The synchronisation process between The FA's Whole Game System (WGS) and Full Time (FT) should be automatic however there can be a delay. As long as your player is showing as "Registered" on WGS then they can play.

Are we doing joint or individual match cards?

You should use one match card completed by both teams for a match. It is the Home manager's responsibility to ensure the card is completed by both teams and sent to Karen by midnight on Wednesday following the game.

How do I know my player is registered to play?

The player will be shown as "Registered" on the Whole Game System.

Why do we complete physical match cards rather than just putting stats on Full-Time?

The match cards contain additional information and we feel they are more "authentic" as they need to be signed by both managers rather than filling in an electronic version after the game.



Can I add player stats such as goal scorers to Full-Time?

Yes but neither results nor goals scored/goal scorers can be published for U11 and below as per FA rules.

The score is showing incorrectly on Full-Time

Full-Time takes the last texted in result which may have been incorrectly sent. To rectify this you can either text the score in again or fill in the match stats on Full-Time.

Where can I find the contact details for match opposition coaches?

Contact details of Team Managers and Coaches can be found on the Full-Time match confirmation email or obtained from Karen upon request.

What should I do if I need to change a kick off time?

If the fixture is more than 28 days away then just complete a Change a Fixture form (downloadable from Full Time) and send it to Amanda.

*If the fixture is in less than 28 days' time then the new time **MUST** be agreed with the opposition first, before a Change a Fixture form is sent to Amanda.*

A fixture should not be changed less than 14 days beforehand. If this is unavoidable and there has been a referee appointed who cannot attend due to the new time they will be removed and not replaced.

What if I've not agreed to the time/venue fixture change?

Home Teams can change venue and KO times of matches without the consent of the opposition by giving the AEFL more than 28 days' notice. If the change is requested within 28 days of the fixture then agreement should



be sought from the opposition first. If no agreement can be reached then the game should revert to the 10.30am KO.

We feel that teams should be able to agree to new KO times that are between 9.30am and 11.30am on Saturday mornings.

What do I do if I need to postpone a game?

Please fill in a Postponement form found on Full-Time and send it to Tony and Amanda.

Do I need to fill in a postponement form even if the game is postponed due to pitch conditions?

Yes a postponement form is required for all game postponements

If the opposition postpone the game do we receive the points?

No. Apart from very exceptional circumstances we never award the points if a game is postponed. The game will be re-scheduled by the Fixture Secretary and will have to be played.

If I agree with the opposition to postpone a game will the AEFL set a new date?

You cannot mutually agree to postpone a game. The team who has caused the Postponement will be penalised as per the Postponement rules in the Handbook and SCORY.

The Manager and Coaches are unavailable. Can we postpone the game?

As a one off a Parent or other responsible adult can oversee the game. If the game is postponed then a fine will be payable.



What if I am not receiving FT emails or receiving the results text?

Contact Karen in the first instance. Managers need to ensure that their email address and mobile number are recorded on their FA account using myaccount.thefa.com and that they are listed as 'Team Secretary' for their team on the club WGS.

What if I need to contact the AEFL?

Please contact the correct committee member using the email addresses listed in the Handbook. Do not use Full-Time to contact us as this is not monitored and there will be a delay in responding to your query.

Who do I contact regarding referee appointments?

Referee appointments are the responsibility of the Worcestershire FA. Please contact them directly at: Helen.Plumley@worcestershirefa.com. The AEFL cannot supply or allocate referees to games.

Why haven't we been allocated a referee?

Referees are allocated to games in age order or sometimes by location and the travelling time for a referee.

Due to a severe shortage of referees not every game will get an appointed referee. In this instance a team can try to find a referee for their game or appoint a parent or other coach to referee the fixture.

In all cases where a referee is appointed by the WFA then they must be used.



Appendix A - Key Dates

Date	Type	Description
01/09/2022	M	New Managers' Meeting (7pm - Virtual Meeting)
02/09/2022	M	League Meeting 1 (7pm - Virtual Meeting)
03/09/2022	L3	Week 1
10/09/2022	L1	Week 2
17/09/2022	L1	Week 3
24/09/2022	C1	Week 4 (AEFL Cup Round 1)
01/10/2022	L1	Week 5
08/10/2022	L1	Week 6
15/10/2022	L1	Week 7
22/10/2022	L3	School Holiday - HALF TERM
29/10/2022	L2	School Holiday - HALF TERM
05/11/2022	C1	Week 8 (AEFL Cup Round 2)
12/11/2022	L1	Week 9
19/11/2022	C1	Week 10 (AEFL Plate Round 1)
26/11/2022	L1	Week 11
03/12/2022	L1	Week 12
10/12/2022	L1	Week 13,
17/12/2022	L2	School Holidays - Christmas
24/12/2022	L3	School Holidays - Christmas
31/12/2022	L3	School Holidays - Christmas
07/01/2023	L1	Week 14
14/01/2023	C1	Week 15 (AEFL Cup Round 3) (AEFL Plate round 2)
21/01/2023	L1	Week 16
28/01/2023	L1	Week 17
04/02/2023	C1/L1	Week 18 (AEFL Cup Semi Finals) (Plate Round 3)
11/02/2023	L1	Week 19
18/02/2023	L3	School Holiday - HALF TERM
25/02/2023	L2	School Holiday - HALF TERM
03/03/2023	M	League Meeting 2 (7pm Virtual Meeting)
04/03/2023	C1/L1	Week 20 (AEFL Plate Semi- Finals)
11/03/2023	L1	Week 21
18/03/2023	L1	Week 22
25/03/2023	L1	Week 23
01/04/2023	L2	School Holiday - Easter
08/04/2023	L3	School Holiday - Easter
15/04/2023	L3	School Holiday - Easter
22/04/2023	L1	Week 24
29/04/2023	L3	Bank Holiday weekend
02/05/2023	C1	U17 Cup Final - Littleton FC (TBC)
03/05/2023	C1	U18 Cup Final - Littleton FC (TBC)
06/05/2023	C1	Cup Finals (U9 to U16)- Alcester Town FC
13/05/2023	L1	Week 25
20/05/2023	L1	Week 26
27/05/2023	L3	School Holiday - HALF TERM (End of Season)
09/06/2022	M	AEFL AGM

Key:	L1	Reserved for League Games - Full Postponement rules apply
	C1	Reserved for Cup games, but may be used by the AEFL for League games- Full Postponement rules apply
	L2	School holidays but may be used for League games. Postponement rules apply
	L3	School and public holidays - postponement rules don't apply but postponement forms should be submitted prior to the game
	M	Meeting dates - Club attendance required



Appendix B - Summary of the Rules

AEFL Summary of Rules		Season 2022-2023										
		8	9	10	11	12	13	14	15	16	17	18
Age Group												
Rules	FA Mini Soccer	FA Mini Soccer	FA Mini Soccer	FA 9X9	FA 9X9	FA 9X9	FA	FA	FA	FA	FA	FA
	None Trophy	None Trophy	None Trophy	Trophy	Trophy	Trophy	Trophy	Trophy	Trophy	Trophy	Trophy	Trophy
Cup Competitions	None	Cup & Plate	Cup & Plate	Cup & Plate	Cup	Cup	Cup	Cup	Cup	Cup	Cup	Cup
Number of Players	5 v 5	7 v 7	7 v 7	9 v 9	9 v 9	11 v 11	11 v 11	11 v 11	11 v 11	11 v 11	11 v 11	11 v 11
Substitutes Per Game	5	7	7	5	5	5	5	5	5	5	5	5
Rolling Subs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Birthdays	01/09/2014	01/09/2013	01/09/2012	01/09/2011	01/09/2010	01/09/2009	01/09/2008	01/09/2007	01/09/2006	01/09/2005	01/09/2004	
	31/08/2016	31/08/2015	31/08/2014	31/08/2013	31/08/2012	31/08/2011	31/08/2010	31/08/2009	31/08/2008	31/08/2007	31/08/2006	
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Mixed (boys and girls)												
Pitch Sizes (yards)												
Length	Min 30	50	50	70	70	90	90	90	90	90	100	100
	Max 40	60	60	80	80	100	100	110	110	110	130	130
Width	Min 20	30	30	40	40	50	50	50	50	50	50	50
	Max 30	40	40	50	50	60	60	70	70	70	100	100
Recommended	40 x 30	60 x 40	60 x 40	80 x 50	80 x 50	90 x 60	90 x 60	100 x 60	100 x 60	100 x 60	110 x 70	110 x 70
Penalty Area Size (yards)												
Width	16	18	18	32	32	35	44	44	44	44	44	44
Length	9	10	10	13	13	13	18	18	18	18	18	18
Penalty Spot	7	8	8	9	9	10	12	12	12	12	12	12
Goal Size (feet)	12 x 6	12 x 6	12 x 6	16 x 7	16 x 7	21 x 7	21 x 7	24 x 8	24 x 8	24 x 8	24 x 8	24 x 8
Width x Height (recommended)						16 x 7	16 x 7	24 x 8	24 x 8	24 x 8	24 x 8	24 x 8
Alternative												
Ball Size	3	3	3	4	4	4	4	4	5	5	5	5
Off Side applies	no	no	no	yes	yes	yes	yes	yes	yes	yes	yes	yes
Photos	no	no	no	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Copw Birth Certificates	no	no	no	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Max Registered Players	14	14	14	18	18	20	20	20	20	20	20	20
Match Duration (minutes each half)	20	25	25	30	30	35	35	40	40	40	45	45
Normal Kick Off Time	10.30am	10.30am	10.30am	10.30am	10.30am	10.30am	10.30am	10.30am	10.30am	10.30am	10.30am	10.30am
Extra Time in Cup Games	N/A	No	No	No	No	No	No	No	No	No	No	No
Penalty Shoot outs	N/A	5	5	5	5	5	5	5	5	5	5	5



Appendix C – Schedule C Postponing Games

1. Objective

The objective of this rule is to ensure that every effort is made by teams to play games on the scheduled date, and to dissuade them from cancelling games due to:

- Teams seeking competitive advantage by rearranging games because key player(s) are absent for one reason or another
- For convenience because a number of players or team management personnel are away due to work or holidays

2. When can a game be postponed?

A game can ONLY be postponed or moved without penalty for one or more of the following reasons:

- Where the pitch is unavailable or un-playable. See section 3 below.
- Due to a school organised event. See section 3 below.
- In very exceptional circumstances but with the prior agreement of the AEFL Committee. See section 3 below.
- By bringing the date of the game forward. See section 4 below.

3. Reasons to Postpone a game

a) Due to a pitch being unfit or unavailable:

A game can only be postponed due to the pitch being declared unfit for play by one of the following:



In order of precedence:

- The Authority who owns the pitch, for example, the Parish Council, Sports Club etc.
- The appointed referee*
- An official from the home team**

For example and for the avoidance of doubt; if the appointed referee declares a pitch unfit to play the official from the home team cannot then declare it fit to play. Similarly if the referee declares the pitch fit to play the game should be played.

If the appointed referee does deem the pitch unplayable then the fixture must not take place.

‘*’ means a referee appointed by the AEFL, Home Team or individual agreed between the two teams

‘**’ means the Club Secretary, team manager or club representative given the authority by the Club

b) Due to a school organised event:

A fully completed Request to Postpone form, obtained from the AEFL Full Time web site, must be submitted to the AEFL Secretary as soon as it is known that a school event is scheduled that will impact a game. This should be at least 14 days prior to the scheduled game.

In the event of the postponement being due to a school event the game should still go ahead if the team has enough registered players to field a full team (i.e. 7 for mini, 9 for 9x9 and 11 for youth). Other registered players being unavailable, who are not involved in the school event, will not constitute a valid reason for postponing a game.



The following is a list of acceptable reasons of postponement for school events:

- School organised sporting event e.g. Football and Rugby
- Duke of Edinburgh expeditions
- School examinations
- School open days where the players are requested to attend by the school

The following events are not deemed acceptable

- School skiing trips and other school organised non-sports related trips at home or abroad.

c) Due to exceptional circumstances:

A fully completed Request to Postpone form, obtained from the AEFL Full Time web site, must be submitted to the AEFL Secretary at least 14 days prior to the scheduled game.

The AEFL Committee will consider the request and respond with a decision within 7 days of receipt.

4. Unacceptable Reasons for Postponing a Game

a) The Manager is not available.

As a one off it is acceptable for a Parent or other Adult to oversee the game so that the game can proceed. In this circumstance the opposition should be informed so that they are aware and can provide First Aid assistance if needed during the game.

b) Managers Agreeing to Postpone a Game

Managers cannot mutually agree to Postpone a game for reasons other than those stated above.



5. Bringing a game forward

Games can be brought forward from the scheduled fixture date with the agreement of the AEFL Fixture Secretary and the two teams involved. At least 10 days' notice of this should be sought from the AEFL Fixture Secretary.

6. Penalties for Postponing games

- The following penalties will be imposed on the offending team(s) where a game is postponed contrary to the reasons given above:

The offending team (or teams if both teams are deemed by the AEFL Committee to be at fault) will be:

- Deducted two points
- Fined as per the Schedule of Fees and Fines in Appendix E and subsequent offence in the current season

7. Re-Scheduling of Postponed Games.

All postponed or cancelled games will be re-scheduled solely by the AEFL Fixtures Secretary. They must not be re-arranged by the officials of either club or team. Any games that are re-scheduled other than by the AEFL Fixture secretary will be declared null and void in the eyes of the AEFL and will have to be re-played.

8. Right of Appeal

Clubs have the right of appeal against the decisions of the AEFL Committee in accordance with Section 7 of the SCOR(Y).



Appendix D – Changing the Times of Fixtures

Amending Kick Off Times

1. All matches should KO at 10.30am. Changing KO times for convenience is not permitted
Matches should not KO any earlier than 9.15am or later than 11.45am
2. If amending KO time more than 28 days in advance Prior agreement with the opposition is NOT required. If the opposition object to the change in time the AEFL fixture secretary must be informed of the reason for the objection within 5 days of receiving the Full Time notification of the change otherwise agreement to the change in time will be assumed.
3. If amending KO time less than 28 days before the scheduled fixture date prior agreement with opposition IS required. If opposition do not accept the amended time the KO must take place at 10.30am
4. A fixture should not be changed less than 14 days before. If this is unavoidable and there has been a referee appointed who cannot attend due to the new time or venue they will be removed and not replaced.
5. When scheduling early or late KO's consideration should be given to the distance that the opposition team need to travel
6. Any KO time changes need approval of the league by completing and submitting the AEFL Change to Fixture form



Appendix E – Schedule of Fees and Fines

FEES TARIFF			AEFL Fee
RULE	DESCRIPTION	MAXIMUM FEE	
4 (A)	CLUB ENTRY FEE	£50.00	£5
4 (B)	CLUB/TEAM ANNUAL SUBSCRIPTION	£150.00	Under 8 - £35 Under 9 & Under 10 - £65 Under 11 & Under 12 - £70 Under 13 to Under 18 - £75
4 (C)	DEPOSIT	£100.00	£50
7 (C), 7(E)	PROTEST/APPEAL FEES	£25.00	£25
18 (D)	PLAYER REGISTRATION FEE	£10.00 (per player)	£0
1 8 (H)	TRANSFER FEE	£10.00	£0
23 (E)	REFEREE FEES	As agreed with Sanctioning Authority	11 v 11 = tbc 9 v 9 = tbc 7 V 7 = .tbc Assistant referees are paid 50% of the above
23 (E)	ASSISTANT REFEREE FEES	As agreed with Sanctioning Authority	As agreed with

FINES TARIFF			AEFL Fine
RULE	DESCRIPTION	MAXIMUM FINE	
2 (G)	FAILURE TO AFFILIATE	£100.00	
2 (I)	FAILURE TO COMPLY WITH FA INITIATIVES	£100.00	
2 (K)	UNAUTHORISED ENTRY OF TEAMS INTO COMPETITIONS	£100.00	
3	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£30.00	
4 (C)	FAILURE TO PAY A DEPOSIT	£100.00	£50
4(E)	FAILURE TO PROVIDE AFFILIATION	£100.00	£10
5 (E)	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED	£25.00	
6 (H)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT	£100.00	£25



6 (I)	FAILURE TO PAY A FINE WITHIN REQUIRED TIMEFRAME	DOUBLE THE ORIGINAL FINE UP TO £100.00	DOUBLE THE ORIGINAL FINE UP TO £50.00
8 (H)	FAILURE TO BE REPRESENTED AT AGM	£100.00	£25
9	FAILURE TO BE REPRESENTED AT SGM	£100.00	£25
10	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY	£25.00	
11 (A)	FAILURE TO PROVIDE NOTICE OF WITHDRAWAL BEFORE DEADLINE	£100.00	
11 (B)	FAILURE TO COMMENCE/COMPLETE FIXTURES	£100.00	£50
13 (A)	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY	£25.00	
16(A)	FAILURE TO HAVE THE REQUIRED INSURANCE	£100.00	£100
16(B)	FAILURE TO HAVE THE REQUIRED INSURANCE	£100.00	£100
18 (A)	FAILURE TO CORRECTLY REGISTER A PLAYER	£40.00	
18 (B)(iii)	FAILURE TO HAVE THE REQUIRED NUMBER OF REGISTERED PLAYERS PRIOR TO THE PLAYING SEASON COMMENCING	£25.00	£20
18 (F)	REGISTERING OR PLAYING FOR MULTIPLE CLUBS OR INACCURATE COMPLETION OF A REGISTRATION FORM	£25.00	£15
18 (G)(ii)	REGISTRATION IRREGULARITIES	£100.00	Up to £50
18(M)	FIELDING MORE THAN THE PERMITTED NUMBER OF PLAYERS WHO HAVE PARTICIPATED IN SENIOR COMPETITIONS MATCHES	£100	
18 (N)(i)	PLAYING AN INELIGIBLE PLAYER	£100.00	£30 plus deduction of 3 points or the forfeit of the tie in Cup games
18 (O)(i)	FAILURE TO GIVE PRIORITY TO SCHOOL ACTIVITIES	£50.00	
19	FAILURE TO NUMBER SHIRTS	£10.00 (per shirt, up to an aggregate maximum of £30)	£10.00 (per shirt, up to an aggregate maximum of £30)



19	DELAYING KICK OFF TO DUE TO NO CHANGE OF COLOURS	£30	£10
20(A)	DELAYING KICK OFF DUE TO FAILURE TO PROVIDE REQUIRED EQUIPMENT	£30.00	£10
20 (B)	FAILURE TO PLAY MATCHES ON THE DATE FIXED	£100.00	£50.00 (first offence) £75.00 (subsequent offences)
20 (C)	FAILURE TO PROVIDE DETAILS OF A FIXTURE	£50.00	£20
20 (D)	PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS	£100.00	£25
20 (E) (i) & (iii)	FAILURE TO PLAY FIXTURE	£100.00	£50.00 (first offence) £75.00 (subsequent offences)
20 (H)	NO CAPTAIN'S ARMBAND	£10.00	£0
21 (A) & 21 (C)	LATE RESULT NOTIFICATION FORM	£20.00	£10
21 (B)	FAILURE TO PROVIDE RESULT	£20.00	£10
21(D)	PUBLISHING RESULTS/GRADING TABLES FOR FIXTURES INVOLVING U7S, U8S, U9S, U10S OR U11S	£50.00	£50
23 (C)	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE	£25.00	£10
23 (E)	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	£25.00	£25
23 (F)	FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED	£25.00	£25
23 (H)	FAILURE TO PROVIDE REFEREE'S MARK	£25.00	£15



Penalty Notices will still be issued to Clubs as incurred but these will be in the form of Penalty Points rather than monetary value. A monetary fine will only become payable when a points threshold has been reached, for example 100 points, when a £100 fine will be issued to the Club. In this instance the slate will then be cleaned and the points tally will start at zero again. Other Penalties such as loss of League Points and forfeiting Cup games will remain the same as before.