

Schedule of Matches

1. Matches must be played according to the schedule determined by the Executive Committee (hereafter referred to as "ExCo") of the the Yau Yee League ("League"). This schedule will be published on the League website and it is the responsibility of all teams to observe and adhere to the schedule, and any amendments thereto. This will require managers and assistant managers to check the website regularly and to communicate with opposition managers before every game.
2. Matches will normally be played on Sundays and must not start earlier than 08.00. Teams cannot refuse to play at 08.00 nor can they refuse to travel to the allocated ground.
3. Matches may be scheduled on Saturdays or on weekday evenings or on public holidays depending on the availability of pitches. Matches may be played on artificial grass pitches.
4. Where teams have their own or guaranteed pitches, these teams will normally play their matches on their own ground, however when both teams have their own pitches a Home and Away system will operate. In addition if ExCo needs to relocate these games for any reason teams must play at whatever pitch that has been allocated to them and under those circumstances cannot insist on the game being played at their own ground.
5. At the semi-finals and final of the cup competition there will be no home team system.

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Postponement of Matches

6. Teams cannot postpone matches without prior authority from ExCo. Any team wishing to seek a postponement must send a written application to the Divisional Representative (Div Rep), Chairman and Secretary of the ExCo at least 10 days before the scheduled date of the game, clearly stating the reasons why the team wishes to postpone the match.
7. If the postponement is granted the ExCo will re-arrange the time and date of the postponed matches subject to pitch availability. These games may be replayed weekday evenings or on non scheduled playing weekends and both teams must play at the time and date scheduled by ExCo.

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Non-appearance of Team

8. Failure to have at least 8 players ready to start the match no more than 10 minutes after the scheduled kick off time shall be deemed as failure to appear and the offending team shall be subject to a fine and disciplinary measures as indicated under the Disciplinary Guidelines. In addition teams failing to appear in one or more games during a season will automatically have their conduct reviewed at the end of the season.

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Duration of Matches

9. The usual duration of matches is two 40 minute halves for 1st Division matches and two 35 minute halves for 2nd, 3rd and 4th Divisions and Yau Yee Cup ("Cup") matches prior to the Quarter final stage of the Cup competition. The minimum duration for a match is two 30 minute halves. If it is not possible to play two 30 minute halves the game must be abandoned. If it is possible to play two 30 minute halves the game must be played.
10. Prior to the quarter finals of the Cup competition the duration of the matches will be two 35 minute halves, however from the quarter finals the duration will be two 40 minute halves. Prior to the quarter finals of the Cup there will be no extra time and penalties will be taken to decide the outcome of any match that results in a draw at the end of normal time. During the quarter finals, semi-finals and finals of the Cup, when a match results in a draw at the end of normal time, extra time of two additional periods of 10 minutes each will be played. If penalties are needed to decide a match which is still tied, each side will take 5 penalties to decide the outcome of the match followed by sudden death penalties if necessary.

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Abandoned Matches

11. If a match is abandoned for any reason both teams must e-mail a report to the Divisional Representative, AO and Secretary within 24 hours following the scheduled kick off. The remaining time of any abandoned games will normally be replayed at a later date with the score-line at the time of the abandonment, carrying forward to the replay. For example, if a Division 1 game was abandoned in the 70th minute with the score at 1-1, the game would be replayed for a duration of 10 minutes with the score starting at 1-1. Depending on the cause of the abandonment, disciplinary action may be taken including the payment of all costs by any offending team and possibly the suspension of a team or teams from the League.

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Inclement Weather

12. If due to inclement weather there is doubt as to whether a match is to be played both teams must check to see if the ground they are scheduled to use is officially closed. Matches will be cancelled if the ground is closed up to four hours before the scheduled starting time.
13. If the ground is not closed both teams must go to the pitch and the rule on "non-appearance" will apply if one team fails to have enough players present to play the match. This rule on "non-appearance" will apply even if no match officials are present or if the referee or ground staff subsequently decide that the match cannot be played.

Non-appearance of Match Officials

14. If for any reason only two match officials are present for a match they will either referee one half of the pitch each or arrange for a representative from one of the teams or a spectator to be an assistant referee.
15. If there is only one match official present each team will either provide one assistant referee or arrange for a spectator to be an assistant referee.
16. If no match officials are present, both teams must make every effort to play the match by arranging for one or more representatives from the teams or for spectators to officiate. Both teams must agree to the relevant

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arrangement before the match begins. Failure to play the match may result in ExCo determining the result of the match.

17. If both sides agree to a team representative or spectator refereeing the match, the League shall consider that person authorised with all the powers of a referee, and all rules, including those concerning disputes with officials will apply.

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Registration of Players

18. ExCo members and match officials may require a player or players to prove that they are properly registered. This may include, but not necessarily be limited to, the inspection of identity documents prior to a match taking place. Failure to provide proof may be taken to indicate that the player or players concerned are not registered.

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19. Teams can register a maximum of 30 players. Registration and de-registration must be done via the League website.

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20. When a team first registers a new player or re-registers a former player, the team must supply the player's full name as shown on his or her Hong Kong identity card or international passport as well as his or her identity document number. In addition a recent passport size (identifiable) photo of the player must be submitted when registration takes place. This registration must be done via the League's web site and it is the responsibility of the team representatives to keep a printed record of the registration details.

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21. For a player to be eligible to play in a match, the League must receive his or her registration details at least 48 hours before a game is played. Newly registered players can be added to the team sheet once registration has been completed via the League's web site. For matches taking place on a Sunday, the normal deadline is midnight on the immediately preceding Friday.

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22. Players registered with Hong Kong Football Association ("HKFA") are not eligible to play in the League until after they de-register from the HKFA. This rule does not apply to youth players or persons playing in HKFA leagues that are not part of the First, Second, Third, or Fourth division leagues of the HKFA as defined each year on the League web site. The League recommends that where teams are in doubt as to whether players may fall into this category, teams should seek the advice of Exco on the eligibility of individual players to play in the League.

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23. A maximum of two players previously registered with HKFA will be permitted to de-register to join a League team during the season.

24. A team may be permitted to register within the same season no more than five players who have been registered with the HKFA within the current or immediately previous season.

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25. Before 1st February each year players may transfer from one League team to another. Any player wishing to transfer must obtain permission from both teams involved and both teams must provide full details to the AO and the Secretary. A player may be transferred a maximum of 2 occasions during the course of any playing season. After 1st February each year players will not be allowed to transfer from one League team to another and any person who has been registered in the current season with the HKFA will not be allowed to join a League team even if he is de-registered from the HKFA. In addition if a player has played for one League team in a Cup match then he or she is not eligible to play for another team in the same competition during the same season.

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26. The sole responsibility for checking whether or not a player is able to register, is properly registered or is eligible to play in the League rests entirely with the individual team management. Any team submitting a Team Sheet listing a player, who is not eligible to be registered, will be subject to measures as indicated under the disciplinary guidelines, and such measures will apply in respect of every occasion on which a team sheet is submitted. Any decision as to whether or not to register a player for a particular team rests entirely with the team management and the consequences of registering an ineligible player will be borne by the team as a whole. Furthermore it remains the responsibility of individual team management to ensure that any player once registered does not also register with another team in the HKFA leagues.

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Suspended or Banned Players

27. Any player currently suspended or banned by the HKFA or any other FIFA-recognised Football Association is not eligible to play in the League.

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28. Any players who is currently suspended or banned from playing in any other league not recognised by the HKFA or FIFA is not eligible to play in the League without first having obtained written permission from ExCo.

Safety

29. All players must wear shin pads.

30. Referees must not allow players to play if they are not wearing shin pads and if a team cannot field enough players with shin pads then the rule of "non-attendance" will apply.

31. Players will not be allowed to continue to play with visibly bleeding wounds.

Substitutes

32. In 11-a-side match up to 5 substitutes can be used. In the 6-a-side tournament, unlimited substitutes can be used and substituted players may return to the match under the "roll-on, roll-off" system.

Team Colours

33. It is the responsibility of the Home Team (first named team on the fixture list posted on the League website) to ensure that there is no similarity of colours between the teams and the home team must change shirts if the colours are similar.

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Team Sheets

34. Each team must complete its Team Sheet and hand this to the Referee or one of his or her Assistants before the start of a match. Referees have been instructed not to start a match until after they have been given both Team Sheets.

35. After a match both teams must retrieve their team sheets from the Referee and ensure that the Referee has correctly filled in the details of any Red and Yellow Cards given to both teams on both team sheets. If the Referee has not correctly filled in both team sheets then each Team Manager must fully complete his own sheet including the mark for the referee's performance.

36. Both teams must fax their completed team sheets to the AO and the Divisional Representative within 24 hours following the scheduled start of the game. Teams must also provide via the League website brief reports on every red card received by either team during the match or of any other incident affecting the passage or completion of the game. A report must be sent even if the game was postponed or abandoned. Failure to send in the completed team sheet on time or failure to provide an explanation of red card or other relevant incidents will result in disciplinary measures being taken by the League. Further action will be taken against any team providing misleading or inaccurate red card reports.

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37. Errors on the Team Sheet or failure to complete the date, name of the competition (i.e., League or Cup), opposition, number of players starting both halves or to obtain the relevant signatures will lead to a team being fined as indicated under the Disciplinary Guidelines.

38. Any complaints or incidents of note must first be reported by telephone or e-mail by teams to their Divisional Representative and followed up by a written report no later than 48 hours after the scheduled start of the match to the Divisional Representative, AO and Secretary, and must also be copied to the other team.

Discipline

39. For every player who receives a red card or two yellow cards during a match the team will receive disciplinary points and a fine in accordance with the Disciplinary Guidelines. A player who receives a red card in a match will be suspended for at least the next match following the offence. Teams must automatically suspend their own player and pay the required fine. Following the match, teams can appeal to the League against the giving of a red card but they must automatically pay the fine first plus an additional fee for the appeal. A player on behalf of whom a team has appealed is not considered to be suspended from playing in the League, but if the appeal is not upheld by the League he or she will have to serve their suspension in the next match after the decision is announced. Fines and appeal fees will be rescinded in the event of a successful appeal.

40. For every player who receives a yellow card the team will be given one disciplinary point and when a player has accumulated four yellow cards he or she will be fined and suspended in accordance with the Disciplinary Guidelines. Teams must keep their own record of their players' disciplinary offences and they must automatically suspend their own player and pay the fine. Teams cannot appeal against the receipt of four yellow cards by a player. Individual players accumulating 8 or more disciplinary points will be subject to disciplinary measures as indicated under the Disciplinary Guidelines.

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41. When a team accumulates disciplinary points reaching the thresholds of initially 25 points, then 40 points and then 50 points during a season, they will be fined in accordance with the Disciplinary Guidelines. For each disciplinary point accumulated after the disciplinary thresholds, there will be a further fine in accordance with the Disciplinary Guidelines. Teams must maintain their own record of disciplinary points and must automatically pay the fines to the League.

42. Individuals or teams reported by the Referee for fighting may be required to appear before the Disciplinary Sub Committee and may be subject to measures under the Disciplinary Guidelines.

43. Oral or written abuse of league officials at any time will be subject to measures under the Disciplinary Guidelines. Any physical abuse / assault on league officials will result in measures set out in the Disciplinary Guidelines. League officials include match officials, Exco members and paid employees, e.g., the Administration Officer and the Webmaster.

44. ExCo can set the levels of punishment for any player or team for any breach of the rules at levels beyond those of the Disciplinary Guidelines. This includes the suspension or banning of players and also the suspension of teams.

45. A team suspended by ExCo will remain suspended until such time as ExCo is satisfied that the team should be allowed to continue playing, or until such time as a General Meeting decides whether or not to dismiss that team from the League. Should a team be expelled or withdraw voluntarily from the League, at the end of the season two teams would normally be relegated from Divisions 1, 2 and 3 and the requisite number of teams would be promoted from Division 2, 3 and 4 to achieve the required number of teams in each division. Should a team be suspended or withdraw from the League, having played 16 or fewer league games, all of their games will be rendered null and void. Should a team be suspended or withdraw after playing more than 16 league games, their remaining league games will be awarded to the opposition with a 3-0 score-line. Should a team be expelled or withdraw from the League whilst still in the Cup competition, their place in the Cup competition will be taken by the team they beat in the previous round.

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46. Fines imposed are published on the League website and must be paid on a monthly basis or as may be stipulated in the rules or specified from time to time by ExCo or the Treasurer. Payment must be made by direct deposit into the League account and the pay-in slip along with an explanatory cover note must be sent to the Treasurer.

Disputes with Officials

47. The decisions of the Referee and match officials during the match are final. Dissent will be considered a serious breach of discipline.

48. If a team wishes retrospectively to dispute the decisions of the officials or to report on their conduct, it must submit a report to the Divisional Representative, AO and Secretary within 48 hours of the scheduled start of the

match. Supporting evidence from both teams as well as video evidence or evidence from a neutral party having witnessed the incident must accompany the report in order for the ExCo to investigate further.

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49. The team captain is responsible for trying to ensure that no member of his or her team, including supporters, argues with the match officials or shows dissent at their decisions and the team captain must take quick action to stop any dissent that occurs from members of his or her team.

50. Team management officials are also expected to take quick action to stop their players and supporters from showing dissent at the decisions of match officials.

51. The team captain is responsible for making sure that his or her players comply with the rules of the game and in particular he must take quick action to stop any of his or her players who are involved in violent conduct or verbal or physical abuse even if such abuse is only directed at his or her own team's players.

52. Team management officials are also expected to take quick action to stop their players and supporters from getting involved in violent conduct or verbal or physical abuse even if the verbal abuse is only directed at their own team players.

53. When a violent incident or other disturbance occurs during a match teams must not attempt to influence match officials. Any teams found to have done this will be deemed to have committed a serious breach of the Regulations and may be suspended from the League and ultimately be subject to expulsion.

Fighting or Serious Misconduct

54. If for any reason fighting or serious misconduct occurs between any players, supporters or officials before, during or after the match both teams must submit a report to the Divisional Representative, AO and Secretary within 48 hours of the scheduled start of the match.

Disciplinary Procedures

55 For the day to day running of the League a Disciplinary Sub Committee will be formed each season, one member of which must be either the Chairman, Vice Chairman, Secretary or Treasurer of the League. The DSC will monitor all disciplinary issues that may arise on and off the field of play and make a determination as to an appropriate punishment. If the DSC decides that oral evidence is required it can call witnesses to give evidence.

57. Any person or any team asked by the DSC to attend a disciplinary hearing is required to attend the hearing and any person representing the team must be one of the officials responsible for the team when the incident under consideration occurred.

58. If after review the Disciplinary Sub Committee feels that it would be more appropriate for a Disciplinary Enquiry to be set up then such an Enquiry Board will be formed, where at least one member of such Board will be a member of the Disciplinary Sub Committee. Such Board will consist of at least two independent members of the League and will be formed by the Chairman of the Disciplinary Sub Committee. This Board will hold the same powers of decision as the Disciplinary Sub Committee.

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56. If a Disciplinary Sub Committee is formed it must consist of a minimum of three ExCo members, one of who must be the Chairman, Vice Chairman, Treasurer or Secretary. A Disciplinary Sub Committee

Disciplinary Punishments

59. ExCo has the power to vary a punishment in cases that have a direct bearing on promotion, relegation or prizes by taking into consideration whether or not the rules were broken for the purposes of obtaining an unfair advantage.

Appeals

60. An appeal against any disciplinary decision must be made in writing and sent to the AO, Chairman and Secretary within three days of the team or player being made aware of the decision. The required appeal fee must be deposited in the League account and the pay-in slip sent to the AO, Chairman or Secretary together with the written appeal.

61. As a first step the Disciplinary Sub Committee or Disciplinary Enquiry Board shall review their decision based on any further information submitted.

62. If a team or individual does not accept the findings of the Disciplinary Sub-Committee or Disciplinary Enquiry Board after review they may appeal to ExCo in writing not later than three days after notification of the decision from the Disciplinary Sub Committee or Enquiry Board.

63. ExCo will consider such an appeal and will notify the team or individual of their decision.

64. An appeal against a decision of ExCo can only be made to an Extraordinary General Meeting ("EGM").

65. An EGM can only be called by application in writing to ExCo from at least 20% of the members. ExCo must then call the EGM within one month of receipt of such application.

66. Decisions taken by an EGM are final.

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Finance

67. The cost to each team for the whole season, including management expenses for the league, pitch and referee fees for the League, Cup and six-a-side competitions, will be reviewed each season and the Treasurer shall require teams to deposit money in advance for league expenses in two instalments, usually before the start of the season and halfway through the season. Teams must pay on or before the due date; failure to do so will result in the amount of money owed being increased in accordance with the Disciplinary Guidelines.

Language

68. These rules are published in the English language only and if translations into Chinese are made they are to be considered unofficial. ExCo has the power to interpret the meaning of rules and to amend them during the season in the interest of better management of the League. However before any amendments of rules can be carried over to the next season they must be the subject of Special Resolutions at an EGM or AGM and have the approval of 75% of the members.

Modified by ExCo, 2-08-05, confirmed by AGM.

ADDENDUM

DISCIPLINARY GUIDELINES

These guidelines constitute an indication of the action that may be taken by Exco in respect of breaches of discipline. These guidelines may be varied by Exco, without any explanation being provided and are subject to normal appeal procedures: -

1. NON APPEARANCE OF TEAMS

Any team not complying with Clause 8 will be deemed to have lost the match 0-3, will pay for the cost of the pitch, match officials and opposition expenses and be fined a minimum of \$1,000.

2. REGISTRATION OF PLAYERS

If any player is found to have played in the League when not eligible under the rules of the League, the team for which he or she played will have three points deducted, three goals deducted and be fined \$500 in respect of each League match in which the player concerned took part. ~~For the same offence in Cup matches the offending team will be deemed to have lost the match with a score-line of 3-0 and non-offending teams will be allowed back into the competition regardless of the Cup round in which the offence took place. Normally disciplinary action will not be taken against teams who have played ineligible players if the offence is brought to light more than one full season after the offence was committed.~~

3. TEAM SHEETS

- Failure to submit a team sheet within 24 hours will result in a fine of \$500 for the team concerned. Further fines may be added if the team sheet is not submitted within 7 days.
- Errors on team sheets will result in a fine of \$100 for the team concerned.
- Failure to submit a detailed red card report within 48 hours (for any sending off offence involving either team) will result in a fine of \$500 for the team concerned.

4. RED CARDS

- Any player receiving a red card (or two yellow cards in one match) automatically receives a one match suspension, three disciplinary points and a fine of \$500.
- Any player found guilty of serious foul play, as defined by F.I.F.A will be subject to a further suspension of at least one match in addition to the automatic one-match suspension.
- Any player found guilty of violent conduct, as defined by F.I.F.A. will be subject to a further suspension of at least two matches in addition to the automatic one-match suspension
- Any player receiving two red cards during the course of any one season will be subject to a fine of \$1000 and a suspension of at least three matches.
- Any player receiving three red cards during the course of any one season will be subject to a fine of \$2,000 and a suspension of at least five matches.

5. YELLOW CARDS AND DISCIPLINARY POINTS

- Any player receiving a yellow card receives one disciplinary point. Upon accumulation of four yellow cards during the course of any one season, the player is automatically suspended for one match and fined \$500.
- Any player receiving eight yellow cards during the course of any one season will be suspended for three matches, fined \$1000 and warned as to his or her future conduct.
- Any player who accumulates a total of eight disciplinary points through a combination of red and yellow cards will be suspended for one match and fined \$1000 and will still be subject to the further disciplinary measures in respect of red and yellow cards outlined above.
- Any team that receives a total of eight or more disciplinary points in one match will be fined \$1000 plus \$200 per point over eight points in addition to any fines for individual players in accordance with these guidelines

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- Any team reaching a total of 25 disciplinary points in any one season will be fined \$1000 and a further \$100 for each subsequent disciplinary point received up to and including 40 points in total

- Any team reaching a total of 40 disciplinary points in any one season will be fined a further \$2,000 and a further \$200 for each subsequent disciplinary point received up to and including 50 points in total

- Teams that reach a total of 40 disciplinary points in any one season will automatically have their conduct reviewed by the Disciplinary Sub Committee, which may recommend that further disciplinary action be imposed as deemed appropriate.

- Any team reaching a total of 50 disciplinary points in any one season will be fined a further \$5,000 and a further \$500 for each subsequent disciplinary point received.

- Any team reaching a total of 40 points in two successive seasons shall be fined \$5,000 and \$500 for each further disciplinary point over 40 points received in the second season. ExCo will automatically place such teams on probation and may double the standard level of disciplinary fines for the following season and request a further review of the team's conduct by the Disciplinary Sub Committee, with a view to further disciplinary action being taken as deemed appropriate.

- Any team reaching a total of 40 points in three successive seasons shall be fined \$10,000 and \$1000 for each further disciplinary point over 40 points received in the third season. ExCo will automatically suspend such teams from playing in the League and such teams shall be required to re-apply to join the League together with other potential new applicants through a vote by members at the AGM.

6. FIGHTING

- Any player found guilty of fighting will be suspended for a minimum of three matches and fined \$1000.

- Any teams found to have been involved in a prolonged period of fighting without intervention from the team management to stop the incident may be subject to suspension from the League with a view to being expelled.

- Any teams found to have been involved in fighting, but where it can be clearly shown that the team management intervened to stop the incident may be subject to a fine of \$1,000 and may be placed on probation. Individual players involved in the incident should be identified by the team management so that appropriate disciplinary action can be taken in accordance with these guidelines.

7. ASSAULTS ON OFFICIALS

- Any such cases will be handled either by the Disciplinary Sub Committee or Disciplinary Enquiry Board, although the following guidelines will apply

- Any player or team official found guilty of any form of intimidation including oral , written or other non-physical abuse of any League or match official at any time will be subject to a suspension of two matches and a fine of a minimum of \$500.

- Any player or team official found guilty of physical abuse of any League or match official will be subject to a suspension of between three years to life (sine die) and a fine of a minimum of \$1000.

8. LATE PAYMENT FINES

- As determined by the Treasurer or Exco and as posted on the League website, teams are required to carry a positive financial balance with the League. Teams carrying a negative balance at the end of any one calendar month will be fined \$500 and a further \$500 fine will be added at weekly intervals until payment is received. Proof of payment in accordance with the financial procedures posted on the League website is required, failing which a further fine of \$500 will be imposed.

- In addition to the fines outlined above any team that owes money to the League that remains unpaid within 14 days after the deadline for payment may be subject to suspension from the League, in which event the team would not be permitted to play its next fixture (in which case Rule 8 may come into effect).

These guidelines are subject to regular review by ExCo and may be amended without reference to the member clubs.