

# BROADFORD ROVERS F.C.

## RULES AND GUIDELINES

### **Club philosophy**

BROADFORD ROVERS was set up in 1976/77 to promote and foster Association Football in the Ballinteer Area. It is Club policy to play football in a fair and sporting fashion.

### **Club management**

The management of the Club is entrusted to an Executive Committee consisting of the Chairman, Vice-chairman, Hon. Secretary, Hon. Treasurer, Child Protection Officer and not less than two and not more than eleven other members of the Club. The Executive Committee fixes the rules of the Club.

There is an Annual General Meeting once a calendar year. Any consenting member can be nominated by another member to be elected onto the Executive Committee at this meeting. Nominations should be sent to the Hon. Secretary at least seven days prior to the Meeting.

## **Club Rules:**

### **Rule 1: General Behaviour**

A member of the Club who is deemed to have been guilty of conduct unbecoming that of a member, or whose conduct is inimical to the interest of other members, may be expelled or suspended from the Club by the Executive Committee.

Any member who is expelled or suspended from the Club may appeal in writing within 14 days to the Executive Committee.

### **Rule 2: On the Pitch**

- (a) All players must wear their jerseys tucked inside their shorts and socks must be worn pulled up.
- (b) Bad language, verbal abuse or physical abuse, will not be tolerated on or off the pitch. This is a suspending offence.
- (c) All F.I.F.A., F.A.I. and L.F.A. rules must be abided by.

### **Rule 3: New Team registration with the Leagues**

New teams must be agreed with the Executive Committee before any approach is made to the League.

### **Rule 4: Birth Certificates**

All schoolboy and schoolgirl players must submit to the Secretary their birth certificate when joining the Club.

### **Rule 5: Players**

- (a) Under no circumstances is a manager permitted to play a player who is over the age or a player who is not registered with the Club.
- (b) Each team player must register to play in his own age group.
- (c) Exceptions to this rule may be allowed under certain circumstances. Once it is approved by the Executive Committee.

### **Rule 6: Financial hardship**

Under no circumstances should a player be discouraged from playing football due to family financial problems.

### **Rule 7: Team Gear**

Team members are not allowed take home jerseys used by them, other than the kit bag for a wash.

### **Rule 8: Neutral Gear**

Any team using neutral gear must have this gear washed and returned to the Pavilion by the following Thursday.

### **Rule 9: Marking Pitches**

- (a) Before each home match, the pitch must be marked correctly with goals, nets and flagpoles in position.
- (b) The marking of pitches to be carried out on a rota basis each week before the first Saturday match.
- (c) Managers unable to comply with the above ruling must notify the Pavilion Manager before the Thursday of that week.

**Rule 10: Pavilion**

- (a) The equipment room must be kept locked at all times.
- (b) The referee's room must be kept locked at all times.
- (c) Managers must ensure that after each match the dressing rooms are cleaned out and locked.
- (d) Each manager must ensure that the Pavilion is secured before they leave after their match.

**Rule 11: Normal use of pitches**

- (a) Unless otherwise agreed with the Pavilion Manager, teams should use the pitches assigned to them
- (b) The Senior teams have sole use of Broadford Park for league and cup games only. If a Senior team wishes to use Broadford Park for a friendly or if any schoolboy team wishes to use Broadford Park, permission must be granted by the Chairperson or in their absence the Vice-Chairperson.

**Rule 12: Match protests**

If a manager instigates a protest at a match, this must be carried out win, lose or draw.

**Rule 13: Team trips**

Before a manager organises a trip in the name of Broadford Rovers, he should first inform the Executive Committee within the Club

**Rule 14: "A" team manager**

The "A" team manager has the choice of players from the total squad of this age group.

**Rule 15: Club property**

No member of the Club, regardless of his position or office, shall loan Club equipment or property without authorisation from two honorary officers of the Club.

A member whose arrears (including fines etc.) exceed two weeks automatically becomes ineligible for team selection.

**Rule 16: Child Welfare and Garda Vetting**

All members of the club must be Garda Vetted and all persons involved in the running of a team within the club must complete a child awareness course as soon as practicable.

## **Guidelines**

### **Managers' meeting**

Managers' meetings will be arranged by a nominated Committee member, who shall convey and chair such meetings.

This meeting is used to discuss Club activities and team problems and where managers meet other managers to exchange information. Latest Club news is passed from the Executive Committee to the managers and vice versa.

Any manager wishing to raise any subject can put it on the agenda by contacting the nominated Committee member 5 days before the meeting.

IT IS IMPORTANT THAT MANAGERS GO TO THIS MEETING.

A manager must run his team within the rules of the Club but a manager has complete control over the following: -

- A. Team Selection
- B. Team Strategy
- C. Training
- D. Signing of Players
- E. Transferring Players
- F. Player of the Year

A player who misses paying his subs for two weeks may become ineligible for team selection.

A player who misses two training sessions in a row may become ineligible for team selection.

A player who criticises his team-mates during a match may become ineligible for team selection.

Shin-guards must be worn at all times.

Note: - Rule 2 (a), (b), and (c)

### **Leagues**

It is Club policy to play our football in the following Leagues: -

- A. Leinster Senior League - Seniors
- B. Dublin and District Schoolboy League
- C. EBS South Dublin League
- D. Dublin Women's Soccer League

### **Team Registration**

Teams are registered by the Club Secretary or the nominated Committee member for that League

Note: Rule 3

**Player registration**

Any player wishing to play football for Broadford Rovers must sign a registration form with the Club and the League. Registration forms can be obtained from the Club Secretary, or the nominated Committee member for that League.

**To sign a player**

The manager must get a birth certificate from each new player; the date of birth must be noted on the Club team sheet. When filling out League registration forms, please ensure all the following are completed:

- A. Player's name
- B. Address
- C. Date of birth
- D. Town and country where born
- E. Father's name
- F. Mother's maiden name
- G. School attended.
- H. Phone number
- I. Health information
- J. Subscription paid

The Registration Form must be signed by:

- (1) The player
- (2) Player's parent or guardian
- (3) The Club Secretary

Completed registration forms must be returned to the Club Secretary whose responsibility it is to register players with the League.

Once a player has signed for Broadford Rovers, he cannot play for another team during the season unless a Transfer Form is completed. Note Rule 5 (a), (b) and (c)

**If a player wants a transfer**

If a player wants to leave our Club to play for another Club or if a player wants to leave another Club to play for our Club, a transfer form must be filled out and signed by:

- 1. The player
- 2. The player's parent or guardian
- 3. The Secretary of our Club
- 4. The Secretary of the other Club

The player transferring to our Club must also fill out a registration form. Transfer forms are available from and must be returned to the Club Secretary. There is always a charge when transferring a player.

**How does a manager check if an opposition player is over-age or unregistered?**

No manager likes to lose a match but when teams do it outside the rules and cheat by playing over-age players or unregistered players, they should be punished.

If during a match a manager feels or has suspicions about the age of an opposition player(s) or knows that a player or players are unregistered for that team, he should do the following: -

1. Contact the referee at half time and convey his suspicion.
2. Ask the referee if he can check the match card.
3. Get the names and unless it is unsafe to do so, get the signature(s) of the opposition player(s), he is suspicious about, and keep them for our Secretary.
4. Abide by any rules enforced by the organisers of the competition

A match report should be written after the match and given to the Club Secretary with the signatures of the players whose names were taken.

The Club Secretary can then do a team search within the League in question, get birth certificates if required and make a strong protest to the League with the evidence collected.

If a team plays over-age or unregistered players and this can be proved, this team can be ejected from the League.

Note: Rule 12

**Player's membership Fees (SUBS)**

The membership fee is set each year by the Executive Committee.

Note Rule 6 - Family financial problems should be taken into account and discussed with the Club Treasurer.

**Income and expenditure sheets**

At the start of the season, each manager will receive a Team Income and Expenditure sheet from the Treasurer. All monies collected from players (a) subs collected (b) sponsorship collected, and all claims for monies spent or to be spent on (a) referees and linesmen fees (b) medical (c) other items - must be entered.

The Club will pay for the League registration fees, and provide kit and some equipment. All other costs are to be met by the team. This includes washing, and normal transport costs for away games.

**Team medical kit**

Each manager will be provided with a medical kit for team use at the beginning of each season. An allowance for the cost of medicines, bandages etc which require replacing can be claimed from the Treasurer on the Income and Expenditure sheet.

**Transport for away matches**

Each manager should encourage parents of players to help with transport for away matches. If a bus is required for away matches, a manager should put a request in writing to the Executive Committee not less than three days before the fixture. The cost of transport may be subsidised by the Club with the Treasurer's prior agreement. The cost of transport for away matches exceeding 50 kilometres will be reimbursed by the Club, when transport is provided.

**Football equipment**

The Club supplies all Football gear and Footballs. At the start of the season, each manager will be allocated a full set of gear, jerseys, shorts and socks and match balls, equipment and training balls by the Club Gear Manager. The manager is responsible for his own team gear.

Note Rule 7.

However, team members should be encouraged to take home the complete set of gear for washing on a rota basis if possible. If gear or footballs need replacing, the managers should contact the Gear Manager.

**Neutral gear**

When an away team clashes with our team colours, neutral gear can be obtained from the Gear Manager.

Note Rule 6.

**Playing pitches - (Broadford Park)**

The Executive Committee will elect the Pavilion Manager each year. The responsibilities of the Pavilion Manager are: -

- (a) The Pitches
- (b) The Pavilion (Dressing Rooms)
- (c) Co-ordination of the Pitch Markings

The Club has been allocated the use of Broadford Park for Soccer Football by Dun Laoghaire Rathdown County Council. The district supervisor has given the Club permission to call off matches when the weather is bad. The responsibility to call off matches is the function of the Pavilion Manager or, in his absence, the Chairman will act.

If friendly matches are being arranged, agreement must be sought from the Pavilion Manager before the fixture is made.

The Club's responsibilities for Broadford Park are:

- (1) The onus is on the Club to ensure that the pitch is safe to play.
- (2) The Club must ensure that all cars are parked to minimise inconvenience to adjoining residents and traffic.

Note Rule 9. It is the manager's job to erect the posts and nets on match day and to ensure that they are taken down after the match.

**Pavilion**

The Club has sole responsibility for the Club Pavilion.

At the start of the season, each manager is allocated keys to the Pavilion by the Pavilion Manager. It is in all our interest to look after our own Pavilion as all the Club gear is stored there - posts, crossbars, nets, stays corner flags, marking equipment, training equipment etc.

Note Rule 10, (a), (b), (c) and (d)

The Leagues weekend fixtures will be printed in the papers on Mondays and Tuesdays and posted on their websites. The pitches allocated to Broadford Rovers' home teams are available on the notice board in the Club Pavilion. Note: Rule 11

**Pitch marking**

Pitches in Broadford Park and Marlay Park must be clearly marked. The initial pitch marking at the start of the season is the responsibility of the Pavilion Manager but throughout the season, each manager may be expected to take his turn at marking the pitches.

*Note Rule 9*

At away matches, if a pitch is found to be unsatisfactory marked, a manager should report it in writing to the Referee prior to the Game.

**Player of the Year Trophy**

At the end of the season, the manager and his assistance manager should select their Player of the Year from their team. This can be the player whom the Managers feel is their best player. It can be the player the managers feel has improved the most over the year. The final choice lies with the manager and his assistant.

At the end of the season, a venue is booked for the presentation of the Player of the Year Awards where the Club presents the trophies to the players lucky enough to have been chosen by their managers.

**Club Trips**

The cost of Club trips are normally subsidised by the individual team.

Note: Rule 13.

- (1) The Club prefer that two teams travel on trips as this reduces the cost greatly.
- (2) On overseas trips, the Club recommends that there is one adult for every four players travelling.
- (3) On the trip, the Club would prefer if managers, assistant managers and helpers would refrain from consuming alcohol.
- (4) Before players leave on a trip, they should be told that they are representing Broadford Rovers F.C. and their community and should behave accordingly.



### **Fund Raising**

The cost of running a Club the size of Broadford Rovers is enormous and the subs collected from players only partly fund the Club. Fund raising is a very important aspect of the Club structure.

It is important that managers support the fund raising activities and socials and try to involve the parents of the players in this important aspect of the football Club.

### **Sponsorship**

The Club have always availed of and is grateful for sponsorship from individuals and businesses. The normal sponsorship is the purchase of football gear by the company and the advertisement for the company is then printed on the front of the jerseys, if requested. At times, the Club may have enough gear and companies wishing to sponsor teams in the Club should be encouraged to make the cheque payable to the Club to go towards other important ventures, which arise from time to time. The advertisement can be still put on the front of a set of gear not already sponsored.

### **Events**

Events are arranged during the season by the Executive Committee. If a manager has a valid reason for special event, he should make a request to any member of the Executive Committee for sanction.

### **“A” teams and “B” teams**

When a particular age group have so many players which will enable them to make more than one team it is the club's policy that the strongest group of players play together and this will be known as the 'A' Team. This is to allow players of different abilities to develop fluently and also encourages players of all capabilities to participate at a level suitable to their current standards. Managers and coaches should be able to design training sessions that are challenging for their players and ensure these training sessions are conducted in a fun, learning based environment. When appropriate the players should be re-assessed every season and re-graded accordingly. Consultation should take place with the Executive Committee prior to any teams entry to a League.

A second team is formed specifically to feed the first team with players of suitable ability. This will ensure that no particular age group will be without a team in the future. The “A” team managers should select their squad during the season up to Transfer Deadline. Note Rule 14.

If an “A” team needs to bring up a player from the “B” team during the season, he will have to be transferred officially and the Secretary should be contacted.

If a player is transferred to the “B” team, the “B” team managers should bear in mind that this player may not just be suitable for the competitive game in the higher League and may be with the Club for a long time and should include him in their plan. If a manager is found to have approached a player and persuaded him not to play for the “A” team, he will be called to an Executive Committee Meeting to account for his actions.

It is the clubs policy that all teams have two adults at all times running a team. All underage team managers are encouraged to give equal playing time to all players involved in their teams.

**Training**

A manager should train each week with his team.

Training times should be discussed with the Pavilion Manager to avoid a build up of teams on the pitches at the same time.

If there are training facilities used by a team other than the training facilities provided at Broadford Park the costs will only be subsidised by the Club with the prior agreement of the Treasurer.

**Referees**

Most Leagues allocate referees to matches and referees charge for matches. The cost of referees in a League match is normally paid for by the home team. The cost of referees in a cup match is paid 50% by each team regardless of who has home advantage. The team must abide by the rules of the organisation in charge of the competition

The performances of referees in matches vary greatly. If the manager feels a referee is particularly bad or good there are channels of communication open to the Club Secretary with the League and/or the Referees Association. If a manager wants to report a referee, he should make a match report and give it to the Club Secretary. It is almost impossible to get match results changed, but often, bad referees are suspended from future matches.

Before each match, the referee's card should be filled out by the manager and returned to the referee.

When a referee is allocated to a match and does not turn up, the manager has two options: either to play the match, or not to play the match. Arrangements can be made with the opposition manager to play the match for the result. If this happens, it is advisable to try to get a neutral referee.

If the teams are playing for a result, it is advisable to list both teams before the kick off and get the signature of the opposition manager. After the match the result of the match, the team lists and a match report should be sent to the League as soon as possible. Leagues will normally accept the result of these matches.

If a manager does not want to play a match without a referee, it is his prerogative not to play the match if he wishes.

**1.1. Yellow Card**

If a player's name is taken during a match, there is normally no action taken by the League unless a particular player's name is taken so often then they may be suspended by the League.

**1.2. Red Card**

If a player is sent off and that player is in the Schoolboy League, he is automatically suspended by the League for the next match.

Sometimes if the offence is grievous, the League will ask the player and the Club Secretary to appear in the League headquarters to discuss the offence. The result of this hearing can be: -

- (a) A suspension for a period of time from playing
- (b) A monetary fine
- (c) A combination of both of the above.

If a manager feels that his player was sent off justly by the referee then the player must pay his own fine, otherwise the Club pays the sending off fine.

**BROADFORD ROVERS F. C. EXECUTIVE COMMITTEE**