



West Lothian Soccer Development Association

Constitution

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Distribution

Executive Committee

President
Secretary
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All

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Document Control

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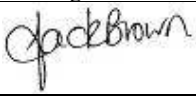

Change History

Version	Date	Changes	Initial
0.1	10/04/03	Created from Original Hard Copy Documents	SW
0.2	23/05/03	Updated from meeting proposals during meeting May 2003	SW
1.0	02/06/03	Proposed and Voted version at AGM - 2 nd June 2003	SW
1.1	12/01/04	Proposed changes for EGM 2 nd Feb. 2004	SW
1.2	01/06/04	Proposed changes for AGM 28 th June 2004	SW
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1.2b	15/06/04	Changed points 3.2, 3.5, and added 3.25	SW
1.2b	24/08/04	Published Version	SW
2.0	06/06/05	Voted version at AGM – 6 th June 2005 change to points 3.1, 5.3, 6.1, new 3.26 and 5.4	SW
2.1	30/05/06	Voted version at AGM – 30 th May 2006 change to points 3.5,3.11,3.13,3.14,3.19,3.20,3.25,6.1i, new 6.2 all points renumbered after deletion of original 3.11 in section 3.	JB
2.2	11/06/07	Voted version at AGM – 11 th June 2007 change to points 2.3, 3.2, 3.3, 5.3, 6.1, 6.1a, 6.1e	JB
2.3	30/06/08	Voted version at AGM – 30 th June 2008 change to points 3.1,3.10,3.17,3.20,3.22,5.10,6.1c,6.1d,6.1l. points 3.12 and 5.13 deleted	JB
2.4	22/06/09	Voted Version at AGM by WLSDA Members – 22 nd June 2009 change to points Page 2 Executive Committee, 2.2, 2.10, 3.2(c), 3.16, 3.17, 3.22, New 4.8, 6(under Rules and Guidelines), 6.1m, and add 16m line to pitch	JB
2.5	14/06/10	Voted Version at AGM by WLSDA Members – 14 th June 2010. Change to points 2.3,3.1,3.5,3.13,3.16,3.19,3.22,6.1(b),6.1(a)6.1(c),6.1.d(b,c,d),6.1(f,i,k,l)	JB





Approval

Role	Name	Signature	Date
President	Jack Brown		14/06/10
Secretary	Brian Mahood		14/06/10
Treasurer	Colin Stone		14/06/10

1 Objective

- 1.1 The Objective of the Association is to promote the enjoyment of football for children, through the playing of the small-sided game as detailed within this document, in a safe environment that fosters fair play and participation for all, irrespective of race, colour or religion and shall encourage co-operation, respect for others, loyalty, acceptance of rules and decisions, personal responsibility, self-discipline and the need for teamwork.
- 1.2 This Association shall endeavour to promote these values and will work closely with other allied professions or agencies that have similar aims.



2 Code of Conduct

- 2.1 Players, Coaches and Spectators must not question the match supervisor's decision.
- 2.2 Only Registered Coaches will be allowed to coach from the sidelines.
- 2.3 Team Coaches will stand on the same side of the field. Parents and other spectators should stand on opposite side of the pitch behind the 2m line. **No one is allowed to stand at either end of the pitch** or directly behind the Goalposts. Match Supervisors should stop play until the offending person moves to the side of the pitch. (These rules are in interest of player and spectator safety).
- 2.4 Team-mates, spectators and adults in charge should only give positive encouragement to players who make mistakes.
- 2.5 No abusive language will be tolerated from 'ANYONE' attending the Venue.
- 2.6 Players, coaches and Match Supervisors shall shake hands after each game.
- 2.7 All adults in attendance must show by example that they are more concerned with the well being of the children and the good of the game, than satisfying their own need for reflected glory.
- 2.8 Players should be encouraged to display creative skills, whilst being discouraged from trying to win through primitive means.
- 2.9 The laws of the game shall be implemented by each designated Match Supervisor, the Match Supervisor will give one warning to anyone not upholding the **Code of Conduct**, should that person persist in breaking the Code, they will be asked to leave the 'venue'. If they refuse to obey the Match Supervisor's request the match will be cancelled and a report should be made to the Association Secretary.
- 2.10 Code of Conducts **MUST BE RETURNED** to Association before 1st week of Fixtures in August. Failure to do so will result in **NO** games being allocated to the team until forms are received.



3 Constitution

- 3.1 All Clubs shall be bound by the rules of the SYFA, Scottish Soccer Sevens Development Association Constitution, WLSDA Constitution, SYFA Player Protection Policy and Scottish Football Association National Player Pathway. West Lothian Soccer Development Teams must be in Membership of the SYFA to participate. Membership of West Lothian Soccer Development Association implies adoption and compliance with West Lothian Football Forum's codes of conducts for Club, Officials, Players and Supporters, and of any amendments thereafter. Where a Club has more than one team at a particular age group, then one SYFA membership number CAN be used, to cover all teams at that age group. Although one SYFA No. can be used, all officials of all teams within that club have to be listed on the membership form. In our oldest age group each team must have their own SYFA No.
- 3.2
 - a) All Soccer Sevens teams must have insurance cover.
 - b) Fixtures out with West Lothian Soccer Development Association fixture lists MUST have a permit. This is an insurance requirement; teams not observing this will be in breach of WLSDA/SYFA rules and will be dealt with accordingly.
 - c) Permits can be obtained through the WLSDA Permit Secretary by sending a stamped addressed envelope along with Permit Fee to him with all details of fixture (syfa no., venue, kick off, secretary, age group and opponents)
- 3.3 Each Club wishing to play seven a side soccer may enter one or more teams at a particular age level. (Eligibility date – 1st January). Clubs with more than one team at a particular age group MUST have their own suitably qualified Coach and a suitably qualified First Aider per team.
- 3.4 Each Team shall be named such to distinguish each team
- 3.5 Each Team may register a maximum of 10 players from Age Group U9 onwards (Existing Age groups . All players may participate in matches. Under 12s may register 16 players. Teamlines and Monitoring forms MUST be used for EVERY fixture.
- 3.6 Where necessary and at the discretion of the Association, one or more leagues for any age group shall be formed, depending on demand for entry.
- 3.7 No Team registered with this Association shall play in any other leagues, other than the leagues run by this Association (whilst our Season is in progress)
- 3.8 Teams shall be considered for entry at the discretion of the Association
- 3.9 Registration fees shall be set annually by the Association
- 3.10 The following are required for registration at the start of the Season, SYFA membership form and photocopy for WLSDA records, WLSDA player Registration form and fees as stated on membership form, a copy of a Coaching Qualification, copy of a First Aid Certificate MUST be supplied for the forthcoming season and must be in by the dates agreed and detailed in the registration instructions (How to...).
- 3.11 Any cancellation due to weather or pitches being unplayable shall be agreed upon by the venue co-ordinator and the match supervisor. The committee can call off games on a Friday evening in the event of severe inclement weather.
- 3.12



- 3.13 The Association seeks to attract **Leaders** who have the children's best interests at heart. In an attempt to ensure a consistent approach, it is incumbent upon all the Association Leaders at Club level to attend the following courses:
- For age groups 9 and 10 the recommended Coach Education Award is Level 2/3 of the SFA Childrens Pathway, SFA Physical Preparation plus the additional resource Small Sided Games and the Creative Player and additional in-service training on retreating line
 - For age groups 11 and 12 the recommended Coach Education Award is Level 3 and level 4 of the SFA Childrens Pathway, SFA Physical Preparation plus the additional resource Small Sided Games with additional in-service provision on back pass, throw in and shaping a 7-a-side team
 - Whilst it would be advantageous to attend the S.F.A Basic First Aid course, the Association may accept alternative First Aid certificates. A First Aid Certificate must be held by at least one Leader per Team.
- 3.14 Only Registered Officials of the team are allowed in the CHANGING AREAS, this **MUST BE ADHERED TO AT ALL TIMES**.
- 3.15 A suitable First Aid Kit must be available at each game.
- 3.16 In an effort to ensure the safety and well-being of children, all officials of a team as registered at SYFA must have a self disclosure and an enhanced disclosure done by the association, the Association reserves the right to vet any prospective Leader. Players in our oldest age group (u12) will have to be registered at SYFA at Hampden Park. Players leaving a team will need to have their registration cancelled at SYFA before they can play for another team. Changes to Officials, both SYFA and WLSDA need to be notified without delay.
- 3.17 Transfer of players between Soccer Seven teams **must** be done in agreement with the Player, Parent and Coaches of the Teams involved and authorised by the Committee. Player must be deregistered with association secretary from team he/she is leaving and only then can he/she be registered with a new team. The player can not play until the registration form signed by the Parent/Guardian is in the possession of the Association Secretary. Players can only Play with 1 TEAM while Registered to a Team within our Association.
- 3.18 The Association and its member Clubs shall support the "Code of Conduct".
- 3.19 Players shall only be allowed to wear "unbreakable" safety glasses during matches.
- 3.20 All member clubs shall adhere to the "**Rules & Guidelines**" of West Lothian Soccer Development Association
- 3.21 All matters not covered within this Constitution will be covered and governed by the Scottish Soccer Sevens Development Association Constitution, SYFA Constitution and Rules.
- 3.22 WLSDA Football season will be from March to November each year with a July shutdown/School Holiday shutdown (NO Games/Fixtures). No matches allowed during December, January and early February (first 2 weekends), permits may be allocated for last 2 weekends at Association Discretion
- 3.23 Honorarium payments will be paid to West Lothian Soccer Development Association Office Bearers as agreed at agreed at each AGM for previous year. Honorarium payments will be paid annually by the treasurer, after the AGM



4 Disciplinary Rules/Procedures

A panel consisting of a number of team officials and the WLSDA committee (maximum of 9) will hold disciplinary meetings to process any matters relating to discipline. These meetings are held in conjunction with current SYFA guidelines, and an appeal process is available to every person reported for an indiscretion.

Disciplinary Procedures are

- 4.1 All letters concerning any matter of disciplinary should be sent to West Lothian Soccer Development Secretary no later than 5 days after match. Copy to be sent to other club secretary.
- 4.2 Clubs will be cited to appear at a disciplinary meeting (out with sevens meeting).
- 4.3 Clubs will be notified who can attend.
- 4.4 On being cited club secretary will have opportunity of replying to any complaint against their club. On no circumstances contact the other club.
- 4.5 Committee up to a maximum of 9 will sit on meeting. (At least 4 must be available to conduct a meeting).
- 4.6 All discipline is held as per West Lothian Soccer Development Association Constitution and SYFA.
- 4.7 The disciplinary committee may seek advice on serious matters regarding clubs or club officials from the SYFA.
- 4.8 All Coaches, Club Officials and Team Helpers should inform the Community/Parent Clubs Executive Committee immediately upon being found guilty of a breach of any laws of the game and Constitution as laid down by the relevant Associations. Failure to do so may result in further Disciplinary Action being taken by the Community/Parent Club against said Coach, Club Official or Team Helper.

The success of the association is the philosophy that the game is played as stated in the objective of this constitution. In an effort to protect this philosophy and to maintain the highest possible standards, a form of monitoring shall be carried out on a weekly basis. The focus of the monitoring process will be centred largely on the spirit in which the game is played. In cases where repeated failure to achieve acceptable standards are reported, the committee will invite those responsible to attend a meeting so as problems can be resolved.



5 Executive Committee and Meetings

- 5.1 Meetings will be held once per month at a suitable venue.
- 5.2 Meetings should be attended by an Executive Committee consisting of President, Secretary, Treasurer and Match Secretary from each age group as well as one representative from each Team at each age group.
- 5.3 One representative per team AT EACH AGE GROUP MUST ATTEND monthly meetings. 2 apologies per season are allowed. Non attendance at meetings and failure to apologise will result in a £10 fine. Each club delegate will sign the WLSDA Attendance sheet/book on entering the meeting. Non-representation by any team will entail a forfeit of any right to vote at **that** meeting. AGM is mandatory to attend and no apologies are accepted, non attendance will result in a £10 fine.
- 5.4 Teams not handing over a team sheet and a monitoring form to opponents for ALL GAMES will be subject to a £10 fine.
- 5.5 Each team will receive one vote.
- 5.6 An agenda should be drawn up for each meeting.
- 5.7 Issues of any sort, may be raised by contacting the Association Secretary in writing at least one week prior to a meeting. If appropriate these issues will be put on the agenda.
- 5.8 Final decision on any issue will be made by the Executive Committee and will be binding for the remainder of the current season. Any member is at liberty to request to sit on the Executive Committee, otherwise any decision made must be respected.
- 5.9 Any decisions made must be made with the best interests of the Association and should comply with the Aims and Objectives of the Constitution.
- 5.10 An Annual General Meeting (AGM) should take place in June where possible. The Executive Committee and one representative of each team who wish to be included in the forthcoming seasons fixtures should attend this meeting.
- 5.11 Where possible accurate minutes should be noted for each meeting and distributed to each member of the Executive Committee as well as each person attending any meeting.
- 5.12 Meeting details will be advertised in the local press (Courier and Herald & Post) and on the Associations Web Site.
- 5.13



6 Rules and Guidelines

As we are a Development Association any SFA/SYFA Initiative/Guideline can be introduced in Childrens Football based on the National Plan or any Governing Body.

6.1 The duration of the game shall be:

- a) under 8 – soccer 4’s
- b) under 9 - 2 x 20mins
- c) under 10 - 2 x 25mins
- d) under 11 - 2 x 25mins
- e) under 12 - 2 x 30mins

The match supervisor has the discretion to alter this in event of bad weather or pitch conditions.

- a. Goalkeepers should be encouraged to pass or throw the ball to a team mate rather than kick from hand
- b. Goalkeepers attempting to gather the ball by hand will **not** be challenged.
- c. The off-side law shall not apply.
- d. The option exists to use throw-ins or kick-ins to restart the game.

The Association will opt for the following:

- | | | |
|----|-----------------|---|
| a) | Under 12 | will take throw-ins (foul throws to be awarded) |
| b) | Under 11 | will take throw-ins (foul throws to be awarded) |
| c) | Under 10 | will take kick-ins |
| d) | Under 9 | will take kick-ins |
| e) | Under 8 | will kick in to restart (soccer 4s) |

Coaches/Match supervisors should encourage short passing for kick-in

Goal Kicks will be taken (laws of the game apply)

- e. On **All Occasions** when the game is restarted, the opposing players should be at least 6 metres away from the ball.
- f. Penalty kicks shall be taken at 9 metres from the goal line.
- g. The ball shall be re-centred after a goal has been scored.
- h. If a team is losing by a margin of 5 goals, they may increase the number of players by 1 to a maximum of 8. Should the margin decrease, so that the difference between the scores is 3 goals, then the player should be removed. (nobody benefits from one team inflicting a heavy defeat on another team.)
- i. Each team may consist of a maximum of 10 registered players from age group 2002 (U9) onwards (existing age groups maximum 12 and under 12’s maximum of 16 registered players and may be a mixture of either sex. (No trialists will be permitted)
- j. Substitutions may be made at any time in the match, coaches must ensure that each player gets an equal opportunity to play. (Giving young or less able players 5 minutes at the end of a game is against the principles of soccer sevens and must be avoided.)
- k. Each team will supply the following match ball:

- | | | |
|----|-------------------------------------|---------------|
| a) | All Age Groups at Soccer 7’s | Size 4 |
| b) | All Age Groups at Soccer 4’s | Size 3 |



1. The Association will implement the 'Passback rule' as follows:
 - a) Under 12 The Passback Rule applies.
 - b) Under 11 The Passback Rule applies.
 - c) Under 10 Players will not be penalised if the Keeper handles the ball from a passback.
 - d) Under 9 Players will not be penalised if the Keeper handles the ball from a passback.
 - e) Under 8 Passback rule does not apply.
 - m. Modified goals and pitch dimensions should be applied in accordance with local circumstances. Recommended pitch dimensions are 55m x 38m (60 yards x 40 yards), alternatively, one half of the normal pitch, playing across the field, a centre spot should be marked and a penalty box/goalkeepers area 11m long x 28m wide (12 yards long x 30 yards wide), the penalty spot should be 7 metres from the goal line. Retreating/Offside Line to be marked 16m from goal line. Cones/Flagpole outside touchline to be used where line is not marked out. The S.F.A. Junior Goalposts should be used wherever possible (4.9m x 1.8m)
 - n. Safety – A **registered first aider** can only enter the field of play with the referee's/match supervisors permission, if a player is hurt during a game. The game will be stopped when the referee's attention is sought. **ONLY A REGISTERED FIRST AIDER IS ALLOWED.**
- 6.2 Girls playing in a boys team must be born the same year as the boys or younger.
- 6.3 Retreating line – only u10 will play with retreating line at 16m out from goal line(attacking players cannot enter area until opponent has taken his/her 1st touch
- 6.4 Team coaches should encourage the rotation of players to experience different positions on a pitch

