

## INFORMATION TO SECRETARIES

1. **ZONING OF COMPETITIONS** - Competing Associations and Schools may be grouped into areas at the discretion of the appropriate Standing Committee.

2. **DATES OF MATCHES** - Dates of competitions are issued annually in Association Year Book. All games **MUST** be played by the stipulated dates. Schools are requested to anticipate problems such as holidays and make arrangements accordingly.

**N.B.** Failure to adhere to dates could result in ties being forfeited. This measure has, unfortunately, had to be enforced in recent seasons.

3. **TEAM SHEETS** - These should be returned to the Secretary of the appropriate Standing Committee or the Competition Controller designated on the sheets, immediately after the game.

4. **THE BALL** - The use of the 'Mouldmaster' type ball in Schools' Football has been authorised by the S.F.A. Accordingly, this type of ball may be used in any of the competitions organised by the Association. The home Association or School shall have the choice of the type of ball and shall provide it.

### 5. **SUBSTITUTES** –

- (i) A match shall be played by two teams, each consisting of not more than eleven players, one of whom shall be the goalkeeper.
- (ii) Players may be substituted at any time and for any reason in accordance with the Laws of the Game.
- (iii) Before the start of a match, the referee shall be informed of the names of the five substitutes from whom the three/five to play may be chosen.
- (iv) One of the other players, or a named substitute, may change places with the goalkeeper, provided that notice is given to the referee before the change is made.
- (v) A player, who has been ordered off before play begins, may only be replaced by one of the named substitutes. The kick-off must not be delayed to allow the substitute to join his/her team.
- (vi) A player, who has been ordered off after play has started, may not be replaced. A named substitute, who has been ordered off, either before or after play has started, may not be replaced. (This decision only relates to players who are ordered off under Law XII. It does not apply to players who have infringed Law IV.)
- (vii) A player who has been replaced shall not take any further part in the game.
- (viii) The referee must be informed if a player is to be substituted. A substitute may only be permitted to enter the field of play during a stoppage in the game and after he/she has received a signal from the referee authorising him/her to do so.
- (ix) A substitute shall be deemed to be a player and shall be subject to the authority and jurisdiction of the referee whether called upon to play or not.

6. **GOALKEEPER** - Players should be instructed they must not charge or challenge the goalkeeper in his/her own penalty area.

7. **STUDS** - The use of aluminium studs on surfaces other than grass is prohibited, i.e. on ash surfaces, all-weather surfaces and the like. For surfaces other than grass the home Association or School must inform the visiting Association or School of the nature of the playing surface, at least seven days prior to the date of the match.

8. **TEAM MANAGER/TRAINER/COACH** - It is acknowledged that there are schools' teams which are run by adults who are not members of the teaching profession. These persons are, for the most part, parents, school technicians, janitors, etc. Whereas it is the ultimate aim that all schools' teams be run by teachers, the above described situation shall be permitted, provided that:

- a) the Head Teacher takes ultimate responsibility.
- b) wherever possible, a member of the teaching staff shall be present at the venue of any game being played under such circumstances.

9. **ASSOCIATION AND SCHOOLS COMPETITIONS:**

- a) Associations and Schools shall be responsible for their own travelling and accommodation expenses. All arrangements in connection with semifinal and final ties of the Competitions shall be under the management and control of the appropriate Standing Committee. After the deduction of all necessary expenses, the proceeds of these matches shall be put into the funds of the Association.
- b) Grants may be made towards the travelling expenses of teams at the discretion of the President's Committee.

10. **OTHER MATCHES AND COMPETITIONS:**

- a) Any affiliated Association or School, wishing to play against another of foreign nationality, at home or away, should inform the General Secretary at least three months before the date of the intended tour or match, giving details of the country, date, matches to be played, etc. This also applies to matches against teams from countries in membership of the Schools' International Board.
- b) Tournaments: Any Association or School, wishing to organise a tournament involving Associations or Schools from outwith Scotland must inform the General Secretary three months before the date of the tournament, giving the following information:  
(i) date of tournament: (ii) rules of tournament: (iii) Associations or Schools invited:  
(iv) arrangements for the accommodation of the visiting Associations or Schools.
- c) Furthermore, any Association or Schools, intending to play in a tournament organised in the country of another National Association, must seek permission from this Association, at least three months before the date of departure and must submit the tournament rules (with a translation copy, where necessary) to the General Secretary, together with proof of the authorisation of the tournament by the National Association concerned and of the approval of the rules by F.I.F.A.

- d) No member of council, delegate to the Annual General Meeting, accredited school representative, or member, representative or officer of any affiliated association may organise or be a party to organising any match, using school pupils, outwith Schools' Football, unless he/she receives the written permission of the President's Committee.
- e) Any local association or school (i) wishing to organise a penalty-kick competition to assist its funds must notify the General Secretary (ii) invited to participate in penalty-kick competitions at a Senior or Junior ground, must make application to the General Secretary for the necessary permission, which will only be given when confirmation has been received from the Secretary of the S.F.A. or S.J.F.A.

11. **S.S.F.A. TIE** - There is an official tie which may be obtained from the Hon. Treasurer for re-sale to members of Affiliated Associations. Orders can only be accepted through Association Secretaries and it should be noted that only those actively connected with the S.S.F.A. or the football activities of the local association, are entitled to wear the official tie.

12. **APPEAL TO S.F.A.** - If an appeal is made to the S.F.A., the following must be observed:
- a) A deposit is enclosed with the appeal (Player £75 / All others £150)
  - b) the appeal is dispatched by Recorded Delivery Letter,
  - c) the appeal is made within seven days after the meeting at which the decision appealed against was given, and
  - d) in all appeals, the party against whom the decision is given may be held liable in all or part of the expenses of the meeting, subject to the discretion of the Appeals Committee.