



LIVINGSTON HEARTS CFC COMMUNITY RULES AND PROCEDURES

1.0 LETTINGS

- 1.1 Only the Main Committee to book lets.**
- 1.2 All teams are required to give a minimum of 48 hours notice to cancel a training let, unless there are extenuating circumstances.**
- 1.3 To cancel training lets, contact the Treasurer or Vice-Chairperson.**
- 1.4 All teams are required to give a minimum of 72 hours notice to cancel a match let, unless there are extenuating circumstances.**
- 1.5 Any team not cancelling lets within these guidelines will be subject to the normal let charge.**
- 1.6 Any soccer 7's games not cancelled in time will also be charged the referee fee.**
- 1.7 To cancel match lets, contact your Match Secretary.**

2.0 SCHOOL LETS

- 2.1 When using accommodation within the school, one person from each let must report to the main office to sign in.**
- 2.2 You must vacate your let area by the end of the let time.**
- 2.3 All Club members must do as the school staff request. Any problems with the school or the school staff must be reported to the Community Club Secretary.**

3.0 EXTRA LETS

- 3.1 Extra training let requests must be submitted by letter stating preferred night and training times plus an alternative night should this not be available.**
- 3.2 Until the request has been agreed, with the team receiving written confirmation, then no extra training should take place.**
- 3.3 Teams with extra training lets will be issued with an off pitch training area.**
- 3.4 Teams must only use the area(s) that have been allocated.**

4.0 COACHING AND FIRST AID COURSES

- 4.1 The Main Committee will arrange courses for Saturday mornings however, no refunds will be given for non-attendance.**

5.0 YEARLY CHARGES AND WEEKLY FEES

- 5.1 The yearly registration charge is to cover league fees, Scottish Cup fees and local cup fees (where applicable) and team insurance.**
- 5.2 Weekly fees are used to cover ongoing team costs.**
- 5.3 All team-registered players should pay on a minimum weekly basis.**
- 5.4 Players on trial should pay weekly fees with yearly registration fee paid if the player is then signed.**
- 5.5 Any player who has failed to pay for a period of four weeks should be suspended, unless there are extenuating circumstances.**

6.0 PLAYER PROTECTION

- 6.1 All members must follow the player protection guidelines.**
- 6.2 All teams should strive to have a minimum of two Club officials in attendance during all Club activities.**
- 6.3 All Club officials must be in possession of a satisfactory Enhanced Disclosure certificate prior to taking up the position, in line with SYFA guidelines.**

7.0 FINES

- 7.1 Team non-attendance at the AGM or General meetings will incur a fine of £20, unless there are extenuating circumstances.**
- 7.2 No apologies are acceptable for the AGM or the General Meetings.**

8.0 WLSS/WLAYFC

- 8.1 Any member who is fined by WLSS or WLAYFC for verbal abuse towards a referee should meet the cost of the fine themselves.**

9.0 INCOMING/OUTGOING COMMITTEE MEMBERS

- 9.1 Any team committee members who wish to leave the team should advise the Club Secretary and the Player Protection Officer of their intention to do so.**
- 9.2 Any incoming team committee members must be advised to the Club Secretary and the Player Protection Officer prior to taking up the position.**
- 9.3 Incoming team committee members must be in possession of a satisfactory Enhanced Disclosure certificate prior to taking up the position.**
- 9.4 Any team that is discovered to have committee members who are not in possession of the required Disclosure certificate may be subject to disciplinary procedures.**