

Hints to Secretaries

These are hints, not the actual Rules – refer to League Rules for the full wording.

- 1 Check the Club Directory page on the League website for accuracy of Club details. Any changes during the season must be notified within 14 days.
- 2 **Registration Guidelines**
 1. Clubs must register at least 14 players per team **14 days** before the start of the season.
 2. It is the clubs own responsibility to check whether a player is suspended. This should be done through the **Sussex County FA and not the ESFL.**
 3. For players to play on the first Saturday of the season they must have been registered **5 days** prior to playing. **The deadline being 10.30pm on that day.**
 4. Thereafter players must be registered **2 days** prior to playing. **The deadline being 10.30 pm on that day.**
 5. Registration or transfer forms received after the above deadlines will not be processed until after the matches have been played on that weekend.
 6. Check your club's page in the "Club Directory" on the ESFL website to see if the player's name appears. **If your players name does not appear within a reasonable time you should contact the Registration Secretary.**
 7. Use the Multi Registration Form up to the end of October; thereafter use the standard registration form. Please do not use the MRF **after the end of October.**
 8. Please ensure that forms are filled in correctly and are legible.
- 3 Confirm home match arrangements to the opponents and referee at least **FIVE CLEAR DAYS** before the game (rule 20C). Make sure the opponents and referee know how to get to the ground and that your opponents are aware of your playing colours. If there is a clash, advise the **AWAY** team they should change kit.
DO NOT assume that where no fixture is shown a team is "free" as Clubs are required to accept a fixture from the Fixture Secretary up to the Tuesday evening before a Saturday.
Release from fixtures (Rule 20I): **FIVE WEEKS** notice required. Each team will only be granted one fixture release per season.
- 4 If corresponding by e-mail, ensure you ask for a reply.
If contacting by phone, make calls BEFORE 9pm. If you have to leave a message, ensure it is clearly delivered and leave your own name, Club details and telephone number.
- 5 Fitness of pitches : If your pitch is unplayable, **FIRST check with your opponents to see if the game can be switched to their ground** (Rule 20J).
If there is a doubt about the fitness of a Council owned pitch:
Hastings Council phone **01424 451388** after 5pm Friday
Eastbourne Council phone **01323 415465** on Saturday morning.
- 6 If a fixture has to be postponed or cancelled, the Secretary of the home team must advise the opponents, the referee, the Fixture Secretary and the Referee's Secretary.

- 7** Your pitch must be properly marked out as per the Laws of the Game with goal nets fitted. This includes Clubs using Council pitches.
Ensure that the changing rooms are available at least 30 minutes prior to kick-off and are secure whilst the match is in progress.
Welcome the Referee and provide them with two match balls and linesman's flags.
All Clubs must have a First Aid Kit at every match (Rule 20M). It is advisable to have someone with basic First Aid qualifications at every game.
- 8** A team sheet must be handed to the Referee and your opponents at least **TEN** minutes before kick-off (rule 20K).
Ensure you are aware of the substitute and dissent rules applicable to your match.
Premier Division games – subs 3 from 5 nominated, sin-bins will apply to dissent cautions
All other Divisions – roll on, roll off subs from 3 nominated, sin-bins will apply.
Premier Travel Chauffeurs Cup - subs 3 from 5 nominated, sin-bins will apply.
Wisden Sports & Cooper Construction Cups - roll on, roll off subs from 3 nominated, sin-bins will apply.
- Outside Cup competitions will have their own rules on substitutes and if the sin bin is being used.
- Extra time (and penalties if necessary) are played in all League Cup matches where there is a draw after 90 minutes.
- 9** Your Club is responsible for the conduct of its players **AND** also that of Club Officials and spectators. **No alcoholic drink is to be consumed on or around the touchline, goal-line or dressing rooms** (rule 20L).
- 10** After the match, pay the referee promptly in cash (rule 23E) and obtain a receipt.
Match results of **EVERY** match to be texted in to the result service **BEFORE 6.00pm** for Saturday matches and by **9.00pm** for midweek games (rule 21B).
- 11** Complete the online Match Result Sheet for **EVERY** game and ensure that you submit the details online within **FOUR DAYS** of the match (rule 21A).
A correctly completed Match Result Sheet includes:
The player's names
The number of goals scored by each player
Yellow and Red cards issued to players
The Referee's name and marking
It must be submitted by a responsible member of the Club
- 12** Always ensure that all League Fees and any fines are paid promptly otherwise further fines may be imposed. Undue delay in payment can lead to your Club being reported to the County F.A. and being suspended from playing altogether.