

Hints to Secretaries

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

- 1 Check the handbook online for accuracy of Club details.
Notify the Competition Secretary at once of any inaccuracy.
Any changes during the season must be notified within 14 days (rule 2E).
- 2 You must register **14** players per team by **21st August** (rule 8Q).
Registration Forms can be downloaded from the League website.
For Saturday 5th September – players **MUST** be registered on or before 31st August.
After 5th September, Players must be registered **TWO DAYS** prior to playing (rule 8B).
Do not assume that because a form has been sent that your player is registered.
The players name will appear in list of players on your Club page of the League website

- 3 Confirm home match arrangements to the opponents and referee at least **FIVE CLEAR DAYS** before the game (rule 10D). 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 colour clash, advise the **AWAY** team they should change kit.

All teams **WILL** have fixtures arranged on the 5th September 2015 and are to fulfil the fixtures as listed in the fixture lists or advised by the Fixture Secretary.
Midweek fixtures may be arranged as required. **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 match.

Release from fixtures (Rule 10A): Any request for release from a fixture **must** be made to the Fixture Secretary and give **AT LEAST FIVE WEEKS** notice from the date required for release. Each club will only be granted one fixture release per season.

- 4 If corresponding by e-mail, ensure you ask for a reply or confirmation that the e-mail has been received and read.
If contacting by phone, make calls BEFORE 9pm. If you have to leave a message, ensure it is clearly delivered and make sure you leave your own name, Club details and telephone number.

- 5 Fitness of pitches : On match days make sure you have a responsible person to inspect the pitch. If your pitch is unplayable, **FIRST check with your opponents to see if the game can be switched to their ground** (Rule 10F(ii)).
Clubs using Hastings Council pitches: If there is a doubt about the fitness of the pitch, phone 01424 451388 after 5pm on Friday to hear the phone instructions.
Clubs using Eastbourne Council pitches: Phone 01323 415465 on Saturday morning to establish if your pitch is fit for play.
On no account should any match be played on a pitch classed as unfit by a Council or the Referee.

- 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. It is the Club’s responsibility, **NOT** the Council’s.
Ensure that the changing rooms are available at least 30 minutes prior to kick-off and are secure whilst the match is in progress. Designate a responsible person to look after valuables during the match.

Welcome the Referee and provide them with two sponsored match balls and linesman's flags.

All Clubs must have a First Aid Kit at every match (Rule 10J). 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 10G). Three substitutes are permitted in League and League Cup matches, subject to the Laws of the game. Make sure your team is ready to kick-off **on the field of play** at the appointed time, even if the other team are not. 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 10I).
- 10** After the match, pay the referee promptly in cash (rule 13E) 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 11B).
- 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 11A).
A correctly completed Match Result Sheet includes:
 - The player's names*
 - The score of the match*
 - The number of goals scored by each player*
 - The Referee's name and marking*
 - Completed by a responsible member of the Club*
- 12** Always ensure that all League Fees and any fines are paid promptly. League and Cup Fees must be paid by 1st August and fines within 21 days, 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 (rules 2B, 5H 5I).
- 13** If your Club decides to withdraw a team of the Club from the League next season, you must give notice before the 31st March (rule 14A).