

IMPORTANT ADVICE FOR CLUB SECRETARIES

THE SECRET IS TO READ THE EMAILS SENT TO YOU AND FAMILIARISE YOURSELF WITH THE RULES. IF YOU ARE UNSURE ABOUT ANYTHING, PLEASE ASK, WE ARE HERE TO HELP YOU

Please read the Rules section of this Handbook thoroughly. A good starting point for all secretaries (especially those new to the role) is the Fines Tariff at the end of the Rules section which will tell you what your club could be fined for. If your club changes secretary, you must immediately notify both the League and your County FA.

	Match Saturday 3pm	Match Sunday 10.30am	Match Sunday 2pm
20.C	Home side to call referee and opposition no later than Monday 3pm	Home side to call referee and opposition no later than Tuesday 10.30am	Home side to call referee and opposition no later than Tuesday 2pm
20.F	Team sheet to referee – 15 mins before KO		
21.A	Upload an accurately completed team sheets to Fulltime by Tuesday following game	Upload an accurately completed team sheets to Fulltime by Wednesday following game	Upload an accurately completed team sheets to Fulltime by Wednesday following game
21.B	Report result within 60 minutes of the end of the match		
23.E	Pay referee on day of match or no later than Tuesday if paying by BACS	Pay referee on day of match or no later than Wednesday if paying by BACS	Pay referee on day of match or no later than Wednesday if paying by BACS

Refer to the above table - Home clubs must notify opponents and referee of match particulars 5 clear days in advance of the fixture (see Rule 20.C). Note that the away team must avoid colour clashes of all 3 items (shirts, socks, and shorts) (see Rule 19). Referees will insist that any tape on socks is the same colour as the socks. Team sheets must be available for referee and opponents 15 minutes before kick-off in the referee's changing room (see Rule 20.F). **If you cannot find the referee, then put the team sheet in the referee's changing room and take a photo to evidence this.**

Procedures for registration and transfer of players and submission of result sheets are covered in the rules. We thoroughly recommend these rules are read carefully to avoid problems. Rules 18, 20 and 21 should be read thoroughly by all club secretaries. Number of substitutes which can be used is 5 for all leagues – All on a roll-on, roll-off basis.

In the second or third week of each month, you will be emailed a copy of the monthly bulletin containing your fixtures and match officials for the following month. Once these are published, they are set in stone, and your club will be charged with non-fulfilment of fixture if you cannot play (see Rule 20.E.1).

Your club must provide an assistant referee for all matches and, in the unlikely event of a referee not being allocated to your fixture; it is by rule the responsibility of the home club to provide a referee. Therefore, it is in your best interests to adhere to the notification procedures in the third paragraph of this guidance note above. You thereby give the Referees Appointments Secretary the best possible chance of getting you a replacement official, should your designated referee not be available for whatever reason.

Saturday Adult Club secretaries should note that players participating must have reached the age of 16 (see Rule 18.N).

The number of occasions upon which teams can close dates is two only (see Rule 20.E.2). The club secretary must give the relevant League Secretary at least six weeks' notice. Once the league bulletin has been distributed to the club secretaries and the committee, any games that are not played will incur a charge from the discipline secretary.

On match days any urgent communication between the clubs/players/match officials and the Dorset Football League must be by **telephone conversation**. NO EMAILS OR TEXT MESSAGES.

If you have a problem with a fixture, contact the relevant League Secretary. If you have a problem with a referee appointment, contact the Referee Appointments Secretary. For any other general queries contact the General Secretary. All contact details are in the handbook, as are contact numbers for all committee members, including your Division Representatives who will be pleased to help you with any problems you may encounter.

If, as a club, you are experiencing financial difficulties, please contact the Dorset Football League as soon as possible so that we can assist you.

Our rules and these notes apply to all Dorset Football League fixtures including League Cups where applicable at the end of the season. HOWEVER, THEY DO NOT APPLY TO COUNTY CUP COMPETITIONS SO YOU ARE STRONGLY ADVISED TO READ YOUR COUNTY FA HANDBOOK FOR GUIDANCE IN THIS RESPECT. FOR DORSET CUPS YOUR CONTACT IS EMILY ROBINSON, TEL 01202 688275 Email emily.robinson@dorsetfa.com

The best advice is to read the Rules of the competition and seek help if you are unclear.

Finally, please note that whilst clubs can access details through the FA Whole Game System, to check a player's suspension status the important contact is your County FA. In the case of Dorset Clubs, contact Emily Robinson at DCFA – TEL 01202 688275 Email emily.robinson@dorsetfa.com