

## IMPORTANT ADVICE FOR CLUB SECRETARIES

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.

You must have affiliated with your County FA (including proof of personal accident insurance) (see Rule 2G) before you or any other team can play matches. The simple reason is that DCFA will not and cannot give sanction to DFL without that being done by all clubs.

**Home clubs must notify opponents and referee of match particulars 5 days in advance of the fixture (see Rule 20C).** 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 same colour as the socks. Team sheets (you have been or will be supplied with sufficient stocks for the season before kick-off day) must be available for referee and opponents 15 minutes before kick-off in the referee's changing room (see Rule 20F).

**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 and 20 should be read thoroughly by all club secretaries. Number of substitutes which can be used is 5 for Saturday Adult League and 5 for both Under 18s and Veterans Leagues – All on a roll-on, roll off basis.**

**In the second or third week of each month, you will be sent by email 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 20E (ii)).**

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(O) (iii)). Also important in the Adult Saturday League is that the number of occasions upon which clubs in that League can close dates 2 only (see Rule 20E (ii)). The club secretary must give the Saturday League Secretary (Jeanette Draper) at least 6 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 committee.

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 appropriate 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 Representative 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 COLIN CHAINEY 01202 688275 Email [colin.chaine@dorsetfa.com](mailto:colin.chaine@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 are able to access details through the FA Whole Game System, to check a players' suspension status the important contact is your County FA. In the case of Dorset Clubs, this contact is Colin Chainey at DCFA – TEL 01202 688275 Email [colin.chaine@dorsetfa.com](mailto:colin.chaine@dorsetfa.com)

**THE SECRET IS TO READ THE EMAILS SENT TO YOU AND THE RULES  
– IF UNSURE, PLEASE ASK –  
WE ARE HERE TO HELP YOU**