

TCS SOUTH DEVON FOOTBALL LEAGUE

GUIDE FOR CLUB SECRETARIES, FIXTURES SECRETARIES and TEAM MANAGERS 2021-22

SATURDAY KICK OFF TIMES:

LEAGUE MATCHES

All season 2.30pm

CUP MATCHES

All season; 2.00pm (Extra time and penalties if needed in South Devon League
Cup matches; No replays)

FIXTURES

Mainly fixtures are arranged by the League's Fixtures Secretary Steve Down. Occasionally clubs may arrange a fixture between themselves. In that event BOTH clubs' fixtures secretaries must email Steve confirming their opponents, date, venue and kick off time. The fixture is not "official" until confirmed by Steve and entered on Full Time. steve55down@gmail.com,

Any club requiring a free date, i.e one on which they do not wish to have a fixture, must inform Steve Down at least 60 days before the relevant date.

If you see a date in the future where there is no fixture listed for you please do not assume you will not have one. Fixtures may be notified to you by the Fixtures Secretary with at least 5 days notice.

NO OFFICIAL REFEREE APPOINTED

In this event the 2 clubs must agree on someone to referee the match and that person will be entitled to the standard referee's fee and expenses. Do this as early as possible and do not wait in the hope that an official referee will become available. A common misconception is that it is the responsibility of the home team. Either team may nominate someone suitable.

CONFIRMING FIXTURES

The home team fixtures secretary must confirm by TELEPHONE CALL at least 3 clear days before a match (i.e.by Wednesday at the latest for a Saturday match)

1. **with their opponents**, their colours and directions to their ground, and check their opponent's colours sorting out any potential clash of colours
2. **with the referee, after speaking to their opponents**, the colours of both teams, directions to the ground, how the referee wants to be paid i.e cash or bank transfer

CHANGING MATCH ARRANGEMENTS

Clubs may bring forward either the date of a match or the kick-off time by agreement between themselves. Where a fixture is to be brought forward by agreement of the 2 clubs BOTH clubs must give 5 days written notice to the League Fixtures Secretary.

Clubs cannot postpone either the date or the kick-off time without the League's permission, which is not usually given.

Any change of venue must also be notified to seek agreement subject to Rule 10 (B) "*the home club must have clean changing facilities with hot water*". Toilets must also be available.

PITCH INSPECTIONS

League rule SD20E.2 states” where there is a question concerning the fitness of a pitch the home club shall contact a **local registered** referee who will take the decision. The referee undertaking the pitch inspection shall not be directly associated with either of the competing clubs.”

“Unless otherwise directed by the League, inspections should normally be carried out on the day of the match”

Being a “qualified” referee is not sufficient in itself It must be a referee “registered” for the current season with Devon FA.

The above does not apply where the landlord of the pitch, as registered with the League, declares the pitch unfit.

If you fail to arrange a pitch inspection and the appointed match referee attends the ground in time for kick-off but declares your pitch unfit he is entitled to half of his fee and his travelling expenses.

If a local registered independent referee declares the pitch playable but on arrival the appointed match referee disagrees then the match referee is entitled to half of his fee and his travelling expenses.

Where a match is not played due to the fault of one club that club will be ordered to pay the match official(s) if he/they attend the ground the full fee(s) plus expenses.

PROCEDURE FOR NOTIFYING POSTPONEMENT OF MATCHES

Many clubs fail to observe the correct procedure, in many instances **wrongly** informing their opponents and referee before informing the Referees Secretary.

In the first place the Referees Secretary Phil Smith needs to be TELEPHONED (NOT texted or emailed) by the home club. 07974672113 He will then check whether any required pitch inspection has been carried out or check with your landlord. The game is not off until he confirms it to be.

If your first attempt to reach him by phone call is unsuccessful keep trying.

If a referee is pressurising you to tell him/her whether or not a game is on before the referee’s inspection is carried out tell him to call Phil Smith. Referees have been told you must adhere to the correct procedure and you must not deviate from it.

PLAYER ELIGIBILITY FOR LEAGUE MATCHES

To be eligible players must have a Devon FA membership card and be registered with the South Devon Football League. You can check which players are registered on Full Time.

No more than 3 players who have played 10 or more matches at a higher level can play in any one team in any one match. This includes substitutes.

Playing in a higher division of the South Devon League counts as playing at a higher level.

DIFFERENT PLAYER ELIGIBILITY FOR CUP MATCHES

To play in any round of a Cup a player must have been registered with your club for at least 7 days prior to the date of the original cup fixture. A player who would not be eligible on the original cup fixture date does not become eligible if the match is postponed to a later date. Equally a player who is eligible on the original cup fixture date does not become ineligible if the match is postponed to a later date.

Any player who has played 10 or more games in the current season at a higher level is NOT eligible in any round of a Cup competition. Also, if a player has played in the same or higher South Devon League cup competition in the current season for a different club he is ineligible.

Playing in the Fred Hewings Cup does NOT make a player ineligible to play in the Herald Cup on a later date.

Playing in the Herald Cup DOES make a player ineligible to play in the Fred Hewings Cup on a later date.

For cup semi-finals and cup finals a player has to have played in at least 3 South Devon League matches, League and/or Cup, in the current season for the club concerned by the date the semi or final is first scheduled UNLESS he has played in an earlier round of the same Cup in the same season for the same team. Please note matches played in County Cup competitions do NOT count towards the 3 matches requirement.

TEAM COLOURS

If there is a clash usually the away team must change BUT if the home team are not using their 'registered' colours they must change. If the colours are too close it may not be possible for the match to proceed. The team at fault for the colour clash will be fined. Black or dark colour shirts are not permitted for outfield players or goalkeepers. If you are considering a new kit it is recommended you let the League Secretary see a sample of it.

BEFORE THE MATCH

Under League rules the referee's fee (£35) and expenses (40p per mile) should be offered to him before the match. The referee may ask you to defer payment until after the match. If the referee is happy to give the home team his bank account details he can request payment by bank transfer.

Each team must provide their own linesman's flag.

TEAMSHEETS:

Teamsheet books will no longer be printed. The home team must download and print a teamsheet from the League website for completion by both teams and the referee.

Each team should complete their part of the teamsheet with the players' names and the shirt numbers to match the players' names for their team only. Your club assistant referee's name must now also be entered. Substitutes names should not be entered before the match. The teamsheet, completed by both teams, should be given to the referee at least 15 minutes before kick-off.

You should give the referee the names of up to 5 substitutes on a separate sheet of paper, or verbally, before kick-off.

CLUB ASSISTANT REFEREES

Each club must provide an Assistant Referee, ideally not one of their substitutes, with their own flag. The club assistant referee's name must be entered on the teamsheet.

DURING THE MATCH

Referees may wear any colour shirt provided it does not clash with the shirts of either team. Players, including goalkeepers, must not wear black shirts or jumpers.

SUBSTITUTES: PROCEDURE

Up to 5 substitutes may be named in writing or verbally to the referee before the match of which a maximum of 3 may be used. In accordance with the Laws of the Game and League rules anyone not named to the referee **before** the match cannot be allowed to play.

DRINKS BREAKS/COOLING BREAKS

Rule SD20H.1 DRINKS BREAKS

"In very hot conditions and at the total discretion of the match referee and agreed with the 2 captains before commencement of the match drinks breaks may be allowed at stoppages in play for fluids to be consumed by players. Such breaks will be taken at the touchline and such breaks will not exceed one minute in duration"

SD20H.2 COOLING BREAKS

"In very hot conditions and at the total discretion of the match referee and agreed with the 2 captains before commencement of the match breaks in play may be allowed to enable players to cool down. Such breaks may last for a minimum of 90 seconds and a maximum of 3 minutes"

AFTER THE MATCH

The appropriately registered individuals of each team must SMS the result of the match to Full Time within 1 hour of the end of the match.

Each team should complete its part of the teamsheet with:

1. match result
2. goalscorers
3. yellow and red cards issued
4. names of substitutes used
5. the total number of red and yellow cards issued

Home team only:

6. the referee's name in block letters
7. the referee's fee and expenses
8. obtain the referee's signature on the form once he has checked it
9. take a photo of the teamsheet to forward to the referee and opponents. Also email a photo of the teamsheet or a scanned copy to the League Registration Secretary Lorraine Duke. lorraineduke@btinternet.com, within 4 days of the match. Do NOT post or WhatsApp one to her.

Both teams:

Within 4 days of the match (e.g by the Wednesday evening following a Saturday match) you must enter the referee's mark and any low mark report for the referee (compulsory for a mark of 60 or lower) on Full Time

AND

enter full details of your players, substitutes, goalscorers and red and yellow cards on Full Time exactly as entered on the teamsheet. Any discrepancies noted in your opponent's details should be reported to the Registration Secretary. (Referees have been advised to check what is entered on Full Time and report any discrepancies they identify)

If you have any difficulties with entering details on Full Time please contact the Registration Secretary **immediately**. The system is "locked" 4 days after the relevant match and you will not be able to enter details afterwards.

USEFUL TELEPHONE NUMBERS

FIXTURES SECRETARY	STEVE DOWN	07742 166080
REFEREES SECRETARY	PHIL SMITH	07974 672113
REGISTRATION SECRETARY	LORRAINE DUKE	07966240053

FOLLOW THIS GUIDE AND AVOID THE FOLLOWING FINES:

RULE	DESCRIPTION	MAXIMUM FINE
18 (A)	Failure to correctly register a player	£20
18 (B) (ii)	Failure to have the required number of registered players prior to the season commencing	£20
18 (F)	Registering or playing for multiple clubs or inaccurate completion of a registration	£50
18 (G) (ii)	Registration irregularities	£50
SD 18 H	Failure to follow transfer procedure	£50
18(M)	Fielding more than the permitted number of players who have participated in higher level matches	£75
19	Delaying kick off due to no change of colours	£20
19	Failure to number shirts	£20
20(A)	Delaying kick off due to failure to provide required equipment	£20
20(B)	Failure to play matches on the dates fixed	£75
20 (C)	Failure to provide details of a fixture	£20
SD20C.1	Failure to notify referee and opposition by phone	£20
20 (E) (i) & (iv)	Failure to play fixture	£75
SD20E.1	Failure to follow correct procedure when match postponed	£20
21 (A)	Late result notification form (teamsheet)	£20
21(B)	Failure to provide result	£20
21(C)	Teamsheet not signed by appropriate signatories	£20
SD21.1	Failure to complete teamsheet correctly	£20
23 (C)	Failure to provide club assistant referee	£20
23 (E)	Failure to pay match officials fees and expenses	£20
23 (F)	Failure to pay match officials where a match is not played	£20
23 (H)	Failure to provide referee's mark	£20
SD23H.1	Failure to send low mark report	£20
CUP 5,16,17 & 18	Unregistered or ineligible playering b	£50
CUP 6e	Failure to play fixture	£75
CUP 15	Failure to supply information for Final and Herald Cup programmes	£20