**To All Club Secretaries 2024-2025**

The below is designed to save you and your Club a lot of time an effort as well as MONEY! Please pass this on to the people running your teams. A lot of this is GUIDANCE – all league committee details are on the Website [WWW.ADL-FOOTBALL.CO.UK](http://WWW.ADL-FOOTBALL.CO.UK/)

**THE COMMITTEE**

**1) Peter Rice** **rice.peter@btinernet.com** **01296 630898 / 0789942537 – President**

**2) Margaret Stevens** **margaretstevens1@hotmail.co.uk** **01494 758001 / 07****504858033 - League Secretary**

**3) Tony Skeggs** **tonyskeggs@me.com** **01296 428392 / 07803576879**

**– Treasurer**

**4) Kevin Saw** **kevinsawref@gmail.com** **01296 640079 / 07884105261**

**– Vice Chairman**

**5) Marc Thoday** **cheakycharlie@hotmail.com** **07738215353**

**Fixtures, Results & Press Secretary**

**6) Marcie Harrison** **marcieharrion@msn.com** **01296 397174 / 07739172560 – Registration Secretary**

**7) Mark Griffin** **markgriffin1986@hotmail.co.uk** **07789114395**

**– Referee Secretary**

**8) Nik Sabatini** **solox90@hotmail.com** **07931992947 – Committee Member**

**9) Kevin Dunnings** **dunnings58@hotmail.co.uk** **07809826965 – Committee**

**10) Roger Small 07754557177 – Committee Member**

**11) Ashley Morgan ashleymorgan1984@outlook.com 07799878059**

**A DAY IN THE LIFE OF A CLUB SECRETARY – HOW TO AVOID FINES!**

On a Monday prior to a game. Home Team must Book a Pitch, confirm the Referee and the Opposition and Kit colours of Shirts, Shorts and Socks and these must NOT clash . INCLUDING the Goal-keeper. Dark shirts are prohibited. Provide useful directions with a Postcode & Road name of the Pitch.

(If you have not heard from your opposition by 8pm the Tuesday prior, whether you are Home or Away try and make contact by email and copy in the League Secretary & Fixture Secretary

If there is no response by a Tuesday night the League will get involved. The same applies if your Referee has not responded to you; do not leave it to the last minute so contact Mark Grififn.

Each Team must have its own Assistant Referee Flag.

Only the PITCH OWNER, PARISH COUNCIL, REFEREE OR LEAGUE COMMITTEE MEMBER can call a game off. Your Referee should attend early if there is an issue, if they refuse ensure you Contact the relevant Committee Member for any Pitch Inspection around 11am on the day.

Please ensure the Grass is cut to a playable length and there are no holes / divots / large cracks or issues with the goal-mouths. A Referee can postpone a game if its not fit to play on.

On match days ensure your Pitch has Nets and Corner Flags as well as visible lines. Home side must provide 2 Match Balls to the Referee 15 mins before KO

**The AWAY side must Pay the Referee the match fee of £50. Ask the Referee how they wish to receive payment, Cash must be an option. This is for League and Cups**

 At this same time BOTH Teams should provide a completed Team-sheet to the Referee and Opposition together AT LEAST 15 minutes prior to Kick off  so any issues can be resolved. You should have a ACCESSIBLE copy of your Registered Players Photo ID Page (FROM WHOLE GAME SYSTEM) in case of queries to eligibility.

You have until the final whistle to query anything. If you have a concern telephone gather Photo evidence.

**You may sign on 3 players on the day for League Games ONLY if you provide a form of Proof of ID the Player (something legal with a Photo) to the Opposition if they agree to them playing will then sign the Registration Form on THE FRONT**

This Player CANNOT play again until his details have been entered into the Whole Game System which must be completed by the FOLLOWING MONDAY (AND) the PAPER Registration has been scanned to Marcie

After your game BOTH HOME AND AWAY teams must REPLY to the FA FULLTIME Text Message asking for a Result by 1730 on a Saturday (9pm Midweek games) PLEASE ENSURE YOU CHECK VI A THE ADL WEBSITE IT HAS BEEN ENTERED CORRECTLY. JUST BECAUSE YOU REPLY TO THE TEXT DOES IT CONSTITUTE RECEIVED.

ALSO TEXT in your GOALSCORERS, MATCH REPORT / PHOTOS to the normal ADL Number 077 38 215353 – if you wish to send Photos and a match report this can come later (no later than 6pm Sunday)

**Your copy of the completed team sheet should then be retained should the League ask for a copy. Your Club needs an FA Full-Time Log in to enter the Player Details of who played, who was substituted, the approx minutes of the goals and who scored, with any players that were Yellow or Red Carded, plus add your Referee Marks onto FA Full Time.**

This must be complete by 6pm the following Monday for Saturday games. The fine increases the later that it is not input to the Full Time website. If you sign someone on the day you have until Wednesday that same week to go back online and add these missing players that Marcie will have agreed for you.

Forms for players signed on the day of the game can be scanned to Marcie to complete the Registration. These players may NOT play until you receive WHOLE GAME confirmation. The process then continues in a cycle week on week

**PLEASE SEE NEXT PAGES FOR GREATER DETAIL ON EACH SPECIFIC COMMITTEE MEMBERS ROLE**

**REFEREE SECRETARY**

* Referees will be Appointed for you on FA FULL TIME. You will receive An EMAIL Reminder with their contact details. Home team MUST confirm them with the Ref
* These may change during the week and you should be notified if a change occurs
* You need to re-confirm with any NEW official if they change midweek.
* If your Referee does not confirm by 8pm on a Tuesday; do not assume he is going to turn up. Email Mark Grififn at the earliest if there is an issue
* The Referee should be offered their £50 match fee before the game by the AWAY side
* *REMEMBER AWAY TEAMS NOW PAY THE REFEREE IN LEAGUE & CUP GAMES*
* SIN BINS ARE IN EXISTENCE STILL

Marking your Referee after a game:

The mark awarded by a club must be based on the referee’s overall performance, It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games. The referee’s performance should be determined by the table below which should act as a guide for the overall mark ( within the mark range for each standard of performance. )

Mark Range Comment

91-100 The referee was extremely accurate in decision making and very successfully controlled the game using management and communication skills to create an environment of fair play, adding real value to the game.

81-90 The referee was very accurate in decision making, successfully controlled the game using management & communication skills to create an air of fair play.

71 - 80 The referee was accurate in decision making and controlled the game well, communicating with the players, making a positive contribution towards fair play.

61-70  The referee was reasonably accurate in decision making, controlled the game quite well, communicated with players, establishing a reasonable degree of fair play.

60 and below. The referee had significant shortcomings in the level of accuracy of decision making and control with poor communication with the players which resulted in low levels of fair play

A mark between 71 and 80 represents the standard of refereeing expected.

When a mark of 60 or less is awarded, an explanation must be provided to Mark Grifin, Referee Sec via email by the Wednesday following the game. It must include comments which could help improve the referee’s future performances. Even where a referee has significant shortcomings there will have been some positive aspects which should be given credit; extremely low marks (below 20) should be very rare. This is the only way the League know who is refereeing as they should be

***Remember there is a possible shortage of Refs this season!!***

‘In the event of the league not appointing a referee, then the clubs MUST provide one by mutual agreement and that person will assume full responsibility and will be entitled to the full fee. If YOU DO NOT AGREE ON THE REFEREE THE FINE IS EXTORTIONATE so ensure an agreement is made.

**Fixtures Secretary & Press / Results Secretary**  Fixtures at the start of the season will be schedule at around 4 weekly intervals, when the weather is poor this MAY be week by week. All fixtures will be notified to clubs/teams by email from the FA Full Time system. Clubs/teams will receive a reminder of fixtures for the following Saturday on a Monday at 6PM with your Opponent and the Referee details on. If these CONTACT DETAILS are wrong please let Marc know.
You must give 4 week’s notice for a free week to Marc Thoday, this is two occasions per team per season. NB in February and onwards these may not be agreed due to Cup competitions.

If a PITCH is not able to be used two weeks in a row the game WILL be switched to the oppositions ground unless a suitable location can be sourced. If there is no game scheduled for a side in your division and another side who is free wishes to play please approach the League and it will be scheduled if possible. IF YOUR PITCH IS NOT PLAYABLE MIDWEEK YOU MUST TRY AND FIND AN ALERNATIVE VENUE.

If you want further contacts to receive Fixture emails (e.g. if you want the team manager to receive emails as well as the Club Secretary), please let the Fixture Secretary know.

 The SMS Text message FOR RESULTS will be sent to BOTH teams 15 minutes after the scheduled kick off time of the match. Full-Time sends the SMS prompts and receives results from both the home and away teams. NB Full-Time displays the score from the last SMS text that it received, so if you make a mistake with the results you can text it in again to correct it.
The format of the text message you will receive is below: (NB CODES ARE AN EXAMPLE) - FA Full-Time Results: AYLD v APBS, Sat 2 Sep 14:30.

Reply with H-A score & Code AYLD, followed by AET & Pens if required. E.g. AYLD 2-2 3-3 AET 3-1 PENS. As this shows, the Team Administrator may therefore be required to send back up to 4 pieces of information:
  - Score - the score after normal time in the usual way,

- Short Code (PER team) - if required to submit a short code TO IDENTIFY THE TEAM
  - A) 2-1 Reports that the home team won 2-1 in a League match

The SMS contact will automatically will be selected as the Club Secretary (assuming you have provided us with a mobile contact number). If this is not correct please let the Fixture Secretary know.  - only one SMS user may be used for each team. Deadline is 1730.

NB if you, as a matter of habit text your result and scorers to Marc by 530 or via whatsapp you will have covered yourself if FA Full Time fails.

If NO RESULT is received by midnight it will be classed as a no result and the fine is higher. = If there are 3 occurrences during the season the fine is £50.

***IF YOU HAVE INTEREST GAME STORIES THEN PLEASE SEND YOUR OWN MANUAL TEXT or Whatsapp to*****07738 21 5353** A weekly write up is entered onto Social Media the following midweek so we want to get correct spelling of player names on Social Media, the Website or in the Bucks Herald newspaper or on their website. If you have a Photo you can send this via text or Whatsapp to be put on the website / paper. If you have a match report along the lines of the following please text or email

EXAMPLE OF WHAT TO SEND – IT DOES NOT NEED TO BE LONG, DO NOT BE DEROGATORY

* Joe Bloggs scored a hat-trick, his 25TH goal of the season.
* Deadly due Joe Bloggs and John Smith scored braces each
* Team A came from 2-0 down to win 3-2, OR then lost 4-3
* John Smith saved a penalty to keep his side in the game
* Team C won their 5th game in a row, Team D lost 10-1 as they only had 9 men
* Joe Smith aged 48 played to help his side out

**Registration Secretary - Registrations** EVERY Player this Season is required to sign a BRAND NEW Registration form. Please check Players ADDRESS and DOB as you may not be able to locate these players via the Search Function. EG If they have moved house, they should tell you and you should Update the Whole Game System. **DO NOT CREATE A NEW PLAYER FAN IF YOU CANNOT FIND A PLAYER**

You may come across WGS issues, Marcie will help but check all player details are correct, they may have 2 FANs, the photo may need changing etc. Until you can Submit the player is not registered. Make sure you confirm ID so it does not catch you up if a player already exists.

You should ensure someone present AT THE GAME has access to your listed Players from the WHOLE GAME SYSTEM in case your opposition questions a player. If you do not have this to hand your game could be awarded to the opposition. This is your proof of a player being registered. Take Photo evidence if you feel a ringer is being played.

ALL PLAYERS have to be added THE WHOLE GAME SYSTEM **AND** THEN A PHOTO OF THE PAPER REGISTRATION FORM SENT TO MARCIE. **YOU CAN NOW SCAN over via email / Whatsapp**

In the WGS , firstly you have Search for them DO NOT CREATE A NEW FAN if they have played for previous Clubs P. (NB it may take 24 hours to create new players a FAN)

When you have added players and they have a FAN then under Player Registrations you have to click the players you want to Register

A number of green boxes come up at the top. You have to add the players offline or online consent, then add the player to a club (if solely a 1st or Reserve player you can dictate this). Then Click the green icon to Submit / send to the league.

**You can SIGN on 2 Players between the Sunday and Friday (midday) before a Game.**

**Each TEAM can sign 3 players ON THE MATCH DAY before KO.**

Anyone else must WAIT until the following SATURDAY to be eligible TO PLAY, thus

when Registering a Player midweek only 2 can play the NEXT SATURDAY, the REST cannot play until the FOLLOWING Saturday .If you HAVE NOT received the SYSTEM response the Player CANNOT play. If you have an issue speak to Marcie. If you need to sign a Player on closer to the Weekend it may be better to sign the Player on, on the day of the game.

SIGNING ON THE DAY As long as the Player in question can be identified by Photo ID form AND the opposition are happy he is who he says he should they then sign the **FRONT of the REGISTRATION FORM** Please do not take the Players word for it that they have not signed for a Club during the season. They may already be registered or even under Suspension. If in doubt telephone, email or text Marcie or check WHOLE GAME SYSTEM for the player

The Registrations on the day MUST BE sent in to arrive by the Monday after the game. That player cannot play until the Club has received confirmation back

- **SUSPENSIONS**

**This is why we now ask you to add your Red and Yellow Cards to your Full Time Teamsheet**

These will now take affect the following weekend \*ie 7 days later\*
If a Player is suspended you must notify the County FA of the Games they will miss through the Whole Game System. If a game is postponed you must contact them again to amend these missed games. If the Player appears on the Suspension List, even if the date is in the past it will be assumed they are still suspended. It is the Club responsibility to ensure Player suspensions are cleared. - If your Club is placed under County Suspension, the League should be notified. HOWEVER there have been issues which has not been the case. If this arises please ensure you notify the League Secretary that the issue has been resolved. If you Play while suspended the League cannot assist and the game will be forfeited.

**Higher level players cannot just choose when they play in the ADL. Once they have played 6 higher level games – they must wait 21 full days to drop down to the ADL.**

**MATCH DAY TEAMSHEETS** CLUBS ARE FOREVER BEING FINED FOR VERY BASIS MISTAKES OR MISSING INFO HERE.

ALL BOXES MUST BE COMPLETED - at least 15 mins PRIOR TO KICK-OFF and exchanged with the Ref & Opposition.

After the game LOG ONTO FA FULL TIME - complete the Scorers, Result and Refs Mark. If a substitute was not used put U/S (unused sub) . THE FULL-TIME TEAM-SHEET MUST MATCH YOUR PAPER COPY. - otherwise the League will assume that Player did participate. (Make sure you are aware if you have a Reserve Team how many First teamers can Play in a for the Reserve side at any one point)

**NEW PROCESS – you must now add**

**- Goalscorers – helps top scorers lists**

**- Minutes of the goals**

**-Who was subbed on and off and the approx minutes**

**- Red and Yellow cards**

IF YOU HAVE SIGNED A PLAYER ON THE DAY – complete the FA FULL TIME teamsheet as much as you can, by 6PM Monday then go back and add on the newly registered player by 6pm Wednesday. Otherwise it is deemed as late and you are fined. The later they are the bigger the fine. There should be no excuse. Please try & ensure the details are clear & neat on the PAPER COPY in case if they need to be checked

**Treasurer** Tony Skeggs will issue fines which must be paid within 14 days of the invoice. If you wish to pay via bank transfer you can request the details. Fines not paid will be doubled and failing this your fixtures forfeited until paid. If you are struggling financially please reach out to the League. Club Secretaries should be strong with any player subs and not put their hand in their own pockets. Clubs have to pay player Fines and claim the money back from the Player. If this doesnt occur do not wait, reach out to the County FA who can help.

**League Secretary**

 - If the League sends you any form of message YOU MUST RESPOND within 7 days. Help us and we will Help you. We want to work with you not against you within the Rules of the League and Laws of the Game.

- Any complaints, queries or requests must come to the League Secretary from the Club Secretary, not the Manager or anyone else. Positive Feedback is welcomed as is negativity.

- If there is a question / want or need, please always copy in the League Secretary unless if its nots directly regarding a specific Fixture / Referee or Player issues.

- The Minutes of the Monthly (every first Wednesday) Committee Meeting will be sent to Club Secretaries the following Monday. Please read them in detail, they will also be on the Website.

**Miscellaenous** - Members of the Committee will be out and about watching games to assist you if need be.
- Club Colours CANNOT be DARK SHIRTS – Please ensure you have TWO KITS to avoid a KIT CLASH - The HOME TEAM must change if there is a clash

- If a Player is booked or sent off during a game you MUST assume the Referee has put this through and contact the County FA. If no paperwork is received this does not mean it was not put through by the Ref.

**YOURS SINCERELY – THE GUIDE EDITOR**