



Norfolk Sunday Football League

Notes For Clubs

These notes explain some of the important points that club secretaries have to consider and also some of the changes this season. Please read through them and pass them on, to any other relevant person within the club. It is also important to read through the League, League Cup & County Cup rules, to avoid problems later. Please note that all rule changes are agreed by the clubs at the AGM for the new season and many of the changes are not league suggestions. If you have any queries just ask. Revised notes may be issued during the season.

League Contacts

Kevin Brown (Secretary & Treasurer)	General queries (Including Fixtures and Registrations)
Bernie Hardiman (Fixtures Secretary)	Fixtures
Pam Wilson (Registrations Secretary)	Transfers and Registration queries
Safeguarding	Graham Grant

Contact details can be found here - <https://norfolksundayleague.co.uk/league-contacts>

Norfolk FA Contacts

Ryan Starkey (Norfolk FA)	Referee Appointments
Tom Constance (Norfolk FA)	Norfolk FA County Cups & Discipline

Norfolk FA can be contacted on - 01603 704050 - Info@NorfolkFA.com

Player Registrations

Player Registration is online via Club Portal. The league will confirm the registration. You can download the registration form for offline consent from the league website. Do not send the forms anywhere but you must keep them in case of queries. Players can be registered up to 31st March in each season and must be 16 years old or older. Remember the FA 7 day Notice Rule, applies to all registrations & transfers, see below. If in doubt, ask. Player registration fees are payable to Norfolk Sunday Football League and invoices will be sent to clubs in November. Clubs must register at least 11 players per team, 14 days prior to their first scheduled match. 7 is the minimum number of players for a match. Prior to registering a player, to avoid charges, you must ensure that you obtain the player's consent & check that he is not suspended, either matchday or Sine Die, this is especially important for match day registrations. If you do play a suspended player, the club will be charged.

Match Day Registrations

Players can be signed on just prior to a league or cup match, but the form must be countersigned by an opposing team official. Forms are available in the downloads via the league website. For match day registrations, you must register the player online that day.



Norfolk Sunday Football League

Notes For Clubs

Transfers

You can transfer players anytime up to 31st March in a season. The transfer process is all done via email. Contact the players current club advising them of the player you would like to transfer, copying in the league registration secretary, therefore giving the players current club 7 days notice of the player transferring. Before a player can transfer, all outstanding FA discipline fines must be paid. Any other outstanding issues, cannot delay a transfer. The transfer fee is £15. The new club must add the player as a new registration on their Club Portal. Transfer Fee must be paid directly into the League Bank Account, before the transfer can be completed. Once payment has been made, the registration secretary will sanction the transfer. The transferred player should then show on the clubs Full Time list. A player may transfer as many times as he likes, there is no limit.

FA 7 day Rule

Remember that before a player signs a registration or transfer form, the club must check if he is currently registered for another club. Under FA rules, you must give his current club 7 days notice of approach, before you can contact the player, otherwise you may be charged for an illegal approach. This is done via email, not via the Club Portal. Agreeing to waive the notice, is not agreeing to the actual transfer. The registration or transfer process must be completed within 28 days, from the date of the original notice. A club is only allowed one approach for a specific player per season. A club is only allowed one approach to a specific club every 28 days. This rule relates to all clubs, not just clubs in our league and applies for both registrations & transfers. A club can waive their rights under this rule, if they wish, including multiple transfers.

Team Sheets

Team Sheets are available online using either the printable version to hand to the referee and opposition or the electronic version which must be printed and handed to the referee but can be sent to the opposition electronically. Team sheets must be exchanged 20 mins before matches. You must retain your copy of the team sheet plus your opponents team sheet, until the end of the playing season, in case of queries.

Full Time Team Sheet details

After a match, each club must record the team sheet details on Full Time, along with scorers and referee mark, within 3 days of the match. You can have several people set up to update Full Time for each team, but they must be added to Full Time as a Team Secretary, so their details are passed to Full Time. They must also be added to Full Time if they are using SMS results. Once set up, they will receive 2 emails, one to set up their login, with a Username & Password, the other to verify the email address. This will allow them access to Full Time details for that team & receive club information.



Norfolk Sunday Football League

Notes For Clubs

Full Time Match Day Registrations

When updating team sheet details, obviously any match day registrations will not appear on Full Time for a few days, so you must add their names to the Notes section for that match, so that all the players names are recorded. You can then go in later that week and add the missing players to the team details when they appear on Full Time. If they don't appear then chase it up with Norfolk FA. Failure to do so will incur charges.

Reporting Results

The result of all matches both clubs must report results via FA Full Time SMS text message service, within 3 hours of scheduled KO time. All teams must have at least one person set up for SMS, maximum of two per team. Once registered, you will receive a text message just prior to each match and you reply to the message with the result. This is the only way that you can send results via text, it must be sent from the phone receiving the text and the message must be in the correct format, including team code, otherwise the system will ignore it and the result will not be processed. Do NOT put random messages, eg. "we lost 3-1". If you do not receive the text message the league secretary with the result. Clubs failing to report results will be charged. DO NOT use the FA Matchday App, as this corrupts results on Full Time. Clubs will be charged if they use it.

Fixtures

It is not always possible to issue annual fixtures, as they depend so much on County Cups, up to the end of the year. If there are dates you know you can't play the league try to comply with requests but this is not always possible. The more notice you give, the more chance you have of being successful. It is more difficult to change fixtures once they have been issued. Please advise your players that all fixtures are subject to change, so you may get a revised fixture for a blank Sunday. You cannot refuse fixtures. Sometimes a fixture may be reversed at short notice, if a ground is not available or unfit for play.

Postponed & Cancelled Matches

If you have to cancel a fixture due to lack of players or other reasons, potentially the following penalties could be applied (as per SCOR):

- a) match points awarded to opponents
- b) one extra point deducted from your total
- c) up to £100 fine



Norfolk Sunday Football League

Notes For Clubs

If a match is postponed for any reason, contact the LEAGUE FIRST, as there may be another option. It is normally the home club's responsibility to contact all the relevant people, except when the away team cancels the match, then they must do it.

Abandoned Matches

If a match is abandoned for any reason, the Management Committee decides what action to take and the amount of time played in the match is irrelevant (there is no such thing as a 70 minutes rule) it all depends on the circumstances.

Discipline for Postponed or Abandoned Matches

- a) A postponed match or an abandoned match, does NOT count towards serving a player's match day suspension, it does not matter if the match is replayed or not. A match must be completed in full for a suspension to be served.
- b) However, any booking, send off or other discipline offence, in an abandoned match, applies as normal.

Cup Rules

Please check your relevant County FA Cup rules, as there may be some differences between Norfolk & Suffolk rules. Please note that for all cups, including League, Norfolk FA & Suffolk FA, extra-time has been removed, so go straight to penalties. Check the cup guidance for player eligibility, especially for transferred players and extra conditions for semi-finals & final.

Referees

Referees are appointed by Ryan Starkey (Norfolk FA), if you have any queries refer them directly to him. Referee appointments for all League & League cup matches are shown on Full Time, but not for County Cups, these are shown on the county website under that fixture. If a referee is not available for a match, for any reason, the home club must provide a stand-in referee, so make sure each team has a whistle and flags. Even if there is no official referee, the match MUST still be played. Referee's must be marked on Full Time. For any mark 60 or less, you must email a report explaining the low mark, to Harvey Newstead (Norfolk FA), on relevant form. Referee marking is very important, so please make sure that it is a balanced judgement of the official's performance over the whole match, not just an isolated incident.

Match Official fees

Premier (Senior)	Match Fee - £37	Travel - 35p per mile (Up to Max £25)
Divisions 1, 2 (Junior)	Match Fee - £32	Travel - 35p per mile (Up to Max £25)



Norfolk Sunday Football League

Notes For Clubs

And Finally

Payments to league account Payments for all league fees, fines, transfers etc, must be made direct to the league Bank Account: Norwich and District Sunday League, Sort Code: 20-45-45 Account No: 53121372. Please include a reference, to indicate what the payment relates to.

Remember that we are all here to help. Please do not be afraid to ask questions.