

CLUB SECRETARY'S CHECKLIST

Listed below is a reminder of certain important tasks that Club Secretaries need to complete each week during a season to avoid their club being Fined by the League.

EARLY IN THE WEEK

- **CONFIRM YOUR NEXT MATCH WITH YOUR OPPONENTS**
If you are at Home in your next match, you **MUST** contact your opponents by 9.00.p.m. on the Tuesday evening preceding the match and confirm the Colours you will be playing in, Directions to the Venue and the Referee's Name.
If you decide to e-mail your opponents to confirm matches, it is advisable to do this on the Sunday preceding a match and ask them to send a reply to confirm that they have received the message. If they have not replied by Tuesday evening, then you **MUST** phone them immediately to confirm the match. Away clubs must acknowledge receipt to the Home Club when phone messages have been left.
- **CONFIRM YOUR NEXT MATCH WITH THE REFEREE**
If you are at Home in your next match, you **MUST** contact your appointed Referee by 9.00.p.m. on the Tuesday evening preceding the match and confirm the Directions to the Venue. If the Referee is not in when you phone and you have to leave a message, it is advisable that you ask for the Referee to phone you back so that you know he has received the message.
If your appointed Referee informs you that he is unavailable for the match, you must contact League Referees Secretary **Fred Beer** on the following WEDNESDAY evening (or after) to find out who your replacement Referee is, then contact the replacement Referee yourself as soon as possible.
- **REGISTER NEW PLAYERS BEFORE WEDNESDAY EVENINGS**
Once the season starts, the deadline for registering new players to play in your next match is 8.00.p.m. on the Wednesday evening preceding the fixture. However, no registrations are allowed after 1st March.

SUNDAY MORNINGS

- **ALL LEAGUE & LEAGUE CUP MATCHES KICK-OFF AT 10.30.a.m.**
All players (and the Referee) are expected to arrive at the venue for matches at 10.00.a.m. at the latest (in time for a 10.30.a.m. Kick-Off).
- **REMEMBER TO BRING THE FOLLOWING ITEMS TO MATCHES**
All Teams must remember to bring: A **CAPTAIN'S ARMBAND**, Properly **NUMBERED SHIRTS** as part of your kit & a **DIFFERENT COLOURED GOALKEEPER'S TOP** to the colours your opponents are wearing.
Home Teams must additionally bring: **GOAL NETS, CORNER FLAGS, TWO MATCH BALLS...and a pump to inflate them with !!**
- **IF YOU ARE THE HOME TEAM AND YOUR PITCH IS DECLARED UNFIT BY THE LOCAL COUNCIL, THE REFEREE OR YOUR OWN GROUNDSMAN ON THE MORNING OF THE MATCH:**
You **MUST** phone your Opponents and the Referee **IMMEDIATELY** (if they are not already at the venue).
Also, in the afternoon (between 2.30.p.m. & 3.30.p.m.) you must phone the League Officer that you normally phone Results in to and inform them that your match was postponed because of the weather. (This also applies to postponements where your opponents or the referee have failed to turn up on the day of the match).
IF YOU ARE THE HOME TEAM AND YOUR PITCH IS DECLARED UNFIT BY THE LOCAL COUNCIL, THE REFEREE OR YOUR OWN GROUNDSMAN BEFORE THE MORNING OF THE MATCH (e.g. on a Friday or a Saturday):
You must phone your Opponents and the Referee **immediately** and also the League Competitions Secretary (David Smith) and the League Referees Secretary (Fred Beer).
Home Teams must also (between 2.30.p.m. & 3.30.p.m. on the Sunday that the match was due to be played) phone the League Officer that they normally phone Results in to in order to inform them of the reason that their match was postponed. (This also applies to postponements where your opponents or the referee have cried off before the day of the match).
Club Secretaries may or may not be aware that **BROXBOURNE COUNCIL** and **WALTHAM ABBEY COUNCIL PITCHES** are inspected by their groundsmen on a Thursday or a Friday preceding a match and are often deemed unplayable at that time, even if the pitch is in perfectly playable condition by the following Sunday morning. If Broxbourne or Waltham Abbey Council pitches are deemed playable on a Thursday or Friday but the weather worsens during the weekend, then it is left up to the referee to decide whether the pitch is playable or not.
If Broxbourne Council pitches are deemed playable for a Sunday, but a groundsman fails to turn up to open the changing rooms, please phone 01992 639561 (a Broxbourne Council number) and they will send somebody along to do so.
Teams that use **ENFIELD COUNCIL PITCHES** however, have the benefit of Council groundsmen inspecting their pitches at around 8.30.a.m. every Sunday morning, although that often results in all Enfield Council pitches being deemed unplayable whenever it rains heavily on a Saturday night/Sunday morning but numerous Broxbourne or Waltham Abbey Council matches still going ahead. (It is therefore a matter of opinion which Council operates the best policy). In the case of frozen pitches, Enfield Council's groundsmen do not call the games off and leave it up to the referee to make a decision.
Home teams using an Enfield Council pitch can phone 020 8363 7398 on the morning of the match (any time after 8.30.a.m.) to find out if their pitch is playable or not. This applies whether the pitch has been hired directly from the Council or via the League. Although that number is for Enfield Playing Fields, the groundsman there will also advise you as to whether the pitches at other Enfield Council pitches are playable or not.
CLUB SECRETARIES SHOULD NOTE THAT YOU DO NOT SEND IN A RESULT CARD WHEN A GAME IS POSTPONED.
- **THREE SUBSTITUTES ARE ALLOWED TO BE USED FROM FIVE NAMED**
This applies to all Mercury Waltham League & Cup matches. The names of all substitutes must be given to Referees before a game commences.
- **EACH CLUB MUST SUPPLY A LINESMAN**
The top Club Linesman for each Division (from marks given by the referee) is awarded with a Trophy at the end of each season.
- **IF YOU ARE THE AWAY TEAM, CHECK THE REFEREE'S NAME SO THAT IT IS ENTERED CORRECTLY ON YOUR RESULT CARD**
(There may have been a late change of referee).
- **IF A REFEREE FAILS TO TURN UP ON THE MORNING OF A MATCH**
If this happens, both Clubs should make an effort to agree on a replacement referee, but matches are generally postponed when this situation arises. (Thankfully, this does not happen very often in our League and there is generally a 100% coverage of referees for matches on most Sunday mornings).

- **HOME TEAMS MUST PAY THE REFEREE HIS £30.00 MATCH FEE WITHIN 15 MINUTES OF THE MATCH FINISHING**
If it is a Cup Match, the Away Team pays half of the Referee's fee to the Home Team, who then pay the referee in full.
- **IF YOU ARE THE HOME TEAM, OBTAIN THE NAMES OF THE AWAY TEAM'S GOALSCORERS STRAIGHT AFTER THE MATCH**
You have to supply this information to the League when you phone in the result.
If you are the Away Team and you have not given your goalscorers' names to the Home Team Secretary after the game, you can either phone them in yourself or e-mail them through to the League Website Secretary on the day of the match. The goalscorers' names will then appear on the Results Page of this website and in the Mercury Newspaper.

SUNDAY AFTERNOONS/EVENINGS

- **PHONE IN YOUR MATCH RESULT**
See the next section on this page for instructions.
- **E-MAIL or PHONE IN A PRESS REPORT (to Fred Beer) FOR THE CHESHUNT & WALTHAM MERCURY (This is optional).**
- **FILL IN AND SEND OFF YOUR RESULT CARD**
Result Cards (which are handed out to all Clubs at the start of the season) MUST be posted off as soon as possible after each match to reach the League Result Cards Secretary (Steve Summers) by the following Thursday morning. If you prefer to personally deliver your Result Card to Steve Summers, just put it through his letterbox...do not ring on his door!
When filling in your Result Card, please use **Black Ink & write in Block Letters.**
When filling in your Players' Names, only the surname and the initial of the first name is necessary, although you can fill in the players' full name if you wish.
For the Registration Numbers of the Players, you must refer to the list of Registered Players given to you at the start of the season by the League Records Secretary (Denis Coventry) or any updated list you have received for players you have registered since then. The Registration Numbers start from No.1 for each team.
Please note that you do NOT enter a substitute's name on the card if he was not used in the match.
Please ensure you enter your **goalscorers** on the card, as these are compiled with a view to an Award being presented at the end of the season for the League's Top Goalscorer. If an Own Goal is scored for your team, just write 'O.G.' at the bottom of the column so that the goals tally up with the score you have entered on the card.
Referees are now given a mark out of 100 on the Result Cards instead of a mark out of 10. If you award your referee a mark of 40 or less on your result card, you **MUST** submit a written report of explanation to the League Referees Secretary within 5 days of the match.
The League also have a 'Fair Play (Sportsmanship) Award' (sponsored by local Sports Shop Henry Tilly Ltd.) whereby the team adjudged the winners at the end of the season receives a complete set of new kit (i.e. Shirts, Shorts & Socks). The winning team will be announced at the League Annual General Meeting.
This award applies to all League & League Cup matches with each team awarding their opponents a mark out of 10 for sportsmanship & fair play. The Result Cards include a space for you to insert your mark out of 10.
Referees are also asked to award a separate mark out of 10 for both teams by inserting them on their own Match Report Cards. The eventual winners of the award will be the team with the highest average mark at the end of the season. (i.e. Total number of marks divided by the number of matches played).
Henry Tilly have two local branches at 94 Turners Hill, Cheshunt (Tel. 01992 623714) and 192 Hertford Road, Enfield (Tel. 020 8805 3154).
Please Note: Result Cards must NOT be sent in for County Cup Matches. (You have a different result card/sheet for these, which are sent to your County F.A.)

OTHER REMINDERS

- **ATTEND FULL COUNCIL MEETINGS**
There are five League Full Council Meetings during the course of a season (including the A.G.M.) at which all Club Secretaries (or any other Club Representative) **MUST** attend.
- **INFORM THE LEAGUE OF YOUR COUNTY F.A. AFFILIATION NUMBER**
Each team in the League must Affiliate to a County F.A. at the start of each season from whom they will receive an Affiliation number. If you receive your County F.A. Affiliation number after you have already filled in and returned your League Affiliation Form, you must phone or e-mail the number to Ian Andrews (League County Secretary) as soon as you receive it.
- **ONLY ONE RELEASE DATE ALLOWED**
During the course of a season, Teams in the League are only allowed to postpone (be 'released' from) ONE MATCH. When they wish to be released from a Fixture (due to a shortage of players for a particular week), they must give 28 days notice in writing to David Smith (League Competitions Secretary). Clubs are advised that the League Competitions Secretary does not normally arrange any Fixtures at Christmas and clubs are also normally allowed to have a week off at Easter without using up their one release date (unless there is a backlog of Fixtures at that time).
- **'DOUBLE-HEADERS' & MIDWEEK MATCHES**
Rules for the playing of 'Double-Header' Fixtures and Midweek Matches will be put on the Forthcoming Fixtures page on the website if they occur (again) at the end of this season.
- **ALL LEAGUE CUP MATCHES ARE PLAYED TO A FINISH IN THE FIRST MATCH IF THE SCORES ARE LEVEL AFTER EXTRA-TIME.**
There will then be Penalties to decide the outcome at the end of the First Match with **NO REPLAYS OF LEAGUE CUP MATCHES BEING ARRANGED.**
The same ruling also applies to all County Cup matches.
- **PITCH & REFEREES EXPENSES IN LEAGUE (and County) CUP MATCHES**
In some County Cup competitions, both Pitch and Referee expenses are shared equally between the two competing clubs, but in **Mercury Waltham League Cup Matches only the Referee's expenses (£30.00) are shared.**
- **IF YOUR CLUB WISHES TO JOIN THE LEAGUE FOR THE 2009/2010 SEASON**
Please contact Ian Andrews (League County Secretary). The deadline for applications for the 2009/2010 Season is the 1st March 2009. Current clubs within the League who wish to enter a Reserve Team/Additional Team have until the 31st March 2009 to apply.

FAILURE TO COMPLY WITH THE ABOVE RULES & REGULATIONS MAY RESULT IN YOUR CLUB BEING FINED BY THE LEAGUE.

All Club Secretaries are advised to refer to their copies of the League Handbook for full details of the League Rules.

PLAYER REGISTRATIONS - ADVICE & INFORMATION

Listed below are the main details you need to know regarding registering players to play in the Mercury Waltham Sunday League and their qualifications to play in matches.

• FILLING IN A REGISTRATION FORM

All parts of the Registration Form must be filled in in **Black Ink and in Block Letters** (except for signatures of course).

The Club Secretary is allowed to fill in the whole form (apart from the Player's Signature) or the Player can fill in the left-hand side of the form himself. Only the Club Secretary must fill in the right-hand side of the form.

Under 'Players Name in Full' there is **no need to enter players middle names**, but their first name and surname must be entered in full (i.e. no initials).

Under 'County Affiliated' you must enter the County that your club is affiliated to.

Under 'Previous Mercury Club' you put 'None' if the player signing has only played for **your club in the League or has not played for any other Mercury Waltham Sunday League club.**

ALL CLUBS WITHIN THE LEAGUE ARE ADVISED TO CHECK WITH THEIR RESPECTIVE COUNTY FOOTBALL ASSOCIATIONS THAT ANY NEW PLAYERS THEY SIGN ON WHO HAVE PREVIOUSLY PLAYED AT ANY LEVEL OF F.A. AFFILIATED FOOTBALL FOR OTHER CLUBS ARE NOT ON A SUSPENSION LIST. (This includes Saturday Football and Youth Football). This can happen when a player's previous club folded or were expelled from a League, whereby a player levy (embargo) fee will be placed on each registered player from that club by the relative County F.A. if the club owed money to their League or County F.A. at the time of their demise. This embargo fee then has to be paid by the player (or the player's new club) before his registration is accepted.

All clubs affiliated to the Hertfordshire & Middlesex County F.A.'s should receive an updated list of suspended players at the start of each season which includes suspensions for both on-the-pitch misconduct and embargo fees owed by players. As the London F.A. & Essex F.A. do not distribute lists of suspended players to clubs, **SECRETARIES OF ALL CLUBS IN THE LEAGUE MAY HAVE TO CONTACT ALL FOUR COUNTY F.A.'S THEMSELVES IF THEY HAVE ANY SUSPICIONS THAT A PLAYER THEY ARE SIGNING MIGHT BE ON A SUSPENSION LIST, BUT IS UNSURE OF WHICH COUNTY HIS PREVIOUS CLUB WAS AFFILIATED TO.**

If clubs have any further queries regarding suspended players and player embargos, please contact Denis Coventry (League Registration & Records Secretary).

• SENDING OFF YOUR REGISTRATION FORMS

If you want the player(s) you are signing to play in your next match on a Sunday, **the League Registration Secretary (Denis Coventry) must receive your Registration Forms by 8.00.p.m. on the Wednesday evening preceding the match.** (This deadline applies from the second Wednesday in September until the last week in February only). **If you have missed the last postal date for the Forms to arrive before the deadline and decide to visit the Registration Secretary's address yourself (or ask one of your players) to deliver the Forms, please put them through the letter box without ringing on the doorbell (unless you have obtained 'permission' beforehand to do so by making a phone call).**

When you send off Registration Forms you MUST include a stamped addressed envelope (preferably 160mm x 115mm). If you have already registered 20 players per team for the season, you must also include a cheque made payable to the 'Waltham Football League' for £5.00 each time you register between 1-5 extra players over the initial 20 allowed. (i.e. You send a cheque for £5.00 when you are registering your 21st player and then another cheque for £5.00 when you are registering your 26th player...and so on).

If you are downloading registration forms from the League Website (that print in A4 size), please cut the edges off so that they are the same size as the pre-printed forms that you are given at the start of the season.

Please note that you must also provide ONE new passport-size photo for ALL players that you wish to register on full Registration Forms whether a player is a new signing or not.

The only players who will not need to provide a photo are registered players from the previous season who sign the 'Multi-Registration Form' before the deadline set by the League Registration Secretary (Denis Coventry). (See 'Registering Players Before The Season Starts' below).

All photos supplied must have the player's name and the club he is signing for written on the back.

REGARDING PHOTOGRAPHS SUPPLIED BY CLUBS IN ORDER TO REGISTER PLAYERS, we would be grateful if clubs could follow the guidelines below...

a) Photos must **NOT** be stapled or taped to registration forms, but paper clips can be used as this will help the Registration Secretary when sending multiple registrations.

b) Players must **NOT** wear Sunglasses and/or Baseball Caps (or other hats) in their photos.

c) Photos **MUST** be newly-taken using a proper photo booth (e.g. in a Post Office) or suitable equipment which can produce legitimate passport-size photos.

d) Photos **MUST** be in colour.

e) Photocopied photos onto paper will **NOT** be allowed.

f) All photos **MUST** have a white background.

If clubs supply photos which do not conform to the above guidelines, then those photos will be returned and the player(s) will not be registered until a proper photograph is provided.

• TRANSFERRING PLAYERS

If you wish to sign a player during the season who has already registered for another club in the League for that season, you (the Club Secretary) and the player must fill in and send off a Transfer Form in addition to the normal procedure for registering players (as above). The Transfer Form must contain the signature of the player's previous Club Secretary before it is accepted. A cheque made payable to the 'Waltham Football League' for the Transfer Fee of £5.00 must also be sent to the League Registration Secretary. Transfer forms are obtainable from League Treasurer Malcolm Miller by phoning him on 01992 425912 (evenings).

• ELIGIBILITY OF PLAYERS

A player will be eligible to play in any League or League Cup match once his Registration confirmation (an updated A4 list) has been received by the Club Secretary from the League Registration Secretary. (If you forget to send a stamped addressed envelope for the updated list to be sent, the process of registration will be slowed down and the player(s) will not be registered in time to play in your next match....and you will be fined !)

• I.D. CARDS

The use of player I.D. Cards between member clubs was abandoned at the start of the 2001/2002 season, mainly because clubs were not bothering to use them. However, the League Records Secretary (Denis Coventry) can produce photo-sheets of each club's registered players, a copy of which can be obtained by an opposing club's Secretary before a particular match if they have any suspicions that their opponents may be playing unregistered players ('ringers'). However, due to the cost of producing colour photocopies of these 'photo-sheets', all clubs who request a sheet for a particular match **MUST** send a cheque for £2.00 (payable to the 'Waltham Football League') to Denis Coventry at least 7 days prior to the match. If you are not in a position to receive a photo-sheet by e-mail, then you must also send a stamped addressed envelope.

- **REGISTERING PLAYERS BEFORE THE SEASON STARTS**

For existing Member Clubs, this is normally completed during the Summer by using a 'Multi-Registration' Form, a document that only requires a player's signature for them to re-register for the same club for the new season.

Players' names, addresses and date of births are already pre-printed on this form. If any details are incorrect, please draw a line through the printed error and neatly write the amendment above in block letters and black ink.

If players printed on the form do not wish to re-register for your club for the coming season, they do not sign the form.

New Players can also register for a club by filling in their details on any unused (blank) lines on the Multi-Registration form, but they must also provide a passport-size photo with their name and the club they are signing for written on the back in block letters.

The League Multi-Registration Form must be returned to Registration Secretary Denis Coventry before an announced date in mid-July each pre-season. (For Season 2008-2009 it is Sunday 13th July 2008).

The Club Secretary must sign and date every page of the Multi-Registration Form and also enclose a stamped addressed envelope (preferably 230mm x 100mm) so that a confirmed list of registered players can be sent to you before the season starts.

If more than 20 players sign the Multi-Registration Form for any one team, you must also include a cheque made payable to the 'Waltham Football League' for £5.00 if you are registering between 21-25 players in total, £10.00 if you are registering 25-30 players in total, and so on. (i.e. £5.00 for each multiple of five players).

If you are posting the Multi-Registration Form back to Denis Coventry, check the weight and put the correct postage on the envelope. A normal First Class stamp is insufficient. The cost is 52p at least. Any undelivered forms due to insufficient postage will not be collected from the Post Office and your players will then not be registered for the coming Season. Clubs at fault will then have to fill in individual registration forms and provide passport photos for all their players. (See below).

If you prefer to deliver the Multi-Registration Form to the Registration Secretary's address yourself (or ask one of your players) to do it, please put the form through the letter box without ringing on the doorbell.

- Once the deadline for returning the Multi-Registration Forms and photos to Denis Coventry has passed, any new or existing players who want to sign/re-sign for a club after that date must then register by completing a normal Registration Form in full and sending it to Denis Coventry with a photo and a stamped addressed envelope.

No registrations are allowed in the week preceding the first Sunday of a new season as it creates too much work for the League Registration Secretary in processing these registrations in time.

The deadline for single Registration Forms to be received by Denis Coventry in time for players to play on the first Sunday of the new season (Sunday 7th September 2008) is 8.00.p.m. on Sunday 31st August 2008. All Registration Forms sent after that deadline will not be processed until after Sunday 7th September 2008.

New Clubs to the League are advised that they must have at least eleven players registered by the 13th July 2008.

**FAILURE TO COMPLY WITH THE ABOVE RULES CONCERNING REGISTRATIONS
MAY RESULT IN YOUR CLUB BEING FINED BY THE LEAGUE.**

All Club Secretaries are advised to refer to their copies of the League Handbook for full details regarding Registrations.

PHONING IN MATCH RESULTS

The Home Team is responsible for phoning in the results of all League & League Cup matches (plus the goalscorers of both teams if possible).
RESULTS MUST BE PHONED IN TO THE OFFICERS BELOW ON THE DAY OF THE MATCH BETWEEN 2.30.p.m. and 3.30.p.m. ONLY.

- Teams in the PREMIER DIVISION, DIVISION ONE & DIVISION TWO
to FRED BEER on 01992 761138
- Teams in DIVISIONS THREE & FOUR
to SAM TURONE on 01992 624339

IMPORTANT: All Mercury Waltham Sunday League teams playing in County Cup matches (Home or Away) MUST still phone their results in to the Officer they normally contact.

If you will not be in a position to make phone calls between 2.30 & 3.30.p.m., you can phone your score in to Fred Beer only before 2.30.p.m. and leave the details on his answerphone.

If the number you are supposed to phone is constantly engaged and it is getting near the 3.30.p.m. deadline, please try and phone your score in to the other Officer instead.

If you cannot get through to either Officer before 3.30.p.m., please either e-mail or text your result and goalscorers to [Laurence Hughes \(League Website Secretary\)](#) instead. This must be done immediately, as the results and goalscorers are normally collated between 3.30.p.m. & 3.45.p.m.

Failure to phone in results as per the instructions above will see a Fine being imposed against the defaulting club.

Regarding the listing of goalscorers on the [Results page](#) of this website, if Away teams forget to give the Home team their goalscorers' names, they can send an e-mail (preferably) or a text to League Website Secretary Laurence Hughes on a Sunday afternoon instead. Home teams can also do this if they want to ensure that their players' names are spelt correctly on the website, but they must still phone their results in as well.

Results of any Midweek Matches played at the end of the season must be phoned in to FRED BEER on 01992 761138 as soon as the match has ended and before 9.30.p.m. that same evening (if possible). Please leave the result (& goalscorers) on his answerphone if he is not in.