

Dear Secretary/Referee,

December 2016

In this run you should receive;

**Clubs** – Three Saturday fixtures for December & One for January (in one excel document – already issued), electronic copy of the Handbook (already issued) and this Bulletin.

**Referees** – Three Saturday fixtures for December & One for January (in one excel document – already issued), Eric Cash Form, electronic copy of the Handbook (already issued) and this Bulletin.

If not please contact me by e-mail or 07771 980522

If received, but you have any problems with fixtures please contact John Drinkwater on 0121 241 2781 or 07779 154757 or if any problems refereeing wise Mickey Parr on 01543 673019. Further contact details available via the handbook.

**Matchbooks** – As we try to continue to remove avoidable costs please continue to use your match book from last season. Please advise if this causes your club a problem. **AFTER THE MATCH ALL FORMS NEED TO BE SEND DIRECT TO THE REGISTRATION SECRETARY – STEVE DURHAM (PLEASE SEE ATTACHED LETTER)**

**Kick Off times** – Please note that league games kick off at 2:00pm and cup games 1:30pm during December and January.

**Reporting Results** – Please confirm result & scorers every Saturday **AS SOON AS POSSIBLE** after the game either by phone or text to Mike Dowling 0121 378 0732 or 07771 980522. **PLEASE LEAVE A MESSAGE – WHICH WILL BE PICKED UP AT 6PM**

**Match Procedures - New Referees especially to note;**

- Home club to confirm by Tuesday. Failure to do so by Wednesday please contact Mike Parr.
- Match day. Arrive at ground no later than 30 minutes before kick off.
- Match report to be given to you in dressing room before the start of the game, completed by both teams including the substitutes.
- After game you are to fill in the score and record any sending off's or cautions in the appropriate boxes on the bottom of the form.
- The home club to collect form and pay you in dressing room, normally within 15/20 minutes after the final whistle.
- All misconduct to be reported to BCFA within 2 days.

Referee fees this season are £28 & £19 an assistant. Could I please remind clubs that the Match Form must be completed & handed to or placed in the referee's room BEFORE the match. Furthermore referees must be paid their fee ASAP after the match and not be expected "to hunt the club down" for their fee!!

**COULD ALL CLUBS PLEASE CONTACT EACH OTHER AND THE REFEREE A CLEAR 5 DAYS BEFORE THE FIXTURE!!**

If in doubt please ask!

**Good Luck**  
**MIKE DOWLING**

## Handbook Amendments

The handbook held on the website is correct and holds the following amendments;

### Clubs

- Page 11**      **Cresconians F.C** – change of kit;  
**Shirts:** Navy Blue      **Shorts:** Navy Blue      **Socks:** Navy/ Sky Blue
- Page 17**      **Norton Canes F.C** – remove Adam Venables as an Emergency Contact
- Page 19**      **Silhill F.C** – ground details for the 5<sup>th</sup> team;  
Hockley Heath Recreation Ground, Old Warwick Road, Solihull B94 6HH

### Match Officials – Amendments (pages 24 - 26)

- Mel Lewis      change of (e) [mel.ref@outlook.com](mailto:mel.ref@outlook.com)
- Jeff Shaw      change of (m) 07836 285038