

Day in the Life of a Birmingham & District Football League Secretary
WEEKLY – HOME SECRETARY

Sunday – Day 1

The secretary of the home club to contact both the referee and opposition at least 5 days before the date of the match (advisable by Monday at the latest).

Confirming to the **OPPOSITION**: Location of ground (AtoZ/ Sat Nav post code),
Any access problems near the ground,
Who the appointed referee is (confirm any changes),
Time of kick-off,
Confirm kit colours to prevent a colour clash

Confirming to the **MATCH OFFICIAL**: Location of ground (AtoZ/ Sat Nav post code),
Any access problems near the ground,
Time of kick-off,
Confirm that the opposition have been informed,
Confirm that there will not be a kit colour clash

If a message is left please ask the recipient to acknowledge your call. If no response is received please try to make contact again up to and including **Wednesday – Day 4**.

Monday – Day 2

If no contact, please repeat the steps for Day 1.

Tuesday – Day 3

If no contact, please repeat the steps for Day 1.

Wednesday – Day 4

If no contact has been established with the opposition, please call **John Drinkwater (Fixtures Secretary) on 0121 241 2781** likewise, referees, please call **Mickey Parr (Referee's Secretary) on 01543 673019**. Alternative contact numbers are available in the handbook.

Thursday – Day 5

No action.

Friday – Day 6

No action.

Saturday – Day 7

BEFORE the game;

It is the responsibility of the home club to ensure that the opposition and match officials do not travel unnecessarily. If there is any doubt about the fixture being played due the weather; the home club must warn its opponents and referee not later than 10.30 am on match day and make a call no later than mid-day to confirm or postpone the game.

AT the game;

- Arrive in good time to ensure that the game can be kicked off at the stated time.
- Ensure that the dressing rooms are open at least 45 minutes before the stated kick off time.
- Have available a fully equipped and maintained First Aid kit.
- Complete the match form **FORENAME** and **SURNAME in BLOCK CAPITALS**.
- Provide the completed match form (both teams) to the Referee a clear 10 minutes prior to kick off.
- Both team representatives to introduce themselves to the referee and check that it is the same as per the fixtures sheet.
- The home club must provide at least two footballs fit for play.
- A club may at its discretion nominate 5 substitutes and use 3 in any one match. The names of all substitute players to be given to the referee prior to kick off.

AFTER the game;

- The home club representative to pay the match officials promptly and collect the completed match report book.
- **Referee fee is £29 and Assistant Referee fee is £20.**
- The completed match result notification to be signed by an official of the home club.
- The home club to telephone the result of the match and provide names of goal scorers to **MIKE DOWLING on 0121 378 0732 or 07771 980522** by 6.00 pm (LATEST) on the day of the match played on a Saturday and within 24 hours of matches played in mid-week.
- If necessary the away team can contact **MIKE DOWLING** to advise of goal scorers/ interesting stories for inclusion in the press summary.
- Both clubs after the match mark the referee (sheets to be found in the rear of the match report book – do not send until the month end).

Home club to post/ scan/ email the completed match form to;

Steve Durham

Yew Tree House,
4 Mannings Terrace,
Measham, Derbyshire,
DE12 7HU

(E) **stevedurham2@sky.com**

Both clubs to post any player registrations following the game. The home team can post together with the completed match form.

Sunday – Day 8

If necessary the home club to post the completed match form

Monday – Day 9

If necessary the home club to post the completed match form (**LATEST DATE FOR POST**)

THE ABOVE STEPS ARE AS PER RULE – FAILURE TO COMPLY WILL RESULT IN YOUR CLUB BEING FINED. PLEASE CONTACT ANY OFFICER SHOULD YOU REQUIRE ANY GUIDANCE/ INFORMATION – WE ARE HERE TO HELP.