

## Day in the Life of a Birmingham AFA Secretary

### MONTHLY

- All clubs should send a representative to attend Council & the AGM. All such meetings are held on the SECOND Tuesday of the month.
- A list of registered players must be completed by each club and sent to Steve Durham - 11 Thomas, St Glascote, Tamworth Staffs B77 3PS by **31 August** of each year.
- The monthly fixtures (with appointed match officials) will be provided by MIKE DOWLING during the last week of the previous month. **If you wish to receive these fixtures via email please contact MIKE DOWLING 0121 378 0732 or 07771 980522.**
- All clubs should complete and send the Referee mark sheet to **Mickey Parr (Referee's Secretary)** on the dates stated within the match book. The form may be posted or emailed (fafootball2014@yahoo.co.uk)
- A £5.00 fee needs to accompany ALL player transfers – otherwise the transfer request **WILL NOT** be processed.
- For league games the Kick Off times during November, December and January is **2:00pm** and **2:30pm** in all other months.
- For cups games the Kick Off time is **2:00pm** except games played during December and January when kick off times will be brought forward to **1:30pm**. Replays – it is suggested that the game commences at **1:30pm** to allow for extra time & penalties.
- The transfer deadline is **28 February** – no transfers will be permitted after this date.
- A player may not be registered for a club after **30 April** (and be allowed to play during the remainder of that season).

**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.**