

NOTES TO SECRETARIES

1. Who to contact/write to:
 - The Chairman**, for problems you cannot resolve with other officers and membership enquiries
 - The League Secretary**, for general business, protests or suggestions
 - The Treasurer**, for all financial matters unless otherwise directed.
 - The Fixture Secretary**, for all matters concerning the fixtures 01206 385 872
 - The Registration Secretary**, for all registrations, result sheets and transfers. Please note which Registration Secretary is responsible for your Club's Registration Zone. These details are given in the Club Directory and on the result sheets
 - The Referees Appointment Secretaries**, for all matters relating to the appointment of Referees, including their non-appearance.
 - The Asst. Referees Appointment Secretaries**, for all matters relating to the appointment of Assistant Referees, including their non-appearance.
 - The Referees Result Secretary**, the recipient of all result sheets from referees
 - The Referees Support Officer**, the recipient of all referees mark sheets
 - The League Development Officer**, Matters relating to the improvement of club facilities
 - The Publicity Secretary**, for all items of interest and match reports on 01206 381 535
 - The Match Result Secretary**, for results, and postponement notification on 01206 381 535
 - The Discipline Secretary**, for all matters of misconduct.
 - The Entertainments Secretary**, for all social events and the annual presentation dinner.
2. Clubs should satisfy themselves of the true identity of players i.e. driving license etc. before submitting Registration Forms to the League for authorisation. The delivery of the completed Registration Form to the address of the appropriate Hon. Registration Secretary prior to the match in which the player takes part **DOES NOT** make the player eligible for that match.
3. All matches shall be played on grounds deemed suitable by the Management Committee, and teams shall play home fixtures only on the ground registered with the League, unless prior approval is first obtained from the Management Committee.
4. When a match is played at an alternative venue or kick-off is at a non-standard time, the home club must, in addition to notifying all those concerned in the match, notify the Referees Secretary, Asst. Referees Secretary (where applicable), The League Fixtures Secretary, and The League Results Secretary
5. Where the term "Secretary" in relation to a club officer is used within the rules this can be taken as meaning the club "Fixtures Secretary" where the rule describes a function of that position.
6. Clubs must ensure that Club Officials, Players and Spectators at matches adhere to the relevant section of the Code of Conduct as detailed in Appendix B
7. Rule 10 (D) states that "notice must be given in writing". It is however acceptable for a club to confirm fixtures etc. by telephone. The important thing is that an acknowledgement is received whether it is at the time of the telephone call or when the message is received. If no acknowledgement is received at least four days prior to playing of the match, the home club must make further contact with the opposing club or match officials to confirm its receipt.

8. When contacting the opposing club to notify them of a postponed fixture, messages must not be left on an answerphone but must be left with someone personally.
9. Any Club failing to notify ALL of the officials mentioned under Rule 10 (F) shall be fined **£12.00** in respect of each official not contacted.
10. Clubs in default of Rule 11 (C) shall be fined **£18.00**. Clubs who are repeatedly in default of this rule shall be dealt with under Rule 5 (H).
11. The term "immediately after" in Rule 13 (E) paragraph 5 and Cup Rule 6 paragraph 3 shall mean "immediately after in their own dressing room"
12. Result sheets should reach the Hon. Registration Secretaries within FOUR full days, Sundays and Bank Holidays included, of the conclusion of the match (Rule 11 (A)). Be sure your players are duly qualified as per Rule 8 (B).
13. Teams may enter outside competitions but, with the exception of the F.A. Vase, County Cups and the Anagram Records Trophy, matches under this Leagues jurisdiction will at all times take priority. Once the Newsletter for a month have been published, teams may arrange matches in outside competitions **ONLY** after receiving the agreement of the League Fixtures Secretary
14. If the appointed referee does not turn up, a person to referee the match **MUST** be agreed upon. (see Rule 13 (B))
15. The League Management Committee will monitor the behaviour of players and the administration of clubs throughout the season and if it is deemed necessary may call a club to appear before them. In extreme circumstances clubs may be recommended for exclusion from the Constitution for the following season under rule 17 (B).
16. The 2011-2012 season will commence on Saturday 20 August 2011 and end on 31 May 2012 for Essex Olympian Football League and League/Denny King Memorial Cup matches.
17. Times of kick-off: (Subject to variation by the League Management Committee (Rule 10 (B))

All League Matches:

August to October	2.30 p.m.
November to February	2.00 p.m.
March to May	2.30 p.m.

Evening matches must kick-off by the following times (Unless Floodlit)

August and May	6.30p.m.
September to April	6.15p.m.

All Cup Matches:

August to October	2.15 p.m.
November to February	1.30 p.m.
March to May.	2.15 p.m.

Clubs may mutually agree upon earlier or later (if floodlight facility is available) times provided all parties involved in the match agree.

18. Players called to appear before the Management Committee, who are unable to attend, may be represented by their Club, or their case may be heard in their absence.
19. Any club making application to enter another League or intending, or having a provisional intention, to withdraw a team from the competition must comply with Rule 14 (A)