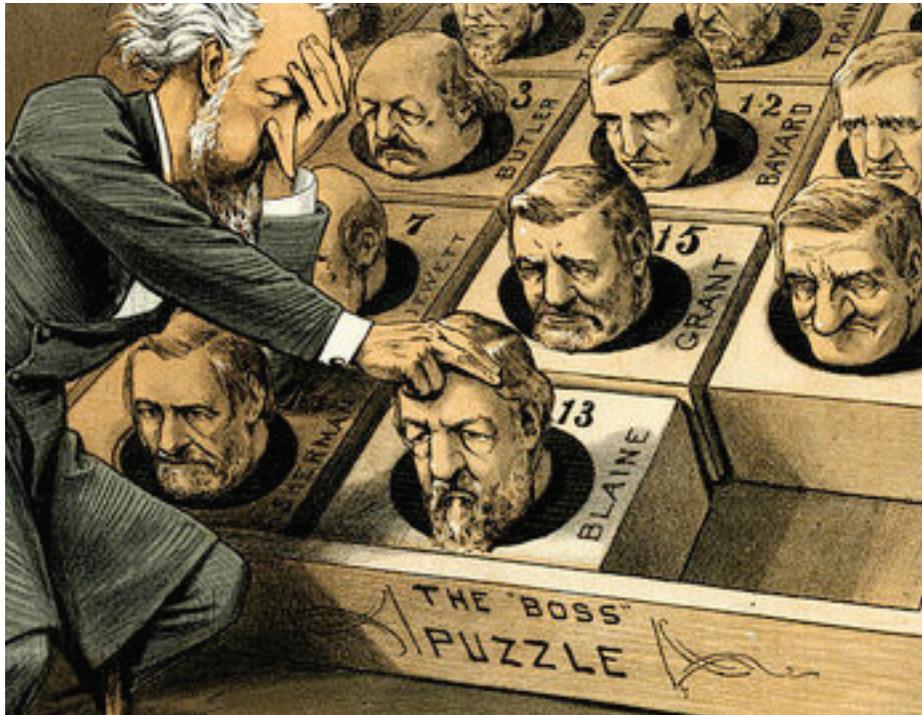


# Hellenic League Administration Guide

*“Lord, what fools these mortals be!”*

*William Shakespeare, A Midsummer Night's Dream*



## Introduction to the Guide

*Lord, what fools these mortals be!*

A harsh phrase it appears to be. Though when a person gives up their personal time to sit through a three hour meeting which highlighted the way to undertake certain procedures, then less than 48 hours later that person does completely the opposite, made me feel perhaps a simple "reference manual" might help the cause to a degree.

This guide has been put together by a mere mortal for all of us mere mortals to use. No big words, hopefully easy to understand, along with being in a logical format that starts from the close season and works its way through as the year progresses.

It is not the definitive guide on Football Rules and Regulations for those you will need to consult the League Handbook.

Throughout this document you will notice two icons



By clicking on those it will take you through to the League or FA websites relevant to the topic.

*To access the indicated link pages you will require the User Codes & Passwords issued to you for both the Hellenic League and FA Full-Time sites.*

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## Pre-Season

### 1 Form D Affiliation

#### What is this?

Registers teams in your club to play in the Hellenic League for the season.

#### When does it need to be done?

The relevant club officials will be sent a link to access the form in early May - the form will need to be completed and submitted no later than 31 May.

#### If I don't have all the information requested on the form at that time?

Complete all you can and submit it, and email the league office to advise them when you will be able to supply the missing information.

#### What happens if my club does not comply with the above date?

Worst scenario is your club will not be included in the league for that season - best scenario is your club will receive a substantial fine.

### 2 Match Ball Ordering.

#### What is this?

All clubs in the league use a standard ball supplied through the League. You will receive a form in May to indicate if you require more than the standard issue of match and training balls. The cost for all balls will be invoice to the club prior to the start of the season.

#### What happens if I do not complete this form?

You will receive the standard issue and be invoiced accordingly. You can order additional later in the season however they will be charged at a higher amount.

#### Do we need to use an Official Hellenic League ball in a match?

Yes you do, all clubs use the same issue of ball to ensure no advantage is taken. Referee's check which balls are being used and will report the club if standard issue is not complied with.

### 3 Registration Of Players.

The relevant player registration forms for the season will be available for download from June 1 you must use the registration form specific to the new season.

#### Difference Between Non-Contract and Contract Registration?

**A Non-Contract Player** has signed to your club for the season, he can transfer to another club during the season within the League Rules. You are not obliged to make any payment or other consideration to the player for his services. Conversely you cannot receive any financial gain from another club wishing to transfer him into them.

**A Contract Player** has signed a binding Contract for a set period of time - 12 months minimum is usual. The player will receive a weekly wage for the period of the contract, subject to specified terms. The wage to be at least to the statutory minimum wage for his age, for a specified period of hours per week (including both match days and training) for the duration of the contract, regardless of if he is chosen to play or train. The Player Contract Form is available from The FA on request, and is the only accepted document. Full details will be provided by The FA on the legalities etc. on request. Once a player is signed on contract his football services are purely with your club, he may not play for any other club. Should a club express an interest in obtaining his contract you can demand financial reimbursement.

*See also Player Administration Management*

### Where do I obtain the Registration forms? 🏆

League Website - access "League Administration" from the left hand menu then "Form Download". Download the master form and print off as many copies as you need - don't forget they will not be available to download until June 1.

### What is the procedure?

Though you can have players sign the completed registration form as soon as you wish after June 1, you cannot actually register a player until July 1. Therefore until such time you have registered the player with the League, it is not a binding agreement until the registration is confirmed by the League. So beware - some players suffer from acute memory loss and signing registration papers for more than one club pre-season is a common ailment.

### What do I do when July 1 arrives? 🏆

With your stack of completed and signed registration forms to hand access League Website select "League Administration" from the left hand menu then "Registration/Transfer". Complete the information as required - press send, and work your way through the stack of forms.

### What happens when I do that?

The registration information is sent to the person in the League with specific registration responsibilities - you, or your club secretary, will also receive a copy of each completed form.

### How do I know the player has been registered? 🏆

The players registered for your club will appear on Full-Time - Normally within 24 hours - but during the initial pre-season registration it can take up to 7 days, purely due to the amount of documents to be checked and processed.

### What do I do with the signed paper registration form?

Retain this on file for the season, you may need to produce it at any time if requested by the League.

### Players under the age of 18 years. 🏆

If a player is under the age of 18 years of age at the time of signing, you will need to gain parental consent and provide a form signed by the players Parent or Guardian to verify this.

The form can be downloaded from League Website - access "League Administration" from the left hand menu then "Form Download" -

Once completed you may register the player - *However you must send the original signed Parental Consent form by post to the League Office which must arrive within 5 days of the registration being made. Failure to do so will see the player suspended. There is no exception to this rule.*

### Overseas Clearance.

If a player is not an English National (the phrase UK national has not been used as Scotland, Wales and Northern Ireland have separate governing Football Associations - Guernsey; Jersey; Isle of Man are members of England FA) then you will need gain International clearance from The England FA if you cannot guarantee the player is already registered with them

The same applies to any English National who's previous club he was registered to was not under the jurisdiction of England FA. *For example - if a player last played for Newport Civil Service a club within the Football Association of Wales then you need to get clearance, the same if he played in France, Italy, Scotland or anywhere else outside of England FA jurisdiction - or is indeed a foreign national who wishes to play football in England and has not gained clearance previously.*

If you have the slightest doubt about any player contact the FA's Registration Department - Contact details available on [www.thefa.com](http://www.thefa.com) - Remember it will be your club that suffers if the player does not have clearance and ignoring the situation will not protect you.

### Does a player need to be registered to my club for Pre-Season Games?

No they do not, these can be considered games to trial a player as a potential signing and you may also trial "Overseas Players" - however your club will still be liable should they commit an offence whilst playing for you.

## **4 Programme Player Pen-Pics and Club History.**

### What is this?

A standard format download is provided for all clubs to use as part of their programme production when they play your club at home during the season.

### What do we need to do?

7 days prior to the start of the season you need to have provided the League webmaster with - the name of the player (first name and family name); playing position; approximately 20 words of text about the player; a head and shoulders image of the player.

### How is this done?

Access League Website select "League Administration" from the left hand menu, then "Programme Update". On the page which opens click on "Initial Pen Pics Provision" - complete the form as required.

### When do I need to provide Pen Pics?

As soon as you start officially registering players.

### Club History.

Access as above - select "Club History" when the page opens.

## **5 Pre-Season Meetings.**

### What are these?

The AGM is in June each year and an Update meeting normally takes place during the week prior to the season commencing.

### Do I need to attend?

Your club will be required to have at least two persons attending - the Club Chairman and Club Secretary are the preferred attendee's. Another committee member may take the place of either. Yes, you do need to have representation, fines will be issued if not complied with.

### Can I Suggest A Motion For Rule Change At An AGM?

An AGM (Annual General Meeting) is the time when rules and regulations relevant to the Hellenic League are ratified, changed or introduced. A member club may suggest a motion for the introduction of a new ruling or the change of an existing one. However you must provide written notice to the League Office for any topic to be considered, this must be received at the office at least 14 full days prior to the AGM. The reasons and recommendations must be clearly stated. The written notice must also be endorsed by a second member club of the League. Any notice received after the 14 day period will not be considered. Your motion will then be put to all other member clubs of the League to vote on at the AGM - a majority vote will be required for acceptance of your suggested rule or alteration. Any rule instigated by the FA as a standard rule cannot be changed.

## **6 Pre-Season Fixtures.**

Down to you to organise for your club?

You make the arrangements to organise opposition. However assistance is offered by the League to advertise your fixtures and the organisation of match officials. Simply email the League Office of the date and opponents of your pre-season games

## Season

### 7 First Things First

Before your team even kicks a ball, a considerable amount of preparation work needs to be done by club administrators in the days leading up to the game.

#### Home Side - Confirmation of Match Officials *(including Match Assessor if appointed)*

The club secretary and, or, match secretary will receive a notification through Full-Time prior to the start of the calendar month. The notification will advise the match officials appointed for your game. At least 5 days prior to the fixture date you must confirm these arrangements with the appointed officials and provide them with the ground address and travel instructions. This can be done quickly and simply through the FA Full-Time system, or some club's prefer to either send an email. Regardless of how it is done failure to do so is not accepted.

#### Home Side - Confirmation to Opposition

At least 5 days prior to the fixture date you must confirm the game to your opposition and provide them with the ground address and travel instructions. This can be done quickly and simply through the FA Full-Time system, or some club's prefer to send an email. Regardless of how it is done failure to do so is not accepted.

#### Home Side - Programme

All Premier Division and Division One home clubs are required to produce a programme for the fixture. The minimum requirement is sufficient pages to display team details of both sides involved in the game and the statutory advertisements of league sponsors.

#### Home Side - Programme League Sponsors Adverts

Download from League Website - access "League Administration" from the left hand menu then "Adverts Download". The adverts and other artwork is available in various formats.

#### Home Side - Programme Opposition Information

Pen Pics and Club History are available for all clubs to download - League Website - access "League Administration" from the left hand menu then "Programme Download". From the page which opens select the team required, then download the pages. You will not have the team line up but that is shown below.

#### Away Side - Confirmation to Opposition

The same courtesy is advised for the away side to acknowledge confirmation received. Also to provide anticipated arrival time.

#### Away Side - Programme Details Team Information

At least 5 days prior to the fixture you will have provided the home side with your team line up, colours to be worn etc. Simply access League Website - "League Administration" from the left hand menu then "Programme Download". From that page select "Send Team Sheets To Clubs", then select your opposition club (Not your own club!). Complete the required details on the page which opens then click send - Job done. The added benefit of this system is it records the details of the transaction elsewhere and proof of sending can be provided if ever necessary.

## 8 Match Day

There will high activity on match day, no doubt various persons will all be responsible for specific jobs, however it is wise to check on certain aspects to ensure they have been done.

### Pre-Match Check List

- **Match balls** At required pressure. Law 2 of the game specifies ball is inflated to a pressure of 0.6 to 1.1 atmospheres (60–111 kPa or 8.7–16.1 psi) “at sea level”. Three match balls to be available in match officials dressing room.
- **Programmes**, three match day programmes to be available in the match officials dressing room and three in the away team dressing room.
- **Warm Up Footballs** The home club is responsible to provide three warm up football for the away team. The away side are responsible for returning these before departing the club.
- **Catering Provisions** have been made for the match. A hot drink, or suitable alternative, should be available for the match officials and the away team on arrival, and in the respective dressing rooms at half time. Catering has been arranged for both officials and players after the match.
- **Shower Facilities** Ensure that shower and changing rooms are clean and tidy. Also check that the hot water is running without problem.

### Team Sheets

Team captains and a member of the Technical area team, from both the home and away side will meet match referee no later than 45 minutes prior to kick off. The referee will be given the top copy of your team sheet, duly completed and signed, the opposition will also receive a copy.

### Officials Fees

The fees for the match officials must be available and offered to the recipients without undue delay. Fees are as follows:

1. Premier or First Division Fixture - Referee £55.00 Assistant Referee £42.00 x 2 Total = £139.00
2. Second Division Fixture - Referee £45.00
3. These amounts only apply to Hellenic League fixtures - FA and County FA fixtures may differ.

### Results Reporting

Immediately after the game reply to text from FA Full-Time Results with result and attendance in H-A format e.g: 3-2 ATT 100. This MUST be done within 15 MINUTES of the game completion  
Within ONE HOUR of the game completion access League Website and complete the Result Reporting details (blue box at top of page). **This must also be done for outside Cup Competitions.**

### Delayed Completion Of Match

If for any reason a Saturday game is unlikely to be completed within the allotted time (*i.e. late arrival of opposition, game interrupted, extra time in Cup games*) then you must relay that information to the League Results Officer. Please be aware there is a valid reason for specific time of results reporting and the provision information. The information is circulated for the use various media agencies, and has to be with them by set deadlines.

### MRF & Full-Time Information

Within 72 hours of the match completion you must process the Match Report Form and the FA Full-Time submission relating to the fixture. This is done by accessing League Website - access “League Administration” from the left hand menu then “Match Report Form”. From the page which opens complete the form as required, click send and the information will forward to the relevant League departments and a copy to the mail address you have entered into the form. Once you have clicked send the page will divert to FA Full-Time where you can complete that section of required details.

## 9 Player Administration Management

### Registering Players During The Season

Exactly the same process as registering a player in the close season. However you need to satisfy yourself that the player is not signed for any Hellenic League club in the same season - it would then be a player transfer not a registration. *And don't take a manager's word that the player is a free agent, if you have doubts or don't see the player added to your players list on Full-Time prior to kick off, don't play him. You cannot register or transfer a player after March 31.*

### When Will The Player Be Allowed To Play?

24 hours from time of signing - to be available to play on the Saturday the registration must be submitted prior to 3pm on a Friday - Same period mid week i.e. 7:45pm kick off on a Tuesday registered prior to 7:45pm the preceding Monday. It is possible to check that the player is registered for your club by accessing Full-Time.

### Player Details On County FA Register.

Add all players signed to your club to the County FA (FA database) without delay. This will help ascertain a player is not signed for another team in the Hellenic League, and just as importantly does not have a sine die ban issued against him. Unfortunately it is not a fool proof system, but if it can be shown that you have done this it might offer some mitigation should things go awry.

### Player Transfers

There is a set procedure regarding players registered for other clubs who your manager may consider wishing to encourage to move to your club. Before the manager, or any other person involved with your club talks with the potential player this procedure must be followed to ensure that your club is not put on a charge by the County FA and league for "illegal approach" It actually applies to players registered during the season to clubs in other leagues also, so the correct preparation can avoid the problem.

### 7 Day Approach

Saturday Club only to all Saturday Clubs - means the main football day in that League takes place on a Saturday. Before any communication takes place between your club and a potential transfer candidate, you need to formally advise the club he is currently registered of your intention of approaching. That is done in writing from club secretary to club secretary. Sent by either special or recorded delivery so you can provide proof of sending if needed, a formal headed letter attached to an email is fine as long as you can confirm it was received by the recipient. Once that notification has been served you need to wait seven full days before any contact or communication is made to the player. The approached club cannot refuse this line of approach and you have now given them 7 days to discuss with their player why they should want to leave and resolve any issues. Following the date of posting of the written notice of approach, or receipt of an acknowledgment: (A) the Player may be transferred (or registered if from a different League) on or after the eighth day; and (B) the Player must have been transferred, or registered, on or before the 21st day.

### 7 Day Approach Restrictions

The approaching club may not approach the same player a second time in the same playing season. The approaching club may not approach another Player at the same Club within 28 days of an earlier notice of approach or acknowledgment.

You are NOT allowed to approach a player directly.

You are NOT allowed to give a player your phone number at a game and suggest it would be good for the player to contact you.

### If We Are Contacted By A Player Registered With Another Saturday Club?

Refuse discussions until the player's current club have been made aware of the request to talk to you.

### Player Registered For Another Club Turns Up At A Training Session?

Before allowing him to train you should contact his current club and inform them that he is there and asking if he can train with you. The current club then have to give permission for him to take part. Without it you are guilty of attempting to induce a player to join your club. (Illegal Approach). Once you have permission they are free to train. Should they ask to join your club as a result of training then you should make the current club aware of this situation and send them a 7 day approach. No further contact should be made during this 7 day period to avoid an inducement allegation.

### Transfer Procedure

a) From the time the 7 Day requirement is reached you have 20 days to complete the transfer. Only club officers registered as such with the League can facilitate a transfer (Club Secretary; Match Secretary; Chairman) and conversely only registered club officers can authorise the transfer.

#### *Club Player Is Transferring To*

Complete the transfer form as required, this has to be signed by both an accredited club officer and the player in question. This must then be taken, or sent by post, to the club the player is currently registered with.

#### *Club Player Is Transferring From*

Sign the agreement (release) section on the form provided (by an accredited club officer) and return the form to the initiating club.

*\* Note the simplest way is to get the player to take the form to his current club in person. If there is any club equipment he is obliged to return or outstanding debts to be settled, that must be done prior to the release section being signed.*

b) Once the form is returned to Transfer To club the transaction can be processed. Access  League Website - "League Administration" - "Registration /Transfer". At the bottom of the page which opens scroll down to Section 2 click on the "Hellenic Football League" link.

c) Complete the on-line form in full and click send.

d) *The original hard copy of the form must be sent to the League Office by Post and received by them not later than 5 days from the time of the web transfer being made.*

e) The player will be able to play for your club within 24 hours of the web submission. So if it is a Friday make sure this is done by 3pm.

f) If the hard copy confirmation is not be received by the League within 5 days, the player will be suspended, and your club suffer loss of points for any game he has played in for you along with other financial penalties.

### Temporary Transfer

With the agreement of the club the player is signed for you can transfer a player on a temporary basis. The minimum period allowed is 28 days maximum period 92 days. The player cannot return to play for the club he is signed for prior to 28 days.

### Player Fines

Any player receiving an official caution during a match will be fined by the County FA relevant to your area. Whilst the player is responsible for paying this fine - your club is responsible for paying the fine to the County FA. Therefore make any sure any fine is paid within the time specified by the CFA - late payment will result in further financial penalties to your club and could result in your club being suspended from all football activity until such time as outstanding matters are settled in full. *If you experience difficulty in recovering the money owed to your club by a player, you can go through the CFA to take this up with the player. The CFA will provide you with further details on this.*

## Player Suspensions

A player who is sent off during a match, will be suspended from all Saturday football for a specified number of games. A player who receives 5 cautions during a season will be suspended for one game or more if he receives 10 cautions and above.

Contact will be made to you by the CFA in respect of the player, indicating the number of games he is suspended for and when it will commence. You will advise the CFA the consecutive fixtures he will be excluded from.

Games apply to the League/Division the player was cautioned in, and FA and CFA games. Should any of those fixtures be postponed for any reason then the suspension continues until the number of games have been played.

If a player is discovered to have played during a suspension, further charges will be levied by the CFA against both the player and the club he played for.

A Saturday suspension will not restrict the player from playing for a Sunday club, and vice versa. Unless the CFA have issued a "blanket ban" on the player.

## 10 Postponement Of Fixtures

### What's The First Step?

You need make arrangements with a referee to inspect the pitch, for Saturday fixtures on the Friday evening. A level 4 referee is required for Premier or Division One games. Inspection is undertaken on the morning of the fixture, between 10am and noon. Or if is a mid week fixture after 2:00pm. Give full consideration to the opponents having to travel, so contact them to advise you have called in a referee, and also contact the match referee to advise him.

### Referee To Make The Inspection

It's unlikely that the match referee for the game is local, therefore you need to request a local referee Step 4 level, or above for Premier and Division One games, Step 5 level, or above for Division Two preferably to make the inspection. To find a list of referees - League Website - "League Administration" - "Match Officials" The referee will then visit, liaise with the match referee and they will make the decision if the game can be played or not. *The referee who has made the inspection is entitled to a fee to cover his time and expenses.*

### Postponed Who Do I Advise?

Advise the following people without delay. The action procedure is shown below, then you will need to complete Form P1 (*or Form P2 on the rare occasions when the league have agreed allow postponement without a formal pitch inspection*).

1. League Office
2. Fixtures Secretary
3. Confirm the actual postponement with the match referee, the two assistant referees. Should a league assessor have been appointed to the game they must also be advised. Contact numbers can be obtained from League Website - "League Administration" - "Match Officials"
4. The Opposition secretary
5. The League Referee's Officer
6. The League Results officers
7. You will need then need to complete a postponement form Form P1. This can be done on line  League Website - "League Administration" - "Form Download" - Select Form P1 send on line. (*same procedure for Form P2*)

*If you attend to Point 7 as soon as you have attended to points 1 to 4 above (as soon being within 15 minutes of the decision taken to postpone the game) it will replace the requirement of contacting 5 + 6 above. This form is emailed automatically to all League Officers*

### Who Makes The Re-arrangement Of The Fixture?

That will be done by the Fixtures Secretary and advised to all parties in due course.

### Is There Any Exception To The Postponement Procedure?

The short answer is No. The only time there may be an exception is long term severe weather conditions and then only if the League has advised all clubs that special arrangements have been put in place. Otherwise you must follow the procedure exactly as stated.

### Abandonment Of Fixture

If it is decided by the match referee to abandon the fixture for any reason (i.e. deteriorating pitch conditions deeming the pitch unsafe to play on, or serious injury to a player, floodlight failure etc.) then the home club must inform the League Office immediately.

*If the game is abandoned you still need to complete the on line Results Report stating the abandonment.*

## 11 End Of Season Awards

### What Are These?

The club is gauged not only on how it performs on the field of play, but off the field of play also. Programme Updates; Hospitality; Match Reports/Club News are all also major points contributors.

- After each game both referees and clubs to provide marks for hospitality and attitude of those within your club.
- Referees also mark the attitude of those on the bench.
- Away from the game, marks are given for providing Player Pen Pics in reasonable time before season start and updating that information during the season.
- Match reports and club news provided for inclusion on the Hellenic League website during the year.
- There is an end of season award to the most hospitable Premier, Division One and Division Two club.

Ever wondered why at the end of the season you finished near the top of the league and received nothing but a team near the bottom received enough to obtain a new kit? There are reasons - 1) Poor Discipline on the pitch from your players. 2) Poor performance off the pitch by your committee members.

## 12 Programme Updating

### Why Do We Need To Do This?

During the season players leave or transfer to other clubs, the Pen Pic information is downloaded by your away opponents for use in the match day programme for your game against them. Clubs that do update the information effectively give the impression that they are not bothered about the players. New players joining the club not seeing their profile featured, can easily adopt the same attitude and leave your set up. It costs you nothing to have the information updated, and will only take a few minutes of your time.

### How Do We Get It Done? 🤖

Access League Website -“League Administration” from the left hand menu then “Programme Update”. Click on “Amendments” when the page opens. Complete the form as indicated (Name of player to remove; Name of replacement player; Position played; Approximately 20 of text about the player; Upload a recent head and shoulders image - no need to size the image this will be done when processed). You will be advised when the update is complete this normally takes 24 hours or less.

### 13 Hospitality

The minimum levels of match hospitality are:

Players 1) Offer of hot drink or alternative on arrival to ground. 2) Provision of hot drink or alternative to be in dressing room at half time. 3) Provision of a hot meal, or at a minimum sandwiches, after the match.

Match Officials 1) Offer of hot drink or alternative on arrival to ground. 2) Provision of hot drink or alternative to be in dressing room at half time. 3) Provision of a hot meal, or at a minimum sandwiches, after the match.

Opposition Club Officials 1) Offer of hot drink or alternative on arrival to ground. 2) Provision of hot drink or alternative half time. 3) Provision of a hot meal, or at a minimum sandwiches, after the match.

### 14 Match Reports & Club News

Regular Match Reports, Club News, Match Previews earn your club Awards points. Send them to [webmaster@hellenicleague.co.uk](mailto:webmaster@hellenicleague.co.uk).

Alternatively have the convenience to do this or on your mobile away from your desk click on either of these icons: Match Reports  Club News or Match Previews 

The text will be directed to the correct recipient.

#### What Makes A Good Match Report?

Don't worry too much about grammar or spelling that can be corrected.

Keep the report to the facts about the game, too many "Football Commentator" embellishments are not constructive.

Give consideration to the length of the report you are constructing. Too few words will not make an interesting read, too many words will lose the readers attention. 150 to 300 words should be sufficient for most games.

Make sure whomever is writing the report has a team sheet with details of both the home and away players. The use of "United's number 7 passed the ball to number 8 on the edge of the area" means nothing to the reader - "United's 'Fred Bloggs' passed the ball to 'Jimmy Smith' on the edge of the area" makes sensible reading.

Use the players correct name, you might know the player as "Nobby" or whatever, but most reading won't have a clue who it is.

When it comes to match officials, be sensible and fair with your comments. There are two sides to every story. One club provided a report slating the opposition players and the referee. Mentioning that one opposition player was cautioned, but forgot all about three cautions and a person sent off for their side! It's not always the ref's fault, and those club's that continually harangue the match officials tend to have worst disciplinary record . . . makes you wonder why?

## 15 Being Pro-Active

It is common practice for moans and groans to be uttered about various things pertaining to various matters relating to league administration. Some of it is valid, which the League will take on board and try to rectify, other aspects are down to a lack of knowledge. Below are some topics that should or should not be managed at club level.

### We Haven't Played A Game In The Past Month?

At the start of each season a fixtures schedule is compiled, it can be guaranteed that this will have to be amended on numerous occasions during a season. Progression in FA Cup; FA Vase; County Cup; League Cups will mean amendment of fixtures, as will postponed games. The League has an extremely efficient Fixtures Secretary, however there may be times when you look at the fixtures for your club and see time spans where you are devoid of fixtures. You might be able to do something to rectify it. Take a look at the fixtures for your club and see if any games could be brought forward, if you think there may, be contact the opposing club secretary to see if they would be prepared to change the date. If it is agreeable to both clubs then contact the Fixtures Secretary and advise him, should it be possible then he will need at least 10 days notice as referees have to be allocated.

### Too Many Players Registered What Should I do?

There have been occasions when clubs contact the League advising they have players registered who no longer participate at the club, and ask for them to be de-registered. The short answer to that is **Don't Bother**. Each time a player is registered a fee is allocated to the club which will be payable at the end of March. That fee remains regardless of whether the player has kicked a ball in competition for you or not, if you want to de-register the player you will get another fee added for that transaction. Far better for you to be requested to transfer the player by another club, that way they pay the transfer fee and you are not charged any additional. Also a player who is de-registered will need to wait for a 14 day period from the time of the transaction before he will be able to play for a new club. Where a transfer request is made, you can waive the 7 day approach and the player can be transferred without delay.

### Registration/Transfer In March

From March 31 registration and transfer of players cease for the season. If you intend to transfer a player in March make sure you have allowed sufficient time for a 7 day approach and the paper work process to take place. After 17:00 hours March 31, the League Registration and Transfer systems will be disabled.

### Annual Registration/Transfer Fees

After March 31 the club will be invoiced for the number of registration and transfer transactions which have been instigated during the season. The current fees per transaction can be viewed in the League Handbook. It is good practice to make sure you have funds set aside for this expense, as failure to settle the invoiced amount within the specified time will see you club fined for late payment.

### Cups Qualification Of Players

If a player has transferred into your club, check with his previous club to see what, if any, Cup Competitions he has played for them in during the season. Do Not take the players advice on the games they have played in. There are restrictions in FA, County FA and Hellenic League (both Challenge Cup and Supplementary) competitions regarding the eligibility of a player for that competition if he has played in the same competition, or linked competition, for another club during the season. If your club has two teams playing in the Hellenic League (First Team and Reserves) there are also restrictions relating to players in Reserves Cup Competitions.

### Poor Weather - Be A Step Ahead

If the weather is such that continuing rain is likely to mean that your game may need postponing don't leave it to the last minute to try and source a match official to undertake a pitch inspection. Inspect the pitch the day before the scheduled fixture, if it is debatable regarding the pitch condition or the forecast predicts continuing rain then contact a referee to book them for an inspection on match day morning. On match day get to the ground early enough to view it, if it is not the problem you thought it may have been then it's easy enough to contact the referee and advise them they are not required for an inspection.

## 16 FA Full-Time

### What Is This?

Full-Time provides the League with an automated database driven website with scheduling and statistics, relating to fixtures, results, confirmed player registration, player suspensions and many other aspects.

### How Do I Access It?

Access will be granted to persons involved with club administration, that can be any person within the club who the club secretary advises the Hellenic League web master, by email, of their wish to be included. The club secretary will provide - *the persons name in full - email address - mobile telephone number*. Once this is set up an email will be sent to that person who can then log in by accessing <http://fulltime.thefa.com/Index.do?league=646734134> and set up their user name and password.

### SMS Results

All home club's are required to SMS (text) the match result within 15 minutes of match completion, this does not have to be a person with the facility to access Full-Time. A maximum of two persons for each team from the club can be registered to do this (i.e. if you have a first and second (*reserves*) team playing in the Hellenic League then you will need to advise two persons for each team).

The persons selected to SMS results do not need to be granted full access to Full-Time. So they can be someone who is more than likely to be at the match. Manager; Assistant Manager; Kit man or even a player. You will need to provide the Hellenic League web master with the *persons name in full - mobile telephone number*.

### How Do I SMS Results?

With the SMS system, home and away clubs both report scores. There's no need to restrict it to home teams only, as SMS's are processed automatically, and it's better to get them double-checked.

### The SMS Text Prompt

During each game (normally 15 minutes after kick-off), Full-Time will send an SMS Text Message to each registered mobile number, reminding them to send in the result of the game.

After the game, both home and away clubs should report the score by replying to their message using the word RESULT (followed by a space) and giving the score for the game, home team first, away team second, and separated by a hyphen.

*For example if the fixture was Purton v Letcombe on Saturday 28 Septembe -*

FA Full-Time Automated Results: PUR v LET Sat 28 Sep 14:00. Reply with home and away scorers exactly in the format: RESULT H-A e.g. RESULT 2-1

### Replying To Full-Time

To report a 2-1 win to the home side (Purton) you would simply reply: RESULT 2-1

The only exception is if you are registered to send in results for more than one team, in which case Full-Time will include a team code, which you need to add after the result so that Full-Time can identify which team is being reported. In the above example the text you would receive would say:-  
FA Full-Time Automated Results: PUR1 v LET1 Sat 28 Sep 15:00. Reply with home and away scorers exactly in the format: RESULT H-A PUR1 e.g. RESULT 2-1 PUR1

Note the CHE1 team code at the end. The reply would be: RESULT 2-1 PUR1

### Important Notes

It is important to note you should not add other information and that the text must begin with the word RESULT or Full-Time will ignore it. The text must be sent from one of the registered mobiles (as Full-Time identifies you by the mobile number it has been given).

Full-Time allows you to report postponements (RESULT P-P) and abandonments (RESULT A-A).

**For Home Clubs results SMS is only one part of the match day reporting procedure - refer to page 7 of this document for further information.**

### Basic Instructions for Adding Required Data to Full-Time

Full-Time provides full instructions which can be downloaded once you have entered the site. But effectively this is what you will need to do to enter details relating to a match played.

If you have never accessed the Hellenic League area of Full-Time previously you will note a “Find Your League” search box where it requests you to type in the first three letters of the league name. If you type in HEL you won’t find it, but **UHL** will.

Once that is done the relevant page will be available. You will need to sign in with the code you have been provided with.



Sign in to Full-Time

Username  
clubadmin\*\*

Password  
\*\*\*\*\*

Sign In

Sign in to Full-Time using your club id and password

[Forgot Password](#)

- Change or create your schedules. Use our scheduling wizard, create your fixtures manually or upload from a spreadsheet. Reschedule your fixtures.
- Enter and modify your results and statistics
- Create or change administration, referees, players and referees.
- Create news items with files or photograph attachments for your league or team's home pages.
- View messages that have been sent to you via the contact us page.
- Create or modify match reports.
- See how people can access your league with a direct URL, search, domain name or code snippet.
- Change Password or Email Address.

- Fixture Wizard
- Results / Stats
- People Wizard
- Referee
- Contact Messages
- Match Reports
- Access Options
- Email / Password

Click On Results/Stats

Scroll Down To Required Fixture

Fill in any missing details such as Sporting Marks, Attendance and click update - Scroll down again to required fixture

Click On Statistics

Click On Quick Stat Entry

Note: If you cannot see the tab you may already be on this page!  
You can click any blue tab to find any other blue tab

Home

Quick Stat Entry - Highworth Town Res

Switch to Quick Stat Entry | Switch to Opposition Team View

	Started	Goals Made	Goals Received	Captain	Goal	Own Goal/Conceded	Yellow Card	Second Yellow Card	Red Card
Abrahamson, Jonathan	00	00	00	00			00	00	00
Beck, Lee	00	00	00	00			00	00	00
Blackford, Nathan	00	00	00	00			00	00	00
Bliss, Nathan	00	00	00	00			00	00	00
Brown, Lee	00	00	00	00			00	00	00
Brookman, David	00	00	00	00			00	00	00
Brookman, Joe	00	00	00	00			00	00	00
Brookman, Luke	00	00	00	00			00	00	00
Waters, Aaron	00	00	00	00			00	00	00
Wicks, Samuel	00	00	00	00			00	00	00
Wright, Nathan	00	00	00	00			00	00	00
Wright, Aaron	00	00	00	00			00	00	00
Wright, Benjamin	00	00	00	00			00	00	00
Wright, Daniel	00	00	00	00			00	00	00
Wright, Thomas	00	00	00	00			00	00	00

Open Quick Stat Entry | Done

Tick all appropriate check boxes; add goals as required

Click Update Stats for Players

Total Available Player Team Res

	Value
Started	11
Goals Made	1
Goals Received	1
Goal	0

Open Quick Stat Entry | Done

Check Cumulative Totals at bottom of page. If correct Job done!  
Now Sign Out

## Optional Additional Information

If you want to add timings, click on Switch to Simple View

Switch to Quick Stat Entry | Switch to Simple View

Switch to Quick Stat Entry | Switch to Opposition Team View

Switch to Simple View

Player:

Time Stat:

Stat:

Goal:

Note:

Create

Scroll to choose player Scroll to Time of Stat Scroll to Stat  
Click on Create Repeat as required  
Click on Finished