

## A GUIDE AND HINTS TO CLUB SECRETARY

**The Club Secretary is responsible for the Club administration in the Dorset Youth Football League as well as ensuring the good behaviour of players, officials and supporters both on and off the field of play.**

They are the only **official recognised by the League** for the purpose of correspondence.

Affiliate Club and Teams to the relevant County Football Association, this should usually be done before the end of June.

Clubs must not compete in any unsanctioned competition or with any unaffiliated clubs/teams.

Study the Rules of the competition in which your Club is involved and see that they are complied with. Ignorance of the Rules is no excuse. Every person concerned with running a team or club should have a copy of the League Rule Book.

Apply to join the Dorset Youth Football League by the 1<sup>st</sup> May, late application are considered if there are available places in the appropriate age group.

Interviews for **new** Clubs and Teams take place during May, usually on a Monday.

Attend the Annual General Meeting where you are responsible for your club's voting on matters that take place and any discussions that occur during the meeting.

Attend the League General Meetings which are held in November and March.

A player may only be transferred between 1<sup>st</sup> October and 31<sup>st</sup> January in any season, with the appropriate form and fee submitted to the Registrations Secretary.

New players may register for the current season up until the **31<sup>st</sup> March**, this does not apply to players who transfer.

A list of registered players must be kept along with a record of games the players have played in.

Ensure that the teams wear the registered colours.

Shirt sponsorship must be approved by the appropriate County Association.

Be sure all your players are duly qualified. Failure to comply with rules in this respect may result in your team losing a championship. If in any doubt about the eligibility of a player consult the Registration Secretary.

Twelve players for an eleven a side and ten players for nine a side for each team must be registered by the 15<sup>th</sup> July. Extra players can be signed and a SAE must be submitted with the relevant fee.

A current passport photograph and a photocopy of a proof of date of birth **MUST** accompany **ALL NEW** player registration cards with a written explanation if there is a change of first name or surname.

To ensure your registration cards are returned a **S.A.E.** must be enclosed.

If no referee is appointed by the League, then the home team should find a neutral referee, if possible. If this is not possible then a person acceptable to both managers should be chosen.

Referees and Assistant Referees should not coach whilst officiating.

Teams will be deemed to be available every Sunday and may be allocated fixtures during the playing season.

Applications for leave of absence from the league requirement for such items as Easter tours etc. must be made in writing to the appropriate League Secretary as soon as details are known but not less than 21 days notice must be given.

Leave of absence will only be permitted on TWO occasions in any one season at the discretion of the Management Committee, each request will be treated on merit and release is not automatically guaranteed.

Postponements will not be allowed unless through weather conditions or through the consent of the League Management Committee.

If you need to postpone a fixture remember to contact **the appropriate League Secretary first**, then complete a postponement proforma to be received by the League Secretary within three days.

The League Secretary will then report to the next Management Committee meeting of all postponements, where the decision will be made and appropriate action taken.

Any fines awarded against your club must be paid within 14 days; otherwise the club will be liable to a further fine.

See that all result sheets are **fully completed** with:

- a) The age group and division
- b) The players correct first names and surnames against the relevant shirt number with the goal scorers being indicated with a (X)
- c) The referees first name and surname with a mark out of one hundred.
- d) The opposition manager's mark out of one hundred.
- e) Full playing and match record to date. Team Sheets, Result Sheets are to be sent by **FIRST CLASS POST TO YOUR LEAGUE SECRETARY - TO ARRIVE WITHIN THREE DAYS OF THE MATCH**  
In the case of late receipt, a proof of postage will be required.  
The documents can also be emailed to the appropriate League Secretary but must also arrive within three days of the match being played.
- f) Ensure that it is signed by the Manager or Club Secretary.

Trophies that may have been won must be returned to a League Official no later than the 1<sup>st</sup> February in good condition.

Do not telephone or call at any league official after 9pm unless you have been invited to do so.

Keep the League Secretary informed of any changes of detail regarding club officials.

Ensure the Club has £10 million minimum of public liability insurance.

Many the DYFL documents are available to download from the web site under the Documents section (<http://www.dorsetyouthfootball.co.uk/leagueDocuments.php>)