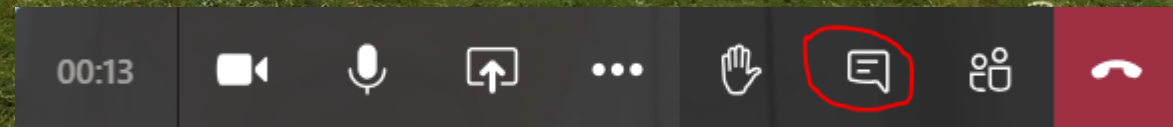


WELCOME TO OUR ANNUAL MEETING FOR EVERYONE WHO IS 'NEW' TO THE LEAGUE

- ❖ You have reached the Meeting but we will stay on this screen until it's time to begin and whilst we wait for more people to join us.
- ❖ Please ensure your microphone is muted when not speaking to reduce background noise and your camera is off to maximise bandwidth.
- ❖ Please now “register” your attendance by typing your NAME and CLUB in the chat feature.



**TANDRIDGE YOUTH
FOOTBALL LEAGUE**



New Managers MEETING

Monday 5th Sept 2022

Welcome to the Tandridge League

and especially to our special pre-season briefing for everyone who is or will be undertaking a new role for their team or club.

During the evening we will attempt to explain most of the essential procedures that must be followed from the start of the season and by doing so we hope to help you fulfil your role as efficiently and enjoyably as possible.

As we go through the topics, we will introduce various League Officers who serve on the Tandridge Committee.

BUT FIRST - A Message from our Chairman John Plummer.



Message From The Chairman

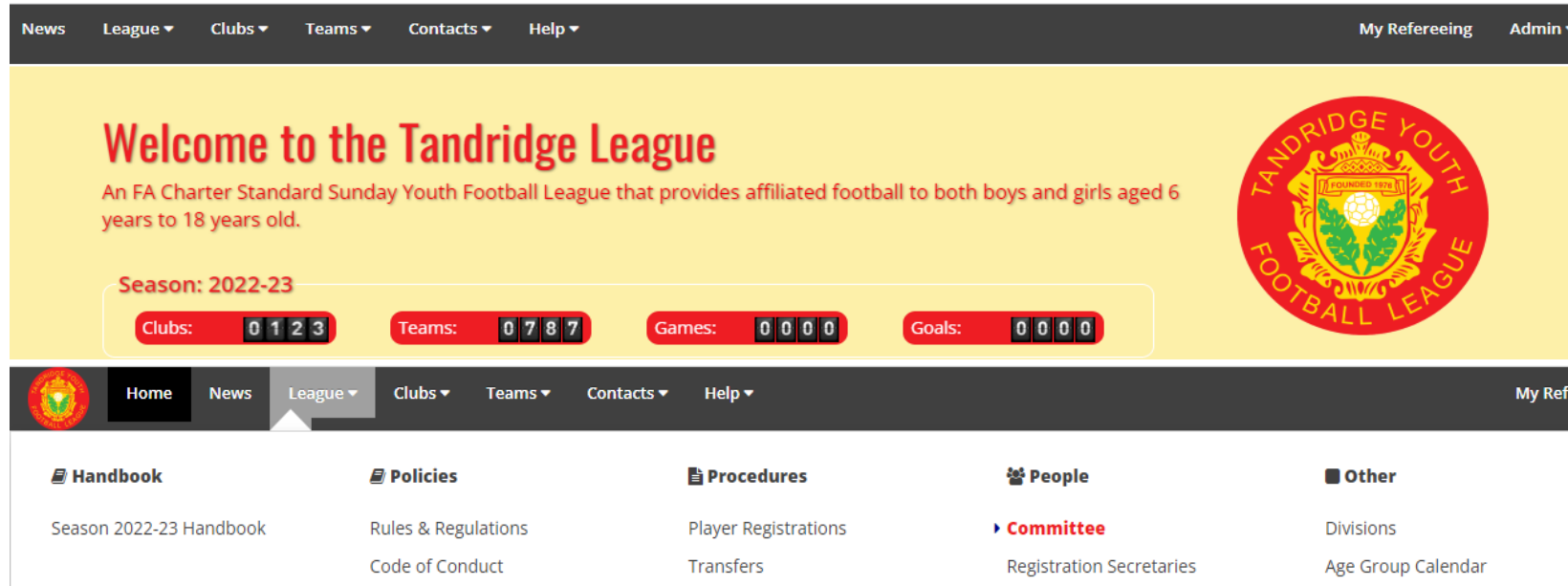
Good evening and welcome to you all as new members of the league. Before we start with the content of the meeting could I just ask you to consider how you approach your new role.

You have a golden opportunity to how to make the game a better place for your team and our members. How you behave and how you control your team and supporters sets the tone for the match and your club. There a number of simple contributions you can make that will make the atmosphere on game day enjoyable.

Message From The Chairman

- ▶ Positive Encouragement of players.
- ▶ Personal behaviour - set a good standard.
- ▶ Support not question the match referee.
- ▶ Encourage fair play.
- ▶ Control the crowd, its your responsibility.
- ▶ Adhere to the league rules - they are there for a reason.

- **League Officers:** A full list of League Officers/Committee can be found on the Tandridge League website - and also in the Handbook issued next week.

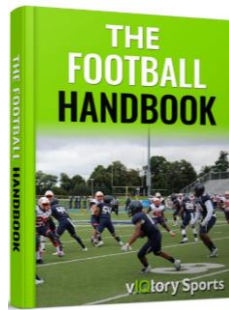


- **Future Meetings:** During the season your Club **must** be represented by at least one person at the ‘Clubs Meetings’: starting on the **11th September** at HSBC Sports & Social Club in Beckenham. These are normally held on the **2nd Monday in September, October** (by invitation), February and June, but any other meetings will be advertised during the season.

League Handbook:

The League's Handbook for the new season will be available for collection by your Club next week.

Your Club **must** attend to collect these. **ALL 'new' clubs who are still to be elected must be represented at the 11th September 'Clubs Meeting'.**



League Rules:



- ▶ Virtually every aspect of the League is governed by a set of Rules.
- ▶ These have evolved over many years and are based on the FA's Standard Code of Rules. The Handbook includes the full Rules.



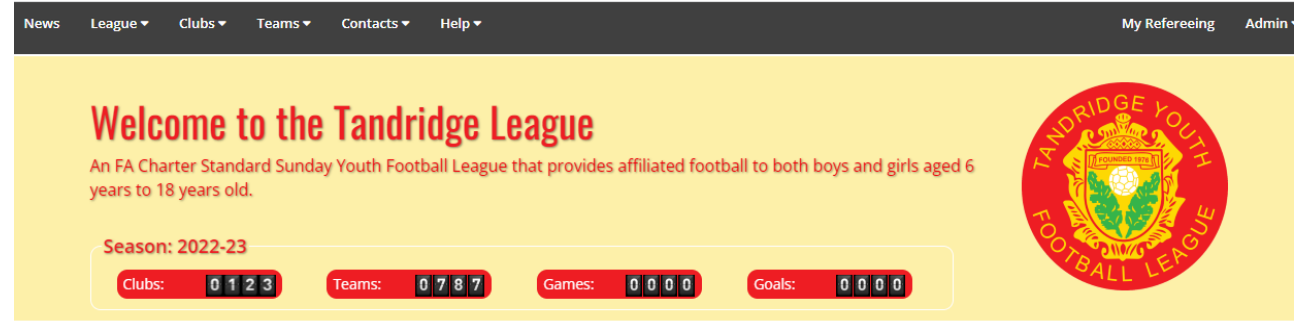
League Website:

<https://www.tandridgeleague.co.uk>

Have you been set up for access to your team or club's pages?

We use the website for these key tasks:

- **Registering Players**
- **Fixture Lists**
- **Individual Match arrangements - venue, k.o.time etc**
- **Reporting Results**
- **League Tables**
- **Matchday App**





Tandridge Youth Football League

The screenshot shows the website's home page with a dark navigation bar at the top containing links for News, League, Clubs, Teams, Contacts, and Help. On the right side of the navigation bar are links for My Refereeing and Admin. The main content area has a yellow background and features the league's logo on the right. The central text reads 'Welcome to the Tandridge League' followed by a description: 'An FA Charter Standard Sunday Youth Football League that provides affiliated football to both boys and girls aged 6 years to 18 years old.' Below this, the current season is listed as '2022-23'. At the bottom of the main content area, there are four statistics: Clubs: 0 1 2 3, Teams: 0 7 8 7, Games: 0 0 0 0, and Goals: 0 0 0 0.

- ❖ Cover the Website **Roles and Permissions**
- ❖ Then view the **League Home Page**
- ❖ Mention **Forms and Documents** and the Downloads
- ❖ Take a look at the **Club Home Page** and especially the **Club Venues** set up pages

<https://www.tandridgeleague.co.uk>



REGISTRATION of PLAYERS

Senior Registration Secretary **Debbie Heale**
to lead next topic

REGISTRATION of PLAYERS: ONE LEAGUE TWO SYSTEMS – (A) WGS/PRS

- ▶ Our registration system consists of two parts which run in parallel.

The FA introduced compulsory Player Registration in 2021 this is now explained in League Rule 18 (A)

Rule 18(A) - A player is one who, being in all other respects eligible, has;

- 1) Registered through the FA Player Registration System and received approval from the Competition (i.e. the Tandridge League).

This is predominately a Club function and the League is only involved in accepting all registrations that meet the PRS conditions.

To assist Clubs with PRS and ensure that all teams are compliant, our Senior Registration Secretary Debbie Heale will assist Clubs and the League Registration Secretaries with any issues that arise.

REGISTRATION of PLAYERS: ONE LEAGUE TWO SYSTEMS – (B) TYL website

- ▶ The Tandridge League is not satisfied with the proof of player eligibility in PRS and we continue with our own photo ID Card **which guarantees that a player is eligible if the League matchday process is followed.**
- ▶ All new players joining the League must provide a photo-copy of either their Birth Certificate or Passport to verify their age.
- ▶ All players, including new players, must also provide two completed Player Registration Cards containing their details and the team, and have identical current passport style photos affixed.
- ▶ The players FA FAN is also required on the Player Registration Card.
- ▶ After being registered by the appropriate League Registration Secretary one card will be laminated in a plastic wallet and returned to the Club.
- ▶ The player must have this card at every match to be eligible to play.

Registration Secretaries

Addresses & Phone numbers in Handbook and on Website - Forms & Documents Downloads

Under 7 to Under 9 - Michelle Parker (Bletchingley)

Under 10 - Eddie Leroux (Putney)

Under 11 - Shelley Kebir (South Croydon)

Under 12 - Sarah Tacon (Selhurst)

Under 13 - Kevin Buge (Coulsdon)

Under 14 - Shane Kinsley (Woolwich)

Under 15 - Kevin Russell (Putney)

Under 16 - Alan McIlvaney (Orpington)

Under 17/18 - Hazel Buge (Coulsdon)

Senior Registrations and Transfer Secretary Debbie Heale (Croydon)

(1) Registration Deadline to qualify for the first game of the season - **This Friday, 8th September.**

Rule 18 (B) (i) must be registered at least NINE days before the first game - i.e. by FRIDAY 8th Sept.

(2) Thereafter: must be registered SIX days prior to playing. Six days is the Monday prior to the game - but we will accept documents that arrive by Royal Mail on a Tuesday Morning.

(3) Registrations and Transfers can continue up to the 29th February for Age Groups U12 to U17/18.
For U7 to U11 they can continue to the season's end.

- (4) If you have not managed to register your players by now, then you have a problem.
- (5) If you need more information about the correct procedures for registering players, then please **STAY ON-LINE** at the end of this meeting and we will explain the process and answer your questions.



FIXTURES

Senior Fixtures Secretary **John Dalziel** to lead next topic

Fixtures and Results

League Fixtures & Results Officers:

Under 7 to Under 8 - Joe Picciano

Under 9 to Under 11 - Paul Carter

Under 12 and Under 13 - John Plummer

Under 14, Under 15 and Under 17/18 - John Dalziel

Under 16 - Richard Kelsh

Girls all Ages Vacant - Derek Harris - looking for a volunteer to take over this job.



Fixtures and Results

The Playing Season

What is the duration of the season?

The official season of the League is normally from the **third Sunday in September** until the **second Sunday in May**. The League programme may be extended for games that could have an effect on Championship, Runners Up and lower League placing, or where other teams mutually agree to play.

What breaks are there during the season?

Matches will normally be arranged for every Sunday except for (i) the two Sundays nearest to Christmas Day and (ii) the two Sundays nearest to Easter Sunday. In addition, (iii) no fixtures will be offered on the first Sunday of the Official October and February Half Term school holidays. Take care with the October Half Term where some schools now take a two week holiday. Our break this year is on 23rd October - as per Handbook

The Playing Season

Can we request a fixture break?

Yes but only if

- 1) you give **21 days advance notice** in writing to the League Secretary by submitting a fully completed TAN9 form and
- 2) One of the following situations applies
 - (a) **A school trip** or **club tour** has been arranged which prevents the team from fielding a squad of at least the number of players which constitutes a full 'team'.
 - OR (b) **Any other situation**, of which 21 days advance notice has been given, which prevents the team from fielding the minimum number of players as shown in (a).

Each Team can only request a maximum of TWO fixture breaks per season and only one of these can be for "Any reason".

It is therefore the responsibility of Club Secretaries and Team Managers to ascertain the dates of any tours or school trips well in advance.

Illness of players has historically not been a valid reason for a game to be postponed. During the Covid 19 epidemic we introduced a fixture let system. However this has since been withdrawn.

Fixtures:- Arranging a Fixture on the website

Who casts (allocates) fixtures for my team?

As mentioned, the League has various Fixture Secretaries covering different age groups.

The Fixture Secretary for your age group can be contacted by email message - You can see the name of your Fixture Secretary on the website - from the League Homepage, click 'League' then under the sub heading of 'People' click on Fixture & Results Secretaries. These details are and in the League Handbook (issued next week).

How do I view my fixtures on the website?

By now we would normally have published many more fixtures but the frenetic nature of new applications and withdrawals in late August and early September have caused serious delays. It would be a waste of everybody's time to publish them, only to change them two or three times.

Arranging a Fixture on the website

When will fixtures be cast throughout the season?

For some age groups fixtures for several weeks ahead are published on the League's website and any changes are normally shown on the website by the preceding Sunday.

However, the fixture list must be regarded as a guide only.

Disruption may be caused by County Cup games, League Cup games, weather and other factors.

Please do not assume that you do not have a game. If you are in any doubt always check with the website or your Fixture Secretary.

Do not assume that if you have a 'bye' or are eliminated from Cup, Shield or Trophy that you not have a game.

What is the latest a fixture can be cast for the following Sunday?

You are given 5 clear days notice of a match for the following Sunday (unless otherwise mutually agreed) so matches can be cast up to midnight on the preceding Monday. Ensure that you check the website.

Arranging a Fixture on the website

What kick off times are acceptable?

For all Development, League, Cup, Shield or Trophy games, **the Home team is to decide** the actual kick off time, subject to being **no earlier than 10.00 am.** and **no later than 3.30 pm** when **British Summer Time** applies, unless mutually agreed.

When Greenwich Mean Time applies (winter months) the latest time for kick off shall be: **(i) Pitches without floodlights: 2.30 pm.** for League games and **2.00 pm.** for Cup, Shield and Trophy matches and also for 'Double Headers'. Clubs are to avoid arranging cup games at older ages (i.e. with longer duration) at the end of their Sunday schedules.

(ii) Pitches with floodlights: 3.30 pm

After the Tuesday notification deadline, a previously notified kick off time can only be changed from 'AM' to 'PM' (or vice versa) by mutual agreement.

Where it is acceptable to both teams, matches may kick off earlier than 10.00 am.

Arranging a Fixture on the website

What kick off times are acceptable?

For all Development, League, Cup, Shield or Trophy games, the **Home team is to decide** the actual kick off time.

(a) Unless mutually agreed, the kick off time should be **no earlier** than 10.00 a.m. except where the following clause (b) applies.

(b) For Clubs with **three or more Home games** which need to be played on a specific pitch, the earliest kick off time shall be 09.30 a.m.

A Club needing to opt for a 9.30 am start, is required to allocate the 9.30 kick off to that team (from the three or more Away teams) which is considered to be 'local' and, of the three, the team based nearest to the Ground in question. Any reasonable 9.30am requests must not be refused out of hand.

Where it is acceptable to both teams, matches may kick off earlier than 10.00 am.

Arranging a Fixture on the website

What kick off times are acceptable?

(c) When **British Summer Time** applies the latest kick off shall be no later than **3.00 pm**, unless mutually agreed.

(d) When **Greenwich Mean Time** applies (winter months) the latest time for kick off shall be:

(i) **Pitches without floodlights:** 2.00 pm. for League games and 1.30 pm. for Cup, Shield and Trophy matches and also for 'Double Headers'.

(ii) **Pitches with floodlights:** 3.00 pm

(e) After the Tuesday notification deadline, a previously notified kick off time can only be changed from 'AM' to 'PM' (or vice versa) by mutual agreement.

Fixtures and Results

Arranging a Fixture on the website

How do we communicate details of fixtures to the opposition?

The Home Club must, on or before the Tuesday before the match, confirm to the to the Away team Match Contact and to any League appointed referee, full particulars of the **location** of and access to the ground, **kick-off time** and **team colours**. Once the match details have been confirmed by the Home team the system automatically inserts both sets of team contact details (Club fixture Secretary and team manager, KO and venue. If there is no Match Contact you must contact the opposition Club Secretary.

The Match **Notification** has a confirmation facility for the away team to acknowledge the match detail's. If you have not received the confirmation from the away team. **You should not assume that the opposition has received the relevant information** it is best practice and **STRONGLY RECOMMENDED** that you speak with the opposition by telephone to confirm that they have all the details they need to fulfil the fixture. It is hugely disappointing for all involved if teams do not turn up to matches so do not give the opposition any excuse to claim that they did not know the details!!



PRE-MATCH PROCEDURES

PRE MATCH PROCEDURES Extracts from Tandridge League Rules

20. (J) (i) **Only players who have been properly registered by the Competition may take part in Competition Matches.** Such registration is evidenced by the issue of a certified League Identification (ID) Card to each eligible player.

(ii) **Every Player must have and be able to show their League Registration (ID) card at every game in which they intend to play.** In the event that a player does not have a valid ID card at the game, then that player is not eligible to play and must not participate in that match unless they have the prior written permission of the Management Committee. (explained in rule 20 K (ii)).

(iii) **At all age groups a matchcard must be completed by both teams for every match played under the jurisdiction of this League.** An e-match card submitted via the the matchday App should be used unless here is a good reason to use the 'emergency match-card procedure.

20. (J) (iv) Prior to the commencement of each Competition Match, teams must complete the match-card procedure as set out in Rule 21 and as explained in the Guidelines published on the League Website.

After the match, teams must add to the e-matchcard or the to their emergency match-card the final score and any other information as required in Rule 21.A. Having fully completed the e-match-card (or having signed the emergency card and added the referees name) teams must then submit the e-matchcard to the competition (or email the emergency matchcard to the match-card Secretary).

20 (K) (i) Prior to the commencement of every match but after they have changed into their playing strip, each individual player must present their I.D. card to the opposition manager for verification of identity. Although teams may adopt their own procedures for allowing the cards to be viewed by the opposition manager, it will be sufficient for each player to hold their own card at arm's length and for the card to be viewed from the recommended safe distance. The I.D. cards should be presented separately by each player

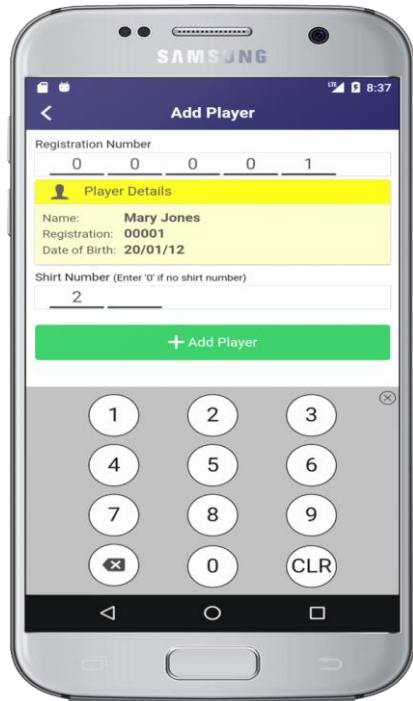
A team arriving to play without being in possession of their ID cards is unable to play a qualifying competition match unless they have the prior written permission of the Management Committee. *(Subject to an investigation by the Committee, any game that is played may be deemed to have been a friendly and the originally cast league fixture, may be awarded).*



MATCHCARDS

MATCH CARDS

- An e-matchcard (or an emergency matchcard) must be completed by your team for every match you play **in the League**.
- Usually this will be an 'electronic' matchcard which is completed and submitted via the **TANDRIDGE APP**



Insert
Opposition
Numbers
BEFORE
Kick Off

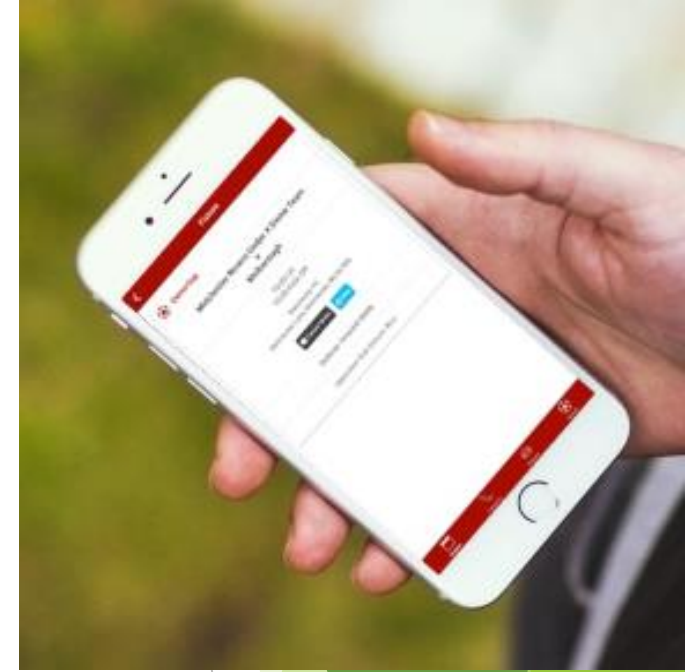
- Emergency Match-cards can be downloaded from the website via “League” then under the sub heading of **Procedures** select “Emergency Match Card”
- Every team should download an Emergency Match Card and have it available in their kit bag for use in an emergency.

Tandridge App Setup

- Go to your phone's App Store
- **Find and install the Tandridge App**
- Ask your club secretary or club fixture secretary to **email you with your registration code.**
- **Run the App and from the "My Teams" page, click the white 'plus' at the top**
- Enter your email address, select your club, enter your registration code you got via email and select your team.
Click the green "Add" button

If you are the manager, or assistant manager, of more than one team, you will need a code for each team to register it on the App
The registration code is unique to you **and the team.**

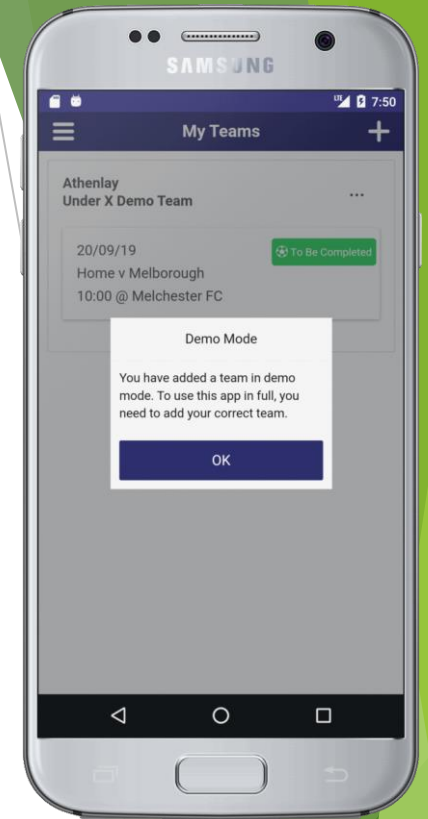
NB:- DO NOT submit a Tandridge Matchcard for County Cup games.



Tandridge App Demo Mode

- To allow you to have a play with the App before the season starts, you can add a team in “demo mode”.
- To do this, run the App and from the “My Teams” page, click the white ‘plus’ at the top.
- Enter anything for the email address (this will be completely ignored) and pick any club and team (again, these are ignored).
- **For the registration code enter “demodemo”.**

This will now give you a fictitious team to have a play with. A series of prompts will show as you move through the app (these won't appear when you use the App for real) and you can go through the whole process including submitting the matchcard for the fake fixture.

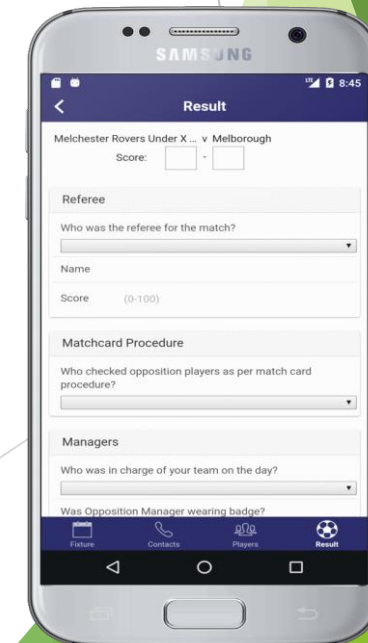
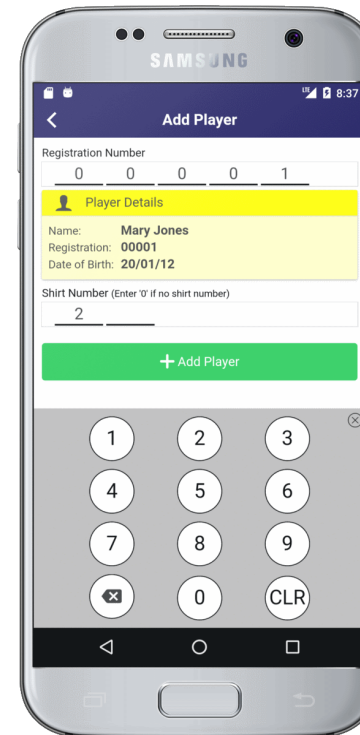
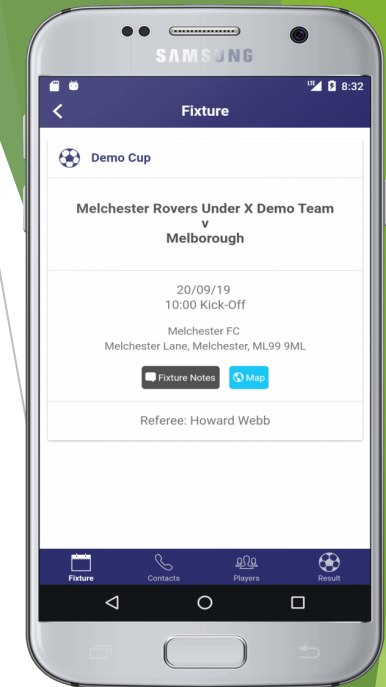


Tandridge App More Information

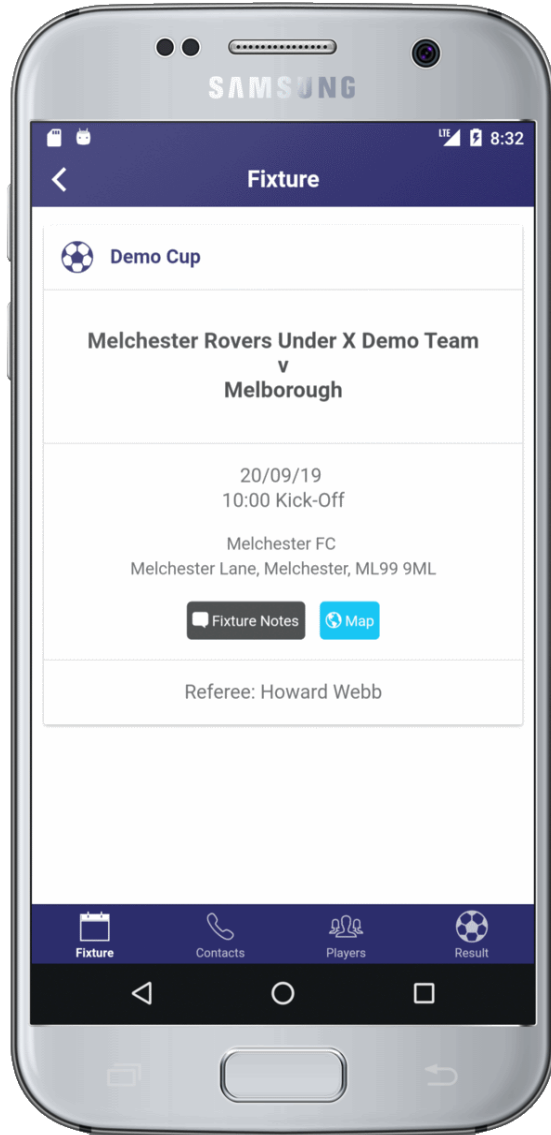
- From the Website Home Page: [Go to > Help > Website Guides](#)



- The App Guide will explain these topics:
- [Viewing Match Details](#)
- [Entering Players](#)
- [Entering Results](#)
- [Submitting the Result and Matchcard](#)
- [Settings - add regular helpers names](#)

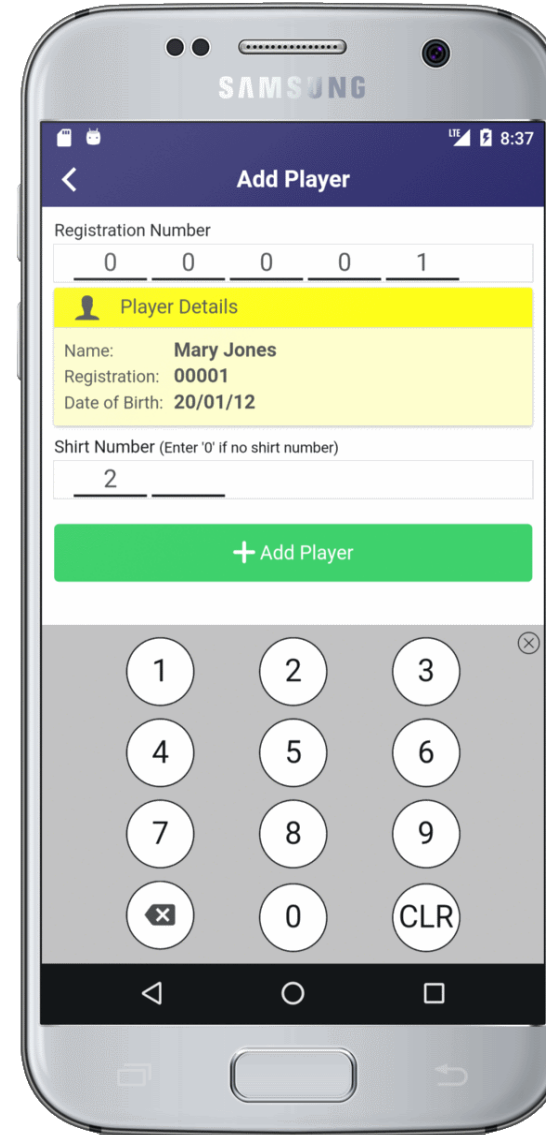


Viewing Match Details



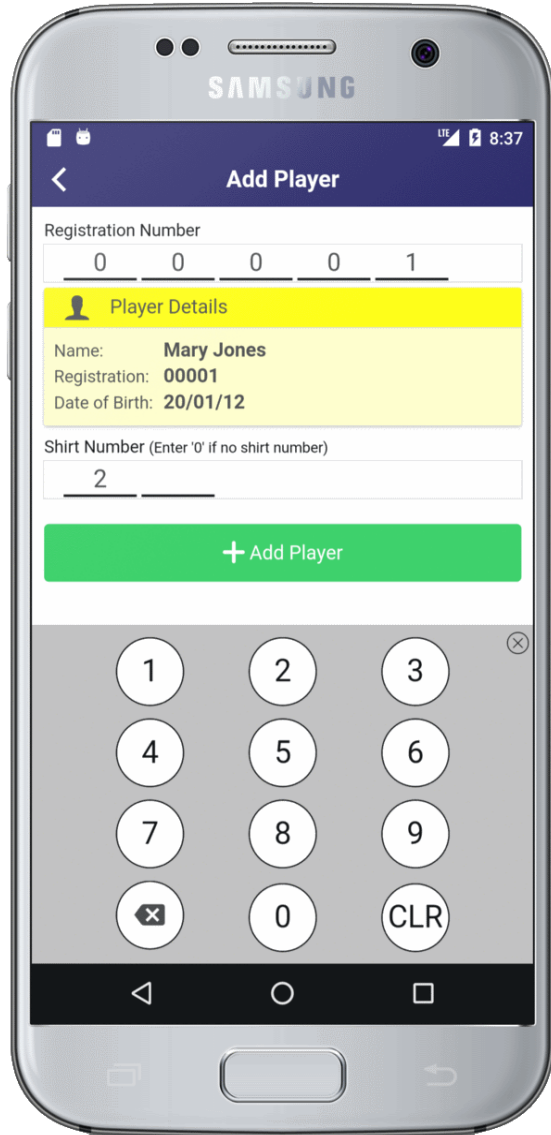
The App will show your fixtures the day before the game. The details needed to complete the matchcard have been downloaded to your phone and **you do not need to be online at the match itself.**

Entering Player NUMBERS



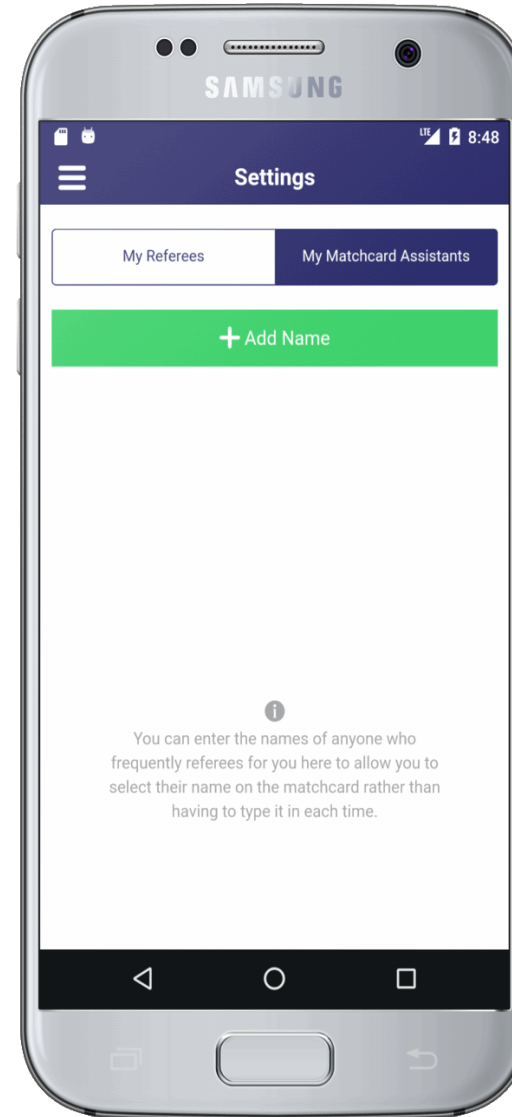
Tap the green “Add Player” button to get started. Enter the Registration Number. Assuming the number is valid, the player’s name and date of birth are displayed and you should double-check this against the registration card. Then enter their shirt number and tap the green “Add Player” button at the bottom.

Entering Player NUMBERS



As per League rules, this needs to be done **immediately before kick-off**. If the players are not added shortly before Kick Off, the match could subsequently be declared Void. (Data input is recorded)

SETTINGS



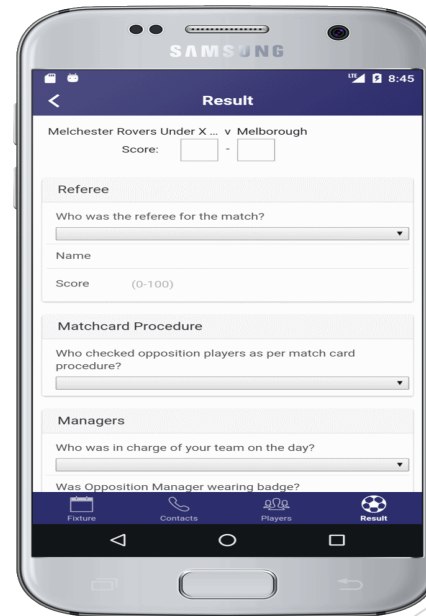
The “Settings” page lets you enter the name of anyone who either regularly referees for you, or who regularly helps with checking the opposition players registrations. Once entered on this page, their name will appear in the list every matchcard to save being typed in each time.



RESULTS

Preferably and usually
by submitting the completed APP

But, failing which, by adding a
result directly to the website.



Add
SCORE
and other
details
AFTER
the
match

(Fixtures &) Results: Reporting a Result to the website

How do I report results?

Both teams must report the result of the match

(i) Preferably, through the APP match-card - when the completed APP is submitted the result is automatically recorded in the website.

The screenshot shows a Samsung smartphone displaying a web form titled "Result". The form is for a match between "Melchester Rovers Under X ..." and "Melborough". The form includes the following sections and fields:

- Score:** Two input boxes separated by a hyphen.
- Referee:** A section with the question "Who was the referee for the match?" and a dropdown menu.
- Name:** A section with a label "Name" and a "Score (0-100)" field.
- Matchcard Procedure:** A section with the question "Who checked opposition players as per match card procedure?" and a dropdown menu.
- Managers:** A section with the question "Who was in charge of your team on the day?" and a dropdown menu.
- Was Opposition Manager wearing badge?:** A section with a question and a dropdown menu.

The bottom of the screen shows a navigation bar with icons for "Fixture", "Contacts", "Players", and "Result".

After the game, return to the App and go to the “Result” tab for the fixture. You need to complete all the requested fields such as: The score. Referee Name & Mark Sportsmanship Marks for the Opposition Players, Officials and Supporters. When done, click the “Send Matchcard” button at the bottom..

(Fixtures &) Results: Reporting a Result to the website

How do I report results?

(ii) If the APP has not been submitted, then by logging in to the League's website. The scores of each match are to be entered on the appropriate match page of the website. Any unplayed match for what ever reason has to be reported through the website on the day of the match.

NB - If the result of a played game is reported on the Website, the APP Matchcard (or an 'emergency' paper matchcard) must still be submitted (because it provides more details than just the score).

(Fixtures &) Results: Reporting a Result to the website

Is there a deadline for reporting results?

The completed APP (including the result) should be submitted as soon after the match as possible. If the APP cannot be used then the result can be added to the website at any time after the game has ended.

But, in any event, all results (by APP or by entering on the website) MUST be added to the website no later than 6.00 p.m. on the Sunday of the match.

What if I miss the deadline for reporting results?

The League website records the times that changes are made or data submitted and you are very likely to receive a fine. The Fixture Secretary will publish the result, if known, and you will then not have access to the fixture to change details.

Results - Reporting a Result on the website

When will results be published?

When both home and away teams submit scores and if they 'match' the results are automatically published and division tables updated. If there is only one result submitted, the Fixture Secretary will usually accept that score and publish it sometime after 6.00 p.m.

What if the teams do not agree the final score as showing on the website?

The result may temporarily be published and your Fixture Secretary will contact you for confirmation of scores. If there is still a disagreement the referee's decision is final.

What other information do I need to provide when reporting results?

In addition to the scores, teams must also enter the name of the referee, a mark for the referee and the Sportsmanship marks of the opposition as required.

What do I have to do for County Cup results?

All Tandridge League teams irrespective of whether their opponents were from this or from another League **MUST report their County Cup result on the website.**

Results - Reporting a Non Result on the website

What if we can't field a team because we haven't got enough players?

Any team unable to fulfil a fixture must, without delay, give notice to the Fixtures Secretary, the League Referee Secretary, the opposition Match Contact and any appointed referee. Such notification to the League Fixture Secretary is required immediately the decision is known since it may have an impact on the following week's fixtures. If a game is cancelled at short notice, both clubs must report the postponement using the drop down menu under the 'Notification of Unplayed Match' option on the Match Detail page of the League website.

Where the postponement is due to an unplayable pitch or because a team does not have enough players, it will normally be sufficient for Clubs to simply report the reason using the website option alone. In contested cases where one team does not have enough players, the League's decision regarding the outcome of the game will be notified as a result on the League website.

What if our pitch is unplayable (waterlogged, frozen or snow covered) or becomes unavailable?

See above - which explains how to report this. Tell 'everyone' without delay.



REFEREES

Referees

- ❖ **Mini-Soccer** - the referees are considered to be 'game leaders'
Any person who referees a game of Development Football has the authority to apply the Laws of Mini-Soccer. The referee should always help the players to learn the game by explaining their decisions.
- ❖ The Laws of the game should be a guide for the referee in Mini-Soccer **with the spirit of the Laws being more important than the letters of the law.** Appreciation of the needs of the child is essential.
- ❖ **9v9 and 11v11 games Unless there is an officially appointed Referee, the Clubs shall agree upon a referee. An individual thus agreed upon shall, for that game, have the full powers, status and authority of a registered referee.**
- ❖ **Minimum age to act as referee is 14.** Referees between the ages of 14 and 16 are only eligible to officiate in games where the Players' age band is at least one year younger than the age of the Referee, for example, a 15 year old Referee may only officiate in competitions where the age banding is 14 or younger.

Referees

Where you have volunteer, parent or unqualified referees, they can brush up their knowledge of the Laws of the Game, with this free IFAB APP.

ALL THE LAWS OF FOOTBALL – NOW AVAILABLE IN ONE APP

WITH THE **OFFICIAL APP OF THE IFAB**, YOU CAN ALWAYS ACCESS THE LAWS OF THE GAME WHEREVER YOU ARE - **ONLINE AND OFFLINE!**



Referees: Procedures are described in **Rule 23.B** (see Handbook issued next week)

- ❖ **The Home team should supply a referee**, preferably qualified and currently registered, but if unable to do so the Away team must be invited to supply one. Both teams must provide a Club Linesman for 9v9 and 11v11 games.
- ❖ **If the Away team has an available qualified referee** he will take precedence over a Home team referee who is not qualified and likewise an available and currently registered referee will take precedence over a non-registered referee.
- ❖ The appointed referee shall have **power to decide as to the fitness of the Ground** in all matches and that decision shall be final, subject to the determination of the Local Authority or the owners of a Ground, which must be accepted.
- ❖ **All Age Groups** – After every match, a **Mark must be given to the Referee**. The Referee's Name and Mark is added to the APP as part of the Result Notification process.
- ❖ **Marks are given out of 100** – **See the Guide to marking in the Handbook**.
- ❖ **Where a total mark of 60 or less** is awarded. an explanation must be sent to the League on form **TAN 8** within seven days of the game. If a referee is consistently given low marks, his Club (if any) will be notified and could result in the league asking for him/her to be withdrawn from the role pending further training or attending a referee course.



FINANCE & FINES

Finance and Fines



❖ **All Clubs** are required to lodge a 'goodwill' **Bond** with the League within 14 days of being elected as Members. (£75)

❖ **New Clubs** who are joining this year, will be sent an Invoice for their Bond later this month.



- ❖ **ALL Teams** are required to pay an **Entry Fee** by 31st August. The fees include entry to TYL Cup competitions.
- ❖ 94% of fees had been paid by the weekend.
Late payment may now be applied.

Finance and **Fines**



❖ **Fines** are an integral part of all football administration from the Football Association, down through County Associations to Leagues. Some Counties and Leagues often accrue half their annual income from fines.

❖ **League Fines** are an unpopular but vital tool in the League's efforts to ensure that the League can operate efficiently and that League Officers and Club Officials are not spending and wasting considerable time chasing or waiting for information.

- ❖ **Every fine imposed is because a simple task has not been performed by a Team Manager or by a Club Secretary** – with the consequent inconvenience to either another Club or a League Officer.
- ❖ **For Example:** *With hundreds of teams and therefore hundreds of people involved each week, when it comes to arranging fixtures and reporting results, we all need everyone to ‘do what they should do’ – ‘when it should be done!’*

It is hugely frustrating (or worse) when you are left hanging on until close to the weekend to hear from your opposition or to know what time you are kicking off.
- ❖ **Or**, if you are a Fixture Secretary, left waiting until late into the evening for a Cup result to be added to the website, then you have been seriously inconvenienced.
- ❖ **Or**, if you fail to send in your APP Matchcard (or complete it properly) - and it's later needed to resolve a query – then your failure justifies the fine.

- ❖ **Tandridge League Fines**, once collected, form part of league funds and amongst other things are used to keep our subscriptions as low as possible.
- ❖ **So, fines are a method of encouraging us all to ‘do what we should do’** and once a fine has been levied, it is hoped that the error will not be repeated. Sadly this is not always the case.
- ❖ **Once issued, ALL fines must be paid within 14 days.** If not they are liable to be **doubled** - and if still ignored, **fixtures can be withheld** not only from the offending team but from the whole club.
- ❖ **Fines** are issued to Club Secretaries via email with the invoice attached. The email explains what to do if you have a query about the fine. **See also Fines Tariff in the Handbook.**



Next Clubs Meeting – for ALL Member Clubs

**Monday September 11th at 8.30 pm
Venue HSBC Sports & Social Club,
Lennard Road, Beckenham, BR3
1QW**



When and where to collect your Handbooks if applicable

**Monday 11th September 8pm at the
League Clubs Meeting**

That concludes the main part of this pre-season briefing BUT we are aware that a good number of teams may have experienced problems with getting their players registered.

So, for everyone who would benefit from more information, or a refresher about the procedures for registering players, please stay on-line for the next and final part of this session.

If you are leaving us now - then “thanks you for tuning in - and we all wish you the very best of luck for the season ahead”.



PLAYER REGISTRATION REQUIREMENTS

REGISTRATION OF PLAYERS

REGISTRATION (ID) CARDS

The League requires TWO fully completed cards for each player. (Both cards are the same, so require the same detail to be completed and both should be sent into the League. One will be retained, and one will be laminated and returned to you.

PHOTOS

The League requires 2 copies of identical photos, which must be current and up to date. Photos must be similar to Passport requirements with the face or head not obscured in any way. Players should not provide photos where they are wearing hats, hoods, sunglasses or scarves where the face is obscured. **The two photos should be glued to the Registration Cards.**

PLAYER FAN

The player FAN should be written in the space provided.

SIGNATURES

Underneath where the player FAN is written on the back of both cards an official of the Club or the Team needs to provide a **signature** confirming that the Rules regarding Registration have been complied with.

REGISTRATION OF PLAYERS

Every player need to be registered on the FA Player Registration System (PRS), players details are only entered once but Clubs have to assign teams to players each season. This is a Club process with the League only involved in accepting the player to the League.

Players who are new to the League this season

For every 'new' player clubs need to complete two Tandridge League Player Registration Cards with the following details;

- *Players name.

- *Team name.

- *Players FAN Number

- *A current identical passport style photo, full frontal head and shoulders, no hats or sunglasses attached to both cards.

- *A photo-copy of birth certificate or passport.

Players who were registered to a different team in this League last season

As a currently register player just two completed registration cards with the team last season noted in the bottom righthand corner of the card

REGISTRATION OF PLAYERS

Submission Procedure:

The following must be sent by post to the appropriate Registration Secretary

- ❑ The two fully completed, signed and counter-signed, Blue Registration Cards, each with a photograph attached.
- ❑ The previous season's laminated I.D. card for all players who were registered in the Competition for the previous season.
- ❑ A sturdy (fit for purpose) 'Stamped Addressed Envelope' (for the return of the laminated I.D. cards). The correct postage, adequate for the number of cards to be returned, must be affixed to the envelope.
NB – beware the thickness of your envelope – (the 'depth' as it's called by the Post Office. Even a light envelope needs a 'large stamp' if it's more than 5 mm deep). See next slide.
- ❑ **Evidence of the player's age** – For new players to the league typically a copy of a Birth Certificate or a copy of a Passport - **unless they were registered for a team last season.**

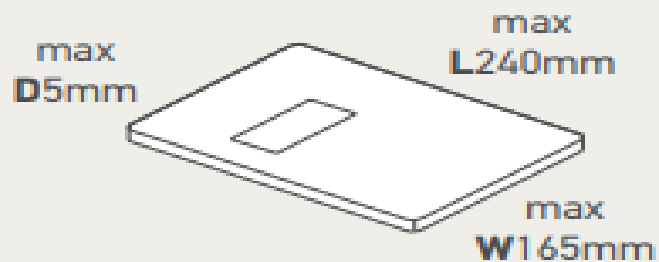
UK Standard

Our Standard services offer a range of reliable delivery options for your non-valuable items.

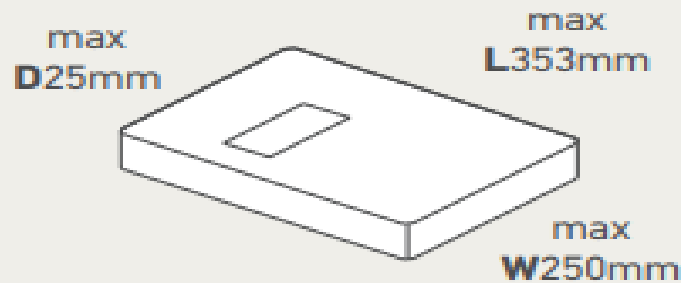
		1st Class	2nd Class
Format	Weight up to and including	Price	Price
Letter	100g	95p	68p
Large Letter	100g	£1.45	£1.05
	250g	£2.05	£1.65
	500g	£2.65	£2.15
	750g	£3.30	£2.70
Small Parcel	2kg	£4.45	£3.35
Medium Parcel	2kg	£6.95	£5.35
	10kg	£7.95	£6.95
	20kg	£12.95	£10.45

All prices in the above table are exempt from VAT.

Letter up to 100g



Large Letter up to 750g





THE END