

GLOUCESTERSHIRE COUNTY FOOTBALL LEAGUE

CLUB INFORMATION BOOKLET



INTRODUCTION

This is a quick guide to the key information and admin processes of the Gloucestershire County League and should be read in conjunction with the League Handbook which details the rules and regulations. In the event of differences, the handbook takes precedence.

All forms and an electronic copy of the handbook can be found on the [League Website](#), in the [Downloads](#) section.

LEAGUE ADMINISTRATION

General

Make sure you read the handbook and if you are not sure of something ask the relevant league officer(s) or the League Secretary.

Preseason

- Provide Ground availability to the Fixtures Secretary on request.
- Affiliate with a Sanctioning Authority so that it shows on the Club Portal by **31st July** and provide requested handbook details to the League Secretary when requested.
- Ensure the club is England Football Accredited.
- Register Club Colours with the League Secretary by **30th June**, remember black/very dark kits are not allowed by the FA.
- Provide or update images and details for the [Clubs](#) page on the league website as requested by the Registrations Secretary (Web Admin). To include
 - Club Badge image
 - Kit Images for Home and Away clearly showing Club Sponsors logos. Ideally Front and Back.
 - Team Photo.
 - Club History (As a document)
 - Player Profiles (As a document)

In season Administration

- Notify the League Secretary if you change your playing colours during the season.
- Notify the League Secretary if any of the club details in the handbook change.
- Provide updated images and details for the [Clubs](#) page on the league website to the

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Registrations Secretary if they change.

Player Registration

- Clubs must register 11 players 7 days before the season start date, as advised at AGM.
- Players must be signed on in the Player Registration System the day before the match. With the following exceptions
 - 2 Players may be signed on the day up to 4 hours before the game.
 - An additional 2 players may be signed on the day on a paper form, witnessed by the opposition with a scan of the witnessed form sent to the registrations secretary and the registration complete in the Player Registration System within 2 days. ([On day form.](#))
- The registrations secretary will send a list of all registered players as a receipt – usually the day after a player is signed. For on the day signings an initial e-mail confirmation will be sent.
- Last day for Signing Players is 31st March.
- The Registration Rules for the League Cup include a requirement to sign on 7 days before the original date of the fixture. There are additional requirements for later rounds and different rules for higher level players to the League so please read the rules in the handbook carefully to ensure that players are eligible to play.

Transfers

- All Transfers must be requested via the Player Registration System, after meeting the Notice Requirements in FA Rule C.
- Once the Registration Secretary receives the request it will be processed in the player registration system.
- The club the player is being transferred from will have 3 days to object to a transfer, as a back up to the notification in the system the Registration Secretary will email the club secretary to advise of the opportunity to object and set a deadline for the objection. The transfer will be processed when the deadline has passed on a positive no objection message is received.
- The only exception to this will be where the two clubs have included the registration secretary in an e-mail chain that clearly shows that the two Club Secretaries have agreed that the transfer can go ahead, when it will be processed immediately.
- In the event of an objection the management committee will decide whether the transfer is valid.

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Pre-Match Administration

- Home side to notify opponents and officials 5 clear days prior to the game with required details of ground, hospitality, kit, footwear restrictions (4G) and programme details.
- Ensure there is no kit clash, AWAY side to change. Note if the referee decides there is a clash once at the match the HOME side must change.
- Away side if you won't be able to stay for hospitality let the opposition know.
- Home side must produce a Programme for all fixtures (except games rearranged to a midweek date in Apr/May). The contents must satisfy the additional requirements in the handbook. This programme can be physical or electronic.
- If producing an electronic programme send a copy or a link to the match official(s), away club and League Secretary. If you want the league to display the programme on the league website, also send a link or a copy of the programme to the Registrations Secretary the **day** before the game.
- Match Administration
- Home side if producing a physical programme, place 3 copies in the visitors dressing room and 1 per official in the officials dressing room.
- Away side if you don't want the programme, let the home side know and return it them don't just throw copies in the bin.
- Home side ask the referee and any appointed assistants whether they want their fee paid immediately before or immediately after the game, ensure that the fee is paid as agreed.
- Exchange the official team sheets with the opposition and Match Referee **30 minutes** before the scheduled start of the game.
- Home side text the result to the Registration Secretary on the number listed in the paper handbook within **30 minutes** of the game finishing or immediately after for midweek games. Include goal scorers for both sides and the attendance.

Post Match Administration

- The home club must produce a written match report for all Saturday games and email it to the League Secretary by 10 AM the following day.
- Complete a match report form including the referee's performance and Away Report (away side only) and send to the League Secretary, Registration Secretary and Referee Appointments Officer via email within 4 days. Email addresses can be found on the form on the league website ([Match Report Form](#))
- If producing a physical programme keep a copy to pass to the League Secretary at the next League meeting.

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Hospitality

All Clubs are expected to supply hospitality at every home game - drinks for players and match officials at halftime and after match hospitality in the form of food for players and match officials.

The Club should also supply hospitality for spectators to purchase during the game in the form of hot or cold drinks and snacks.

Finances

All Fees (other than for Equipment) and Fines are described in the relevant tariffs within the handbook

The Treasurer will issue invoices for fees twice a year in November and after the AGM. Please ensure that these invoices are settled by the date specified.

The League Secretary will issue invoices for fines as they arise. Please ensure that these invoices are settled within **14** days of being issued.

Equipment

Clubs must purchase 10 footballs from the League each season. These balls must be used at all League and League Cup Fixtures.

The League will provide each club with a substitutes board on entry to the competition. The home club must have this available at games to use for all substitutions