

Norfolk League Management Committee

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EMPRESA



Newsletter for October '17

1. **Photography:** Clubs are responsible for ensuring the welfare and safety of players. Permission **MUST** be given to photographers by the team Captains before any pictures can be taken.
2. **Team sheets:**
 - ✓ Please.... Always use the correct team sheet. You can find it on the website
 - ✓ Please.... Use black ink or black pen especially if you are sending your copy electronically.
 - ✓ Electronically sent team sheets may be sent as early as possible. You do not have to wait till Wednesday.
 - ✓ Please.... Full names must be written on the team sheet and should correspond with the name submitted each week and on the starring list.
 - ✓ Doubling up **MUST** be shown on the team sheet. For each doubled up player, write which team the player has been selected for next to the letter D and then an arrow to show if she is playing up or down as a doubled-up player.
i.e. D3 or D4
3. **Umpires**
 - ✓ **MUST** record their reasons why ALL cards are issued.
 - ✓ **MUST** print their name so that they can be checked against the Umpire's list.
4. **Starring:**
 - ✓ Where a player is starred, they **MUST** be able to **fulfil 60% of the games**. Now that the teams are settled, this will be monitored by the Division Secretaries and penalties may be issued where the Club does not comply with the rule. If any starred player is unable to fulfil this requirement, i.e. through injury, the Club should contact the Division Secretary immediately.
5. **Proper protective clothing **MUST** be worn.:**
 - ✓ If a goalkeeper leaves the game before the end of the match, a helmet must be made available to the team.
 - ✓ Shin pads must be worn by ALL players. (rule 15.10 includes a £10 penalty to the Club)
6. **Kit:**
 - ✓ All teams **MUST** wear their agreed kit. It must be uniform, and each shirt must have a number.... Including the goalkeeper.
 - ✓ For away games, please check on the website the colour of your opponent's kit. It is the responsibility of the away team to change the colour of their kit.
7. **Pitch Side Safety:**
 - ✓ It is the responsibility of the home team Captain to ensure all spectators are away from the team bench and that they remain in the spectator area. No spectator should sit with the team. Only three officials are permitted on the bench with the team.
8. **Fixtures:**
 - ✓ It is advisable for fixture secretaries to contact their opponents at the start of the week to ensure the following: -
the start time has not changed, refreshments are required, umpires are available, there are no road closures etc.
9. **Umpires 2:**
 - ✓ Clubs are advised **NOT TO ASSUME** the home team will be able to provide two umpires.
 - ✓ **The agreed rate for umpires is £15 per game**. You should not be asked for more than this amount. If you are, please write it on the back of the team sheet along with the name of the umpire.