

# North Bucks and District Football League

## Notes for New Secretaries and Secretaries of New Clubs

### Fines

- 2.4 Club Details Forms to be In within 21 days of the AGM;
- 4.5 All Communications to the General Secretary;  
No Communications after 9pm;  
Always Confirm in Writing - E-Mail is the formal method of communication;

#### Communication Channels

Finance	Brenda Sprules	<a href="mailto:treasurer@nbdfl.co.uk">treasurer@nbdfl.co.uk</a>
Fixtures	Brenda Sprules	<a href="mailto:fixtures@nbdfl.co.uk">fixtures@nbdfl.co.uk</a>
Referees	John Hedge	<a href="mailto:referees@nbdfl.co.uk">referees@nbdfl.co.uk</a>
Registrations	Nick Aldren	<a href="mailto:registrations@nbdfl.co.uk">registrations@nbdfl.co.uk</a>

All Other Business to the General Secretary [secretary@nbdfl.co.uk](mailto:secretary@nbdfl.co.uk)

- 5.9 All Fines to be Paid Directly to the League Treasurer within 21 days of Receipt of Notification  
Notification of fines is via E-Mail in the form of a fines sheet, issued directly, confirmed via the League Management Committee Meeting Minutes;

Charges are required to be raised for the majority of fines, this is in the way of a charge sheet, issued by E-Mail. You are required to respond to the League Secretary within 7 days confirming one of the following:

- (i) Accept the Charge;
- (ii) Accept the Charge and Submit a Case of Mitigation;
- (iii) Deny the Charge;
- (iv) Request to attend in person and put their case before the Management Committee;

- 5.10 League Management Meeting Dates are Contained on the Back Page of the Rule Book; if you have not received your minutes within 10 days contact the General Secretary;
- 20 (B) If you break any League Rule on more than 3 Occasions; each additional breach of that same rule will incur an additional £ 10.00
- 6.4 All Clubs Must Attend the AGM - £25.00 Fine;

### Registrations

- 8.2a Each Club Must Have Registered 12 Players, by 7<sup>th</sup> August of each Season. £20.00 Fine.
- 8.3 Registrations must be received by the League Registration Secretary 3 Clear Days prior to Playing.  
Up to 3 Players May be Signed on Prior to Kick Off - These Forms must be countersigned by an Official of the opposing Club and sent in with the result sheet. Result sheet to clearly note that this was completed on the day.
- 8.3 No registrations are permitted after 1<sup>st</sup> March of each Season except by special permission of the League Management Committee - This request must be in writing.
- 8.6 No more than 3 - 1<sup>st</sup> team players (i.e. more than 50% of the games with the 1<sup>st</sup> team) can play in a reserve side.
- 8.7 Players who have played in a higher league (i.e. South Midlands, United Counties) cannot play in the North Bucks League Division 2.
- 8.11b If you play an unregistered player you are liable to a fine of £25.00 and the docking of any points gained during the game in which the player played.
- 8.13 All transfers to be completed on the league transfer form and filed with the League Registration Secretary accompanied by a £5.00 fee. This is the only time that money does not go directly to the Treasurer.

- 8.16 All clubs must keep a record of all players signed on with the club and the number of games they have played for each respective team.

Registration Spot-Checks take place throughout the season by Members of the League Management Committee - these are usually prior to Kick-Off, but may be at Half-Time.

### Team Colours

- 9.3 No Black Kits.
- 9.4 In the event of a clash, the home team is to change.
- 9.8 All shirts for starting players must be numbered 1 - 11 - £5.00 Fine.

Any change of kit colours must be requested in writing to the League Management Committee.

### Fixtures

Fixtures are issued by E-Mail at or around the time of each Management Committee Meeting date, and cover 4 - 5 weeks at a time.

If you require a week off, please give the Fixtures Secretary as much notice as possible (preferably 4 - 5 weeks).

All Clubs are to notify the League's Fixtures Secretary of any County Cup appointments 10 clear days prior to the fixture. This allows for amendments to the fixture programme to take place to maximise football for all.

### Matches

- 10.7 Premier Division; All Pitches to be Completely Roped In.  
No Creosote is to be Used - £5.00 Fine.
- 10.9 Kick offs:           August to October Inclusive       3pm  
                              November to February Inclusive   2pm  
                              March to May Inclusive               3pm
- 10.10 Late Kick Off - £5.00 Fine
- 10.11 2 Balls fit for Match Use Must be Provided by the Home Club.  
Goals must have nets.
- 10.14 Matches off through Weather       Referee's to Inspect (Local if Possible)
- |  |                              |              |
|--|------------------------------|--------------|
| Cancellation of matches must be reported to: | The Opposition               | £ 10.00 Fine |
|  | Appointed Referee            | £ 10.00 Fine |
|  | Referees Secretary           | £ 10.00 Fine |
|  | Fixtures Secretary           | £ 10.00 Fine |
|  | General Secretary in Writing | £ 10.00 Fine |
- 10.15 Home Clubs must give notice of forthcoming fixtures (5 days prior to matches) to the opposing clubs and to the Appointed Referee either in writing or by telephone. £ 10.00 Fine.
- 10.18 11 Players to Start all Matches £ 5.00 Fine Per Player Short.
- 10.19 Failure to Keep an Engagement £ 50.00 Fine
- Clubs are to play all matches at their designated ground detailed in the handbook - permission is required if Clubs need to play at an alternative ground - £20.00 Fine.
- 10.24 3 Subs from 5 Named Prior to Kick Off - Repeat Substitutions do not occur within the League - County Cups may be different - ensure to read County Cup Rules specific to your Club.
- 10.25 All Clubs must hand to Referee and Opposing Club Official a team sheet 15 minutes prior to kick off, numbers should correspond to shirt numbers. This form can be downloaded from the League's website ([www.nbdf.co.uk](http://www.nbdf.co.uk)) £ 5.00 Fine

- 10.25 Home Clubs to provide a liquid refreshment to Match Officials at either half-time or full time. £ 5.00 Fine.
- 13.4 If the Appointed Referee does not attend or there is no official appointed, clubs must mutually agree upon a referee for the match.
- 13.5 All Clubs to provide a Referee's Assistant. In the Premier and Intermediate Divisions this cannot be a substitute. £ 5 Fine.

The Home Club to pay the match official in the dressing room directly after the match.

Referee's Fees are £ 25.00 plus travelling at 25p per mile. Assistants (where appointed) are £ 15.00 plus travelling.

## Results

- 11.1 Results sheets to be completed and forwarded to the League Registration Secretary within 2 days of the match (i.e. Tuesday following a Saturday match) £ 10.00 Fine. These forms can be downloaded from the League Website ([www.nbdf.co.uk](http://www.nbdf.co.uk))

All Home Clubs must telephone the result into the League General Secretary within one and a half hours of the final whistle (i.e. by 6.15pm on a Saturday with a 3pm Kick Off) £ 20.00 Fine.

Referee's to be marked out of 100 in accordance with the FA guidelines. Any mark of 50 or below must be accompanied by a letter from the Club Chairman or Secretary or countersigned by them. £ 5.00 Fine.

## League Matters

- 14.1 Withdrawal of a club needs to be notified to the League by 28<sup>th</sup> February.  
Withdrawal of a team needs to be notified to the League by 30<sup>th</sup> April.  
Must not withdraw after the AGM - £ 50.00 Fine
- 15.6 Appeals to Fines to be sent to the League General Secretary within 14 days of receipt of Minutes including an appeal fee of £ 10.00, otherwise it will not be dealt with.
- 18.3 All League Trophies must be returned by 1<sup>st</sup> March in each season, fully cleaned and engraved. All Clubs must provide insurance for the League trophies whilst in their care. £ 25.00 Fine.

## Trophy Rules

- Rule 5 Players may only play for one Club in any League Competition.

For semi-final and final ties each club must submit in writing to the opposing club and to the League Registration Secretary a list of players from whom they intend playing the match. This list must be sent 10 days prior to the match.

For a semi-final or final each player must have played at least 5 games for that team during the season.

90 Minutes, extra time of 30 minutes played complete followed by penalties.

- Rule 7 All Cup matches start 30 minutes earlier than league matches.

## Other Notes

Attend to all correspondence, charges, fines and fees promptly for both the League and the County Football Association.

On field discipline (yellow & red cards and misconduct) is dealt with by your respective County Football Association, not the League - Please deal with this correspondence promptly as it can affect your Club by means of Suspension.

If you have any questions or are in doubt about anything contact the General Secretary who will be please to assist.