

Dear Secretary/Referee,

January 2019

In this run;

- **Fixtures/ Referees** – Any problems with fixtures please contact John Drinkwater on 0121 241 2781 or 07779 154757 or if any problems refereeing wise Mickey Parr on 01543 673019. Further contact details available via the handbook.
- **Website** – This season we are using The FA's Full Time website and have created a new and much more improved user friendly website. Follow the following address; <http://www.birminghamafa.co.uk>. All feedback welcome.
- **Matchbooks** – As we try to continue to remove avoidable costs please continue to use your match book from last season. Please advise if this causes your club a problem. **AFTER THE MATCH ALL FORMS NEED TO BE SEND DIRECT TO THE REGISTRATION SECRETARY – STEVE DURHAM**
- **Hand books/ Registration books (clubs and referees)** – An electronic copy of the handbook has been included in this fixture run and the updated book is also available on the Birmingham & District FL website and will be continually updated during the course of the season.
- **CAN I PLEASE ASK ALL CLUBS TO CONFIRM GROUND DETAILS, PLAYING COLOURS ETC TO BOTH YOUR OPPONENTS & REFEREE AS MOST WILL BE USING THE DETAILS FROM LAST SEASONS HANDBOOK FOR THE FIRST FEW WEEKS**
- **Reporting Results** – Please confirm result & scorers every Saturday **AS SOON AS POSSIBLE** after the game either by phone or text to Mike Dowling 0121 378 0732 or 07771 980522. **PLEASE LEAVE A MESSAGE – WHICH WILL BE PICKED UP AT 6PM**
- **Match Procedures - New Referees especially to note;**
 - Home club to confirm by Tuesday. Failure to do so by Wednesday please contact Mike Parr.
 - Match day. Arrive at ground no later than 30 minutes before kick off.
 - Match report to be given to you in dressing room before the start of the game, completed by both teams including the substitutes.
 - After game you are to fill in the score and record any sending off's or cautions in the appropriate boxes on the bottom of the form.
 - The home club to collect form and pay you in dressing room, normally within 15/20 minutes after the final whistle.
 - All misconduct to be reported to BCFA within 2 days.

Referee fees this season are £29 & £20 an assistant. Could I please remind clubs that the Match Form must be completed & handed to or placed in the referee's room BEFORE the match. Furthermore referees must be paid their fee ASAP after the match and not be expected "to hunt the club down" for their fee!!

COULD ALL CLUBS PLEASE CONTACT EACH OTHER AND THE REFEREE A CLEAR 5 DAYS BEFORE THE FIXTURE!!

If in doubt please ask!

**Good Luck
MIKE DOWLING**

Handbook Amendments

The handbook held on the website is correct and holds the following amendments;

Management Team

Clubs

Page 14 **Norton Canes F.C – change of (M)**
Ryan Horton – (M) 07926 270993

Match Officials – New

Pages 21 & 22

Match Officials – Amendments