**CHESHIRE VETERANS LEAGUE**

**DIVISIONAL ADMINISTRATORS GUIDE**

**Version 1.0: Issued November 2017**

1. **Outline of the Role**

In the Cheshire Veterans League, each Division has a “Divisional Administrator” who holds responsibility for:

* Receiving match results
* Receiving match sheets
* Helping teams to reschedule matches
* Mediating between teams who have a problem with a particular fixture

As the Divisional Administrator is often linked to one of the teams in “his” Division, support in resolving problems is offered by the League’s Management Committee.

Support for issues can be escalated by the Divisional Administrator to the League Fixtures Secretary.

If needed, the League Fixtures Secretary can ask the League Secretary, the Treasurer and the Referees’ Secretary for assistance. These 4 people will make decisions, when needed, on the outcome of a problem that has been escalated by the Divisional Administrator.

1. **Routine Administration**

The Home team should text the match score to their Divisional Administrator as soon as possible after the match. Away teams are encouraged to text the result if they feel it is unlikely the Home team will do so *[probably if the Home team has lost].*

The Home team should send the match card to the Divisional Administrator as soon as possible after the match. The favoured way for this to happen is that this is sent by something like Whatsapp or emailed (by scanning it or photographing it first).

Where weather has put paid to a fixture, the Home team should advise the Divisional Administrator when this occurs *[it is the Home team’s responsibility to inform the Away team and the Referee].*

If any aspects of a Fixture need to be changed *[pitch being used; kick off time; Home/Away teams swapping round]*, the Home team should advise the Divisional Administrator when this occurs *[and, when needed, the Away team and Referee].*

The Divisional Administrator will maintain FULL TIME with all of the information above

1. **Fixtures**

In the last 6 years, matches have been decided as follows:

|  |  |  |
| --- | --- | --- |
| **Months** | **Played** | **Conceded** |
| Sep-Nov | 771 | 21 (2%) |
| Dec-Feb | 444 | 33 (7%) |
| Mar-May | 670 | 142 (17%) |

The reality is that many of the concessions are caused by fixtures being changed in Sept/Oct/Nov where the postponement has been due to player, rather than pitch, availability.

In some cases, the efforts to which a team will go to in order to avoid a concession massively dwarfs the efforts they seem to have made to play the fixture in the first place – relying on the willingness of other teams in their Division to readily accommodate a postponement.

Fundamentally though, the team making the change needs to at least make the process easy for the Divisional Administrator.

* 1. Fixture Changes

The Home team should confirm the fixture with the Away team by the end of Tuesday before the Sunday match. In any case for dispute, failure to do this simple task is significant – as the majority of concessions (around 75%) are by the away team, and if the Home team has not confirmed the match then it is inevitably used as a factor by the Away team.

* 1. “in time” request for postponement

Rule 10F (iii) says:

 (iii) Any Club unable to fulfil a fixture or where a fixture has been postponed for any reason must, without delay, give notice to the *Fixtures* Secretary, the Competition *Referees Appointments* Secretary, the Secretary of the opposing Club and the match officials.

The League interprets this rule as meaning that a Club may seek postponement of a match providing they do so by the Tuesday before the Sunday match date.

Divisional Administrators should not allow a team to repeatedly postpone fixtures. On this basis, Divisional Administrators should only allow teams to play the “early postponement” card twice between September and February.

No postponements (other than weather-related, plus special/unusual circumstances) are allowed in March/April/May.

* + 1. Alternatives
* The Home team should suggest a fixture “swap around” if the teams have not yet played (and it is a possibility from a pitch perspective) – *note that this is unreliable as (a) it is not always easy for the Away team to sort out a pitch and (b)Home team “pitch problems” have been used as a mask for different problems*
* One possibility is that teams could try to see if matches postponed on a Friday (ish) for weather reasons could be rearranged to be played on a 3G pitch. The League is prepared to contribute to 10 matches rearranged in this way on the following basis:
	+ - *The Away team pays for the Referee as normal*
		- *The pitch hire is split 50/50*
		- *The League will make a £50 contribution to the Away team’s half*
* If the “innocent” team has played significantly fewer matches than the Divisional average, the Divisional Admin can change a different fixture and stand down a team that has played more matches than the Divisional average
	+ 1. Setting a New Date

The team wishing to make the change should try and agree a new date with their opponents, but need to understand that there are restrictions on new dates:

* Some weekends are reserved for Cup matches (i.e. League matches can be scheduled on these weekends where teams are no longer in the relevant Cup competition)

12/11/2017

07/01/2018

04/03/2018

22/04/2018

03/06/2018 Cup Final

* Certain teams have pitch restrictions that are controlled by external bodies (e.g. the Council or other teams – not necessarily Veterans ones - within a Club)
	1. “beyond time” request for postponement
		1. Weather-related

The Divisional Administrator should try and establish a new date within a week of the postponement – once a fixture gets left hanging it tends to stay that way.

Home team “pitch problems” have been used as a mask for different problems and it would be really useful if Divisional Administrators could record the reasons for late call-offs so that we can improve the guidelines for next season.

* + 1. “We can’t get a team out”

If a match is called off between Wednesday and Friday, the “innocent” team is entitled to claim the points from a match but may choose to re-arrange it on the basis that teams are in the League to play football rather than anything else.

Matches called off on Saturdays or Sundays due to not being able to get a team out the following day should be awarded to the “innocent” team. Allowing teams to “get away with it” by allowing a rearrangement doesn’t help as it just encourages other teams to try to do the same.

* + 1. Costs associated with Late Postponements

In the past 5 years, the League has issued hardly any fines *(it might even be no fines at all)*.

This has advantages:

* none of the administration associated with chasing up teams who will not pay
* no need to introduce sanctions against the teams that do not pay
* no need for teams to bend the truth to avoid a fine

… and disadvantages

* potential for a more cavalier attitude to adhering to League rules
* no money in the League to pay teams in situations where they are victims of a last minute cancellation *[e.g. teams that just want to play football so rearrange the date but are left with pitch fees / Refs fees / cost of sandwiches etc.]*

We have no good solution to this problem this season but some proposals will be put to the 2018 AGM – the most likely will be points deductions for non-weather related cancellations after a certain time *[e.g. Friday at 18.00]*