



**ENGLISH CLUBS CHAMPIONSHIP
SOUTH WEST LEAGUES
SEASON 2017-2018 – NEWSLETTER 2 – AUGUST 2017**

ADMIN OFFICE: P O BOX 3781 SWINDON SN2 9GW
TEL: 01822 678 272 FAX: 0845 226 0511
Email:admin@swrugby.co.uk Website www.swrugby.co.uk

Match cards

As you may have read, clubs at Levels 5 & 6 are going to be using electronic match cards from this season. The system was trialled in the higher leagues last year and the procedure is now being rolled out to the next tier of the game.

If you haven't already, please look at the YouTube demonstrations – search for Electronic Match Cards (EMC). Any questions about the scheme should be referred to the GMS helpdesk on 020 8831 6651 or email gmssupport@rfu.com.

On matchdays, providing the EMC is completed and submitted by 5.30pm there is no need to telephone in the score – although of course you may do so if you wish.

The EMC must however must be completed by the end of the Sunday after the match (or within 24 hours for games played on other days).

In the opening weeks of the season we will obviously be helping to guide clubs through the new system, but please ensure you have seen the training material to give you the best chance of being prepared for the first game.

Registration

Please find enclosed a list of your players. This is correct up to the date shown at the foot of the sheet. It is vital you check **NOW** that all the players you plan to use in your opening games are registered. If they are not they will need to complete a new form.

The November 2014 form remains current. However a new form is imminent. The current and – when it is available – the new form can be downloaded from the SW website. **The November 2014 (Edition 22 form) will cease to be valid after 30th September 2017.** A reminder faxed or emailed forms are not accepted for normal seven day registrations. Also remember the limit is 100 players per club (NOT per team).

Please remember if a player is receiving “material benefit” as defined by the RFU Regulations he **MUST** be on a contract. If the player is already registered there is no need to re-register him, but his contract must be sent to Twickenham for their approval and his record on GMS will then be updated.

An SAE **MUST** be enclosed with all postal registrations – you might be able to check on line if a registration has gone through – but if there is a problem with the form how can we send it back? If sending items by Special Delivery it is always helpful if you email us the tracking number.

Remember you **NEED TO** have a completed registration form signed by the player within the last 28 days before you register a player on line. Any club who fails to do this is liable to deduction of up to 10 points.

Please double check your player registration list before selecting your team, if a player is not on it – **DO NOT** play him.

Fixture Changes

Most details of agreed fixture changes are now shown on the RFU website. The remainder are being processed and will appear soon. We are also chasing responses where one team has asked for a change but their opponents have not confirmed their agreement. The only changes permitted now are where two clubs wish to bring a game forward.

Reporting Postponements

A reminder, when playing at home, if a game is called off, for whatever reason, the home side is responsible for reporting it. This must be done by 3.30pm. If bad weather is forecast see the guidance notes on the website, and in particular keep your league secretary informed.

Finally if a game is delayed by the late arrival of a team or match official or held up due to injury such that it will not finish in time to meet the 5.30pm deadline you **MUST** call before 5.30 to inform the results office of the delay.

You can telephone 01822 678007 or text the score to 07797 800102. Please use the correct number – you cannot phone the text number or send a text to the phone number. If texting the result please do not use “smileys” for any reason. Owing to technical issues with the text service, the whole message will not be delivered if anything other than alpha-numerical characters are used.

League Secretaries

Contact details for your league secretary can be found on the website. This is your first point of contact for day to day matters – excluding registrations which should be directed to the Admin Office.