



**ENGLISH CLUBS CHAMPIONSHIP
SOUTH WEST LEAGUES
SEASON 2018-2019 – NEWSLETTER 2 – AUGUST 2018**

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Match cards

As you may have read, clubs at Levels 5-8 are going to be using electronic match cards (EMCs) from this season. A number of training sessions have been held. Shortly there will be some literature and support videos to reinforce these. Once we have them details will be posted on the SW Website.

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.

Please note: EMCs should only be completed for teams playing between levels 5 and 8. If you also have a team playing at level 9 and below they should continue with the previous arrangements.

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. We are aware the prolonged hot weather has the potential to cause problems and we are in conversation with the RFU. Guidance will be published on the RFU website nearer the start of the season.

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.

Registration

Please find enclosed a list of your players. (First teams only) 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 August 2017 form remains current and can be downloaded from the SW website. 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, or if doing players in bulk, a contract approval form, must be sent to us 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 on the day of posting.

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.

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.

Free weekends

If you play in a league of 12 teams or less you are entitled to request one free weekend during the season. This can be applied for on the SW Website. You must give eight weeks’ notice but you cannot apply for a weekend where you already have a game nor the playoff weekend. If granted a re-arranged game will not be placed on your unavailable weekend. However all other weekends, excluding the two weekends at Christmas can and will be used for restaging any postponed games.