

All,

This week's hot topic revolves around the confirmation of matches – both with opponents and match referees. Despite circulating some reminders a couple of weeks ago, there are still some issues of games not being confirmed in a timely manner. Please can you note the below and ensure that your managers / administrators / match secretaries are aware of their responsibilities:-

- The HOME TEAM is required to confirm the details of the fixture by 9pm on the Tuesday night (prior to the Sunday). This confirmation should be made to both the opponents and the match referee (as appointed by the Bedfordshire Football Association)
- If confirmation is made either by email or a message being left, please follow this up to ensure that the message has been received
- If the Bedfordshire Football Association is unable to appoint a referee, notification will show CLUB REFEREE. In this instance, clubs are asked to source their own referee (this can be in agreement between both teams) and if a referee is successfully sourced, please notify Mike Desborough (Referee Liaison Officer, Bedfordshire Football Association – mike.desborough@bedfordshirefa.com). Mike will continue to attempt to source a referee if he does not hear from you and if he manages to source an official, this referee will take priority over any official you have sourced. So by notifying Mike you will avoid wasting people's time and any unnecessary frustration
- If the AWAY TEAM has not received confirmation of the match, then please make contact with the home team to seek details of the game. DO NOT assume that the game is on / at the location given on Full-time / at the time indicated on Full-time. My advice would be to pick up the phone and if you are unable to contact the manager, then attempt the club secretary. If all attempts have been exhausted then please feel free to contact myself, but do not leave it until Saturday night to chase!!!

HANDBOOK AMENDMENTS

I am looking to re-issue another version of the online / virtual handbook. In light of this I would ask all club secretaries to check the details for their managers in the current version and to let me know if any amendments need to be made. All those clubs who have already advised of changes do not need to re-send to me. Please can you let me have any amendments by **10th October** and I will prepare and circulate an update after that date.

ADMINISTRATION AMNESTY

As you will all be aware there has been an amnesty during September with regards to the timely completion of online match reports via Full-time. As Sunday will be the 1st October, I would like to remind you all that online match reports need to be fully completed by 9pm on the Tuesday night following the game on a Sunday.

As an idea of any teams who might need a little reminder, I attach below a list of those who would have incurred a fine for not completing their form. I would also like to ask that these teams ensure that their forms are now completed fully as soon as possible.

Sunday 10th September

Luton Allstars Hornets	Under 11 - All details missing
Blunham Youth	Under 11 - Have completed first page but not entered who played
Flitwick Eagles Gold	Under 11 - Have completed first page but not entered who played
M&DH Clapham Sports	Under 16 - Have completed first page but not entered who played
Wilstead Harriers	Under 11 - Have completed first page but not entered who played

Sunday 17th September

AFC Oakley M&DH	Under 12	- All details missing
Luton Allstar Hornets	Under 12	- All details missing
Wootton Rangers	Under 16	- All details missing
Maulden Magpies	Under 15	- Have completed first page but not entered who played
Ampthill Town Youth	Under 17	- Have completed first page but not entered who played
Wootton Rangers	Under 13	- Have completed first page but not entered who played

TRANSFERS

Please note that the transfer window opens from **1st October**. Attached to this update you will find the transfer form and instructions. Please note that the paperwork relating to transfers will be completed by myself, as opposed to the Registration Secretaries. Also please follow the instructions as detailed to avoid any unnecessary delays. And finally please note that I will not enter into correspondence with parents concerning transfers, so please do not direct parents or players to me; correspondence will only be made to the clubs involved in the transfer itself.

REFEREE LOW MARK FORM

As per previous correspondence, I attach with this update a copy of a Low Mark Form for clubs to complete if they wish to register any observations in relation to a referee's performance. By completing this form with appropriate feedback, the Bedfordshire Football Association will be able to support the development of referees by giving feedback in a constructive and supportive manner.

Have a great footballing weekend!