



Uhlsport Hellenic League



uhlsport*

Administering Football at

***Steps 5&6 of the National League System (Premier & Div One)
with Four parallel Regional Divisions at Division Two level
plus Three Veterans Divisions
and Six Cup Competitions,
Challenge, Supplementary, Floodlit, Veterans, Chairmans & Presidents
Play-Offs at Premier, Division One & Division Two***





Uhlsport Hellenic League



Thank you to our Sponsors

We could not operate without our Sponsors

Our Headline Sponsor

Uhlsport

Our Cup Sponsors

Bluefin Sport, Bateman Sports and Wiseman Lighting

Allsports Trophies plus our Chairman & President





Uhsport Hellenic League



**Club Administration assistance
(June 2023)**

This document should be used in conjunction with

- **League Directives**
- **FA Rules for Premier Division & Division One**
- **FA Rules for Division Two & Veterans football**
- ***These are all available on our League Website under Admin.***





UhlSport Hellenic League - Competition Rules



uhlSport*

Competition Name	Sponsors	Notes * See UHL Website
Premier Division & Division One	UhlSport	*Rules as per Standardised (Prem + Div 1)
Division Two	UhlSport	*Rules as per Standard Code of Rules (Div 2 & Vets)
Veterans Divisions	UhlSport	*Rules as per Standardised (Prem + Div 1)
Challenge Cup	Bluefin Sport	*Rules as per Standardised (Prem + Div 1) Rule 45
Supplementary Cup	Bluefin Sport	*Rules as per Standardised (Prem + Div 1) Rule 45
Floodlit Cup	Wiseman Lighting	*Rules as per Standardised (Prem + Div 1) Rule 46
Chairman's Cup	Bateman Sports	*Rules as per Standardised (Prem + Div 1) Rule 45
President's Cup	Bateman Sports	*Rules as per Standardised (Prem + Div 1) Rule 45
Veterans Cup		*Rules as per Standardised (Prem + Div 1) Rule 48
Premier Division Play-Off		*FA led. Operated by TUHL (see League Directives)
Division One Play-Off		*FA led. Operated by TUHL (see League Directives)
Division Two Play-Off		New this season. Format to be announced
County Cups		See Rules of County FA
Other Non-UHL Cup. Written UHL Authority needed to enter		See that Cup's Rules. Div 2 Clubs (only). Max One per club.





UhlSport Hellenic League

Club Administration assistance
(June 2023)



Getting it right first time	<i>Including FAQ's</i>	<i>& Frequent Errors (causing Fines)</i>
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Club Affiliation

The initial requirement is between the Club & its County FA
See below. The League is not involved yet.

Club Affiliation to County FA - message from The FA

Affiliation will be available in Clubs Portal for the first time this summer. The FA's Digital Customer Services Team recently ran a webinar walking through the new process which you can find [here](#). Affiliation opening dates are staggered dependent on your County FA from 5th June. All NLS clubs will have affiliation available by 12th June. Further guidance and support is available on our [Knowledge Base](#)

The links are available in the League Directives Document

Ensure that two Primary Contacts and/or Team Administrators are nominated with mobile numbers for EACH TEAM, so that the Results SMS Message system operates



Club Affiliation – To the League

Club Affiliation to The Uhlsport Hellenic League

- *Go to Website (see next slide) click on Admin,*
- *them Form D for your Division.*
- *Open Form D. Complete & Submit*

Note that new clubs to Division Two may need to be elected at the AGM



Best place to start

The League website:

<https://thehellenicleague.co.uk>

(this is the ONLY web-link to use)

On the title line select **Admin**

then you will see the Forms, Rules, & League Directives



Player Registration & Transfers - *Forms & How*

(Under 18s cannot be registered before submission of Parental Consent Form)

- Clicking on Admin & then **'Forms'** brings you player registration, player transfer and parental consent forms.
- **Players are registered** via Whole Game System. **Instructions are on the form.**
- Any player who is **under 18** on August 31st (and is at least 16), needs to have an accompanying **Parental Consent Form** before his registration can be approved. This needs to be sent (electronically) to the Player Registration Secretary, within 5 days of being signed. If the form is not received within 14 days, then the registration will be rejected.
- **Transfers** only need to be done if the player concerned plays for another Uhlsport Hellenic club.
- ***No Player is available for selection until they appear in the FA FULL TIME Players List for that club***



Player Registration - *This is the Responsibility of the Club*

- **Process**

- Player completes & signs Registration Form (& Parental Consent Form if needed)
- Player electronically registered by Club on FA Whole Game System. Ensure that the player is registered for all applicable teams in the club)
- Player details appear (overnight) to League.
- League authorise registration (that day)
- Player details appear in Club Player list in FA Full Time.
- Player available for selection.
- Club retains all documents for inspection at any point.

- ***No Player is available for selection until they appear in the FA FULL TIME Players List for that club***



Player Registration - *Process & what if*

Player has not appeared in our FA Full Time Players List for your teams

- Is a Parental Consent Form for needed? (Submit a completed version).
 - Was player ticked for that team (1st & Res) at WGS registration by club.
 - Look at expected timescales.
 - Contact League to check that Player Name has reached them.
 - If the Player Name had not reached The League through the Whole Game System then **contact your County FA** to resolve. The League officially has no access to Whole Game System in this area.
- ***Do not take a chance. No Player is available for selection until they appear in the FA FULL TIME Players List for that club***





UhlSport Hellenic League Fixtures – The Aims & Objectives



The season will complete by Bank Holiday Monday May 6th 2024

(including Play-Offs & Cup Finals)

Target for League season to complete is therefore by April 13th.

Premier & Division One - Every Saturday (some Friday Night*) and Midweek. Every Bank Holiday period

Division Two – Every Saturday (some Friday Night*) & some Midweek.

Veterans – Mid-Week as always.

- ***Aim is no more than one Home & one Away Friday Night per month.***

There are ***NO FREE WEEKENDS*** (fixtures can be added with 6 days of notice)

A free date in FA Full Time, is usually just a limitation of this software.

Please ensure Team Managers are aware of this

Pre-Match Day

- **Home Team**

- **Confirm Match with Opponents and Match Official/s**
 - **At least 5 days before the match**
 - **Must include venue, date, Kick-Off Time, any known local travel issues, all kit colours (shirts, shorts, & socks), goalkeeper full colours, and where to send Match Programme information (Premier & Division One League games plus Challenge & Supplementary Cup) .**
- **Prepare a match Programme if appropriate**
- **Ensure FA Medical Requirements are met for Matchday.**



Pre-Match Day

Away Team

- Respond to hosts with all kit (shirts, shorts & socks) colours including those for goalkeeper. If there is a colour clash the **AWAY** team changes.
- Send Programme information to home club. This to include Squad (full) names, Club history, and Player Pen Pictures etc.....
- If you do not intend to stay for post-match hospitality, please inform the host club when replying in confirmation.
- Ensure that the correct Club Officers have Gate-Passes (max 6)



Hospitality — Clarification Requirements & Desires

- Premier & Division One Club - *Required*
- The home club should ensure that hot(cold on request) drinks are provided for Match Officials & the Opposition on arrival & at half time-usually in their changing room.
- Visiting club/league officials should be offered a drink on arrival & at half time.
- Just prior to half time drinks are to be placed in team plus MO Dressing Rooms, Post match, food should be provided for both teams & match officials-this can be hot or cold.
- **Division Two - *Hospitality is NOT a requirement in Division 2.***
- However, if your club can and is happy to do so, then please let your opponents & match official know when confirming the game..
- We would, however, expect the match official to be offered a drink on arrival and at half time at least.



On Match-Day – *Minimum Requirements (Home Team)*

- Meet & Greet Match Officials & Opposition, Pre-match hospitality *
- Outline any Covid-19 requirements to both.
- Place three Uhlsport Hellenic Match Balls & *programmes in the MO Dressing Room.
- Correct Team Management to attend the Referee Meeting and hand over of Team Sheets 45 minutes before scheduled KO time.
- Ensure Hospitality at Half Time takes place.
- Send Result SMS to FA Full Time within 15 mins of final whistle.
- Pay Match Officials in Dressing Room within 30 mins of game end.
- Collect Match Discipline details from the MO at the same time as payment is made.
- Post-Match Hospitality for Away team and Match Officials *
- Submit 60 Minute Result form within 60 minutes of game over *
- Submit 72 Hour Report Form within 3 days of game completion
- Send Programme Copy to League Secretary *

* Premier & Division One clubs only



Medical Qualifications Required at Home Game

- **For next season** the requirements for Step 5&6 is that a First Aide person is at the ground who holds a valid **Emergency Medical First Aid in Football or Emergency First Aid in Football accreditation.**
- These courses are available from your **County FA.** **NLS Clubs will have priority access to allow Clubs to provide the best care.**
- At some levels of the NLS, where England Accredited Clubs have trained personnel (such as coaches), this will already lead to compliance **(Check with County FA).** Courses will run throughout 2023. For any technical queries relating to the form itself please contact NLS@thefa.com



Post Match Admin – Results Submission & Report

There are three elements to Match Reporting that must be completed as below:

Below is a summary, further details follow on later slides.

- **SMS text submission** within 15 minutes of the end of the match by BOTH teams
This registers the score
- **60 Minute Result Form** – needs to be completed by the HOME team within 60 minutes of the match finishing as the result and goal scorer information is provided to the Press Agencies **NOT FOR DIVISION 2**
- **72 Hour Match Report Form** – all clubs to complete this within 72 hours of a match. This Report has two stages. The Form itself, and then move to the Full-Time Login screen to complete the full team details, including all substitutes who did/didn't play, and any yellow/red cards



Results Submission - *Required on Match Day.*

- **Part 1 - SMS text message.**

FA Full Time software sends an SMS Text to the two nominated persons (registered through Whole Game System see Slide 5) within each team at the game. This must be replied to within 15 minutes of the end of the match. The response **MUST BE IN THE EXACT SAME FORMAT** as the example in the earlier SMS Text. Do not add extra spaces. If there is a Code, use the correct code. *For Abandoned Games, use A-A, and Postponed P-P.*

- **Part 2 - 60 Minute Match Result Form (Not for Division Two and Vets)**

Needs to be completed and submitted by the HOME team within 60 minutes of the match finishing as the result and goal scorer (First & Second names for BOTH teams needed) information is provided to the Press Agencies



Results Submission – **Part 3** - *Within 72 hours of match*

72 Hour Match Report Form

All clubs to complete this within 72 hours of a match end

On successful submission, then move to the Full-Time Login screen to complete the team details,

- Record all players
- All substitutes. Record those who played AND those who did not
- Any yellow/red cards
- Goal-Scorers



A Guide to Match Reporting for Hellenic & Non Hellenic games

Competition	Clubs from which UHL Division	SMS (Both Teams)	60 Min Form. Home club Responsibility	72 Hour Form (Both Clubs)	Notes
Premier & Div 1 Div	Premier & Div 1	Yes	Yes	Yes	The faster the 60 Min form is submitted the better
Division Two Div	Division Two	Yes	No	Yes	
Veterans Division	Veterans	Yes	No	Yes	
FA Cup	Prem	Yes	Yes	No	60 Min Form required if at home or visiting a non-UHL Club
FA Vase	Prem + Div 1	Yes	Yes	No	60 Min Form required if at home or visiting a non-UHL Club
County Cup	Prem + Div 1	Yes	Yes	No	60 Min Form required if at home or visiting a non-UHL Club
County Cup	Div 2 and Vets	Yes	No	No	Also send Text of Result direct to UHL Results Officer
UHL Challenge	Prem + Div 1 + Div 2	Yes	Yes	Yes	Div 2 clubs hosting need to complete 60 min form
UHL Floodlit	Prem + Div 1 + Div 2	Yes	Yes	Yes	Div 2 clubs hosting need to complete 60 min form
UHL Supplementary	Prem + Div 1 + Div 2	Yes	No	Yes	Div 2 clubs hosting need to complete 60 min form
UHL Chairmans	Division Two	Yes	No	Yes	
UHL Presidents	Division Two	Yes	No	Yes	
UHL Veterans Cup	Veterans	Yes	No	Yes	
Non Hellenic Cups	Division Two	Yes	No	No	MUST also send Result Text to UHL Results Officer



Postponements Process – All Clubs

A Club cannot itself postpone a match in the Competition.

ONLY The Football Operations Manager can authorise these Match postponements process as per The League Directives document.

If your club feels that the weather may cause a postponement, Arrange a pitch inspection with The Uhlsport Hellenic League Football Operations Manager (or his delegate). He assumes the position of Match Referee & conducts the inspection by Video Call. Keep Opposition and Match Officials up to date.

If the postponement is authorised -Notify match officials. Match Observer if appointed and the opposition, Complete and submit the Postponement Form before the due Kick-off time. via the League Website. This notifies all League Officers needing the information.

If an SMS text is received from FA Full Time, then report score as P-P + the code.



Rescheduling Postponed Games – Premier & Division One Clubs

- The biggest change for **Premier & Division One** this season.
- The inclusion of FA Standardised Rule 8.39 (*section on postponements*)
- For **UHL league games** involving Premier & Division One Clubs (plus those involved in The Challenge, Supplementary. & Floodlit Cup) matches **that are postponed the following applies**
 - ***Where a match has been postponed for any reason, the two Clubs concerned must agree within 7 days of the postponement a new date (which shall, save in exceptional circumstances, be within 42 days of the original date) and in default the Board is empowered to order Clubs to play on a date it considers suitable.] [The Competition Secretary shall determine the new date.]***
 - **The date that the two clubs agree, must be approved by The Fixtures Coordinator and Operations Manager.**
 - The approved date is unlikely to be a Saturday. A midweek 'space will be a available on a monthly basis



Abandonments Process – All Clubs

This is The Match Officials Decision.

**He/She will contact the Football Operation's Manager
Home Club Completes & Submits a Match Abandonment
Form (Via League Website). This informs League Officers
including the UHL Results Officer
Then complete the SMS text message from FA Full Time
with a score as A-A (+ any code required).**



Match Officials (MO's) & Referee Observers

- All Referee, Assistant Referee & Referee Observers are assigned to matches using FA Software Systems.
- FA Match Officials Admin System (MOAS) advises MO's for Prem & Div One.
- For Div 2 & Veterans games FA Full-Time is used to advise Clubs & Match Official's
- The administration of MO's & Observers is handled by;
 - Brian King – Assignment of Referee's to Premier, Div' One & Senior Cup Ties
 - Craig Davenport-Assignment of Asst's to Premier & Div' One & Ref's to Div 2.
 - Assignment of Match Observers to Matches, is now handled by The FA.



Substitutes - Numbers and 'Rolling or Not'

Substitutes can normally be used only once and player leaving play takes no further part. Rolling Substitutes signifies that each player leaving play becomes a usable substitute.

Competition	Clubs From which Div	Substitutes
Premier & Division One	Prem + Div 1	Five - Can be used at any time
Division 2 and Veterans	Div 2 & Vets	Five 'rolling' substitutes
UHL Challenge Cup	Prem + Div 1	Five - Can be used at any time
UHL Floodlit Cup	Prem + Div 1	Five - Can be used at any time
UHL Supplementary Cup	Prem + Div 1	Five - Can be used at any time
UHL Chairmans Cup	Division Two	Five 'rolling' substitutes
UHL Presidents Cup	Division Two	Five 'rolling' substitutes
UHL Veterans Cup	Veterans	Five 'rolling' substitutes
Non Hellenic Competitions	Division Two	See that Competitions Rules
FA Cup	Premier	See that Competitions Rules
FA Vase	Premier & Division One	See that Competitions Rules
County Cup	All Clubs	See that Competitions Rules



Frequent & Avoidable issues.

Before the game - *Resolve Player Registration Issues with WGS & FT. Resolve any unfulfilled Parental Consent Form issues. The aim is NO FREE WEEKENDS. Fixtures can be added at 6 days notice.*

At the Game – *Attending MO pre match meeting. Use only UHL logoed equipment e.g. Match Balls, Bibs etc..... Use the UHL Substitute Board Ensure Host Club meets FA needs for Medical support*

Match Programme *Ensure all Sponsors adverts are included. Place copies in MO Dressing Room. Submit a copy of each programme to League Secretary.*

Match Reporting – *Clubs have tried to use a wrong Website. Make sure all Visitors information is included on the 60 Min Form, Respond to Result SMS in time and in correct format. Make sure 72 Hour form is submitted on time. Make sure that all Yellow & Red Cards are recorded as well as all substitutes including those that do not play*

Processes - *Follow League Directives especially for Match Postponements.*

Should you need further assistance?

<u>Contact Points</u>		
All football matters (fixtures/referees/postponements/finance)	Brian King	banking1946@outlook.com (07868 845215)
All registration/transfer/parental consent forms	Angela King	kingangela250@gmail.com
Website enquiries (change of club personnel etc.)	Steven Gabb	stevengabb@hotmail.com
All other matters Bob Dalling	Bob Dalling	robert.dalling3@gmail.com (07896 279 226)

*Thank you for taking your time to read this.
Good luck for the upcoming season.*

