

**GRAY HOOPER HOLT LLP**  
**MID SUSSEX FOOTBALL LEAGUE**  
(Affiliated to the Sussex County Football Association)

**FOUNDED 1900**



**OFFICIAL HANDBOOK**

**SEASON 2023 - 2024**

Winners Sussex County Football Association Inter League (Intermediate) Cup Competition 1949, 1962, 1998, 1999 and (Junior) Cup Competition 1978, 1979, 1982, 1985, 1988, 1990, 1992, 1996, 1998, 2000.

Maurice Farncombe Memorial Trophy 1980, 1988, 1994.

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# Mid Sussex Football League League Officers

Telephone calls to League Officers should not be made after 9.00 PM

## Patron

K S Somerville

## President

D L Port

## Life Members

L L G Parsons      W Malins      K S Somerville

## Associate Vice Presidents

Mrs J Hall      D A Austen-Jones      D C L Chilton      R Matthews

## Honorary Vice Presidents

S Black      D Budgen      J Bushell      A W Clements      E Fisher  
S Frier      S Langston      P Miles      T Parsons      S Pitt  
A Rabson      D L Port      M Stratford      K Watts      T R J Williams  
G Wilson

## Chairman

Duncan Brooker, 22 Downsway, Shoreham – by - Sea, BN43 5GN

Mob: 07977 241357

Email: [chairman@midsussexfl.co.uk](mailto:chairman@midsussexfl.co.uk)

## Vice-Chairman

N Stevenson

07801 229017

## General Secretary

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Mob: 07810 406875

Email: [secretary@midsussexfl.co.uk](mailto:secretary@midsussexfl.co.uk)

## Treasurer

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## Assistant General Secretary (Administration)

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### **Fixture Secretary**

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Email: [fixtures@midsussexfl.co.uk](mailto:fixtures@midsussexfl.co.uk)

### **Registration Secretary**

Roger Peters, 5 Ranmore Close, Redhill, RH1 2GH

Tel: 01737 215297 Mob: 07306 137868

Email: [registrations@midsussexfl.co.uk](mailto:registrations@midsussexfl.co.uk)

### **Referees' Secretary**

Richard Cherryman, County School Lodge, Mountfield Road, Lewes, BN7 2XD

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Email: [referees@midsussexfl.co.uk](mailto:referees@midsussexfl.co.uk)

### **Media Officer**

Duncan Brooker

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Email: [mediaofficer@midsussexfl.co.uk](mailto:mediaofficer@midsussexfl.co.uk)

### **Veterans Fixture Secretary**

Chris Foulerton

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Email: [Vetsfixtures@midsussexfl.co.uk](mailto:Vetsfixtures@midsussexfl.co.uk)

### **Welfare Officer**

Mark Gidman

Mob: 0782543488

Email: [safeguarding@midsussexfl.co.uk](mailto:safeguarding@midsussexfl.co.uk)

## **Elected Representatives**

### **Retire 2025**

Rod Farley

01444 453940

Peter Ford

07714 837297

## **Retire 2024**

Nick Hahn  
07718 521209

Paul Hartman  
01444 480461

Ian Muzio  
07880 705999

Mark Parsons  
07956 184453

## **Co-opted Members**

### **Independent Examiner**

Nigel Tilson Accounting Services Limited

### **Breach of Rules Sub-Committee**

All members of the Management Committee or any sub-committee appointed by it.

### **Headquarters**

The Mid Sussex Constitutional Club, Cyprus Road, Burgess Hill  
where the Management Committee meets on the first Monday in each month

### **Sussex County Football Association Ltd.**

Chief Executive

K M Benham, Sussex County FA Headquarters, Culver Road, Lancing, BN15 9AX  
Tel: 01903 753547



## **ARE YOU AWARE?**

**The Mid Sussex Football League recognises long service your club members give in non-playing roles, both to your Club and the League, with the presentation of a Long Service Award.**

**If you have a club officer, groundsman, tea lady (or gentleman), linesman, bar steward or other assistant, who has given at least 15 years' continuous service to your Club, do not delay in making an application for an award to the League's General Secretary.**

## NOTES FOR SECRETARIES

Application to enter additional team(s) must be made by 1 May and application for renewal of membership by 15 May. League subscription and cup entry fees must be paid on or before the Annual General Meeting. Your County Football Association's Affiliation Number has to be notified to the League Secretary by 1 August. A verified Statement of Accounts must be sent to both the Sussex County Football Association and the League Treasurer by 30 September. 12 players must be registered with the Registration Secretary at 14 days before the teams first published fixture. The last date for granting transfers and for registering players is 16 March. Be sure your players are duly qualified in accordance with the rule of the Competition and ensure each player's forename and surname, together with his registration number, are shown in the match return form submitted to the Registration Secretary.

First class postage should be used when notifying fixture details to opponents and the referee.

The home Club is required to provide a registered referee when the League Referees Secretary is unable to allocate one. Every Club is required to provide for each match an Assistant Referee, who must be certificated for matches in the Premier Division and the Championship Division and comparable cup competitions. A nominated substitute cannot act as an Assistant Referee in Premier Division, Championship Division, Montgomery Cup and Senior Charity Cup matches. The home Club is responsible for supplying a pair of recognised standard fluorescent flags and two suitably inflated match balls, which must be placed in the Referee's changing area at least 15 minutes before kick-off. For every league and league challenge cup match a suitably qualified First Aid Person, who may be a player, must accompany each team and each team must have a League-approved first aid kit available at every match. Official Team Sheets, including the names of the substitutes, assistant referee and first aider must be presented to the Referee in his/her dressing room and to opponents at least 15 minutes before the kick-off.

Have your team ready to kick off at the appointed time and ensure each player wears a numbered shirt, which must correspond with the player's number on the Team Sheet. For all fixtures a team captain must wear a distinctive armband.

Have the pitch properly marked out to avoid protests and unfinished matches. Also take steps to prevent encroachment by spectators with any barrier(s) as necessary for Premier Division matches.

Both the home and away sides are responsible for notifying the match result to the Press Officer and to name goal scorers as directed. The Referee's marking is to be based on a range of 1-100 and the criteria for deciding the mark is shown in later pages. Clubs are required to send a report in writing to the League Compliance Officer when a mark of less than 61 is given.

Correspondence and e-mails will normally only be accepted by the League from a Club Secretary on behalf of his/her Club and, unless otherwise directed, any communication from a Club must be sent to the League Secretary. By the same token the League Secretary is normally required to conduct correspondence with a Club through the Club Secretary only. Correspondence from the League must be acknowledged within 14 days of the date of posting to avoid a fine. All fines and charges imposed by the League must be paid within 21 days of the date of posting of the written notification to avoid further fines for non-payment. Any fine not paid after 28 days may lead to a club being suspended.

Registration, match return and transfer forms are available on line via the FA's Full Time/Whole Game System

## DATES FOR YOUR DIARY

|   |             |   |
|---|-------------|---|
| <b>December 31</b>                        | Rule 18.D   | Payment for Registrations made up to 1st December   |
| <b>Last day of February</b>               | Rule 18.L   | Last date for reinstatements  |
| <b>March 16</b>                           | Rule 18.I   | Last day for registrations and granting transfers   |
| <b>March 31</b>                           | Rule 11.A   | Last date for Club to notify withdrawal from League before incurring a fine   |
| <b>April 30</b>                           | Rule 14.B   | Proposed and seconded alterations to Rules from member clubs  |
| <b>May 15</b>                             | Rule 4.A    | Last date for Application of new and existing clubs   |
| <b>May 16</b>                             | Rule 14.B   | Proposed rule alterations circulated to member clubs  |
| <b>May 31</b>                             | Rule 15.C   | League's financial year end   |
| <b>May 31</b>                             | Rule 14.B   | Amendments to proposed rules, alterations from member clubs and Management Committee submitted to General Secretary |
| <b>4th week in June</b>                   | Rule 6(A)   | Annual General Meeting<br><b>Annual Subscription to be paid</b>   |
| <b>July 1</b>                             | SCFA Rule 2 | Affiliation to Sussex County Football Association   |
| <b>August 1</b>                           | Rule 2(E)   | Last date for notifying County FA Affiliation Number  |
| <b>Normally, third Saturday in August</b> |             | Premier Division and Championship Division fixtures commence  |
| <b>First Saturday in September</b>        |             | All other Division fixtures and cup fixtures commence   |

### APPROACHING OF PLAYERS

#### Football Association Rule C and SCFA Rule 12

Football Association Rule C regarding players without a contract can be found in the "The FA Handbook" or downloaded at [thefa.com](http://thefa.com) (click "Rules & Regulations" in Quick Links section of the Home page to access the publication online )

Up to date information for Secretaries can be obtained from the secure section of the League's web pages at [www.midsussexfl.co.uk](http://www.midsussexfl.co.uk)



## **INTERPRETATION OF STATUS OF PLAYERS**

The Management Committee's interpretation of Rules relating to the eligibility of players refers to participation in games in the current season only which will commence on a date as defined by the Football Association. All players are deemed to be junior players for Mid Sussex Football League purposes at the commencement of each season. Their teams playing outside the League are regarded as playing in a higher division for the purposes of League Rule 8(N), League Challenge Cup Rules 3(b)(i) and the Mid Sussex Junior Charity Cup Rule 3.

## **REQUIREMENTS OF THE SUSSEX COUNTY FOOTBALL ASSOCIATION LIMITED FOR INTERMEDIATE STATUS FOOTBALL**

1. The dimensions of the field of play must not be less than 100 yards (90m) in length and 60 yards (55m) in width.
2. Adequate separate dressing room accommodation for each team, with suitable hot bath or hot shower facilities. Provision must be made for each dressing room to be locked.
3. Match Officials must have a separate dressing room and suitable hot shower facilities must be available. Provision must be made for the dressing room to be locked.
4. No referee should be required to go through a public area to reach suitable hot shower facilities.
5. The Club, of which the team is part, must have a sound financial basis.

## **REQUIREMENTS OF THE MID SUSSEX FL FOR JUNIOR STATUS FOOTBALL**

1. The dimensions of the field of play should not be less than 100 yards (90m) in length and 50 yards (45m) in width.
2. Ideally separate dressing room accommodation for each team, with suitable hot shower facilities. Provision must be made for each dressing room to be locked.
3. Ideally Match Officials must have a separate dressing room and suitable hot shower facilities. Provision must be made for the dressing room to be locked.
4. No referee should be required to go through a public area to reach suitable hot shower facilities.

## NOTES FOR REFEREES

Referees accepting appointments are asked to keep them, no matter what other appointments may be offered.

The home Club is responsible under Competition Rule 10(D) for notifying match details at least 4 clear days prior to the playing of the match and any failure to do so must be reported in the Match Return Form.

Please start matches punctually; do not wait for the odd player or so. The Referee must inform the captain of a team responsible for a late start that his team will be reported to the Competition - see Competition Rule 10(B).

The official time for starting League matches on Saturdays (which may be varied at the discretion of the Fixtures Secretary) is 2.00 p.m. and the official kick off time in all Cup matches (which may be varied at the discretion of the Fixtures Secretary) is 1.30 p.m. Please note that in Mid Sussex Senior Charity Cup and Mid Sussex Junior Charity Cup ties the official kick off time is the normal kick off time of the home team (see Senior Charity Cup Rule 10).

Competition Rule 13(B) requires an appointed referee, who arrives after the game has commenced, to assume control of the game as soon as possible irrespective of the person agreed upon by the Clubs.

Attention is drawn to Competition Rule 13(D) which states: *'The appointed Referee shall have power to decide as to the fitness of the ground and the decision shall be final subject to either in the case of a Local Authority or the owners of a ground, the Representative of that body is the sole arbiter and whose decision must be accepted unless the ground is declared fit for play'*.

The fee for the Premier Division, Championship Division, Montgomery Challenge Cup, Veterans Challenge Cup and Senior Charity Cup is £29.00 and the fee for all other matches is £26.00. Travelling expenses are payable at the rate of 30p per mile if using own transport (up to a maximum of £12.00) or second class rail or bus fare actually paid when using public transport. The Management Committee may vary the mileage rate at any time during the season should the prevailing economic conditions warrant it. The official receipt for expenses, that is available for downloading in the League's web pages of [www.football.mitoo.co.uk](http://www.football.mitoo.co.uk), must be tendered. Please see Rule 13(F) regarding payment in a match not played.

You are requested to give, as provided for in the official receipt for expenses, the number of red and/or yellow cards shown to each team.

The Match Return Form, that is available for downloading in the League's web pages of [www.football.mitoo.co.uk](http://www.football.mitoo.co.uk), must be sent to the League Secretary or as otherwise directed immediately after every Mid Sussex Football League Cup and League game reporting any late start, incomplete team, unnumbered shirts, failure to provide an Assistant Referee or any untoward incident. Please also assess the teams for sportsmanship and insert the marks in the Match Return Form. Please assess the Assistant Referees and show their names and markings in the Match Return Form.

Competition Rule 13(C) and Challenge Cup Competition rules require each club to provide an Assistant Referee for the duration of every game it plays in the League and cup competitions and forbids a nominated substitute to act as Assistant Referees in Premier Division, Championship Division, Montgomery Cup and Senior Charity Cup matches. When two Assistant Referees are provided by one Club the Referee is asked to accept this. It is not part of the

Referee's duties to obtain Assistant referee from among the spectators.

Competition Rule 10(B) requires the home team to provide two match balls and a pair of fluorescent flags and to place them in the referee's changing area at least 15 minutes before kick-off.

Competition Rule 10(B) also requires an Official Team Sheet, that includes the names of the substitutes and Club Assistant Referee, to be presented to the Referee in his/her dressing room at least 15 minutes before the commencement of any match.

In all cases in which players are disciplined the Referee must report the matter to the Football Association, when players belong to a Club in full membership of that Association, or otherwise to the County Association with which the Club is in Membership.

The Rules and Regulations of the Football Association require that a Participant, including a Match Official, "*shall immediately report to the Association any incident facts or matters which may constitute misconduct*". For the purposes of this Rule, a report to any Affiliated Association shall constitute a report to the Association.

If you fail to keep an engagement and fail to give a satisfactory reason you may be reported to the Association with which you are registered - see Competition Rule 13(G).

## **SAFEGUARDING CHILDREN**

**(included at the request of the Sussex County Football Association Ltd.)**

1. Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.

2.(a) In these Regulations the expression "Offence" shall mean any one or more of the offences contained in the Schedules of the Criminal Justice and Court Services Act 2000 and any other criminal offence which reasonably causes The Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.

(b) All persons in such positions that The Association deems relevant whose normal duties include caring for, training, supervising or being in sole charge of children are required to obtain an Enhanced Disclosure via The Association's CRB process.

3. Upon receipt by The Association of:

3.1 notification that an individual has been charged with an Offence; or

3.2 notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or

3.3 any other information which causes The Association reasonably to believe that a person poses or may pose a risk of harm to a child or children then The Association shall have the power to order that the individual be suspended from all or any specific football activity for such period and on such terms and conditions as it thinks fit.

4. In reaching its determination as to whether an order under Regulation 3 should be made The Association shall give consideration, inter alia, to the following factors:

4.1 whether a child is or children are or may be at risk of harm;

4.2 whether the matters are of a serious nature;

4.3 whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any other authority or body to proceed unimpeded.

5. The period of an order referred to in 3 above shall not be capable of lasting beyond the date upon which any charge under the Rules of The Association or any Offence is decided or brought to an end.

6. Where an order is imposed on an individual under regulation 3 above, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.

7. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of The Association and The Association shall have the power to order the suspension of the person from all or any specific football activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.

8. For the purposes of these Regulations, The Association shall act through its Council or any committee or sub-committee thereof, including the Board.

9. Notification in writing of an order referred to above shall be given to the person concerned and/or any club with which he is associated as soon as reasonably practicable.

10. The applicable standard of proof shall be the civil standard, of the balance of probability. The more serious the allegation taking into account the nature of the misconduct alleged and the context of the case the greater the burden of evidence required to find the matter proved. Save that for charges pursuant to The Football Association's Safeguarding Children Policy, where the welfare and protection of children shall be paramount and the test shall be whether more likely than not.

## GUIDE TO MARKING REFEREES

The mark awarded by a club must be based on the referee's **overall** performance, it is most important that the mark is awarded fairly and not based upon isolated incidents or previous games. The referee's performance should be determined by the table below which should act as a guide for the overall mark which should fall within the mark range for each standard of performance.

| Mark Range   | Comment   |
|--------------|---|
| 91-100       | The referee was extremely accurate in decision making and very successfully controlled the game using management and communication skills to create an environment of fair play, adding real value to the game. |
| 81-90        | The referee was very accurate in decision making and successfully controlled the game using management and communication skills to create an environment of fair play.  |
| 71-80        | The referee was very accurate in decision making and successfully controlled the game using management and communication skills to create an environment of fair play.  |
| 61-70        | The referee was very accurate in decision making and controlled the game well, communicating with the players, making a positive contribution towards fair play.  |
| 51-60        | The referee had some shortcomings in the level of accuracy of decision making and control, with only limited success in communicating with the players resulting in variable fair play.                         |
| 60 and below | The referee had significant shortcomings in the level of accuracy of decision making and control with poor communication with the players below which resulted in low levels of fair play.                      |

### Notes

- Using a scale of up to 100 allows greater flexibility for clubs to distinguish between different refereeing performances more accurately
- A mark within each mark range can be given to reflect the referee's performance e.g. a mark of 79 indicates a somewhat better performance than a 71.
- **A mark between 71 and 80 represents the standard of refereeing expected.**
- When a mark of 60 or less is awarded, an explanation must be provided to the league or Competition by completing the appropriate box on the marking form. It must include comments which could help improve the referee's future performances. Even where a referee has significant shortcomings there will have been some positive aspects which should be given credit; extremely low marks (below 20) should be very rare.

## HOW TO DECIDE ON A REFEREE'S MARK

The following questions focus on the key areas of a referee's performance. They are intended as an "aide memoire", are not necessarily comprehensive and need not be answered individually. It is, however, worth considering them before committing yourself to mark for the referee.

### CONTROL AND DECISION MAKING

- How well did the referee control the game?
- Were the players' actions recognised correctly?
- Were the Laws applied correctly
- Were all incidents dealt with efficiently/effectively?
- Were all the appropriate sanctions applied correctly?
- Was the referee always within reasonable distance of incidents?
- Was the referee well positioned to make critical decisions, especially in and around the penalty area?
- Did the referee understand the players' positional intentions and keep out of the way accordingly
- Did the referee demonstrate alertness and concentration throughout the game?
- Did the referee apply the use of advantage to suit the mood and temperature of the game?
- Was the referee aware of the players' attitude to advantage?
- Did the referee use the assistants effectively?
- Did the officials work as a team, and did the referee lead and manage them to the benefit of the game?

### COMMUNICATION AND PLAYER MANAGEMENT

- How well did the referee communicate with the players during the game?
- Did the referee's level of involvement/profile suit this particular game?
- Did the referee understand the players' problems on the day – e.g. difficult ground/weather conditions?
- Did the referee respond to the changing pattern of play/mood of players?
- Did the referee demonstrate empathy for the game, allowing it to develop in accordance with the tempo of the game?
- Was the referee pro-active in controlling of the game?
- Was the referee's authority asserted firmly without being officious?
- Was the referee confident and quick thinking?
- Did the referee appear unflustered and unhurried when making critical decisions?
- Did the referee permit undue questioning of decisions?
- Did the referee deal effectively with players crowding around after decisions/incidents
- Was effective player management in evidence?
- Was the referee's body language confident and open at all times?
- Did the pace of the game, the crowd or player pressure affect the referee negatively

### *Final thoughts*

- Always try to be objective when marking. You may not obtain the most objective view by marking immediately after the game.
- Judge the performance over **the whole game**. Don't be too influenced by one particular incident.
- Don't mark the referee down unfairly because your team was unlucky and lost the game or some disciplinary action was taken against your players.