



**ENGLISH CLUBS CHAMPIONSHIP
SOUTH WEST LEAGUES**

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Online registration

Please refer to Operating procedures 2 & 3 - pages 311-312 RFU Handbook 2007-08

We would like to bring to your attention that when processing online registrations clubs MUST be in possession of a completed registration form, which has been signed by the player. You are also required to keep the form for at least twelve months.

Clubs must also send a copy of the notification of transfer to the player's previous club and retain the proof of postage. Please note however then when doing an on line registration there is no requirement to send a copy of the notice to the Admin Office in Reading, despite the wording on the form.

If it is found that a club does not have a fully completed form, which has been signed, the player will be immediately de-registered and therefore the club will risk the deduction of competition points and possibly a fine.

Result Cards

There has been a notable worsening in the standard of completing match result cards. Please note that where players names are required they should be written clearly and in the format indicated on the card. Additionally the correct league name should be shown where indicated – the officially recognised abbreviation can be found next to your club name on the weekly envelope. Please also ensure that where teams other than the first team are involved that the correct number is shown against the team name – eg 2nds, 3rds etc. League Secretaries have the power to fine clubs where details are persistently incorrect.

Postal Problems

During the recent industrial action within Royal Mail no clubs have been fined for late match result cards – but these will now be enforced again. The regulations require the card to be posted no later than the final collection on the Monday following the game – so the ending of Sunday postal collections will not affect this. However it does mean that the weekly sendout from this office will be delayed.

Website

There have been a number of teething problems with the SW Website after the hosting company moved equipment. These have largely been resolved although some on line forms are still not working correctly. It is hoped to have this resolved as soon as possible.

Christmas/New Year

In line with past years no re-arranged SW games will be placed on either the 22nd or 29th December although clubs may mutually agree to play on those dates if they wish.