

SUMMARY OF LEAGUE DIRECTIVES

1. Results of all matches to be reported by the Home Club (or Away Club if playing in an outside competition away from home) as follows:-

Immediately after the match, **text** the result, goalscorers (full name), goal times and attendance to Jason Harrison on the number provided in the League Handbook.
2. Clubs will not be allowed to interfere with the surface of the playing area such as removal of turf, etc., once the season has started.
3. It is very important that where the League request a reply to correspondence or circulars by a given date, these instructions are adhered to.
4. It is recommended that Clubs shall have qualified First Aid Personnel in attendance at matches and to have readily available emergency medical equipment including stretchers to facilitate prompt attention to injured players.
5. Cost of Handbooks - £3 each plus p&p; Cost of Extra Handbooks (for Clubs) - £2 each plus p&p.
6. The minimum charge to all NCEL Competition matches shall be £3 including VAT. Clubs may, at their discretion, vary the operation of this rule in respect of the admission of juveniles and senior citizens or other concessions as they deem appropriate.
7. Observers should make themselves known to a senior club official upon arrival at a ground. Half-time hospitality must always be offered to the observer by the home club.
8. Clubs are reminded of the necessity of prompt starting of matches and the responsibility for allowing sufficient time for travelling, allowing for present-day traffic problems, is that of the visiting club.
9. Clubs registering contract players must immediately forward a copy of the relevant FA email receipts to the League Registrar.
10. Cheques should be made payable to NCE League.
11. **Trainers' Boxes / Technical Area.**
 - A. Definition of Technical Area.**

The technical area extends from 1 metre on either side of the designated seated area and extends forward up to a distance of 1 metre from the touchline.
Markings are to be used to define this area and it should be clearly and correctly marked.
 - B. Trainers Bench**

The Trainers Bench relates to the SEATING area within the technical area, also known as the team bench, dugout, or other means of having protection for managers, substitute players, medical and coaching staff during a match.

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All clubs must provide separate trainers benches adjacent to the pitch for the sole use of team officials, medical staff, substitute players, substituted players for both home and visiting teams. Trainers' benches shall have direct access on to the field of play and be within the marked technical area.

- (1) Only those team officials and substitutes listed on the team sheet may occupy the trainer's bench.
- (2) Notwithstanding the number of players and Officials permitted by the FA Standardised Rules, the NCEL has the ability to determine the numbers allowed in its Competitions. The NCEL has decided there shall be no more than 11 persons accommodated in the Technical Area providing there are a sufficient number of fixed seats.
- (3) Only one team official at a time has the authority to convey tactical instructions to the players during the match from within the technical area.
- (4) With the exception of the team manager, the team coach and any substitutes who are warming up or warming down, all other personnel are to remain seated on the trainer's bench. The team manager or team coach is allowed to move to the edge of the technical area to issue instructions to his team, but must then return to the trainer's bench.
- (5) No juveniles under the age of 16 years are permitted on the trainer's bench or in the technical area.
- (6i) All occupants of the Trainers' Box/Technical Area must conduct themselves in a responsible manner at all times. If good behaviour is not maintained, those in default will be removed from the trainer's bench and technical area upon instruction from the referee.

(6ii) Removal of non-playing staff within the Technical Area

Where a member of the non-playing staff has to be removed from the Technical Area for misconduct, he/she is required to leave the Technical Area and the vicinity of the field of play, forthwith.

The removed person shall go to the Dressing Rooms or leave the ground. No further contact direct or indirect, between the removed Official and the Match Officials will be permitted during or after the game.

The League Board is emphatic that the behaviour of all non-playing Officials, and substitutes, occupying seats in Technical Areas is exemplary at all times. It is the intention of the Board to consider disciplinary action against member Clubs for any breaches of the above instructions upon receipt of a referees' report, other than offences which fall under the jurisdiction of their parent County FA. The Board are reliant on Clubs to ensure the good behaviour of their staff whether playing home or away in order to eradicate any problems.

12. Glass Bottles outside of Clubhouses: Clubs are reminded of FA Regulations which state: 'glasses or bottles are not permitted outside of the Clubhouse or to be brought into grounds'. Please ensure that appropriate notices are displayed in and outside of Clubhouses and at various points of entry into grounds.
13. Substitute Boards: It is the responsibility of both clubs to have available on match days a set of substitute boards for use by the personnel within their own technical

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area. The boards must be used for all substitutions to indicate the number of the player being substituted as well as the number of the substitute player who is the replacement. Any breach of this directive to be reported to the League.

14. 'Added Time': It is League policy that all participants should be notified of the number of minutes of 'added time' that the referee has decided to play in addition to normal time, both at the end of the first half and at the end of the game (including both periods of extra time if required in cup games). This should be indicated by a member of the home club technical area or official holding up the appropriately numbered substitute board equivalent to the number of minutes added. The board should be clearly displayed to the players and spectators, etc.

The match referee is required to advise members of the home club technical area, either directly or via the assistant referee operating on the side of the technical area, of the number of minutes to be added at the end of each period. The home club then has the responsibility to ensure that one of their nominated representatives in the technical area, or club official, is clearly aware that they are required to display the appropriately numbered substitute board at the time of being advised by the match official of the number of minutes added.

In conjunction with the 'added time' indicator being raised, it is recommended that the home club announces over the PA system that there will be a minimum of 'x' number of minutes to be added. Any problems in carrying out this procedure must be reported by the match referee to the League.

15. Match Balls: The League will make available for all clubs Toolstation Northern Counties East League Match Balls that must be used for ALL Toolstation Northern Counties East League and Cup games.

The League will provide the balls on a non-profit basis and it is the club's responsibility to ensure they have an adequate supply of balls to meet their needs.

- a) All clubs shall ensure that they have sufficient Toolstation Northern Counties East League Match Balls to allow the game to be played in its entirety with a League ball. Failure to do so must be reported by the Match Officials with League Rules 30(a) and 4.8 applied.
- b) A minimum of three match balls (or more if required) proposed to be used in the match must be supplied to and approved by the Referee before the commencement of the match in his/her dressing room (as per rule 15.9).

It is the responsibility of the Club playing at home in each match played under the jurisdiction of the Toolstation Northern Counties East League to provide the match balls.

All the balls must be in a good condition and pass the pre-match inspection of the Referee.

16. A club at its discretion may use five substitute players at any time in a match. A substitution can only be made when play is stopped for any reason and the referee has given permission. When a club is making a substitution it shall use a Board to show the number of the player substituted and the number of the substitute player. A maximum of five substitutes may be nominated and they must be included on the

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official team sheet handed to the referee before the match in accordance with Rule 8.11.1. A substitute player may not be used to replace a player who has been suspended from the match by match officials.

If a player does not take part in the match for which he is a nominated substitute he shall be deemed as not to have played for the club in that match.

When nominated substitutes are warming up prior to entry onto the field or warming down after leaving the field, a maximum of three from each side is permissible at any one time. This activity will take place adjacent to the touchline on the dugout side of the pitch and at the opposite end to the operational area used by the assistant referee. Substitutes must wear a bib or other clothing that is clearly distinguishable from the colours of both the participating clubs.