

# SURREY COUNTY WOMENS & GIRLS LEAGUE

**General Secretary : Mrs Karen Bailey**  
**92 Knightwood Crescent**  
**New Malden**  
**Surrey**  
**KT3 5JW**  
**Tel: 020 8336 2397**  
**Mobile: 07778 725313**  
**Fax: 020 8336 2397**  
**E-Mail: karen.bailey@scwgl.org.uk**

## TO ALL CLUB SECRETARIES

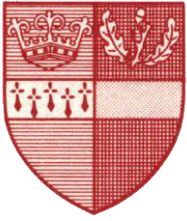
PLEASE READ THE FOLLOWING DOCUMENTS, PRINT THEM OFF AND ENSURE THAT THE PERSON REPRESENTING THE CLUB AT THE AGM BRINGS A COPY WITH THEM

PLEASE FIND ENCLOSED THE FOLLOWING:-

- ❖ AGENDA FOR ANNUAL GENERAL MEETING
- ❖ MINUTES OF LAST YEAR'S ANNUAL GENERAL MEETING
- ❖ LIST OF CLUBS FOR ACCEPTANCE
- ❖ PROPOSED RULE ALTERATIONS FOR NEXT SEASON
- ❖ BALANCE SHEET
- ❖ FINAL LEAGUE TABLES 2013 - 2014
- ❖ CODE OF CONDUCT REGULATIONS FORM FOR COMPLETION AND RETURN
- ❖ POST AGM PROCEDURES - DETAILS OF DEADLINES
- ❖ PRAWN SANDWICH PROCEDURES

PLEASE NOTE THAT COMPLETED AND SIGNED CODE OF CONDUCT REGULATIONS FORMS MUST BE RETURNED ON OR BEFORE COLLECTION EVENING ON 4<sup>TH</sup> SEPTEMBER 2014

MANY THANKS



# SURREY COUNTY WOMENS & GIRLS LEAGUE

## THE 13TH ANNUAL GENERAL MEETING

WEDNESDAY 11TH JUNE 2014  
7.30 pm for 8.00 pm start

Imber Court Sports Club Ember Lane East Molesey Surrey KT8 0BT

ALL CLUBS HAVING MADE APPLICATIONS FOR SEASON 2014/2015 MUST BE REPRESENTED

CLUB REPRESENTATIVES MUST:-

- ❖ SIGN IN (CLUBS ARE LISTED IN ALPHABETICAL ORDER)
- ❖ COLLECT ALL THEIR PAPERWORK
- ❖ CHECK WITH THE TREASURER THAT NO FINES ARE OUTSTANDING

# AGENDA

1. ACCEPTANCE OF MINUTES OF LAST A.G.M.
2. MATTERS ARISING FROM THE MINUTES
3. PRESENTATION OF ANNUAL REPORT - CHAIRMAN
4. PRESENTATION OF ANNUAL BALANCE SHEET AND STATEMENT OF ACCOUNTS
5. ACCEPTANCE OF MANAGEMENT COMMITTEE'S RECOMMENDATION OF CLUBS/TEAMS TO THE LEAGUE FOR THE ENSUING SEASON

6. ELECTION OF OFFICERS:-

OFFICE	CURRENTLY HELD	PROPOSED
PRESIDENT	JOHN SPARKES	JOHN SPARKES
VICE PRESIDENTS	KIERON COTTER DAVID WORKMAN	KIERON COTTER DAVID WORKMAN
CHAIRMAN	FRANK THOMPSON	FRANK THOMPSON
VICE CHAIRMAN	COLIN BARNETT	COLIN BARNETT
GENERAL SECRETARY	KAREN BAILEY	KAREN BAILEY
TREASURER	DAVID LOMAX	DAVID LOMAX
REGISTRATION SECRETARY	GILLIAN WIGGINS	GILLIAN WIGGINS
DISCIPLINARY SECRETARY	FRANK THOMPSON	FRANK THOMPSON
REFEREES SECRETARY	ALAN WIGGINS	ALAN WIGGINS
LEAGUE WELFARE OFFICER	JASON FREE	JASON FREE
FIXTURE SECRETARIES	KAREN BAILEY MARTIN BURKE JASON FREE PAT GORMLEY AMANDA PULLINGER PAUL WILLIAMS	KAREN BAILEY MARTIN BURKE JASON FREE AMANDA PULLINGER PAUL WILLIAMS <b>VACANCY</b> <b>VACANCY</b>
REP TEAM CO-ORDINATOR	WARREN POWICK	WARREN POWICK
FINES CO-ORDINATOR	GILLIAN WIGGINS	GILLIAN WIGGINS
MINUTES SECRETARY	KAREN BAILEY	KAREN BAILEY
CHALLENGE CUP SECRETARY	BOB MARCHANT	BOB MARCHANT
SCFA REPRESENTATIVE	JASON FREE	JASON FREE
FOOTBALL DEVELOPMENT OFFICER	JON BURR	JON BURR
HON LEAGUE AUDITOR	COLIN FORD FCCA <small>NB AUDITOR IS NOT A LEAGUE OFFICER</small>	COLIN FORD FCCA <small>NB AUDITOR IS NOT A LEAGUE OFFICER</small>

7. ACCEPTANCE OF LEAGUE RULES 2014/2015 SEASON

8. SET DATE FOR COMMENCEMENT & CONCLUSION OF PLAYING SEASON  
PROPOSED - SUNDAY 14<sup>TH</sup> SEPTEMBER 2014 TO SUNDAY 10<sup>TH</sup> MAY 2015

9. ANY OTHER BUSINESS OF WHICH NOTICE HAS BEEN GIVEN

NOTE:-WILL ANY MEMBER WISHING TO SPEAK, PLEASE GAIN PERMISSION FROM THE CHAIRMAN, GIVE THEIR NAME AND CLUB, BEFORE PROCEEDING WITH THEIR POINT RELEVANT TO THE SUBJECT UNDER DISCUSSION

# 12<sup>th</sup> Annual General Meeting

## Surrey County Women's & Girls' League

held at Imber Court Sports Club, Ember Lane, East Molesey, KT8 0BT  
on Wednesday 12<sup>th</sup> June 2013

### MINUTES

Frank Thompson (welcomed everyone present and officially opened the meeting and introduced Members of the Committee on the top table.

#### 1. Clubs / County / League Officials Present

Officials present were:-

Frank Thompson	-	Chairman
Colin Barnett	-	Vice Chairman
Karen Bailey	-	General Secretary / Minutes Secretary / Fixture Secretary
Gillian Wiggins	-	Registration Secretary
Pat Gormley	-	Fixture Secretary
Jon Burr	-	Football Development Officer
Jason Free	-	Fixture Secretary

Clubs represented at the meeting were:-

AFC Wimbledon	Croydon Borough Girls FC	Molesey Juniors FC
Aldershot Boys & Girls FC	Crystal Palace Ladies FC	NPL Youth FC
Ascot United FC	Elm Grove Colts FC	QPR Girls FC
Ashted FC	Epsom & Ewell Colts FC	Rushmoor Saints FC
Barnes Eagles FC	Denham United Ladies FC	Staines Town Juniors Girls FC
Beecholme Belles FC	Goldsworth Park Rangers FC	South Park Girls FC
British Airways Womens FC	Guildford City Boys & Girls FC	Sutton United Juniors FC
Brockham Badgers FC	Guildford Saints FC	Teddington Athletic FC
Carshalton Athletic Girls FC	Kempton Girls FC	Walton Casuals Juniors FC
Caterham Pumas	Kingstonian Youth Girls FC	Wimbledon Town Girls FC
Claygate Royals FC	Meadow Sports FC	Woking Cougars FC
Colne Valley Girls FC	Mitcham Park Juniors FC	
Corinthian Casuals FC	Mole Valley Girls FC	

#### 2. Apologies

Warren Powick, Knaphill Athletic FC

#### 3. Acceptance of Minutes of 11<sup>th</sup> AGM held 13<sup>th</sup> June 2012

**Proposed** John Ivers, AFC Wimbledon

**Seconded** Sarah Seaman, Aldershot Boys & Girls FC

Unanimously accepted; no objections; no abstentions; vote carried.

4. **Matters Arising**

None.

5. **Chairman's Report**

See attached.

6. **Treasurer's Report**

Copies of Annual Balance Sheets & Statements of Account were circulated to all members present.

**Proposed** Frank Scanella, Walton Casuals FC

**Seconded** Donna Williams, Carshalton Athletic FC

Unanimously accepted; no objections; no abstentions; vote carried.

7. **Acceptance of Clubs**

A list of the Clubs recommended for acceptance into the League was circulated to all members present.

**Proposed** Sarah Seaman, Aldershot Boys & Girls FC

**Seconded** Helen Gilhooly, Mitcham Park Juniors FC

Unanimously accepted; no objections; no abstentions; vote carried.

8. **Election of Officers**

OFFICE	CURRENTLY HELD	PROPOSED
PRESIDENT	JOHN SPARKES	JOHN SPARKES
VICE PRESIDENTS	KIERON COTTER DAVID WORKMAN	KIERON COTTER DAVID WORKMAN
CHAIRMAN	FRANK THOMPSON	FRANK THOMPSON
VICE CHAIRMAN	COLIN BARNETT	COLIN BARNETT
GENERAL SECRETARY	KAREN BAILEY	KAREN BAILEY
TREASURER	DAVID LOMAX	DAVID LOMAX
REGISTRATION SECRETARY	GILLIAN WIGGINS	GILLIAN WIGGINS
DISCIPLINARY SECRETARY	FRANK THOMPSON	FRANK THOMPSON
REFEREES SECRETARY	ALAN WIGGINS	ALAN WIGGINS
LEAGUE WELFARE OFFICER	JASON FREE	JASON FREE
FIXTURE SECRETARIES	KAREN BAILEY ANDREW BELLAMY MARTIN BURKE PAT GORMLEY CHRIS JONES AMANDA PULLINGER	KAREN BAILEY MARTIN BURKE PAT GORMLEY CHRIS JONES AMANDA PULLINGER PAUL WILLIAMS
REP TEAM CO-ORDINATOR	WARREN POWICK	WARREN POWICK
FINES CO-ORDINATOR	JOHN SPARKES	JOHN SPARKES
MINUTES SECRETARY	KAREN BAILEY	KAREN BAILEY

<b>CHALLENGE CUP SECRETARY</b>	<b>BOB MARCHANT</b>	<b>BOB MARCHANT</b>
<b>SCFA REPRESENTATIVE</b>	<b>JOHN SPARKES</b>	<b>COLIN BARNETT</b>
<b>FOOTBALL DEVELOPMENT OFFICER</b>	<b>JON BURR</b>	<b>JON BURR</b>
<b>HON LEAGUE AUDITOR</b>	<b>COLIN FORD FCCA</b> <small>NB AUDITOR IS NOT A LEAGUE OFFICER</small>	<b>COLIN FORD FCCA</b> <small>NB AUDITOR IS NOT A LEAGUE OFFICER</small>

**Proposed** Jean Hennessy, Barnes Eagles FC

**Seconded** Donna Williams, Carshalton Athletic FC

Unanimously accepted; no objections; no abstentions; vote carried.

9. **Acceptance of League Rules of which Notice has been given**

- Proposed League Rules were circulated to members.
- The Rules were voted en bloc.

**Proposed** Jason Free, Colne Valley Girls FC

**Seconded** Helen Gilhooly, Mitcham Park Juniors FC

Unanimously accepted; no objections; no abstentions; vote carried.

10. **Set Date for Commencement & Conclusion of Playing Season**

The playing season will begin on 8<sup>th</sup> September 2013 and end on 11<sup>th</sup> May 2014.

**Proposed** : Jean Hennessy, Barnes Eagles FC

**Seconded** : Donna Williams, Carshalton Athletic FC

Unanimously accepted; no objections; no abstentions; vote carried.

11. **Any Other Business of which Notice has been given**

None notified.

12. **General**

- FT asked all Clubs with U9 & U10 teams stay behind for a few minutes to talk about format.
- KB advised that she is available to answer queries.
- KB advised that Prawn Sandwich should be up and running by the end of the week and asked Clubs to get their registrations sorted out quickly.
- FT wished everyone a great Summer.

Closed at 8.30pm

**Next AGM**

**Wednesday 11th June 2014**



## **CHAIRMAN'S REPORT AGM 12<sup>TH</sup> JUNE 2013**

First of all, a big thank you is due to Karen and the very small number of League Officers we have who do a huge amount of work in providing football for the girls from September to May in very difficult circumstances this year.

Last season was difficult with atrocious weather and we lost more games than I have ever experienced. Week after week there was one thing after another but we managed to get through it with a little bit of pain but it is a credit to the Clubs who work with the Fixture Secretaries to get the games played and congratulations should go to the Managers and people at your Clubs - we are very grateful.

Looking back at last season, there was a challenge with some League formats and some were forced to play in formats that weren't wanted which was difficult. It exposed some things in losing teams and losing girls out of the game and I received letters from various people, including Hope Powell, concerned parents and some players. It was a sad event but that's the reality unfortunately.

On the bright side, U9 4v4 festivals were held for 9 teams who played at different locations organised by Jon Burr. This was successful and those teams are now moving forward into U10s this year. Regarding Cup Finals, Karen, her mum, John Sparkes & Bob Marchant do it single-handedly and they are decent showpieces. The trophies and awards we made were a great credit to the League.

We got involved in the Charter Standard scheme and were given £1,500.00 by SCFA to promote that and we hope to focus on it some more this season. We offered Courses, in conjunction with the SYL, and I would like to see more opportunities taken - Level 1 Courses were completed by 40 people and many undertook the First Aid & Safeguarding Courses, which was successful and we will look to continue it. One of the nice things of last season was, it was only our first year as a Charter Standard League, but we were commended by the National Respect Committee for the work we do around Respect, in recognition of what we do and what you all do in terms of sportsmanship marks and how you behave and treat each other. There were a few incidences last season but most games were played in good spirit and in the right atmosphere and, hopefully, we can move forward.

About 10 teams have expressed an interest in U9 next season and Jon Burr and I have negotiated a Grant from the FA for a set of 6 balls and pop-up goals which will be rolled out in the summer. You only need to find 4 girls aged 8 or 9 and a reluctant mum or dad and away you go! It is very simple. Let's get these young girls involved in football at an earlier age.

We have gone down the "development" route for U10s. I have spoken to a few people over the last few weeks and I think it will help us in the future - we need to look to the future and look at the bigger picture for the whole of the good of female players. We need to involve and retain more girls.

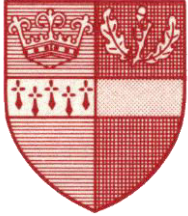
We have looked at the formats and there is a clear disparity across the League Tables and has been over the last 5 or 6 seasons. Some teams were lumped into one Division last season. Some teams are excellent but the teams at the bottom are just starting out and learning to play the game so there is a huge void. We hope to roll out 3 Divisions at as many age groups as possible. If you don't like the formats when they are published, please e-mail me or Karen and we can try and juggle things. We need to provide competition for every girl at every level and some teams will move up a year. I would ask you to move forward with us and think of the big picture. We are stable but we are losing teams and Clubs and girls as we go along.

Moving on to Charter Standard, as a CS League, we run at about 85% of teams have achieved this. I wrote to all Clubs back in January and a few Clubs received help to achieve it. I will hold a night for non-CS Clubs soon after the season starts - it is achievable and it improves standards. We will help you achieve it with Courses and money.

Finally, I just want to say that this all about enjoyment and the girls having a good time. It is easy for us all sometimes to get carried away. There are some wonderful FA pamphlets available at the back of the room and I will circulate links soon which contain some good information and resources. Please help yourselves and display the posters in your Clubs. It is all about promoting female football and I wish you all a successful season next year.

**Frank Thompson**  
**12<sup>th</sup> June 2013**

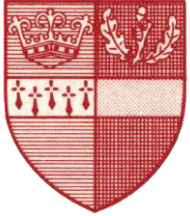




# SURREY COUNTY WOMENS & GIRLS LEAGUE

## RECOMMENDATION FOR ACCEPTANCE SEASON 2014/2015

CLUB NAMES	
Abbey Rangers FC	Junior Bees FC
AFC Brooklands	Kempton Girls FC
AFC Wimbledon	Kew Association Youth FC
Aldershot Boys & Girls FC	Kingstonian Youth Girls FC
Ascot United FC	Kinja FC
Ashtead FC	Knaphill Athletic FC
Barnes Eagles FC	Meadow Sports FC
Battlebridge FC	Metropolitan Police FC
Beecholme Belles FC	Mitcham Park Juniors FC
British Airways Womens FC	Mole Valley Girls FC
Carshalton Athletic Girls FC	Molesey Juniors FC
Caterham Pumas FC	NPL Youth FC
Claygate Royals FC	QPR Girls FC
Colne Valley Girls FC	Rushmoor Saints FC
Corinthian Casuals FC	Shelton Athletic Ladies FC
Croydon Borough Girls FC	South Park Girls FC
Croydon Juniors FC	Sutton United Juniors FC
Crystal Palace Ladies FC	Teddington Athletic FC
Denham United Ladies FC	Waddon Wanderers FC
Elm Grove Colts FC	Walton Casuals Juniors FC
Epsom & Ewell Colts FC	Wealdstone Ladies FC
Fleet Town Girls & Ladies FC	Whitton Wanderers Youth FC
Fulham Foundation FC	Wimbledon Town Girls FC
Goldsworth Park Rangers FC	Woking Cougars FC
Guildford Saints FC	
Haslemere Town FC	
Horsley FC	



# **SURREY COUNTY WOMENS & GIRLS LEAGUE**

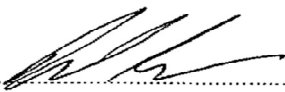
**PROPOSED RULE ALTERATIONS  
SEASON 2014/2015**

**TO FOLLOW**

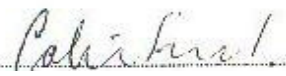
**SURREY COUNTY WOMENS & GIRLS LEAGUE**

**BALANCE SHEET AS AT 28TH OF FEBRUARY 2014**

<u>2012/13</u>	<u>LIABILITIES</u>	<u>2013/14</u>	<u>2012/13</u>	<u>ASSETS</u>	<u>2013/14</u>
22,456.48	BALANCE BROUGHT FORWARD 12/13		20,879.64	BALANCE AT BANK - CURRENT ACCOUNT	21,433.32
	BALANCE	23,341.64	2,462.00	CASH IN HAND / AWAITING BANKING	2,023.00
885.16	EXCESS OF INCOME OVER EXPENDITURE 12/13				
	EXCESS OF INCOME OVER EXPENDITURE 13/14	114.68			
-----		-----	-----		-----
23,341.64		23,456.32	23,341.64		23,456.32
=====		=====	=====		=====

Signed  ..... 14 April 2014

FOR AND ON BEHALF OF THE TREASURER, DAVID LOMAX

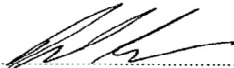
Signed  ..... 1 May 2014

HON. LEAGUE AUDITOR, COLIN FORD F.C.C.A. (retired)


**SURREY COUNTY WOMENS & GIRLS LEAGUE**

**INCOME AND EXPENDITURE ACCOUNT FOR 12 MONTHS ENDING 28TH OF FEBRUARY 2014**

<u>2012/13</u>	<u>EXPENDITURE</u>	<u>2013/14</u>	Delta	<u>2012/13</u>	<u>INCOME</u>	<u>2013/14</u>	Delta
7297.42	TROPHIES	5,994.47	-1,302.95	10622.00	PLAYER REGISTRATIONS/TRANSFERS	9,238.00	-1,384.00
2235.50	PRAWNSANDWICH	2,235.50	0.00	4192.00	TEAM APPLICATIONS	4,440.00	248.00
2000.00	PAYMENT GENERAL SECRETARY	2,000.00	0.00	1500.00	GRANTS	1,500.00	0.00
989.00	PAYMENT REGISTRATION SECRETARY	1,131.00	142.00	930.00	CUP FINALS	1,010.00	80.00
590.20	REGISTRATION SYSTEM	1,130.88	540.68	1170.00	FINES	660.00	-510.00
1086.00	CUP FINALS	1,065.00	-21.00	0.00	GOALS	650.00	650.00
0.00	GOALS	791.68	791.68	0.00	COURSES	570.00	570.00
1158.81	OFFICERS' EXPENSES	786.48	-372.33	56.00	MISCELLANEOUS	0.00	-56.00
1174.91	INTERLEAGUE	710.00	-464.91	0.00	DONATIONS	0.00	0.00
575.00	RULE & HAND BOOKS	584.00	9.00				
0.00	SYL COURSES	570.00	570.00				
325.00	HIRE OF HALLS (inc AGM/Presentation)	437.50	112.50				
0.00	MISCELLANEOUS	186.32	186.32				
0.00	EQUIPMENT	164.49	164.49				
133.00	S.C.Y.F.A.	131.00	-2.00				
0.00	TEAM APPLICATIONS RETURNED	35.00	35.00				
20.00	STATIONERY & PRINTING	0.00	-20.00				
885.16	EXCESS OF INCOME OVER EXPENDITURE	114.68					
-----		-----		-----		-----	
18,470.00		18,068.00		18,470.00		18,068.00	
=====		=====		=====		=====	

Signed .....  ..... 14 April 2014

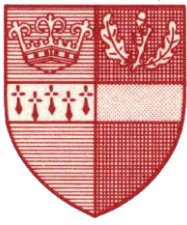
FOR AND ON BEHALF OF THE TREASURER, DAVID LOMAX.

Signed .....  ..... 1 May 2014

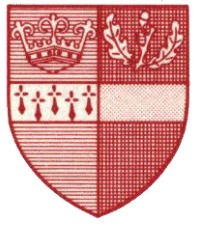
HON. LEAGUE AUDITOR, COLIN FORD F.C.C.A. (retired)







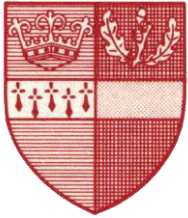
# SURREY COUNTY WOMENS & GIRLS LEAGUE



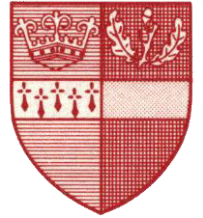
## FAO ALL CLUB SECRETARIES POST AGM PROCEDURES

Date	Day	Details
30 <sup>th</sup> June 2014	Monday	Deadline for return of completed Cup & Shield Receipts. Clubs failing to meet this deadline will incur a fine.
30 <sup>th</sup> June 2014	Monday	The constitution of each Division within its Age Group will be formulated and published on the website. Please check that all your teams are listed and notify Karen Bailey (by e-mail) of any errors by 14 <sup>th</sup> July 2014. The constitution will be constantly updated and it is the responsibility of Clubs to check the website regularly and raise any objections or queries promptly.
30 <sup>th</sup> June 2014	Monday	Deadline for refunds to withdrawn teams. Teams withdrawn after this date will not receive a refund.
14 <sup>th</sup> July 2014	Monday	Deadline for notification of errors in constitution of each Division.
14 <sup>th</sup> July 2014	Monday	Deadline for completion of Club Secretary & Team Manager Details on Prawn Sandwich. Clubs/Teams failing to meet this deadline will incur a fine.
31 <sup>st</sup> July 2014	Thursday	Fixtures & Cup Draws will be published on the website. Again, please check your teams & notify Karen Bailey (by e-mail) immediately if there are any discrepancies.
30 <sup>th</sup> June 2014 OR 21 <sup>st</sup> July 2014 OR 28 <sup>th</sup> July 2014 OR 18 <sup>th</sup> August 2014	Monday Monday Monday Monday	Registration Evening at Imber Court. All Team Registration Forms must be accompanied by attached PASSPORT photographs, correct fee (£3.00 per player until 31 <sup>st</sup> July 2014, £7.00 per player thereafter) and proof of date of birth or last season's Player Registration Cards. No postal Registration Forms will be accepted until 19 <sup>th</sup> August 2014 when they will cost £7.00 per player. <b>NO REGISTRATIONS WILL BE ACCEPTED BY REGISTERED POST OR SPECIAL DELIVERY.</b> Teams failing to register enough players to constitute a team by 31 <sup>st</sup> July 2014 will be fined.
4 <sup>th</sup> September 2014	Thursday	Deadline for return of completed Code of Conduct Regulations Forms. Clubs failing to meet this deadline will incur a fine and will not be permitted to participate in the SCWGL until the Form is received.
4 <sup>th</sup> September 2014	Thursday	Collection Evening at Imber Court. This meeting <b>MUST</b> be attended by one Club Official for collection of Player Registration Cards & Handbooks.
14 <sup>th</sup> September 2014 (subject to AGM)	Sunday	Season begins. Teams failing to register enough players to constitute a team will not be permitted to play and points will be awarded to opposition. <b>YOU HAVE BEEN WARNED!</b>
30 <sup>th</sup> September 2014	Tuesday	Deadline for notification of County FA Affiliation Number <b>AND</b> details of Club Welfare Officer (via Prawn Sandwich). Clubs failing to meet this deadline will incur a fine not exceeding £20.00.





# SURREY COUNTY WOMENS & GIRLS LEAGUE



## PRAWN SANDWICH 2014-2015 CONFIGURATION & REGISTRATION GUIDELINES

Full instructions on how to use Prawn Sandwich will be e-mailed to new Clubs after the AGM. This will include log-in information and guidelines on how to use the system. Any existing Clubs who would like a reminder should e-mail a request to Karen Bailey.

The following applies to existing Clubs:-

1. Last season's log-in information (User Names & Passwords) will remain the same for Club Secretaries and all their Managers and Officials.
2. Please check/update all contact details for Managers & Staff (including e-mail addresses and telephone numbers). It is important that this information is correct and up to date.
3. Please complete all other Club details such as Club Colours, County FA Affiliation Numbers, Charter Status etc.
4. All Teams will be added to Prawn Sandwich by the League and Club Secretaries will be advised when this has been done (hopefully by mid-June 2014). You will not be able to add or delete Teams. If a Team withdraws or you wish to enter another Team at a different age group you must e-mail Karen Bailey. Once all the Teams have been added, Club Secretaries must then assign Managers and Assistants to Teams.
5. Club Secretaries then need to register Players to Teams:-
  - (a) Existing Players staying at same Club  
Find the Player in your Club's Database, assign the Player to the correct Team, tick the "Request Registration" Box and "Click to Save".
  - (b) New Players to a Club  
Follow the full Prawn Sandwich registration process for these Players.

PLEASE NOTE that Player Registration on Prawn Sandwich **MUST** be completed before submitting Team Registration Forms at Registration Evenings. Failure to do so will result in Forms being rejected.

We appreciate that it will have been a year since many of you last used the administration area of Prawn Sandwich. If you have any queries, please do not hesitate to contact Karen Bailey via e-mail at [karen.bailey@scwgl.org.uk](mailto:karen.bailey@scwgl.org.uk) . We would rather you ask than struggle and get things wrong.