



**English Clubs Championship  
London & S. E. Division**

**EXPLANATORY NOTICE No. 6  
Dated: 12<sup>th</sup> August 2014**

**COMPLETION OF AND COLLECTION OF MATCH RESULT SHEETS.**

With effect from the start of the 2013-2014 season, Saturday, 7th September 2013, all Match Result SHEETS for League matches will be returned to the League Secretary, via Email

**BOTH TEAMS WILL COMPLETE THE SAME MATCH RESULT SHEET**

It is the responsibility of BOTH clubs to complete the team sheet and hand to the Referee, PRIOR to the start of the match. After the match, once the sheet has been signed by both teams and the referee, it becomes the responsibility of the HOME team to scan and email to the League Secretary.

Match Result sheet's (MRS's) will be monitored by THE League Secretary, both for the manner in which they are completed and to ensure that they are received in accordance with Regulation.

In this respect

- MRS's shall be **FULLY COMPLETED** and signed by **BOTH** clubs
- MRS's shall be completed in **BLOCK CAPITALS**
- MRS's shall be completed with **SURNAME** first followed by first name(s) **EXACTLY** as recorded on the RFU Player Registration List
- MRS's shall identify the required number of front row replacements by marking "**FR**" beside the name
- where appropriate, the tick boxes shall be accurately completed in the Result Declaration section
- MRS's shall be Emailed to League Secretary no later than the 20.30hrs Monday, following the match. (Administrative Rule 2b.)

**PLEASE BE AWARE**

Where a Match Result Sheet is not received by 8.00 pm on the Monday after the match an automatic £25 fine will be triggered and this is payable within FOURTEEN days.

Please ask for a Return "READ RECEIPT" as confirmation of email arrival.