



HSCL is moving to a new league management system with RefSec for the 2026-27 season.

RefSec will be used for:

- ❖ Club Registration
- ❖ Team sheets
- ❖ Emergency Signings
- ❖ Requesting Free weeks
- ❖ Referee Match Reports
- ❖ Discipline

How to access RefSec

<https://herts.refsec.org/>

RefSec can be accessed via internet browser on mobile or desktop. If accessing on mobile you can save the site as an app on your home screen by choosing the share icon  or the three dots in the browser window then 'Add to Home Screen'

Club Registration

Club registration with HSCL via RefSec will be open once the FA's system updates in June. HSCL will let you know once registration is open.

The Club Secretary should complete all applications.

To apply for the coming season they will need to create an account on RefSec via the web address above.

Once registered, they will be granted access to the club by an HSCL Admin.

Under the 'Club' tab they should complete all relevant information.

- ❖ Pitch availability
- ❖ Kit colours
- ❖ Club Officers (To add a new club officer use the option in the drop-down menu)
- ❖ Venues
- ❖ Nearest Hospital/Train Station
- ❖ Ground compliance



Under the 'Teams' link within the Club navigation menu the club secretary should complete details of the sides they wish to register for the coming season.

They can also add details of any pitch sharing arrangements.

It also on this page that they will add Team Managers for each side which will then allow team sheets to be submitted.

Note: *Before a Coach/Team Manager can be added they will first need to register for an account with RefSec. See section below.*

If an individual at a club holds multiple roles i.e. both Club Officer and Team Manager, they can register for both roles within the 'My Details' navigation link. They then switch between roles using the drop-down menu in the site header. *Please note: They may need to logout/login when first added to show this option.*

Coach/Manager Assignment

Every coach/Team Manager needs to register for an account with RefSec.

Once they have registered, they will receive a verification email.

Once they have verified, they will be able to complete their profile and list which club they are associated with.

At that point, the club secretary will be informed of a new registration and should approve their registration.

To authorise a registration, navigate to People>Authorisations.

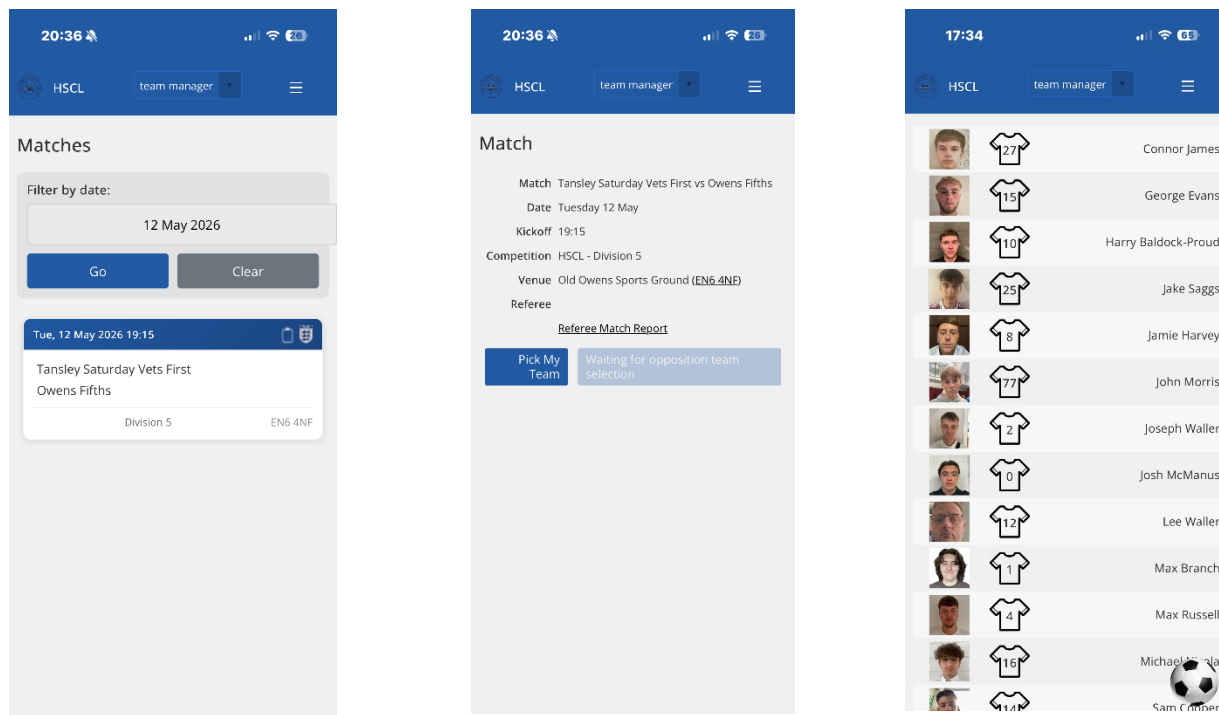
Approve the authorisation, then the person will then be selectable from the Team Manager dropdown.



Matchday

RefSec will replace hard copy team sheets for the 2026-27 season.

Team Managers will be able to see details of all forthcoming matches and are able to pick their team in advance and should add player numbers and mark those not starting as substitute.



Player registrations will be synced every day from The FA Club Portal and once registered, a player will be available to be added to a matchday team sheet.

If a player is suspended by the FA they will not show in the team list for selection and will be highlighted in red.

Emergency signings can be made via RefSec but will still need to be notified to the opposition and match official before KO. RefSec will check on FA systems to see if they are available to be signed/are not registered elsewhere before they can be added to a team sheet.

Note: *It remains the club's responsibility to ensure that the player has been properly registered and that they retain sufficient documentation to confirm that the player wishes to register with them as a non-contract player. Clubs will still need to upload to the club portal a photograph of the player by Tuesday at 1200hrs following a weekend match or 48*



hours following a mid-week match and send an email confirming the emergency registration and player details to Jo Maloney, HSCL Registration Secretary (registrations@hertsseniorecountyleague.org.uk)

Once a team sheet is submitted a copy is sent to the opposition team manager and to the referee. The team sheet will be available to the opposition and referee for a limited period after a game and will then be deleted.

Note: *HSCL are only likely to consider complaints regarding illegible players if supporting clear photographic evidence is submitted that can be checked against a team sheet.*

Team sheet information will be automatically added to Full-Time after the game. Clubs will still need to add referee marks etc. and the automation by RefSec does not in any way replace the requirement for a Full-Time match return to be completed.

Note: *If RefSec is not available on matchday, clubs will still be able to exchange hard copy forms, including for emergency signings, but the default position is that RefSec should be used.*

Free weeks

Free weeks can be requested by Club Admin/Team Managers under the 'Matches' navigation. The usual HSCL notice period for such requests still applies.

Fines/Charges

RefSec will automatically raise charges where team sheets are not uploaded to Full-Time in the relevant period following the match or when results are not notified by a club following a match.

All other discipline charges will be raised by the league discipline officer via RefSec.

Clubs should respond to the charges using the link in the charge email notification. There is an option to add documentary evidence to the response.

If a club fails to respond within 7 days a fine will automatically be generated. Reminders will be sent by RefSec.

Late payment penalties will be automatically generated by RefSec in the event of non-payment of a fine.

**Need help?**

Basic RefSec user guides will be available on the HSCL website.

If these guides do not assist you should contact Jon Robinson either on 07703100259 or by email refsec@hertssenioreountyleague.org.uk for assistance.