



RefSec

Emergency Signings

Emergency signings

An 'Emergency Signing' is a player whose registration is yet to be confirmed by the league. They could be a player whose registration status is still pending following a late registration, or a completely new player to your club who needs to be added to a team sheet.

- ✓ Emergency signings can be initiated in RefSec. The Emergency signing option appears on the day of the match in the team selection screen.
- ✓ Teams must still notify the opposition and match official before kick-off.
- ✓ RefSec checks FA systems before the player can be added.



It remains the club's responsibility

The club must ensure the player is properly registered and keep documentation confirming they wish to register as a **non-contract** player and to upload a photo and submit the registration on the club portal by **Tuesday at noon** after a weekend match (or 48 hours after a midweek match) and email confirmation of the signing and player details to Jo Maloney, HSCL Registration Secretary (registrations@hertsseniorcountyleague.org.uk).

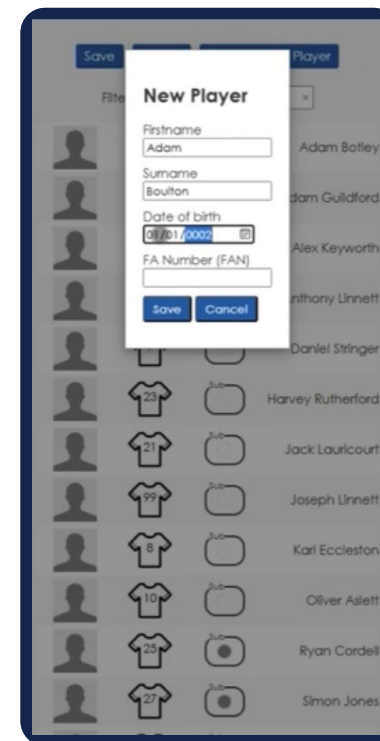


Player registration & imports

- ✓ All players must be submitted to the league for registration via the FA Club Portal. Until the league accepts the registration, it will show as pending.
- ✓ RefSec imports registered players from the FA Portal once every day at 21:45.
- ✓ Player photos, team officials and suspensions are imported at 03:30 the following day.
- ✓ On Saturdays, the process is repeated at 1pm, to pick up registrations confirmed by the league that morning.
- ✓ Once the imports are complete, the player appears in the RefSec player list and can be added to a team sheet. Pending registrations are clearly shown in RefSec.

Registering an emergency signing

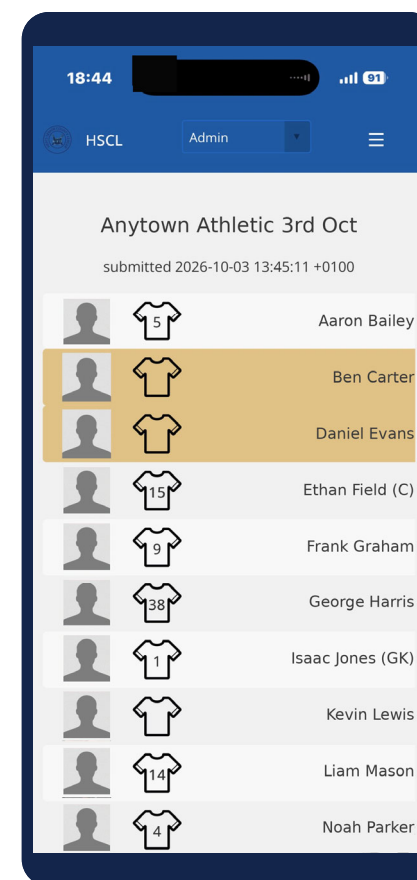
- ✓ On the day of the match, an extra option appears in your team selection screen – click 'Register new player'.
- ✓ Enter the player's name and date of birth and click 'Save'. The player is added to the team sheet.
- ✓ **You must make the opposition side and the referee aware of the emergency signing.**



The screenshot shows a mobile application interface for team selection. A 'New Player' modal form is open, allowing the user to add a new player to the team. The form includes fields for Firstname, Surname, Date of birth, and FA Number (FAN). Below the form are 'Save' and 'Cancel' buttons. The background shows a list of existing players with their names and positions (e.g., Adam Botley, Adam Guildford, Alex Keyworth, Anthony Linnett, Daniel Stringer, Harvey Rutherford, Jack Lauricourt, Joseph Linnett, Karl Eccleston, Oliver Aslett, Ryan Cordell, Simon Jones).

After submitting the team sheet

- ✓ Once you submit the team sheet, the emergency signing shows in the player list highlighted in gold.
- ✓ You can un-submit the team sheet to make any further changes.
- ✓ The team sheet is locked before kick-off.



After the game

- ✓ The club **must** upload a photo of the player to the FA Club Portal and submit the registration by Tuesday at noon after a weekend match, or within 48 hours of a midweek match.
- ✓ The club **must** email confirmation of the signing and player details to Jo Maloney, HSCL Registration Secretary (registrations@hertsseniorecountyleague.org.uk).



Every new player registration in RefSec must also be submitted via the FA Club Portal and notified to HSCL

Failure to complete the steps above may result in a charge of playing an ineligible player being raised against the club, in accordance with Rule 18M.

NEED HELP?

We're here to support you



Basic RefSec user guides

Available on the HSCL website.

If the guides don't help, contact Jon Robinson:



CALL

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