



RefSec

Team Managers

How to access RefSec

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



Any device

Use RefSec in a web browser on mobile or desktop — there's nothing to install.



Add to Home Screen

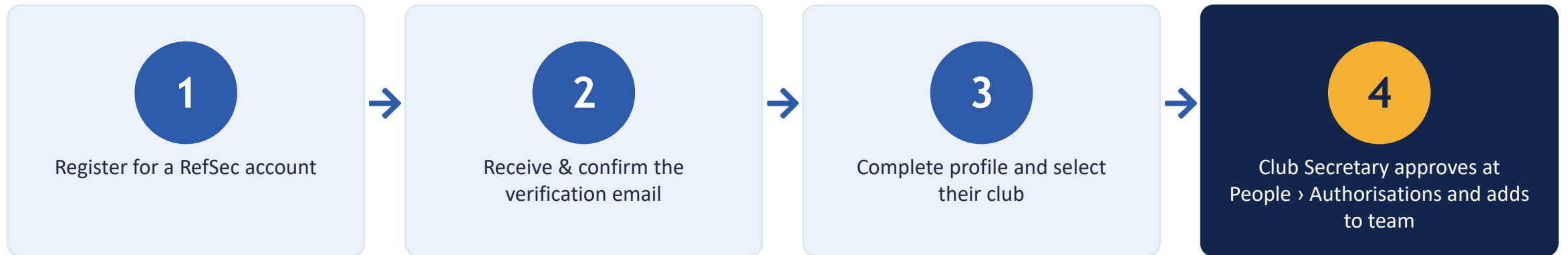
On mobile, tap the share icon (or the three dots), then choose 'Add to Home Screen' to save it like an app.

STEP 3



Coach / Manager assignment

Every Coach or Team Manager needs their own RefSec account.



Once approved, the Coach/Team Manager should be added by the Club Secretary to the relevant team in RefSec.

They will then be able to use digital teams sheets for each game.

Users with multiple roles

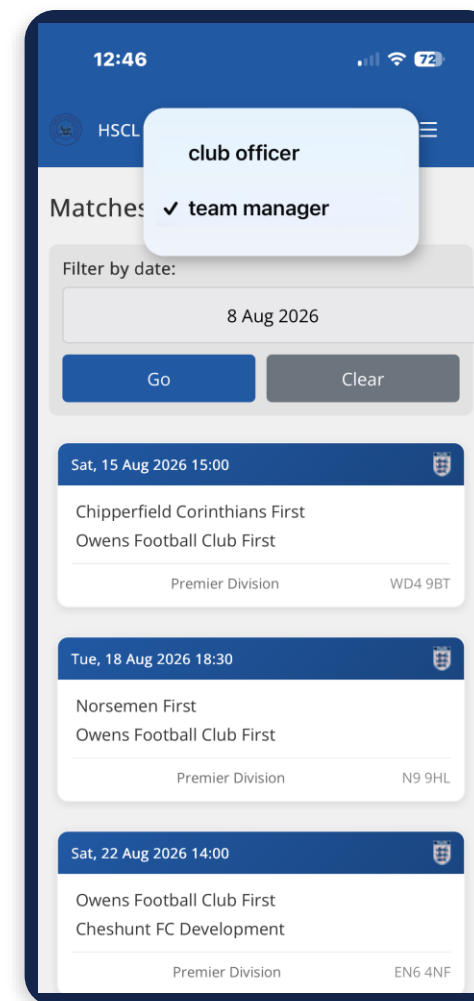


Switch to the 'Team Manager' role

Some people hold more than one role in RefSec — for example Club Officer and Team Manager. Picking a team is only possible in the Team Manager role. Switch roles using the drop-down box in the blue bar at the top of the screen.

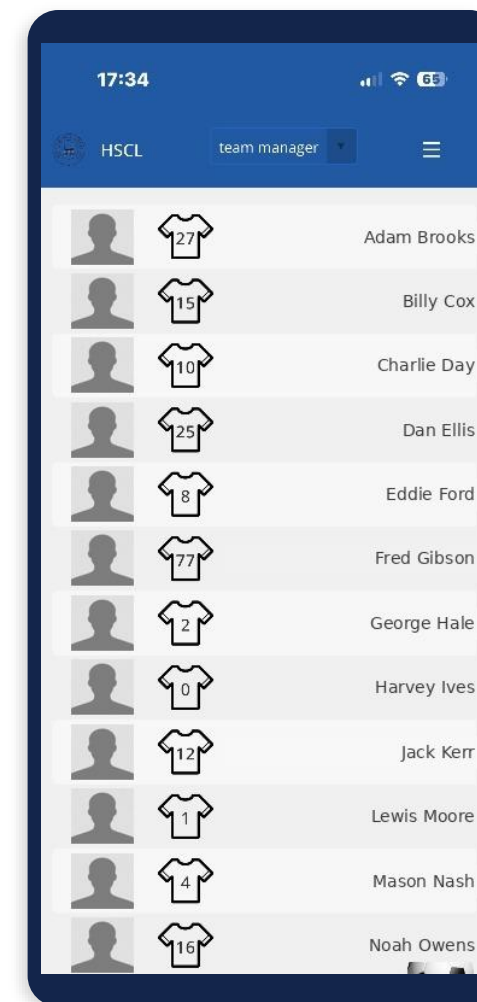


Can't see the drop-down? If you have dual roles but the drop-down option is not shown, please log out fully from RefSec and log in again. The option should now be displayed.



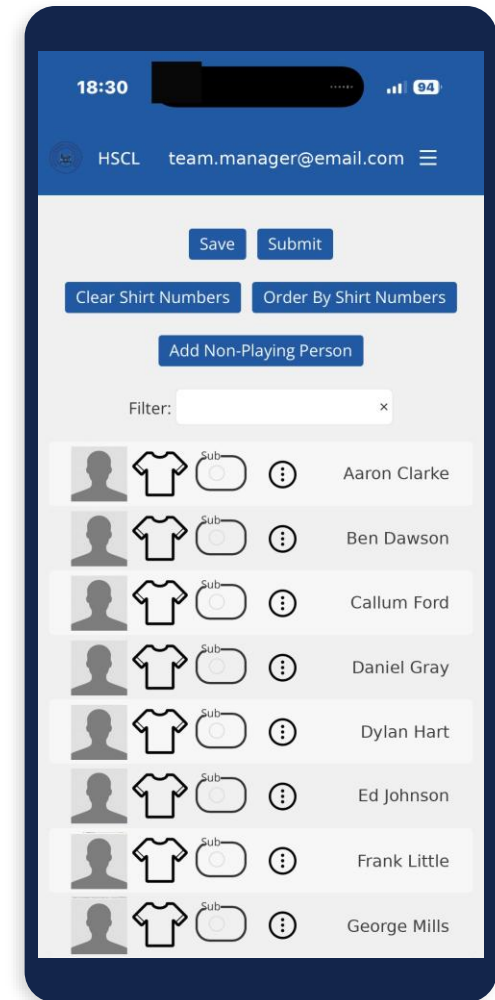
Digital team sheets

- ✓ Digital team sheets replace hard copy from 2026-27 in all HSCL competitions.
- ✓ Managers see all forthcoming matches and pick their team 7 days in advance.
- ✓ Player registrations sync from the FA Club Portal – This is not live. Players import daily at 21:45 (photos and suspensions at 03:30), and additionally at 1pm on Saturdays.
- ✓ Team managers can 'save' the team sheet and amend as required.
- ✓ Once a team sheet is submitted it will be available to the opposition and referee. If you make a mistake there is an option to 'un-submit'.
- ✓ Team sheets must be submitted in accordance with the timescales set out in the league rules. Failure to do so will result in a fine being issued.



Picking your team

- ✓ Click on a player to select them. Unselected players will be greyed out.
- ✓ Suspended players show in red.
- ✓ Add player numbers by clicking on each shirt and designate non-starters as substitutes.
- ✓ Use the menu item next to the player name to indicate if they are GK or Captain.
- ✓ Add details of non-playing individuals to the team sheet via the option at the top of the screen. This should be used for anyone in the technical area who is not already on the team sheet, e.g. Asst. Coach or Physio.
- ✓ Options are available to clear shirt numbers or re-order by shirt number to make team sheet entry easier.
- ✓ Your previously selected team will automatically carry over to the next fixture.



Emergency signings

There is a separate guide available at <https://hertsseniorcountyleague.org.uk/refsec/> that covers the emergency signing process in more detail.

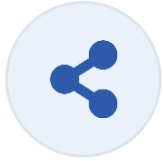
- ✓ Emergency signings can be made directly in RefSec. The Emergency signing option appears on the day of the match in the team selection screen.
- ✓ Teams should still notify the opposition and match official before kick-off.
- ✓ RefSec checks FA systems before the player can be added.



It remains the club's responsibility

To ensure the player is properly registered and keep documentation confirming they wish to register as a **non-contract** player and to upload a photo to 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).

After team sheet is submitted



Team sheets shared automatically

On submission, a copy goes to the opposition manager and the referee.



Team sheet expiry

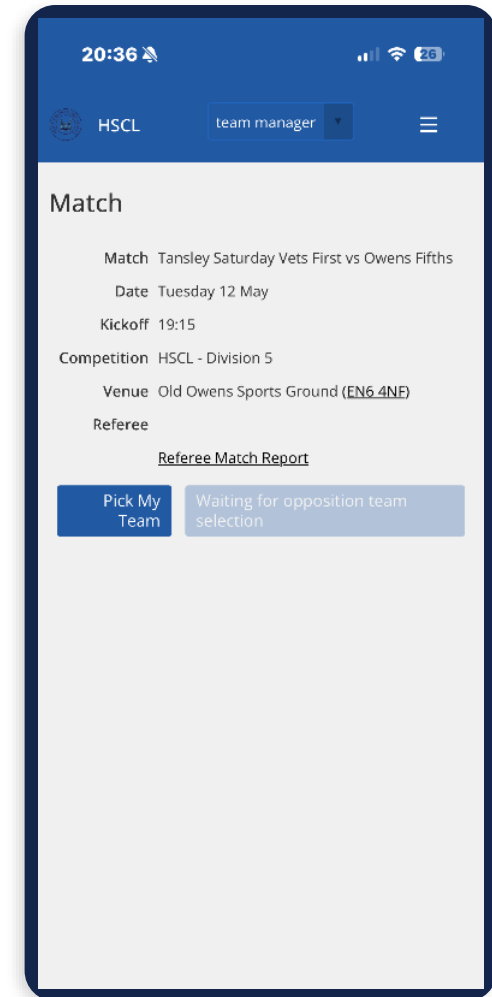
Team sheets are available to the opposition and referee for a limited period after the game, then deleted.



Full-Time submission still required

Team sheet data flows to Full-Time at various intervals after the game and only once an SMS result is submitted. The club must still add referee marks and complete the Full-Time match return to avoid a fine.

If RefSec is unavailable on matchday: hard copy forms (including emergency signings) can still be exchanged — but RefSec is the default.



Free weeks



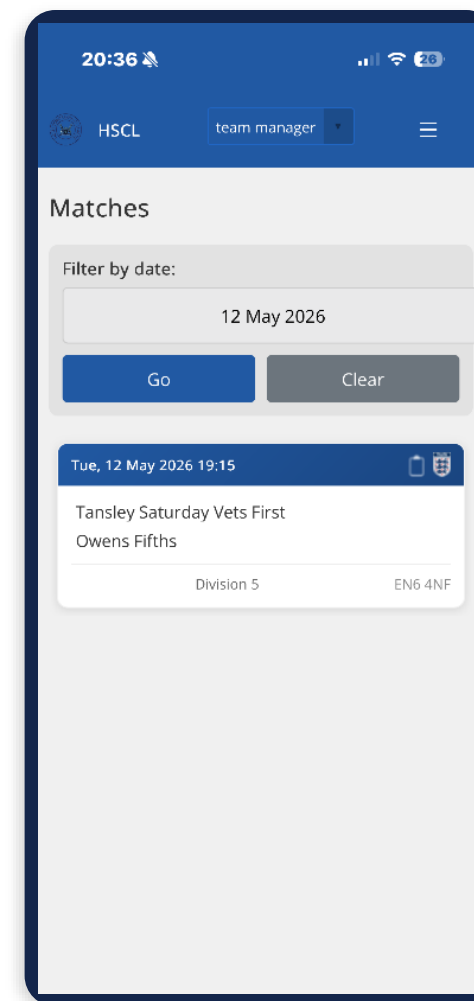
Request under 'Matches'

Club Admins and Team Managers can request free weeks from the 'Matches' navigation on dates where a fixture hasn't already been listed.

If a fixture has been listed, send you request for a free week by email to fixtures@hertsseniorcountyleague.org.uk



The usual HSCL notice period for such requests still applies.



Fines & charges

How charges are issued

- ✓ If team sheets are not uploaded to Full-Time in time, or results not notified via SMS a charge will be automatically raised by RefSec via email to the Club Secretary.
- ✓ All other discipline charges will be raised by the League Discipline Officer via RefSec.

Responding to a charge

- 1 Respond via the link in the charge email — you can attach documentary evidence.
- 2 No response within 7 days → a fine is automatically generated (reminders are sent).
- 3 Non-payment → late-payment penalties are added automatically.

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

07703 100259



EMAIL

refsec@hertsseniorcountyleague.org.uk