



Pre-Season Prep

- ☐ All Club/Team contacts details (name, email and telephone numbers) must be updated and visible in GMS by 31 August.
- ☐ All team contacts to email their ALDS by 1 September to establish communications and to confirm receipt of the Welcome letter and that they have read the new ALR.
- ☐ All match times and locations to be in GMS by 8 September for pre-Christmas matches.
- ☐ All Clubs playing Universities must agree on new fixture dates with the University team and ALDS by 8 September, where those fixtures fall outside of the University term dates, for the whole season.
- ☐ Ensure all club umpires are members of EHO and registered on GMS.

Mid-Season Prep

- ☐ All Match times and locations to be in GMS by 1 December for post-Christmas matches.
- ☐ New players, or those who are transferring club, to be registered on GMS by 1 February 2026. It is always worth contacting your DS after this date to see if an exception can be made.

Weekly Pre-Match Checklist

- ☐ Home Team contact to confirm match arrangements with the Away Team at least 10 days before the match, in accordance with Reg 5.2.4.
- ☐ Premier Team Home contact must include the decision about Quarters/Halves in the confirmation email to the Away Team.
- ☐ SXP's are to be submitted, using the form on the SC Website, by 21:00 on the Wednesday before a Saturday match (or by 12:00 three days before matches on other days).
- ☐ All teams, regardless of grade, must complete the Team Sheet by 5 mins before the official pushback time for the game on GMS, in accordance with Reg 9.4.1

Weekly Post-Match Checklist

- ☐ All teams, regardless of grade, must complete the Match Sheet for that day's match by 20:00, in accordance with Reg 9.4.4
- ☐ Match cancellations to be reported to the relevant ALDS by 20:00 on the day of the match.
- ☐ Any perceived breach of the regulations by another team must be reported to the relevant ALDS within 7 days of a match.

Penalty Deadlines

- ☐ Appeals against an ALDS decision must be made within 5 days of the Date of the Decision, with the Appeal fee paid within 7 days of the same date.
- ☐ Fines must be paid within 28 days of the date of the invoice.