

# WEB SITE SERVICE LEVEL AGREEMENT (SLA)

To be able to run the web site and manage all the issues around its use the following SLA has been drawn up that all parties need to agree to operate to.

## Index of content

**(Major Important items marked with \* and should be understood)**

**(all other items are important and shown for reference)**

(If viewing this document on a Computer holding the control key and clicking on the index item will take you to the relevant text)

1. Title
2. Description/Purpose
3. Parties (Supplier And Client - Including Addresses)
4. Date
5. Coverage
6. Definitions
7. Term - Period Of Agreement
8. Pricing/Costs
9. Pricing/Cost Reviews
10. **Responsibilities Of Provider & Client\***  
**(What the webmasters etc & Club will provide)**
11. **TIME SCALES (For Information Provision From Client) \***  
**(Delivery time scale the club should adhere to)**
12. **TIME SCALES (Info Processed By Webmasters etc) \***  
**(Delivery time scale the webmasters etc club should adhere to)**
13. Confidentiality
14. Dispute And Arbitration Process
15. Termination And Force Majeure
16. Renegotiation/Renewal
17. Any other matters
18. Signatures

**Appendix 1 (NRUFC Webmaster and Team Administrators operating methodology) \***

## 1 Title

### **NEWARK RUFC WEBMASTER/TEAM ADMINISTRATOR SERVICE LEVEL STATEMENT**

## 2 Description/Purpose

[www.newarkrugby.com](http://www.newarkrugby.com) is the website address (URL) of the clubs web site.

This web site is the window to the world of the achievements and activities of the Club.

To ensure that this window is always portraying the best possible picture of events etc at the club it is essential that parties to the information contained on the Web site are aware of their responsibilities.

The purpose of this statement is to define the responsibilities and time scales and the parties involved, that will be required to keep this site in an updated position.

The end result should be that the web site can be used and relied upon, **BY ALL**, as a reference point for information about the club, its performance, and any important events/announcements that may be required.

## 3 Parties (Supplier And Client - Including Addresses)

1	Primary Webmaster	Rob Hughes	01636 613084
2	Deputy Primary Webmaster	John Perkins	01625 612081
3	All other Webmasters	See <u>NRUFC Webmaster Operating methodology (appendix 1 below)</u>	
4	All Team Administrators		
5	All the Clubs Officials	See Members Hand Book and as appointed	
6	Chair Persons of all Sub Committees	See Members Hand Book and as appointed	
7	Team Captains & Managers	See Members Hand Book and as appointed	
8	Club Staff	See Members Hand Book and as appointed	
9	Anyone appointed or authorised to organise any Event or Fund Raising Function or Scheme etc	As appointed	

## 4 Date

This agreement comes into force at the date of the AGM each year and is on a rolling basis. It can be amended at any time with due notice (at least 4 weeks) being given to all parties involved.

## 5 Coverage

The areas covered by this agreement are restricted to the content and maintenance of the Clubs Website/s and associated factors such as domain names etc

## 6 Definitions

<b>Website or Websites</b>	<b>Any information held on the internet having been posted there by Webmasters/Team Admins defined in Appendix 1 using Domain Names or server space owned by Newark Rugby Football Club</b>
<b>Webmasters</b>	<b>Persons having responsibility for maintaining information held on the websites per Appendix 1 and being the providers of this service</b>
<b>Client</b>	<b>All parties defined in 4-8 of Parties section above.</b>
<b>Club</b>	<b>Newark Rugby Union Football Club</b>
<b>Team Administrators</b>	<b>Persons having responsibility for maintaining information held on Specific sections of the websites per Appendix 1 and being the providers of this service</b>

## 7 Term - Period Of Agreement

See Date above

## 8 Pricing/Costs

All persons involved will be working as volunteers and thus no wage costs will be incurred. Out of pocket expenses that may be incurred/claimed by volunteers are subject to approval by the Newark Rugby Union Football Clubs Management and should have been pre approved when ever possible.

Cost associated with the purchase and ongoing maintenance of the Website, Ownership of Domain names, and payments to Service providers are subject to negotiation by the Primary Webmasters and approval by the Clubs Management unless suitable sponsored by a 3<sup>rd</sup> party. Once approved costs are the responsibility of Newark Rugby Union Football Club.

## 9 Pricing/Cost Reviews

All above pricing statements are subject to regular review (minimum of annually) and adjustments made according to the current prevailing conditions.

## 10 Responsibilities

### Of Provider

All Webmasters and Team Administrators are responsible for ensuring that their areas of responsibility within the Web site structure are maintained in an updated position according to the levels and Time scales defined below. Should an Individual Webmaster or Team Administrator not be able to carry out these duties, for what ever reason he/she must ensure that a deputy has been appointed so that the levels defined are maintained. The deputy must have been declared to the Primary Webmaster before any action is taken to amend any content on the Web Site. The Deputy must not use another's existing log in or Password to access or amend the site.

## Of Client

The Clients defined above have different responsibilities according to their role in the organisation. Responsibilities are seen as follows:-

A	All the Clubs Officials	<p>(1) To ensure that all persons responsible for supplying information etc to Webmasters or Team Administrators are aware of their responsibilities and carry them out within the defined criteria of this Agreement.</p> <p>(2) To provide to the appropriate Webmaster or Team Administrators, within a sensible time scale, any information that would be seen to be useful for all to see that is suitable for displaying on the Web Site. The purpose being to keep all the membership and anyone else that may be interested aware of the information in a timely fashion.</p> <p>(3) To encourage all associated with NRUFC to enrol on the web site thus enabling communication to be carried out in a STANDARD and efficient manner.</p>
B	Chair Persons of all Sub Committees	<p>(1) To ensure that all parties within their area of responsibility are aware of the need to keep people updated on progress and events and that the Web Site is a major medium to use for this purpose.</p> <p>(2) To ensure that all parties to their areas of responsibility act within the defined time scales for the provision of information to Webmasters or Team Administrators.</p>
C	Team Captains & Managers	Must Ensure that they provide results and match reports to the appropriate Webmaster or Team Administrators within the defined time scales.
D	Club Staff	Must provide any information to Webmasters or Team Administrators that they feel would be of interest to the Membership etc (eg Club opening hour changes, availability of the club, Happenings that may affect the memberships use of the club
E	Anyone appointed or authorized to organise any Event or Fund Raising Function or Scheme	<p>(1) Should ensure that Webmasters or Team Administrators are made aware of the happenings and are provided with information sufficient for the Web Site to be updated on the events or scheme within a practical &amp; sensible time frame</p> <p>(2) Information regarding Sponsors etc should be provided to Webmaster or Team Administrators in a format that can be used to promote the sponsor concerned</p>

		and should contain Links, Addresses, logos etc that relate to that sponsor. In addition it is essential written permission should be obtained from the Sponsors to be able to use this information and handed to the Webmaster or Team Administrators before any information can be posted on the Website
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## 11 TIME SCALES (For Information Provision From Client)

### INFORMATION REQUIRED URGENTLY

Information	Responsibility for provision	Time Scale	How to provide
Fixture lists, League tables, etc (all including Mini, Youth and Junior)	Club Secretary (Or appropriate Fixture Secretary)	As soon as received	Ideally emailed list or hard copy if not available electronic to <a href="mailto:webmaster@newarkrugby.com">webmaster@newarkrugby.com</a> Or the Webmaster or Team Administrators responsible for the area affected
Results	Playing Committee, Team Captains/Managers	As soon after end of game as possible (ideally within 1hour)	Emailed to <a href="mailto:webmaster@newarkrugby.com">webmaster@newarkrugby.com</a> or text to primary webmasters or Team Administrators by arrangement (ie to mobile numbers provided privately)
Match reports	Playing Committee, Team Captains/Managers or appointed reporter	Within 24-48 hours of end of game	Emailed to <a href="mailto:webmaster@newarkrugby.com">webmaster@newarkrugby.com</a> Or the Webmaster or Team Administrators responsible for the area affected
Fixture Changes/additions to Fixture list. Cup Draws etc (including Mini, Youth and Junior)	Appropriate Fixture Secretary, Club Secretary.	As soon as rearranged /arranged or notified	Emailed to <a href="mailto:webmaster@newarkrugby.com">webmaster@newarkrugby.com</a> Or the Webmaster or Team Administrators responsible for the area affected
Selection	Playing Committee	As soon as known	Entered at Selection (or ASAP following) using Pitchero system, by Team Managers or as a Backup Emailed to <a href="mailto:webmaster@newarkrugby.com">webmaster@newarkrugby.com</a> Or the Webmaster or Team Administrators responsible for the area affected

**Other Information For The Web Site Required From Client.**

<b>Information</b>	<b>Responsibility for provision</b>	<b>Time Scale</b>	<b>How to provide</b>
<b>Function Promotion</b>	<b>Function organiser</b>	<b>As soon as available and the timing is Practical &amp; appropriate</b>	<b>Ideally emailed to <a href="mailto:webmaster@newarkrugby.com">webmaster@newarkrugby.com</a> Or the Webmaster or Team Administrators responsible for the area affected</b>
<b>Sponsor promotion</b>	<b>Sponsorship committee</b>	<b>As soon as confirmed and all Info is received (including permission to use)</b>	<b>Ideally emailed to <a href="mailto:webmaster@newarkrugby.com">webmaster@newarkrugby.com</a> Or the Webmaster or Team Administrators responsible for the area affected</b>
<b>Club Merchandise</b>	<b>Manager Club Shop and Bar Chair Person</b>	<b>As soon as possible</b>	<b>Emailed to <a href="mailto:webmaster@newarkrugby.com">webmaster@newarkrugby.com</a> Or the Webmaster or Team Administrators responsible for the area affected</b>
<b>Social events</b>	<b>Social Secretary</b>	<b>As soon as available and the timing is Practical &amp; appropriate</b>	<b>Emailed to <a href="mailto:webmaster@newarkrugby.com">webmaster@newarkrugby.com</a> Or the Webmaster or Team Administrators responsible for the area affected</b>
<b>Membership</b>	<b>Membership Secretaries</b>	<b>As soon as possible (Important to ensure that Invites to join the Web Community are sent and Player profiles are input)</b>	<b>Emailed to <a href="mailto:administrator@newarkrugby.com">administrator@newarkrugby.com</a> Or the Webmaster or Team Administrators responsible for the area affected</b>
<b>Any other information</b>	<b>Responsible person</b>	<b>As soon as possible</b>	<b>Emailed to <a href="mailto:webmaster@newarkrugby.com">webmaster@newarkrugby.com</a> Or the Webmaster or Team Administrators responsible for the area affected</b>

**12 TIME SCALES (Info Processed By Webmasters)  
INFORMATION REQUIRED URGENTLY**

<b>Information</b>	<b>Time Scale for implementation on the web site</b>	<b>Responsibility for provision</b>
<b>Fixture lists, League tables, etc (all including Mini, Youth and Junior)</b>	<b>Depending on how data is presented information will be processed as soon as practical considering the complexity of some of the input data.</b>	<b>Fixture Secretaries with Admin rights, Primary Webmasters or the Webmaster or Team Administrators responsible for the area affected</b>
<b>Results</b>	<b>As soon after receipt of results as possible and normally well within a few hours of the end of the game</b>	<b>Primary Webmasters or the Webmaster or Team Administrators responsible for the area affected</b>

<b>Match reports</b>	<b>As soon after receipt of report as possible and normally well within 24 hours of receipt of report</b>	<b>Primary Webmasters or the Webmaster or Team Administrators responsible for the area affected</b>
<b>Fixture Changes/additions to Fixture list. Cup Draws etc (including Mini, Youth and Junior)</b>	<b>As soon as possible</b>	<b>Fixture Secretaries, Primary Webmasters or the Webmaster or Team Administrators responsible for the area affected</b>
<b>Selection</b>	<b>Within 24 hours of receipt of lists</b>	<b>If not handled at selection or by Team Managers then Primary Webmasters or the Webmaster or Team Administrators responsible for the area affected</b>

**Time Scales For Other Information For The Web Site (Processed By Webmasters).**

<b>Information</b>	<b>Time Scale for implementation on the web site</b>	<b>Responsibility for provision</b>
<b>Function Promotion</b>	<b>As soon as possible, or by agreement, and the data provided has been assessed for suitability for publication. If unsuitable any work required to make the data suitable will delay implementation</b>	<b>Primary Webmasters or the Webmaster or Team Administrators responsible for the area affected</b>
<b>Sponsor promotion</b>	<b>As soon as possible when confirmed all Info required is received (including permission to use)</b>	<b>Primary Webmasters or the Webmaster or Team Administrators responsible for the area affected</b>
<b>Club Merchandise</b>	<b>As soon as possible</b>	<b>Primary Webmasters or the Webmaster or Team Administrators responsible for the area affected</b>
<b>Social events</b>	<b>As soon as possible, or by agreement, and the data provided has been assessed for suitability for publication. If unsuitable any work required to make the data suitable will delay implementation</b>	<b>Primary Webmasters or the Webmaster or Team Administrators responsible for the area affected</b>
<b>Membership</b>	<b>As soon as possible (Important to ensure that Invites to join the Web Community are sent and Player profiles are input)</b>	<b>Club Administrator</b>
<b>Any other information</b>	<b>As soon as possible taking account of suitability of information.</b>	<b>Primary Webmasters or the Webmaster or Team Administrators responsible for the area affected</b>

**13 Confidentiality**

**The service provided by Webmasters or Team Administrators is primarily associated with publishing information via the Web Site which in essence is then available to the world. This means that once published the information will no longer be confidential and as such the Webmasters or Team Administrators will have the clients permission to publish any information provided not**

marked to the contrary. Any information provided to a Webmaster or Team Administrators in confidence must specifically be defined as such and should be noted “not for publication”.

Webmasters or Team Administrators will at all times attempt to keep to agreed time scales for the release of any information that may be deemed to be time critical from a confidentiality point of view.

#### **14 Dispute And Arbitration Process**

Any disputes or problems should in the first instance be referred to the Primary Webmaster or in his absence his deputy. In the event of any dispute or problem not being resolved at this level then it should be referred to the Clubs Management committee for arbitration.

#### **15 Termination And Force Majeure**

This agreement can be cancelled or amended at any time but 4 weeks notice (or any such time as may be required by 3<sup>rd</sup> Party providers) is required to allow for any winding down or cancellation of any contracts in force that may be affected by this cancellation or amendment. Any cost associated with the winding down or cancellation will become the total responsibility of the Club.

Webmasters or Team Administrators shall have no liability for any failure or delay in supply or delivery that is caused by any event or circumstance beyond our reasonable control (including, without limitation, , equipment breakdowns, strikes, lockouts and other industrial disputes).

The club will, in the event of Webmaster’s or Team Administrators equipment breakdown, make available the use of Club equipment to enable this agreement to be continued.

Webmasters or Team Administrators will have no liability for the legality of any information provided for publication and should be indemnified by the club for this eventuality.

#### **16 Renegotiation/Renewal**

See item 4 above together with paragraph 1 in item 16 above

#### **17 Any other matters**

Any matter not covered above should be referred to the Primary Webmaster or his Deputy for clarification or implementation. Individual Webmasters or Team Administrators are not authorised to make service level agreements or amendments to existing agreements without the permission of the Primary Webmaster.

#### **18 Signatures**

Signed on behalf of the Club

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Signed on behalf of the Webmasters and Team Administrators

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## Appendix 1

### NRUFC Webmaster and Team Administrators operating methodology

The web site operation allows Webmasters and Team Administrators to have access to rights and privileges as follows.

#### Primary Webmasters:

Total control of the website. May add or delete existing Webmasters and verify new website members.

#### Club Webmasters:

Control of the website but without the power to add or delete Webmasters or verify new members and must only work within and on the areas agreed and defined by the Primary Webmaster.

#### Team Admins:

Restricted access to team specific pages only.

A Team Admin will only have access to the following features, for their respective team:

- Team News
- Player & Coaches
- Team Photo
- Fixtures & Results
- Team Selection
- Player Statistics
- Match Reports
- League Tables
- Communicating with Squad members

**It is the responsibility of each Club Webmaster and Team Administrator to act only within the powers delegated to them by the Primary Webmaster**

The Primary Webmaster will authorise all other Club Webmasters and Team administrators and allocate responsibilities as agreed with them and defined below.

**With the exception of Emergencies or pre authorisation from the Primary Webmaster or the deputy, Team administrator must not work in or alter any area they do not have authority to do so, granted by the Primary Webmaster.**

**With the exception of Emergencies or pre authorisation from the Primary Webmaster or the deputy, Club Webmasters must only work within their limits of responsibility as defined and agreed by the Primary Webmaster.**

Individual Club Webmasters and Team Administrators are responsible for maintaining secure backups of the Documents/Data that they have within their arrears of responsibility. Whilst the whole site is maintained by Pitchero the individual content needs to be retained in a way that can easily be recreated if needed. The Deputy Primary Webmaster will, on request, hold additional copies of the data, if you submit it to him in a recognised format. This will provide you with additional Backup security.

## The structure of Webmasters and Team Administrators

(PLEASE NOTE – People should only work in the areas of responsibilities defined below. For any other work required please consult the appropriate Team Administrator or Webmaster (If a Team admin is not available))

Position	Person	Responsibilities/areas of website to work within	Contact phone number etc
Primary Webmaster	Rob Hughes	Joint-Webmaster with total control and access to all areas.: <u>Permissions to new Webmasters, Team admins and change of permissions/responsibilities.</u>  Home Page, site structure, general permissions and general club information. Plus Results.	01636 613084  <a href="mailto:rob@newarkrugby.com">rob@newarkrugby.com</a>
Deputy Primary Webmaster	John Perkins	Joint-Webmaster with total control and access to all areas. Deputise when required. Home Page, site structure, general permissions and general club information. Plus Results. Additional backup security.	01625 612081  <a href="mailto:perks@newarkrugby.com">perks@newarkrugby.com</a>
Club Webmaster & Team Admin	Dave Duddles	Webmaster Access for Mini & Youth Club Coordination & Club RFU Volunteer Coordinator Purposes, ONLY. <u>Team Admin</u> (General Mini News & General & Youth News)	<a href="mailto:ddudds@ntlworld.com">ddudds@ntlworld.com</a>
Club Webmaster	??	Access in connection with Child Welfare ONLY	??
Club Webmaster	Hugh Daybell	All Communications re Membership matters ONLY	<a href="mailto:hugh.daybell@gmail.com">hugh.daybell@gmail.com</a>
Club Webmaster & Team Admin	Spencer Bell	Access to all areas for Coaching input ONLY. Communication with all enrolled re Coaching ONLY <u>Team Admin</u> (The Clubs Coaching Team & Under 14s)	<a href="mailto:spencerbell684@btinternet.com">spencerbell684@btinternet.com</a>
Club Webmaster	Jonathan Ward	Club Shop ONLY	<a href="mailto:wardgsa@tiscali.co.uk">wardgsa@tiscali.co.uk</a>
Club Webmaster	Tony Lowther (Non-Club, Out Source supplier)	CLUB SHOP ONLY	<a href="mailto:tonylowther@precision-sports.co.uk">tonylowther@precision-sports.co.uk</a>
Club Webmaster	Wendy Boas	Club Administrator duties as defined and agreed with Primary Webmasters.	<a href="mailto:post@newarkrugby.com">post@newarkrugby.com</a>
Team Admin	Andy Statham	1st Team	<a href="mailto:Andy.statham@newark-">Andy.statham@newark-</a>

		2nd Team 3rd Team 4th Team Select Team For selection etc	<a href="mailto:sherwooddc.gov.uk">sherwooddc.gov.uk</a>
Team Admin	Ian Gilchrist	<u>Team Admin</u> (General Senior News, 1 <sup>st</sup> Team, 2 <sup>nd</sup> Team, Select Side, A Team, U19s,)	<a href="mailto:ian.gilchrist3@yahoo.co.uk">ian.gilchrist3@yahoo.co.uk</a>
Team Admin	Darren Gourley	<u>Team Admin</u> General Senior News, 1 <sup>st</sup> Team, 2 <sup>nd</sup> Team, Select Side, A Team, Youth – U17 -19 ONLY	<a href="mailto:darrengourley@rfu.com">darrengourley@rfu.com</a>
Team Admin	Tommy Pykett 3rd Team Manager	3 <sup>rd</sup> Team ONLY	<a href="mailto:tompykett@hotmail.co.uk">tompykett@hotmail.co.uk</a>
Team Admin	Martin Brown 4th Team Manager	Senior 3 <sup>rd</sup> & 4 <sup>th</sup> team ONLY	<a href="mailto:mbrown@Alpheus.co.uk">mbrown@Alpheus.co.uk</a> & <a href="mailto:mbsparky@sky.com">mbsparky@sky.com</a>
Team Admin	Trevor Waude	U18 ONLY	<a href="mailto:trevor@waude.co.uk">trevor@waude.co.uk</a>
Team Admin	Niki Brownson- Smith	U18 ONLY	<a href="mailto:nickibs@btinternet.com">nickibs@btinternet.com</a>
Team Admin	Lynne Machin	U17 ONLY	<a href="mailto:lynnemachin@btinternet.com">lynnemachin@btinternet.com</a>
Team Admin	Roger Davis –	U16 ONLY	<a href="mailto:rs.davis1@btinternet.com">rs.davis1@btinternet.com</a>
Team Admin	Gary Hobbs –	U15 ONLY	<a href="mailto:gary.hobbs4@btinternet.com">gary.hobbs4@btinternet.com</a>
Team Admin	Alison Lane	U14s ONLY	<a href="mailto:alison.lane67@ntlworld.com">alison.lane67@ntlworld.com</a>
Team Admin	Jane Newman	U 14s ONLY	<a href="mailto:jane.newman2@ntlworld.com">jane.newman2@ntlworld.com</a>
Team Admin	Stuart Morris	U13 ONLY	<a href="mailto:Imagesheadon@aol.com">Imagesheadon@aol.com</a>
Club Webmaster & Team Admin	Mark Jenkins	Access to all areas relating to Data Base work ONLY <u>Team Admin</u> (U12 Cobras & U12 Vipers plus General Mini News)	<a href="mailto:mark.jenkins@ibigroup.com">mark.jenkins@ibigroup.com</a>
Team Admin	Kevin Ridley	Mini – U12 Vipers & Mini – U12 Cobras ONLY	<a href="mailto:kevinr@oakesbros.co.uk">kevinr@oakesbros.co.uk</a>
Team Admin	Paul Gibbs	Mini – U12 – Vipers ONLY	<a href="mailto:paul.gibbs@4recycling.co.uk">paul.gibbs@4recycling.co.uk</a>
Team Admin	John Wilcox	Mini – U12 – Cobras ONLY	<a href="mailto:johnandnikki@btinternet.com">johnandnikki@btinternet.com</a>
Team Admin	Lyndsey Eborall	Mini – U12 – Vipers & Mini – U12 – Cobras (Tour Organisation ) ONLY	<a href="mailto:lyndseyandsamuel@gmail.com">lyndseyandsamuel@gmail.com</a>
Team Admin	Claire Jenkins	Mini – U12 Vipers & Mini – U12 Cobras ONLY	<a href="mailto:Claire.jenkins2207@ntlworld.com">Claire.jenkins2207@ntlworld.com</a>
Team Admin	Annette Ellison	Mini – U12 – Vipers &	<a href="mailto:nettyellison@btinternet.com">nettyellison@btinternet.com</a>

		<b>Mini – U12 – Cobras (Tour fundraiser and welfare officer) ONLY</b>	
<b>Team Admin</b>	<b>Dave Thompson</b>	<b>Mini – U 11 ONLY</b>	<b><u><a href="mailto:tomothompson@ntlworld.com">tomothompson@ntlworld.com</a></u></b>
<b>Team Admin</b>	<b>Andy Illsley</b>	<b>Mini – U 11 ONLY</b>	<b><u><a href="mailto:Andy.Illsley@2e2.com">Andy.Illsley@2e2.com</a></u></b>
<b>Team Admin</b>	<b>Lucy Tweedie U10s</b>	<b>Mini – U10 ONLY</b>	<b><u><a href="mailto:lucytweedie@yahoo.co.uk">lucytweedie@yahoo.co.uk</a></u></b>
<b>Team Admin</b>	<b>Shaine Ismail</b>	<b>U 10s ONLY</b>	<b><u><a href="mailto:shainnif@googlemail.com">shainnif@googlemail.com</a></u></b>
<b>Team Admin</b>	<b>Richard Macfarlane</b>	<b>Mini – U10s ONLY</b>	<b><u><a href="mailto:r.macfarlane@not.gdst.net">r.macfarlane@not.gdst.net</a></u></b>
<b>Team Admin</b>	<b>Jim Ashe</b>	<b>Mini – U9s ONLY</b>	<b><u><a href="mailto:jimashe67@aol.com">jimashe67@aol.com</a></u></b>
<b>Team Admin</b>	<b>Paul Bratton</b>	<b>Mini – U9s ONLY</b>	<b><u><a href="mailto:PaulBratton@SDCTrailers.com">PaulBratton@SDCTrailers.com</a></u></b>
<b>Team Admin</b>	<b>Nikki Ashe</b>	<b>Mini – U9s ONLY</b>	<b><u><a href="mailto:nikkiashe1@aol.com">nikkiashe1@aol.com</a></u></b>
<b>Team Admin</b>	<b>Julie Bratton</b>	<b>Mini – U9s ONLY</b>	<b><u><a href="mailto:brattons@ashlyn.co.uk">brattons@ashlyn.co.uk</a></u></b>
<b>Team Admin</b>	<b>???????</b>	<b>Mini – U8s ONLY</b>	
<b>Team Admin</b>	<b>Steve Beardsmore</b>	<b>Multi Sports, U7s ?? ONLY</b>	<b><u><a href="mailto:sbeardsmore@highfieldsschool.co.uk">sbeardsmore@highfieldsschool.co.uk</a></u></b>
<b>Team Admin</b>	<b>Steven Armstrong</b>	<b>Mini Fixtures ages 7 – 12 Only</b>	<b><u><a href="mailto:steve@hallfarmyard.co.uk">steve@hallfarmyard.co.uk</a></u></b>