

MANAGERS INFORMATION SHEET 2024/25 – OPEN AGE TEAMS

The first match of the season will be **Sunday 1st of September**. Please note the following points which we hope will help you and your club avoid any unnecessary fines:

Player Registration: Player registration information should be inputted on THE PLAYER REGISTRATION PORTAL at least 2 weeks before the start of the season. If you wish to sign players once the season has started, this is possible but you cannot permit a player to play for your team until the player has been approved by the management committee on THE PLAYER REGISTRATION PORTAL. UNDER NO CIRCUMSTANCES SHOULD YOU USE A PLAYER WHO HAS NOT BEEN APPROVED ON THE PLAYER REGISTRATION PORTAL. DO NOT ASSUME YOU CAN PLAY HER BECAUSE YOU HAVE INPUT THE DETAILS ONTO THE PLAYER REGISTRATION PORTAL, PLAYERS ARE ONLY ELIGIBLE ONCE APPROVED. The last date for signing players is **28th February** unless permission is granted from the management committee.

The league requires a photograph for all players, photographs should be renewed for all players where they are more than 2 years old – it will flag up on the competition portal if a new photo is required. Please remember you may be challenged on this on match days if the player has changed in appearance. All new players to the league will need a digital photograph for THE PLAYER REGISTRATION PORTAL and a copy of the player ID (BC/Passport) will need to be sent to the age group registrar by email after you have submitted the registration for approval.

Arranging the Match: The HOME team manager must contact the opposition manager at least 4 days in advance to arrange kick off time for the match ie by TUESDAY NIGHT AT THE LATEST. If you are the away team and you haven't heard from the home team manager, PLEASE CONTACT THEM YOURSELF. The opposition manager must be made aware if the home team ground does not have toilet facilities and must indicate where the nearest facilities are located. If the home team pitch is unplayable, the match must be played at the away team pitch if playable and available – at ANYTIME during the season. If you intend to play the match on a 3 or 4G surface, the opposition must be made aware of this at the time of arranging the match – this also applies to reversal of fixtures. Kick offs should be arranged on **Sundays between 1pm and 3pm unless agreed by both teams**.

Referees: Referees will be appointed to all league games and competitions wherever possible, if not possible teams will be given notice of this. The League Referee's Officer will be responsible for appointing referees and you will be notified of their name and contact details via FA Fulltime. Please contact the referee by TUESDAY NIGHT at the latest and ensure they have full directions to the venue and any other relevant details for the match.

Team Sheets: Team Sheets are used to record the date of the match and the names and shirt numbers of your players who **ARE PLAYING IN THE MATCH THAT DAY (not just a list of registered players)** you should ensure the opposition manager has seen a copy before the game – this can be done electronically – ie, complete a team sheet and take a photo and then send to the opposition manager **on the day of the match** or you can exchange a paper copy on the day. Examples can be found on our website but you can make your own sheets if you wish to do so. To make the process easier for paper copies on match days you can complete all your players on the sheets in advance and make a number of copies, crossing off any girls that aren't playing that day. The sheet WILL NOT need to be returned to the league but needs to be available for the opposition manager. In age groups U15's and above the referee must have seen the team sheet at least 5 minutes before the start of the game.

Squad Lists: Squad Lists (these are different from team sheets) can be downloaded and printed from THE PLAYER REGISTRATION PORTAL once all your players have been submitted and approved, all team managers or secretaries can access the squad lists by logging into THE PLAYER REGISTRATION PORTAL, going to the teams section down the left hand side and then clicking export. **SQUAD LISTS MUST BE AVAILABLE AT EVERY MATCH – THEY HAVE PLAYER PHOTOS AND DETAILS ON SO MUST BE KEPT SECURE AT ALL TIMES**. These lists need to be reprinted or downloaded again after you register any additional players, they should be kept by the team manager. The lists do not contain any medical information or emergency contact details, these should be gathered from players/parents and kept safe during the season. **ANY PLAYERS NOT SHOWING ON THE SQUAD LIST ARE NOT REGISTERED PLAYERS**.

Checking Team Sheets and Squad Lists Before Games: An important part of the match day process and MUST be carried out before EVERY game. Each manager will have a copy of their teams sheet (different to squad list) which shows the players that are playing that day and this should be available at every game either electronically or via a paper copy AND the squad list should be shown to the opposition before the start of the game. Games should not go ahead if these documents are not available. When completing stats, opposition managers will be asked to say whether the squad list and team sheet were available, if not your team will be issued with a charge for breaching this rule. Your team will also be charged with playing a game without seeing a squad list and/or team sheet.

Reporting Results: The league will be using the SMS texting service to collect results. Both managers will receive a text shortly before or during the match with instructions of how to respond. You should reply to the text following the match giving the result in the correct format as shown on the text you receive. If you are the team manager and do not receive the text please contact the league secretary – secretary@shwgl.co.uk and also email you age group registrar to report the result. Not texting in the match day result will incur a fine.

The results will be automatically updated on the FA Fulltime website once the result has been received. If you make a mistake with texting in the score, just text it again and it will over-ride the previous result. If you need to speak to your registrar about any aspect of the match please contact them without delay, contact details can be found at the front of the handbook or on the SHWGL website.

FA Fulltime: You will have access to FA Fulltime before the start of the season and once you have logged on you should complete the short respect questionnaire. You should answer the questions honestly and fairly. All respect marks are out of 10, **for any marks of 4 or below A REPORT EXPLAINING YOUR REASONS FOR THIS MUST BE SENT TO THE LEAGUE SECRETARY** within 4 days using the google form – Report of low fair play, respect or referee mark:

<https://docs.google.com/forms/d/e/1FAIpQLSdlWdvjynqR55Dk7Wq3F8ETkCeguNkUtdFDcPD4CwzfQfMW7A/viewform?pli=1>

The form is also available on the SHWGL website. Please do not just fill in the box on fulltime without following up with a full report. Low respect reports will be forwarded to County FA for action and discussed at management committee meetings and persistent low marks will be dealt with accordingly. Once you have completed the respect section **YOU NEED TO PRESS UPDATE BEFORE YOU MOVE ON TO THE NEXT SECTION.**

Referee Marks - Once you have done this you will come to a screen with the match details and boxes for the referee info – you need to add the Referee mark you wish to award - **THIS IS OUT OF 100 AND IS BROKEN DOWN INTO 3 PARTS FOR YOU TO MARK THE REFEREE'S PERFORMANCE – OVERALL DECISION MAKING (1-40 MARKS), JUDGEMENT OF MAJOR DECISIONS (1-30 MARKS) AND OVERALL CONTROL (1-30 MARKS).** If the mark is 60 or below the team giving the low mark must **ADD A REASON FOR THIS ON FA FULLTIME AND** complete the report for low fair play, respect or referee mark, this must be done within 48 hours of the game:

<https://docs.google.com/forms/d/e/1FAIpQLSdlWdvjynqR55Dk7Wq3F8ETkCeguNkUtdFDcPD4CwzfQfMW7A/viewform?pli=1>

The form is also available on the SHWGL website. Please do not just fill in the box on fulltime and not send a report if you have marked 60 or below.

Players/Goal Scorers etc: You should then click on stats and you will see your registered players, you need to click into the box of each player who was playing in that match and also record any other match statistics – goals etc. Please ensure all sections are complete.

If you do not have access to fulltime please contact the league secretary – secretary@shwgl.co.uk

Information needs to be completed no later than 4 days following the match, ie by Thursday at the latest. Registrars will go onto the system and check the match details have been entered correctly and lock away the stats after 4 days. If you have not entered the stats your team will incur a fine.

Postponing Games – Fitness of Ground: If the home team pitch is unfit for play, and the home team are unable to provide an alternative pitch, you should ensure the game is played on the away teams pitch if playable/ available, no costs will be incurred to either team and the kick off time will not be affected, unless mutually agreed. In all cases every effort must be made to play the fixture on the date scheduled. The management committee will discuss the reasons why postponed games have not been reversed and this may result in the game being awarded to the opposition.

Other Postponements U12's and above: Please try to avoid postponing fixtures as this always causes a backlog at the end of the season, however if there is no alternative you must give at least 28 days notice in writing to the Fixtures Secretary of any DATES you wish to postpone or do not want us to schedule a fixture – **PLEASE REMEMBER THIS IS THE DATE YOU ARE POSTPONING, NOT THE GAME SO REGARDLESS OF IF A GAME IS THERE OR NOT. A MAXIMUM of THREE** 28 day postponements will be permitted per team, per season for **U12's and above**.

<https://www.shwgl.co.uk/teampostponementsnew.php>

If at any time during the season a match is postponed for any reason whatsoever, **you must notify the Fixtures Secretary and nominated referee without delay**. Please try to avoid postponing fixtures as this always causes a backlog at the end of the season, however if there is no alternative you must give 28 days notice in writing to the Fixtures Secretary of any dates you wish to postpone or do not want us to schedule a fixture – **PLEASE REMEMBER THIS IS THE DATE YOU ARE POSTPONING, NOT THE GAME SO REGARDLESS OF IF A GAME IS THERE OR NOT YOU SHOULD USE THIS SYSTEM TO POSTPONE**. A MAXIMUM of THREE 28 day postponements will be permitted per team, per season.

For any postponements please ensure you are considerate to the opposition and give them as much notice as possible, especially if they are travelling a long way and ensure the referee has been notified. **REMEMBER POSTPONEMENT OTHER THAN FITNESS OF GROUND AND WITHOUT GIVING 28 DAYS NOTICE CARRIES CONSEQUENCES WHICH MAY INCLUDE FINES, AWARDED THE GAME TO THE OPPOSITION AND PAYING YOUR OPPONENTS EXPENSES.**

Any games postponed with less than 28 days notice will result in the game showing as TBC and will not automatically be rescheduled, both teams involved in the fixture will be issued with a charge and will be required to submit mitigation as to why the game was postponed and the committee will discuss this before deciding on a course of action. This may include awarding the game to the non-postponing club and not rearranging the fixture. All games postponed other than for fitness of ground and with less than 28 days notice will result in a fine.

Please also remember to let the appointed referee know that the game is postponed. Failure to do so in sufficient time to ensure the referee does not travel to the game will result in your club paying some/all of their match day fee.

Clubs may mutually agree to bring forward a match and also play midweek games in September and April (or any other month if floodlights are available). Please notify the Fixtures Secretary of any games you are bringing forward/changing to midweek. Games changed to a later date than scheduled will be treated as postponements and will incur a fine and/or other penalties.

Cup and Shield games must be played on the date scheduled – **28 DAYPOSTPONEMENTS CANNOT BE USED FOR CUP OR SHIELD GAMES AT ANY AGE GROUP**. Postponement of cup and shield games will ONLY be allowed because of the fitness of the ground, NOT FOR ANY OTHER REASON please make all your players aware of this and familiarise yourself with cup and shield dates well in advance.

Players signed after the **28th of February** will not be permitted to play in the Cup or Shield competition unless in exceptional circumstances and permission is granted from the management committee. Players are only eligible to play for one team in the competition. A team who forfeit a cup game in the 1st or 2nd round will not be entered into the Shield Competition.

Respect Barriers/Spectator Areas: Some form of barrier must be used at all matches. The home team is responsible for providing them and ensuring supporters adhere to them. FA guide lines suggest managers should stand on one side of the pitch and spectators on the other side to ensure players are not given mixed messages, **no spectators must be stood near or behind the goal area.** Please refer to the front of this handbook for further details of the Respect Campaign. This season the league and County FA will be monitoring use of technical areas so please ensure these are used wherever possible.

Amount of Players: Please be aware that clubs can sign a maximum of **25 players per team.** Players can be registered for more than one team as long as they are not in the same division but they must have been approved by the registrations officer prior to the game they wish to play and they must appear on the Squad List for the relevant team/s within the league. Please also take into account permitted player numbers and be aware of the FA rules concerning players playing at a higher/lower level – FA Rule 8M – this will be monitored closely during the season.

ADVERTISING FOR PLAYERS IS ALLOWED ALL YEAR ROUND AS LONG AS ANY ADVERTS AND POSTS CARRY THE WORDING ABOUT NOT BEING REGISTERED TO ANOTHER SHWGL TEAM. Any breaches of this rule will result in a fine of up to £100 being issued.

League Website Address: www.shwgl.co.uk Here you will find links to the league facebook and twitter pages as well as up to date club and league contact details, referee contact details, league news and a link to fulltime to access to the league divisions, tables and recent results via FA Fulltime.