

## MANAGERS INFORMATION SHEET 2019/20 – OPEN AGE TEAMS

The first match of the season will be **Sunday 8<sup>th</sup> 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 WGS at least 2 weeks before the start of the season – ie, by 25<sup>th</sup> August at the latest. If you wish to sign players once the season has started ie, after 8<sup>th</sup> September 2019, 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 WGS. **UNDER NO CIRCUMSTANCES SHOULD YOU USE A PLAYER WHO HAS NOT BEEN APPROVED ON WGS. DO NOT ASSUME YOU CAN PLAY HER BECAUSE YOU HAVE INPUT THE DETAILS ONTO WGS, PLAYERS ARE ONLY ELIGIBLE ONCE APPROVED.** The last date for signing players is 28<sup>th</sup> February unless permission is granted from the management committee.

The league requires a photograph for all players, if players were registered with the league last season their photo will be on WGS already. The league recommends that photographs are changed annually but if you are certain that the photo bears a good resemblance of the player it can be left. 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 WGS.

**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 – see FA Rule regarding this. 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 teams 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 1.00pm and 3.00pm, the usual kick off being 2.00pm.

**Referees:** Referees will be appointed to all league games and competitions. 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 which you should **SWAP WITH THE OPPOSITION** at the game. 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 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 should be swapped with the opposition manager so you each have a record of which players are playing in the match, to use to check your squad list against and to check the match stats recorded after the match.

**Squad Lists:** Squad Lists can be downloaded and printed from WGS, to access these log into WGS and go to the team tab down the left hand side and then click on the squad list button. **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 will only need to be printed once during the season, or 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 Squad Lists on Match Days:** This is an important part of the match day process and MUST be carried out before the start of EVERY game. Each manager will have a copy of their squad list and this should be available at every game. Games should not go ahead if this is not available.

**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. If you do not receive a text for the result please contact the league secretary [secretary@shwgl.co.uk](mailto:secretary@shwgl.co.uk)

The results will be automatically updated on the FA Fulltime website once the result has been received from BOTH managers. 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 be given 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 REGISTRAR within 7 days**, this can be emailed. Low respect marks will be discussed at management committee meetings and persistent low marks will be dealt with accordingly, copies of these reports may also be sent to County FA. Once you have completed the respect section YOU NEED TO PRESS UPDATE BEFORE YOU MOVE ON TO THE NEXT SECTION.

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 REFEREES 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 send a completed referees assessment form to the Referee Development Officer (RDO) at County FA, within 48 hours. This must include the referees name and number – details of the RDO are at the front of the handbook – PLEASE ALSO SEND A COPY OF THE REPORT TO the League Secretary and League Referee's Officer.

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.

If you do not have access to FA fulltime please contact the league secretary [secretary@shwgl.co.uk](mailto:secretary@shwgl.co.uk)

Information needs to be completed at least 4 days following the match, ie by Thursday at the latest. YOU DO NOT NEED TO SEND ANY RESULT SHEETS TO THE LEAGUE, 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 correctly you will be fined for each missing piece of information. If the stats have not been updated you will also receive a fine.

**Postponing Games:** If the home team pitch is unfit for play, and the home team are unable to provide an alternative pitch, you should make every effort to 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.

If at any time during the season a match is postponed for any reason whatsoever, you must notify your registrar 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 less than 28 days please ensure you are considerate to the opposition and give them as much notice as possible, especially if they are travelling a long way. **REMEMBER POSTPONEMENT CARRIES CONSEQUENCES WHICH MAY INCLUDE FINES, DEDUCTION OF POINTS AND PAYING YOUR OPPONENTS EXPENSES.**

Any games postponed with less than 28 day's 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 with less than 28 day's 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 (or any other month if floodlights are available). Please notify the Fixtures Secretary, your registrar and the league referee officer 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.** 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 as if you are unable to fulfill a cup or shield fixture for any other reason than weather you will forfeit the game.

Players signed after the 28<sup>th</sup> 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.

**Respect Barriers/Spectator Areas:** Some form of barrier should be used at all matches. The home team is responsible for providing them and ensuring supporters adhere to them. Recent FA guide lines suggest managers should stand on one side of the pitch, preferably in technical areas and spectators on the other side to ensure players are not given mixed messages, please do not allow spectators to stand behind or near the goal area. Please refer to the front of this handbook for further details of the Respect Campaign.

**Amount of Players:** Please be aware that clubs can sign a maximum of 25 players per team. Players can be registered for a different team within the same club 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. If you wish to register a player or players for more than one team within your club you must also take into account player numbers and be aware of the FA rules concerning players playing at a higher/lower level – FA Rule 8M.

**League Website Address:** [www.shwgl.co.uk](http://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 access to the league divisions, tables and recent results via FA Fulltime.