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# *MANAGERS GUIDELINES*





# *Wycombe & South Bucks Minor Football League Manager's Guidelines*



## **Player Registration**

In order to play your first match you will need to have 11 players registered with the league 14 days before the date of your first match. This year the scheduled start date is 9<sup>th</sup> September. Therefore the date for having 11 players registered is 26<sup>th</sup> August. Only those players registered will be able to play on that date. Players registered after this date and up to midnight of the first match will be able to play in the second match.

Registration needs to be completed on the Whole Game System. Your club will decide who will do this, whether it will be you as a manager, or the club will appoint a Registrations Officer. For this league, to register a player, you will need a photograph plus 1 proof of Identity, which can be

- A copy of the birth certificate or
- A copy of their passport or
- A copy of their medical card or
- A copy of the league player registration card from last season

The Registration officers for this league are listed below. Each age group will have a separate Registration Officer

## **Managers/Administrators Procedures**

1. The home team is to inform the away team by a minimum of 9.30am on the Wednesday prior to the weekend fixture. The home team must confirm venue, kick off time(which must not be before 9.30am) and team colours including goalkeeper. Never assume they have received the communication if you do not get a receipt from them.

If the away team have not heard from the home team by 9.30am Wednesday then the away team must contact the home team. No contact, is not an excuse for not playing the match.

2. The home team must supply a Referee for the match. If unable to do so please advise the away team of the situation to see if they can provide one. If a Referee does not turn up on the day, both teams must agree upon a replacement Referee. It is not a satisfactory excuse for a match not being played because the Referee did not turn up. If all else fails it is the home teams responsibility to provide a Referee.

The League will endeavour to appoint Referees to all Under 15 and under 16 division 1 matches and all Cup semi - finals. In order for this to be done the home team must advise the Referees Secretary (details below), 10 days prior to the match taking place, the venue and time of kick off. If the Referees Secretary is unable to allocate a Referee he will inform the home team by the Wednesday prior to the match taking place.

## Fixtures

3. Fixture grids will be sent by the fixture Secretary Steve Heath (details below) to club Secretaries and fixture Secretaries by the middle of August. These will show your fixtures for the Full season.

Any changes to these will be advised a minimum of 9 clear days prior to the changed fixture date. So if it shows on the grid as a free week you will need to wait until after the 9 day notification period before you tell your players that they have a free weekend.

4. A team wishing to postpone a match may use their 1 free postponement (cannot be used for cup matches), with out forfeiting the match. They must advise the league fixture secretary, opposition & Referee either by filling in the postponement form on our website, or in writing at least 10 clear days prior to the match date. Postponement form found at <http://www.football-results.org//>

Postponements will be accepted for school activities, Duke of Edinburgh Award Scheme, club/Scout activities, provided this is accompanied by letter(s) from the school(s), organisation(s) concerned, on headed paper and clearly naming the individuals involved and sent to the league fixture Secretary no later than the Wednesday after the scheduled fixture to be postponed. Once again these postponements must be notified by the postponing team to the League fixture secretary, Referee and opponents 10 days prior to the match date.

If a team postpones a match giving less than 10 clear days' notice then the outcome of this postponement will be dealt with by the League Committee.

**It is the responsibility of the postponing team to advise opponents, Referees and the League fixture Secretary of all postponements. It is not the responsibility of the League.**

## Results

5. The home team must send the results to the fixture Secretary, Steve Heath(details below) by 6.30pm the same day, by text, e mail, phone, or SMS fulltime response.

## Team sheets

6. A team sheet shall be exchanged by both teams prior to kick off. Listing the players with a maximum of 5 substitutes. Repeat substitutes are permitted.

A team sheet should be sent by e mail **by both teams** to the fixture Secretary (details below) no later than a maximum of 4 days after the match has been played.

## Fair Play

It is important to this league that we monitor fair play. It is a way of stopping anything unfavourable happening before it occurs. To do this we rely on you as Managers to report both good and bad incidents so that we can gather a fair idea of how a team is performing. Therefore we ask you to register on our website <http://www.football-results.org//> so that you can submit fair play scores and comments.

## Fixtures Information

- 1 Free Postponements:** If wishing to use your one free postponement please do not wait even if you have no game scheduled for the date you wish to postpone because there is a chance you will have a game rearranged for that date if possible. If postponed once the Rearranged Fixture list is released then this will go before the League Committee. This only applies to teams who have given under the 10 clear day's notice. The free postponement is for League Fixtures only. Rule 10(A)(ii). If requesting a postponement (10 clear day's notice) it will automatically go down as your one free postponement unless otherwise stated or already used. If the free postponement is already used and the game is not played it will go before the League Committee unless being used under Rule 10(E)(vi)(b).
- 2 Free Sunday:** If you have a free Sunday showing on your fixture grid please don't assume that Sunday will remain free as I will if possible rearrange a fixture for that date giving the 9 clear day's notice the League has to give for a rearranged fixture, ie: If you have no game scheduled for 26<sup>th</sup> November you will need to wait until midnight 16<sup>th</sup> November even if the Rearranged Fixture list has been released earlier in the day before you can assume the 26<sup>th</sup> November will remain free.
- 3 League Fixture Catch Up :** There will be fixture changes where teams are falling behind with their League games so this will give them a chance to catch up. In other words if a team have only played 5 league fixtures and a team who have played 8 league fixtures have a league fixture on a certain date and the team who have only played the 5 league fixtures have no game then there is a chance that the team with 8 league fixtures played will have their fixture rearranged to give the team who has only played 5 league fixtures a game or if a team have not had a fixture for two consecutive Sunday's then once again a team who has played on a number of consecutive Sunday's

may also have a fixture rearranged to give the team a fixture who has not played on two consecutive Sunday's.

- 4 Playing Saturday/Sunday:** Teams can play on the Saturday (Both Teams Must Agree) and the Sunday to catch up with fixtures. If a fixture is agreed for a Saturday then both teams need to let me know. This also applies for midweek games arranged by teams if not scheduled by the League.
- 5 Cup Competitions:** Just a reminder that there is no extra time in our cup competitions. If the scores are level at fulltime then it goes straight to penalties. Block of 5 each then sudden death.
- 6 Cup Dates:** Where a cup fixture is highlighted in bold text with a date beneath (New Date) this is the only cup fixture that is played on the new date shown. All other cup fixtures are played on the scheduled cup date.
- 7 Postponements:** Any postponement received under the 10 clear day's will go before the League Committee
- 8 Half-Term's:** The second Sunday of school Half-Term's is a normal fixture date so if wishing to postpone you will need to use your one free postponement. Also May Bank Holiday Sunday is also a normal fixture date.
- 9 School Activities:** Teams can postpone any match in our competition's without using their free postponement for school activities/DofE Award Scheme and Scouting activities as long as a letter(s) is received by the Fixture Secretary on headed paper from the school or organisation by midnight the Wednesday after the postponed fixture with the boy's names. Rule 10(E)(vi)(b).

**10 KO Times:** The earliest KO of time for a Sunday fixture is 9–30 am and for any midweek fixture if arranged is 6–30 pm unless mutually agreed by both teams for an earlier KO. There is no set latest KO times.

**11 Postponement Form:** The postponing team is the only team who has to send in an official postponement form.

**12 FA Full-Time:** All scores on Full-Time will be capped showing a 9 clear goal margin only. Please put the correct score on Full-Time and then the League will cap the score to a 9 clear goal winning margin. The League will record the correct score for its official records. Please put the correct score on your match card.

**13 Fixtures on Full-Time:** Fixtures will be put on Full-Time at least 10 clear day's before the fixture date. These will sometimes show fixtures that have been added and will be shown on the next list of rearranged fixtures which are sent out 9 clear day's prior to the fixture. Rule 10(A)(iii).

**14 Team sheets:** You should only send in your own match card showing the result, the name of the Referee, the Referees mark and the name of the team who's card it is.

**15 County Cup Games:** All County Cup games must be received whether playing home or away or e-mailed to the Fixture Secretary. No team sheets need to be sent to the Fixture Secretary for County Cup games as they only need to be sent to your County FA.

**16 Referee Request:** Please contact Clive Rowland the Referees Secretary if requesting a Referee. Details below.

**17 Postponement (Unfit Pitch):** If postponing because of an unfit pitch you will need to e-mail me giving the details of the game postponed

and stating unfit pitch and the fixture will automatically be rearranged.

If teams are traveling a long distance and the game is likely to be postponed please make sure you inform your opposition before they travel. No official postponement form is needed for an unfit pitch.

**18 Rearranging Fixtures:** The League cannot rearrange fixtures under the 9 clear day's notice so if any team who has had their game postponed under the 9 clear day's and wish another game rearranged, this has to be arranged between the two teams then inform me of the details. If requested I will give the name(s) of the teams that are free if any.

**19 Double Headers:** The League can now arrange double headers (Rule 10(A)(iv) at the end of the season if there is a backlog of fixtures to avoid midweek fixtures. If the League arranges a double header one of the games can be moved to a date both teams have agreed where both teams have no game including midweek dates (Saturday's included). Double Headers will only be arranged as a last resort

**20 Holiday Fixtures:** Teams can arrange between themselves to play over any of the holiday dates where the League has not given fixtures (midweek included) giving the details to me before the fixture date arranged between the teams.

**21 FA Full Time Scores:** Please check the correct score has been put on Full Time as I have over the last few Sunday's incorrect scores entered.

**22 Withdrawals:** Any team that withdraws from the League having completed less than 75% of their league fixtures (Awarded Games Included) will have their result expunged (Rule 12(C)). Any team that withdraws from the league have completed 75% or more of their

fixtures (Awarded Games Included) will have their games awarded to their remaining opponents.

**23 Postponed Cup Games:** Any cup games postponed in our competitions shall automatically be awarded to the non - postponing team unless postponed due to:

- Unfit Pitch
- County Cup games which take priority
- Postponed under Rule 10(E)(vi)(b)
- Not a scheduled cup date and using your one free postponement if not already used giving 10 clear day's notice

#### **24 DOUBLE HEADERS (Rule 10(A)(iv)) Two Separate Games**

Under 12's (League Fixtures): Two separate games of 40 minutes each game (20 minutes each half per game). The original fixture for that date is the ground where the Double Header shall be played unless mutually agreed by both teams.

- Under 13 – Under 16's (League Fixtures): Two separate games of 50 minutes each game (25 minutes each half per game). The original fixture for that date is the ground where the Double Header shall be played unless mutually agreed by both teams.
- Cup & League: If a Double Header includes a cup and a league fixtures then the games shall be played at the home ground of the team drawn at home in the cup unless mutually agreed by both teams. The cup game shall take priority and be played first. The League will not arrange Double Headers which include a cup game and a league game. This would only be agreed between the two teams.
- Both teams will share the cost of the referee(s). For Under 12's to Under 14's the cost will be a total of £50-00 (£25-00 per game). For Under 15's to Under 16's the cost will be a total of £60 – 00 (£30-00 per game).

- The team playing at their home ground shall play their home game first with the away team playing their home game second.

## League Committee Key Contacts

**Trevor Saunders Secretary** – Affiliations, fines, discipline and general league queries. 07511 007789 [trevor-saunders@hotmail.co.uk](mailto:trevor-saunders@hotmail.co.uk)

**Steve Heath Fixture & Results Secretary** – Fixtures, Results & team sheets.  
Mobile No: 07901 814180. Landline No: 01494 816181 [s.heath0@talk21.com](mailto:s.heath0@talk21.com)

**Clive Rowland Referee Secretary** – Referee appointments 07549 379669  
[cliverowland@tiscali.co.uk](mailto:cliverowland@tiscali.co.uk)

**Gary Cockrill Assistant Referees Secretary** 7760 176010  
[jtfasteners@btconnect.com](mailto:jtfasteners@btconnect.com)

**Martin Clift Fair Play Manager** – Fair Play issues. Mobile No: 07818 427706  
[martin.clift@btclick.com](mailto:martin.clift@btclick.com)

## Registration Officers & Age Group Representatives

**Under 12** Dave Salisbury 07891 853477 [strawbs748@hotmail.com](mailto:strawbs748@hotmail.com)

**Under 13** Trevor Saunders 07511 007789 [trevor-saunders@hotmail.co.uk](mailto:trevor-saunders@hotmail.co.uk)

**Under 14** Cherie Phipps 01844 343949 [cherie.phipps@btinternet.com](mailto:cherie.phipps@btinternet.com)

**Under 15** Paul Searl 07967 991840 [paul.searl@hotmail.co.uk](mailto:paul.searl@hotmail.co.uk)

**Under 16** Carter Barker 07873 232864 [carterborneo@yahoo.co.uk](mailto:carterborneo@yahoo.co.uk)



# WYCOMBE + SOUTH BUCKS MINOR FOOTBALL LEAGUE



## Team Sheet

| <b>Date:</b>        |                                      | <b>U12/13/14/15/16 Division 1/2/3/4/5</b><br><b>L/C/MC/DHC/JRMC (Circle as applicable)</b> |                       |  |
|---------------------|--------------------------------------|--|-----------------------|--|
| <b>Home Team:</b>   |                                      | <b>Goals:</b>  | <b>Visiting Team:</b> |  |
| <b>Goals:</b>       |                                      | <b>Goals:</b>  |                       |  |
| <b>Team Colours</b> |                                      | <b>Team Colours</b>  |                       |  |
| Shirt Number        | Full Name of Player (Block Capitals) | Subs   | Goal Scorers          |  |
| 1                   |                                      |  |                       |  |
| 2                   |                                      |  |                       |  |
| 3                   |                                      |  |                       |  |
| 4                   |                                      |  |                       |  |
| 5                   |                                      |  |                       |  |
| 6                   |                                      |  |                       |  |
| 7                   |                                      |  |                       |  |
| 8                   |                                      |  |                       |  |
| 9                   |                                      |  |                       |  |
| 10                  |                                      |  |                       |  |
| 11                  |                                      |  |                       |  |
| 12                  |                                      |  |                       |  |
| 14                  |                                      |  |                       |  |
| 15                  |                                      |  |                       |  |
| 16                  |                                      |  |                       |  |
| 17                  |                                      |  |                       |  |

**SUBS MUST BE CLEARLY MARKED ON THE RESULT SHEET**

**MARKING OF REFEREES:** (This section must be completed)

Name of Referee:

\_\_\_\_\_ /100

Marks of 50 or below should be accompanied by a letter.

Signed by: \_\_\_\_\_ For: \_\_\_\_\_ Club \_\_\_\_\_

Signature: \_\_\_\_\_

The signed copy is to be emailed to the Fixture Secretary Steve Heath em. [s.heath0@talk21.com](mailto:s.heath0@talk21.com)  
to arrive no later than 4 days after the game. A copy given to the Opposition prior to KO.  
A Copy to be retained for your records.