



Wycombe & South Bucks Minor Football League Manager's Guidelines



League Ethos

The ethos of the league is to create an environment for children to play football in, where safety, friendliness, fun and enjoyment is a priority.

We will not allow teams to play in the wrong ability level. It does nothing for children to win or lose by massive scores. We will move teams if this appears to be happening

We believe that the managers and coaches are paramount in making this environment work. They set the examples for players and spectators to follow. Our Fair play system is the leagues tool to monitor this.

.Fair Play

The Fair play system can only help us if we get fair play reports from each team. 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.

We are once again going to reward teams for giving this information. We are giving £100 to each division fair play winner and £250 for each age group winner. In order to do this we need someone from each team to register on our website <http://www.football-results.org/si/register.php> so that you can submit fair play scores and comments.

If a team does not return fair play reports they will be fair play points penalised. Teams that record a score of 39 in any of the three categories 3 times from different teams will be requested to attend a fair play hearing.

Player Registration

In order to play your first match Under 12 teams will need to have 9 players registered with the league 14 days before the date of your first match. Under 13,14,15,16,17 & 18 teams 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 13th September. Therefore the date for having 9/ 11 players registered is 30th 25th August.

Registrations last for one season, so each team needs to register all its players each season 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

Last season's photographs can be used, but those teams who cross the under 14 to under 15 age group must register a new updated photograph.

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

Registrations/ transfers must be submitted on the Whole Game System by midnight on the Tuesday prior to the preceding Sunday match in order for the player to be eligible to play.

New Rule last season. If a player has played for a higher division team of the same age group, within the same club and is transferred/registered to a lower division team of the same age group. The player may not move (transfer/register) to a higher division team in that club until 4 weeks has passed. Rule 18 (F)(iv) applies

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 the venue, kick off time(which must not be before 9.30am unless agreed by both teams. Mid-week matches 6.30pm unless agreed by both teams) and team colours including goalkeeper. Never assume they have received the communication. Always request an acknowledgement. Teams may kick off in the afternoons
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 16 division 1, and under 17 and 18 division 1 and 2 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 by signing in at <http://www.football-results.org/sj/> then navigate to Postponement.

Postponements

Postponements will be accepted for school activities, Duke of Edinburgh Award Scheme, club/Scout activities and other charitable organisations (recognised by the league) and County Representative matches 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 (10pm for mid-week matches) 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.

Fixtures Information

- 1 **Free Dates** Each team is allowed one free date. Use to ensure you do not get a fixture even if you have no game scheduled. Don't forget you could be given a fixture 9 clear days before the date. The free postponement is for League Fixtures only. Rule 20(A)(ii). If requesting a postponement (10 clear days' 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 20(A)(ii).

Teams who have already used their free date, and have a free Sunday, will automatically have a fixture put into that date if possible. Do not ask the fixture Secretary to not put in a fixture for that date if your free date has already been used because the Manager/Coaches are unavailable as it is up to the club/team to find somebody to run the team on that date

- 2 **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 the fixture Secretary know. This also applies for midweek games arranged by teams if not scheduled by the League.

- 3 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.

- 4 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.

- 5 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.

- 6 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 and other Charitable Organisation(s) recognised by the League, and County Representative matches 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 20(E)(ii)

- 7 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.

- 8 Fixtures on Full-Time:** Fixtures will be put on Full-Time at least 9 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 20(A)(iii).

9 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.

10 County Cup Games: All County Cup games results 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.

11 Referee Request: Please contact Clive Rowland or Gary Cockrill the Referees Secretaries if requesting a Referee. Details below.

12 Postponement (Unfit Pitch): If postponing because of an unfit pitch you will need to e-mail the fixture Secretary 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.

13 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.

14 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.

15 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 22(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.

16 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 20(E)(vi)(b)
- Not a scheduled cup date and using your one free postponement if not already used giving 10 clear day's notice

17 DOUBLE HEADERS (Rule 10(A)(iv)) Two Separate Games

The league can arrange double headers

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 18'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 18'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.

Referees

For league matches Referees shall be paid by the home teams. For cup matches the fee is shared, with the home team collecting the fee from the away team and then paying the full fee to the Referee.

Referees fees are: Under 12,13 age groups £30, Under 14,15,16 age groups £35 Under 17,18 age groups £40

League Committee Key Contacts

Trevor Saunders Secretary – Affiliations, fines, discipline and general league queries. 07511 007789 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

Clive Rowland Referee Secretary – Referee appointments 07850 877837 clive@scfreight.co.uk

Gary Cockrill Assistant Referees Secretary 07760 176010 jtfasteners@btconnect.com

Martin Clift Fair Play Manager – Fair Play issues. Mobile No: 07588 039979 martin.clift@btclick.com

Registration Officers & Age Group Representatives

Under 12 Paul Driscoll 07972 601161 pauld@greenfleets.co.uk

Under 13 Sean Walsh 07584 562467 seanseumuswalsh@aol.com

Under 14 Dave Salisbury 07508 383377 strawbs748@hotmail.com

Under 15 Trevor Saunders 07511 007789 trevor-saunders@hotmail.co.uk

Under 16 Cherie Phipps 01844 343949 cherie.phipps@btinternet.com

Under 17 Paul Searl 07967 991840 paul.searl@hotmail.co.uk

Under 18 Carter Barker 07873 232864 carterborneo@yahoo.co.uk