



Match Advice Sheet

This document has been produced to assist teams leading up to and on match days themselves, if this advice is followed you will be compliant with all League rules, and help prevent Fines

4 Clear Days Prior To The Date of The Fixture

- **Home Teams** must contact both the **Opposition** team and the **Appointed Referee** **In Writing** giving full details of the following:
 - Venue & Postcode of Ground
 - Kick Off Time (consistent with Full-Time Fixture email)
 - Team Colours
 - Method of **payment** must be **agreed with the Referee**. (Cash in Envelope or Bank Transfer)
 - Managers Name
 - Assistant Referee's Name
 - **Opposition & Referee** must **CONFIRM** receipt of **Confirmation**
 - By having a **three-way electronic** communication. **Duties** on a **Matchday** are **reduced**.

Day of Fixture

- **Team sheets** must be **completed** by **both Managers**. The sheets must be **exchanged** with the **Referee** and both **Managers**. **Prior** to the game **starting**.
- **Exchange** must be done **electronically** via **Email, Text, WhatsApp, Photograph**.
- The **Home Team** must ensure that the **pitch is correctly marked**, and that they have all necessary **equipment** such as **goal nets, corner flags, two match balls, first aid kit** and **their own** assistant referees' **flags**. The **Opposition** must **supply** their own assistant referees' **flags**
- **Welcome** the **Opposition** and match **Referee**, ensure that you have the **full fee** and offer to pay the Referee before the game starts. **Payment** must be in an **envelope or via bank transfer**, to be **agreed with the Referee** at time of confirmation of fixture.
- **Both teams** must **provide** an **assistant Referee**.
- If for any reason a Referee has not been appointed or has failed to turn up for the fixture then both teams must agree on someone to Referee the game, this person shall for that game have full powers, status and authority of a registered Referee. Individuals under the age of 14 must not participate either as a Referee or Assistant Referee. Referees between the ages of 14 and 16 are only eligible to officiate where the players' age band is at least one year younger than the Referee, e.g. a 15-year-old Referee may only officiate where the age banding is 14 or younger.
- If after **exchanging/checking** the Team Sheets there are any **queries/discrepancies**, Managers can request to check the **player registration (Summary) sheet** downloaded by each Club. If there are any discrepancies then firstly bring this to the **attention of the Referee**. Secondly seek advice from any League Officer and obtain advice from them. The Referee does not have the power to make any decisions with regards to player registration problems and all must be directed to League Officers for a final decision.
- Once the game has finished **text the result** of the game in the prescribed manner by replying to the text sent out by Full Time (full details of format is available on the text received. This must be done by 6-30 or within 1 hour of the completion of the fixture whichever is later. By **BOTH Teams**



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Following the fixture

- Once the fixture has been completed then all starting, **Players and Substitutes** that took part in the game must be correctly entered onto the Full-Time web site in the correct manner.
- **The FA Marks:** The Referees **MARK** must be given and **entered onto Full-Time** whether a referee is **appointed or not** along with the **Respect Marks** and **Pitch Conditions**.
- **Referee Name:** If a Referee has not been appointed the **Home Team MUST** enter the Referees Name.
- Any information required by the League must be fully completed. As per **league rule by 18.30** on a **Wednesday** after a **Sunday fixture**. Or **Four** days **including** the day the game was played by 18:30.

If the Fixture is not played

- If the game does not go ahead for whatever reason then the **Home team** must firstly **contact** the **Referees Appointments Secretary by phone**, the Referees appointments Secretary will either **reappoint the Referee** to another game or **advise you** to inform the **Referee** of the **postponement**. Then the Opposition must be informed. The Leagues Website Administrator must be emailed with full details (including reason why the fixture was **NOT** played!)

The League wishes everyone a successful and enjoyable season.