



## **THE CHILTERN YOUTH FOOTBALL LEAGUE** **(Affiliated to The Bedfordshire FA)**



### **Managers Match Week Help Guide**

#### **Match Week**

- Home team must contact opposition by **9pm Tuesday\*** to confirm the fixture. Make sure your opponents know where the game is being played, give directions if necessary. Check kit colours to avoid a risk of colour clash, home team must change if there is a clash\*.
- Home team must also contact the match referee by **9pm Tuesday\*** to confirm the fixture, confirmation can be made using phone, text or email, if you have not spoken to the referee in person, always ask for a reply to acknowledge confirmation. Any messages left for either of the above must request acknowledgement.
- If contact is not made, the away team should actively seek the match confirmation and attempt to contact the home team. In both instances, if teams are unable to contact the team managers, the club secretaries should be used as a point of contact.

#### **Match Day**

##### Home team

- You should provide two match balls, corner flags, goal nets and assistant referee flags.\*
- Ensure there is somebody available to meet your opposition and the referee, remember the majority of our referees are young - do not leave them standing around looking "lost"
- Mark out the designated spectator area for the RESPECT programme using the RESPECT barrier, cones or an additional white line. All parents / spectators from both teams must stand within the designated area on one touchline, team officials to stand on the opposite touchline to the parents / spectators.\*





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- Have refreshments ready to offer the referee at half time.
- Pay the referee their fee including travel expenses at the end of the game.
- The manager or administrator for each team should receive a prompt via SMS on match day to remind them to report the match result at the end of the game. This prompt will go to both the home and the away team. Please ensure that the result is submitted promptly at the end of the game. If there are any issues in replying via text (or the text is not received), then please report all results via email to the following email addresses:-

**[tonygee@hotmail.co.uk](mailto:tonygee@hotmail.co.uk) / [joncyflsecretary@btinternet.com](mailto:joncyflsecretary@btinternet.com) by 6.00pm\***

### **Both Teams**

- Check your opponents ID cards – remember that if you do not have an ID card for a player he or she cannot play in that fixture. ID cards must be made available to league officers for inspection on request\*.
- The referee must receive, fully completed (including shirt numbers) the match sheet at least 10 minutes prior to kick off.
- Each team must have a person willing to act as club assistant referee and they must be made known to the referee.
- The online match sheet must be fully completed via [www.fulltime-admin.thefa.com/](http://www.fulltime-admin.thefa.com/) by 9pm Tuesday following the completion of the game, or 48hrs of completion for midweek fixtures.\*

**An \* after any item above will result in a fine if the item is not complied with.**

### **Things to remember**

Check The FA's FullTime website - [www.fulltime-admin.thefa.com/](http://www.fulltime-admin.thefa.com/) prior to making confirmation calls as your opponents or referee may have changed.

You can and may be given a fixture up until 9pm on the Tuesday prior to the Sunday – a game not being scheduled for a Sunday does not mean a “Free week”.

Referee appointments are being actioned by the Bedfordshire Football Association this season. Please refer to the following link for further information - [www.bedfordshirefa.com/referee/appointments-system](http://www.bedfordshirefa.com/referee/appointments-system)

If you need a “Free week” please apply for it with a calendar months notice – send requests directly to the relevant fixture secretary, detailing the team, the date and the reason for the request.