



# JUNIOR SECTION GUIDANCE NOTES

## 2024 - 2025 SEASON

### PRIOR TO THE FIXTURE

Please ensure you contact your opponents by Tuesday evening ideally by 8:00pm, before the fixture on the following Sunday.

For further guidance on Kick Off times follow the guidance on the leagues:

[Kick Off Times Flow-chart.](#)

**ALL** postponements **MUST** be notified to your opposition and to the league by completing the following Google Form [HERE](#) as soon as this is known – the responsibility of completing this form is the team postponing the fixture. A link to the form is in the WhatsApp group Details.

If your team has entered the County Cup or District Association Cups then the responsibility is on **YOU** to notify the league of any upcoming fixtures by completing the Postponement form. This needs to be done as soon as the next Cup fixture is released – failure to do so will result in you forfeiting the league fixture and getting fined.

Pre-selecting your team prior to the fixture is now not possible on FullTime, it can be done on the MatchDay App, so the league does not require this to be done.

Players are no longer shown on FullTime, but team coaches/managers can see which players are registered for the opposition team by logging in to their FullTime account and going to the Results Drop Down – here you can select Opposition Players and then select the fixture you want to check.

This season, **all fixtures must have their kick off times changed to the correct time** and it is the Home team that does this. Failure to amend this will result in a fine being issued. This assists both team management and also the Referee Secretary in appointing Referees.

Ensure your players have their squad numbers correctly allocated for the fixture, this can be done on Fulltime or the MatchDay App.



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### AT THE FIXTURE

Prior to kicking off, Player Squad sheets are to be exchanged with the opposition manager and these are to be checked off against all players that are either starting or benched. The easiest way to do this is to gather the players around the centre circle, exchange your squad sheets with the opposition manager and check that the players there are on the Squad Sheet., ahead of the RESPECT handshake.

Any manager who does not have their Squad Sheets for inspection will Forfeit their fixture and the match can continue as a Friendly – not only will you forfeit the match, but you will also get fined.

Laminated sheets are best, but managers can produce the squad sheet on a phone and hand this for checking purposes. All that is displayed on the squad sheets is a players photo, name and date they were registered to the league – the emergency contact details are also shown – hence why we don't recommend exchanging PDF documents.

If you do share the sheets then delete the opposition sheets from your phone after you have done the check.

Coaches and substitutes are to be in the technical areas which are at the opposite side of the pitch to the Spectators.

A **maximum** of 3 Coaches/Assistants per team are to be in these respective Technical Areas, these individuals are defined as someone who holds an in-date DBS certificate and Child Safeguarding Certificate.

The Referee for the fixture has overall control and their decisions are final.

Poor conduct can be reported to the league by using the Reporting Form by clicking [here](#).

Serious issues of poor conduct need reporting to West Riding County FA. Your clubs Child Welfare Officer can provide further information.



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### AFTER THE FIXTURE

All results are to be notified to the league by 5:00pm on a Sunday.

There are 3 ways that this can be done:

**First** method is by replying to the SMS text – all you need to enter is *Home Score space Away Score* – nothing else needs to be entered, unless you manage more than one team and then you'll need to enter your teams *short code*.

See link here on how to do this: [HERE](#)

The **second** method is by entering the score on Fulltime by logging in to your account [HERE](#). If you haven't received an email to register with FullTime then contact your Club Secretary who will make enquiries, as it is possible that they have not registered you correctly on the Whole Game System (WGS).

The **third** option is by submitting on the MatchDay App. Details on how to use the App is [HERE](#).

After the fixture you need to login to FullTime and complete the Home or Away **Team Statistics**, which is where you register the goal scorers, Red & Yellow cards etc. You also need to complete the Home/Away **Team Marks**. This needs to be done by Wednesday at 17:00, failure to do this will result in a fine. FullTime guidance on this is [HERE](#). This can also be done on the MatchDay App, guidance can be found [HERE](#).

The above is a brief guidance on what is expected on Matchday and days leading up to this, please refer to the [Leagues Handbook](#) for the Rules.

**WE HOPE YOU HAVE AN ENJOYABLE SEASON  
AND WISH YOU ALL GOOD LUCK!**