Basic guide to weekly team administration in the YEL

YEL

IT'S ALL ABOUT THE PLAYERS!

INFORMATION FOR CLUBS & TEAMS

Basic guide to weekly
team administration in the YEL

Contents

LEAGUES, DIVISIONS & FIXTURES

These are set by Kev Cooper (YEL Fixtures & Events) at the beginning of each season (August for the pre Christmas Winter season – December for the post Christmas Spring season). Divisions/ Development groups are created based on the teams that have entered. They are ability based and designed to create close, competitive games. Competitive divisions for the U12s to U14s are NOT like the Premier League/EFL with a guaranteed place in the division above if a team finishes first in the current division. New teams join and existing teams leave which means every team and division has to be regraded. Teams will be placed in the most appropriate age group for competitive matches.

TRAVELLING

The league has teams from clubs across the East Midlands. Occasionally, therefore, teams may face travelling up to 45 minutes for matches. This has to be taken in the context of trying to ensure competitive games. These longer journeys should be relatively few and far between. We believe it is worth travelling that little bit further for a close 3-2 game rather than a potentially irrelevant/soul destroying local 15-0 game. Wherever possible and depending on the ability level of teams, the league will try and regionalise games to keep travelling to a minimum.

REGISTERING PLAYERS

A detailed guide on registering players and Whole Game System in general, can be found on YELonline.com under FAQs.

An important point to highlight is that if a player is wishing to play on both Saturday and Sunday, they will be required to have a registration for both days.

NEW PLAYER/TRANSFERS

When a new player wishes to join a club, the first question that must be asked is whether or not the player has played football before. If the answer in no, they can be registered immediately onto Whole Game System. If the answer is yes, the existing club should be identified and, if necessary, the transfer process should be initiated including a notice of approach.

14 DAYS PRIOR TO THE GAME

Home team managers/Club Secretaries should check FULL-TIME and ensure that the venue listed on FULL-TIME is available and at the appointed time. If the pitch or venue are not available, the KO time/venue should be updated on FULL-TIME. THIS MUST BE DONE NO LATER THAN 10 DAYS prior to the game. To make any change inside the 10 day period prior to the game, ALL THREE of the following MUST be in agreement - the opposition, any appointed referee and the YEL (just agreeing it with the opposition is not good enough). There is every likelihood that the permission of the YEL will be refused without a good/exceptional reason. Failing to have made the necessary checks 14 days prior to the game will NOT be considered a good reason. This guideline is good practice and necessary to ensure the smooth running of the league including the appointing of referees. Everyone must get used to working 10-14 days ahead of the game.

CONTACTING THE OPPOSITION AND REFEREE TO CONFIRM THE DETAILS OF THE GAME

All home teams playing on either Saturday or Sunday MUST contact the opposition manager and any appointed referee by the Monday evening prior to the match to confirm the details of the forthcoming game. This will include confirmation of the kick off time, venue and colours the home team play in to ensure that there is no colour clash. If there is a clash the away team must wear an alternative kit. Contact can be made by phone, email or text. The game is only treated as confirmed when the opposition team/the referee send a response. If home team does not receive confirmation, they should try one/both of the remaining methods to contact the opposition/the referee. It is not good enough simply to say, 'I sent them a text.' All team contacts for teams – age group and playing day - can be found on Scoreline. Check you have the correct contact information. If there is still no acknowledgement, contact the league for advice.

MIDWEEK GAMES

YEL Saturday Leagues and YEL Sunday Leagues are two different competitions. Some players may play both days either for the same club or two different clubs. To avoid any possibility of split loyalties, the following policy is in force regarding games which are arranged in midweek. YEL Saturday teams play on a Tuesday and YEL Sunday teams play on a Thursday. These days are exclusive to the particular competition - YEL Saturday clubs cannot play on Thursday or Sunday; YEL Sunday clubs cannot play on Tuesday or Saturday. Other days are 'open' to Saturday/Sunday teams.

APPOINTING OF REFEREES

The YEL endeavours to appoint referees to ALL U9 to U14 matches. This appointing process takes place over 7 to 10 days prior to the game. This is a good example of why it is important ALL venues and kick off times are correct on FULL-TIME at least 10 days prior to the game. Due to the complexity of the job caused by the limited number of referees and huge number of games involved, any late changes inside the 10 days will be dealt with on an individual basis by the league. They ARE UNLIKELY be agreed however, apart from for exceptional circumstances.

Once a referee is appointed, teams will receive an automated email from FULL-TIME giving details of who the referee is. It is the responsibility of the home team to confirm the details of the game with him/her by Monday evening 8pm using phone, email or text. The home team must receive confirmation back from the referee that they are attending. If you do not receive confirmation, send the text/email again. If still no confirmation by Wednesday evening, contact YEL Referees appointments via either Scoreline or email – referees@yelonline.com

If the home team does not confirm the game with the referee by Monday evening (or within 24 hours if they are appointed as a 'Late Availability' referee), there is every likelihood that they will be re-appointed to another match and the fixture will not have a referee.

If the home team receives a FULL-TIME email which states Referee 'TBC' this means that the YEL have not been able to appoint someone or the appointed referee has become unavailable. What happens then is Monday/Tuesday, Late Availability emails are sent out by the YEL Referees Team to all the YEL registered referees detailing all of the games that are currently available and requiring referees. If any reply saying they are available, they can be appointed to games they select.

If by Wednesday evening no referee has been located, teams will receive a FULL-TIME email on Thursday morning arrives showing the referee status has changed from 'TBC' to 'NONE.' This indicates that the YEL have exhausted all options and the home team need to locate a suitable club official (minimum age of 18 unless a qualified referee) or parent to referee the game.

MATCH DAY REQUIREMENTS (INC PAYMENT OF ANY APPOINTED REFEREE)

It is a league rule that ALL teams (no exceptions) show their team ID sheet to the opposition prior to the start of the game. These should be printed off Whole Game System. There is only one version of the team ID sheet which is acceptable. Any player who is not verified or on the ID sheet CANNOT PLAY – NO EXCEPTIONS. If the game is a league game, it cannot go ahead – an unofficial friendly can still be played if both teams agree. This will not be treated as a YEL organised game. Any teams found to have not abided by the rule of checking IDs will be fined and referred to the Discipline Team where the game could well be awarded to the opposition. Referees are instructed to report any incidents of ID cards not being checked.

It is a league rule that teams (U9 to U14) MUST also present a team sheet detailing the players name and shirt number to the referee 15 minutes before the start of the game. Again, referees are instructed to report any teams that fail to do so. These teams will be fined for non compliance with this league rule.

Any appointed referee should be paid their match fee as set out in the YEL Regulations either before the game or immediately after.

CANCELLING A GAME

If the game is being cancelled due to weather conditions, the YEL would expect teams to make every effort to reverse the fixture to the opposition ground. If this is not possible, the game will be rescheduled by the league.

If the match is being cancelled for any other reason inside the 10 day deadline, managers should consult the YEL Rules for details of the process and the potential implications it may have of the team under the cancellation matrix including fines, game awarded etc. This information can be found on YELonline.com under YEL Rules and regulations.

Any game can be cancelled and re-arranged prior to the 10 day deadline. A fine and sanction may still be applicable – see YEL Regulations - postponements. When cancelling a game, the home team MUST notify the opposition, any appointed referee and the YEL. Failure to contact the referee and getting confirmation back from them that they have received the message, could result in the home team having to pay their full match or a proportion of it depending on the circumstances.

POST MATCH REQUIREMENTS

Once the game has ended both teams need to submit the result to the league. This is a simple process. During the game both managers will receive an SMS text from FULL-TIME asking for the final score. ONLY enter the score and send. DO NOT try and make any additional comments. Non submission of a result within the required timescale is a fineable offence. See the YEL Rules which can be found on YELonline.com under YEL Rules and regulations.
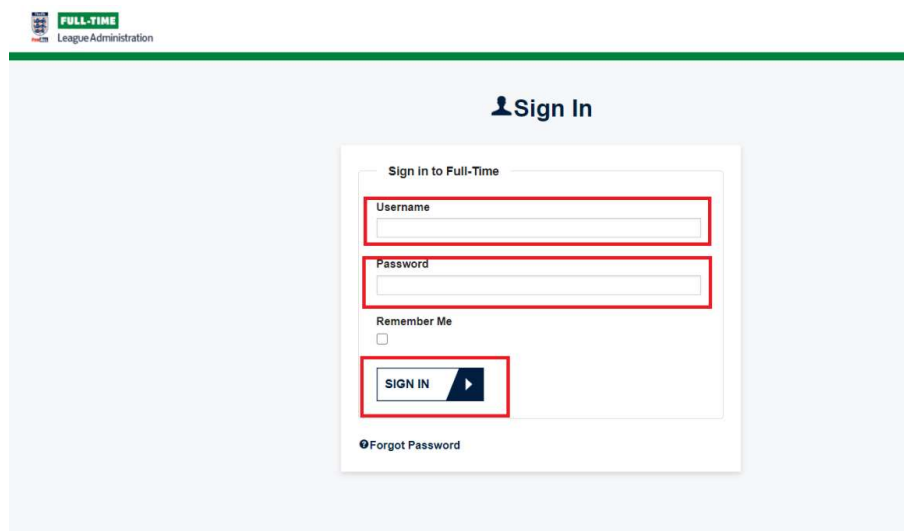
Each team MUST complete a match return on FULL-TIME within 24 hours of the advertised KO time. Full details on how to do this can be found below or on the home page of YELonline.com. As part of the match return, teams will need to enter a mark for the referee. Please ensure you follow the guidelines for marking referees which can be found on YELonline.com. Failure to complete a match return will result in a fine. This is necessary to ensure the smooth running of the league. Failure to complete two or more match returns will result in the team being referred to the YEL Discipline Team which is likely to result in the team being suspended until the match returns and brought up to date and any outstanding fines paid.

COMPLETING A MATCH RETURN ON FULL TIME
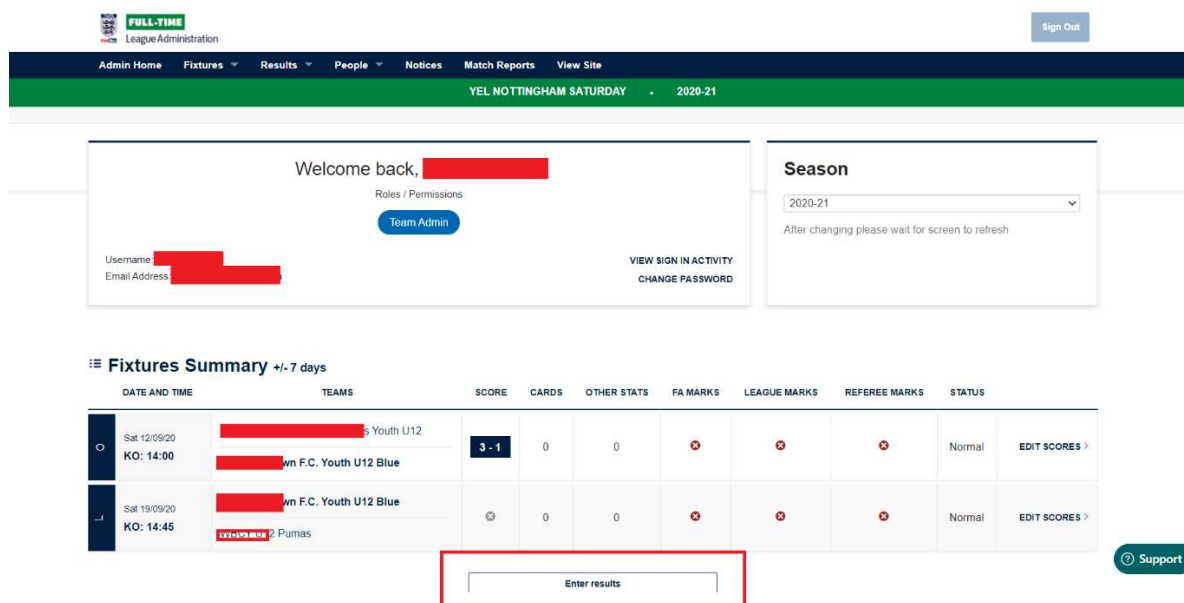
This information needs completing by all age groups – U7 to U14 - for every game you play which has been arranged by the league – Friendly, league and cup games

Open FA Full-Time - https://fulltime-admin.thefa.com/gen/Logout.do

Enter your username and password then click sign in

Your dashboard will open and look something like this example below. Your most recent game should already be displayed. Click 'enter results'

The next screen will open 'Team Admin Result Entry' (If you need to enter something from a game that took place more than seven days before, click the drop down box and the top left of the page and select either the exact date or 'all').

This page allows you to enter the score – this should automatically be filled in as a result of your SMS text received/sent after the game. If you wish, you can also enter the score at half time. All YEL require is the final score. After you have ensured that the correct score has been recorded, you

will need to input the required league information. Click the blue 'statistics' box (highlighted below) to proceed.

The next page is 'Statistics' There are three tabs (highlighted) which need to be completed. FA Marks (you are already on this page) includes marks for the referee - split into three separate marks; Respect marks and pitch marks. **All have to be completed and updated successfully to allow you to move onto the next tab.** If your total marks for the referee amount to less than 60 you are required to fill in the comments box to explain what the issues were. This will be used by the YEL Referees team to help address problems and give development pointers so please be constructive in your comments.

League team marks – This section is headed 'Statistics' and currently has just one section – Marks out of 100 for how sporting the opposition were. Once completed, click update and move onto the 'player statistics' page

An example of a player statistics page is shown below. **It is very important you make sure you complete the information accurately.** In the first column, ONLY enter the players that started the game. In the second column, enter all of the players who were substitutes and made an appearance in the game; In the third column, only enter the players who were subs but did not take part in the game. DO NOT ENTER ALL 14 PLAYERS – 9 starters plus 5 subs – in the first column. It is only for players who started. An example of a 9v9 game with 9 starters and four subs, three who played and maybe one who was an injured, emergency, sub only, is shown below

You are more than welcome to fill in the remaining columns as full-time will record this information for your own use, but for YEL purposes we only need the first three columns completed.

Click update and provided you have entered all required information, the page will save and the Match statistics/report will have been completed and you will have avoided a fine!

RESPECT ISSUES

If anything happens during the game which teams/managers feel should be reported to the YEL to be dealt with as a RESPECT issue, you should complete an online submission via Scoreline. Login to Scoreline and select Respect cases menu item. Click add a Respect case and follow the instructions. This form MUST be completed giving full details of the incident and who it involved. Incidents can relate to players, coaches, spectators or referees – anyone to do with the game. Managers or any club officials can complete this form. An automated email will also be sent to the Club Welfare Officer. The YEL RESPECT team will then investigate the case. RESPECT cases should be submitted within 48 hours of the incident.

Updated 23rd August 2022