



Youth Football League (Kettering & District)

Affiliated To The Northamptonshire Football Association

Guide for Club Secretaries, Managers and Coaches – Season 2022-23

Whole game system

Registrations

Club secretaries need to register all players for each of their club's teams. Each player can only register for one team unless they are dual signed into another league. Photos have to be renewed at U9, U11, U13, U15 and U18's each season and are required for all new players. Head and shoulder photos only. NO hats, glasses (unless prescription). Any photos already uploaded onto Whole Game system for players already registered to another league cannot be amended for our league. New registrations – parents details need to be added to the Whole Game system before a registration will be allowed to be submitted. Name, date of birth, phone number and e-mail address for one parent is required. This is done as an emergency contact detail. If, for any reason, you need further assistance please contact Tracy Pepper who will be able to talk you through any issues. Youth Registrations cannot be submitted after 28th February unless granted special permission by the league. U11 players can register until the end of the season, but any registered after 28th February cannot participate in Cup or Plate matches without special permission from the league. Mini soccer players can be registered until the end of the season. Please remember that squad ID sheets (both paper and digital) must be updated for every change.

Minimum team numbers must be submitted to the league by the 1st August or a charge will be raised. If minimum team numbers have still not been registered by the date of the commencement of the league, the team will not be permitted to participate in the business of the league, until at least the minimum numbers of players are registered.

De-registrations

Club secretaries can de-register a player at any point. De-registrations need to be submitted to the league for approval by Tracy Pepper. Please remember that ID sheets (both paper and digital) must be updated for every change.

Transfers

When transferring a player please email the club secretary of the club you are transferring the player from and give them a 7 day approach notice for the player. You can ask them if they are happy to waiver the 7 days. If you do not receive a response then on the 8th day you can process the transfer on the Whole Game system for it to proceed. Please copy Tracy Pepper in on all e-mails for transfers. Transfers cannot be made after 28th February except for Mini Soccer and U11 age group players.

Please remember that ID sheets (both paper and digital) must be updated for every change.

Squad ID sheets

Squad sheets **must** be shown to the opposition prior to each game taking place. For this season the checking of all ID sheets will be overseen by the referee/match official in accordance with rule 18(K) so please make sure that you have them at all times. Failure to show the ID sheet will be reported to the league and may result in a fine. Squad sheets can either be printed off or be displayed on a phone/tablet. Please ensure that each time a change is made to the squad that a copy of the new squad sheet is sent to Tracy Pepper.

Players

The maximum number of players that can be registered to a squad are as follows:-

Mini Soccer U7 and U8 - 5v5 10 players all players can be used in a game

Mini Soccer U9 and U10 - 7v7 14 players all players can be used in a game

Youth games U11 and U12 9v9 16 players – maximum number of substitutes is 7

Youth games U13 – U16 11v11 18 players – maximum number of substitutes is 7

Youth games U18 11 v 11 22 players – maximum number of substitutes is 7

Fixtures

The season will commence on the weekend of the 10/11th September and will finish on May 31st. Please bear in mind that teams can have fixtures arranged at any time during the season. For any revised fixtures, clubs must be given a minimum of 5 days notice by the league. If for any reason your team requires a week without fixtures you should complete the 30 day notice form on the Full Time system. 30 days notice must be given to ensure there are no penalties for postponing a fixture. When fixtures are released, either at the start of the season or during, please check them to ensure that your pitch availability is sufficient for the fixtures. In the event of a fixture clash due to pitches and/or the need to change a kick off time the club secretary should contact the opposition and agree the changes and ensure the referee is advised of these changes. Note – if managers have arranged a different kick off time between themselves, they must advise the club secretary as it is the club secretary who should liaise with the league and all officials. Once the change has been mutually agreed the league fixture secretary, general secretary and referee secretary need to be advised of this. If the change to a kick off is being made after the appointment of a referee to the fixture then the referee also needs to be advised of this change.

Cancellation of fixtures

All cancelled fixtures will go to a disciplinary panel – which usually sits once a month. The league would strongly recommend that fixtures are only called off once all other options have been ruled out. League rules state that, if a pitch is unplayable or not available, clubs must try to reverse the fixture. Cancellations due to lack of players, lack of coach/manager or school holidays will be dealt with at the disciplinary meeting if a 30 days postponement form has not been submitted in time (ie at least 30 days before the fixture that requires postponement). Should the club be found at fault of calling off a fixture a fine will be raised and points (age groups U12-U16) could be awarded to the opposition. In the event of games being called off due to weather conditions (such as waterlogged or frozen pitches) these games will be

rearranged. Only games called off on the day of play due to weather conditions will be rearranged. No mini soccer games or U11 games called off will be rearranged. Mini soccer/U11's games called off 'block postponements' (usually due to weather/pitch conditions) may be re-arranged for the end of the season if time prevails.

30 Day Postponements

Any fixtures postponed using a 30 day postponement form will be re-arranged by the league provided that the form requesting this is received by all relevant league officials 30 days before the date of the fixture. 30 day postponements can be put into the league as soon as fixtures for the season are released. The cut off point for submitting 30 day postponements is 28th February. Any forms received after this date will not be considered under the 30 day postponement scheme. All forms should come from the club secretary and can be submitted as far in advance as required. A team is allowed to submit a maximum of 3 30 day postponement forms which should be submitted to the fixtures secretary and general secretary. If there is a specific date that a team/club does not want a fixture for then a 30 day postponement form should be submitted as early as possible and within the time frame, even if there is currently no fixture for that date. This will ensure that the date requested is kept free and no fixtures will be rescheduled for the date requested.

Confirmation of games

Fixtures must be confirmed by the home side with the opposition by the Tuesday evening prior to the weekend of the game being played. Confirmation of the fixture to the assigned referee must also be made by the Tuesday evening. The league would recommend that all confirmations are made via e-mail or text. Please remember to confirm venue, kick off time and colour of kit to avoid a colour clash.

Playing Games

Mini Soccer – North park venue. Goals and respect barriers can be collected from the storage area at the pavilion. Teams playing the first game on a pitch at a Kettering mini soccer venue should each put up one of the goals. The home team (first named) also puts up the Respect Barrier. It is recommended that goals should be up at least 15 mins prior to kick off to ensure games run to time. Teams playing the last game on a pitch should carefully pack away a goal each, using the goal bag provided and store them in the correct place at the venue. The home team should put away the Respect Barrier. Details of the fixtures for the weekend will be on the notice board inside the pavilion. In the event of an emergency there is a defibrillator on site located in the pavilion should it be required. The venue is in a residential area – please park respectfully if you cannot get in the venue car park and do not clean players boots on the pavements. In the event of any issues please inform the venue manager – Mr James Lloyd.

Mini soccer – Raunds venue. Goals and respect barriers can be collected from in front of the storage container. Teams playing the first game on a pitch at a Raunds mini soccer venue should each put up one of the goals. The home team (first named) also puts up the Respect Barrier. It is recommended that goals should be up at least 15 mins prior to kick off to ensure games run to time. Teams playing the last game on a pitch should carefully pack away a goal each, using the goal bag provided and deposit them at the front of the storage container. The home team should put away the Respect Barrier. Should it be required in the event of an

emergency there is a defibrillator on site in the players' tunnel. There are car parking facilities at Raunds FC. In the event of any issues please inform the venue manager – Mr Dave Hasdall

Mini soccer – OG's venue. Goals are now of the moveable style and must be wheeled onto pitches before first game and removed after last game. When removing goals at the end of the last games they are to be pushed as far to the right (as you look up the dome) and faced goal mouth to goal mouth. The home team (first named) are responsible for putting up the respect barrier on the first game and responsible for putting it away on the last game. Respect barriers and corner flags to be collected from the side of the refreshment van and returned there at the end of the morning. Car parking marshalls are on site to assist. Please follow their directions and keep speed to a minimum, especially when travelling to the overflow carpark. There is strictly no parking on any road, track or grassed areas. The front car park has been tarmacked, please make sure you park within the lines and follow the one-way system which is in place. Details of fixtures, pitch allocation and referees are posted on the refreshment van each week. Should it be required in the event of an emergency there is a defibrillator located at the refreshment van. There is also a second defibrillator within the clubhouse behind the bar. In the event of any issues please speak to whoever is in the refreshment van and they will direct you to the venue manager – Mr Mike Parsonage or Mr Jake Parsonage.

All mini soccer venues

Please ensure that the referee is paid **before** kick off. Fees for U7/U8 are £12 - £6 to be paid by each team. Fees for U9/U10 are £16.00 - £8.00 to be paid by each team.

Please ensure the correct ball size is used for your teams age – U7, U8, U9 and U10 – Size 3
Please remind all spectators of the Respect law and that the league operates a zero tolerance regarding abuse towards match officials, referees and league officials. All spectators must stand behind the respect barrier. No spectators should be behind the goals or in the managers area. A maximum of 3 managers/coaches are allowed in the technical area.

Youth Football - Please ensure the correct ball size is used for your teams age – U11, U12, U13 and U14 teams to use a Size 4 ball. For ages U15, U16 and U18 a size 5 ball to be used. Please remind all spectators of the Respect law and that the league operates a zero tolerance regarding abuse towards match officials, referees and league officials. All spectators must stand behind the respect barrier. No spectators should be behind the goals or in the managers area. A maximum of 3 managers/coaches are allowed in the technical area. The home team must provide the respect barrier. The home team is also responsible for payment to the referee. U11-U12 £24, U13-U14 £28, 15-U16 £32, U18 £38

Reporting Results

SMS

You will receive an SMS message during the game. Please reply to this remembering that the home team result must be entered first and in this format 1-0, or 2-2, or 4-1 etc. If you do not receive a text message please let Tracy Pepper know on the day of play. If you are manager of more than one team please try and allocate a second person/second number to receive the SMS message for your second team. (or third person/number for third team etc) This is because the SMS system will mix up the result for teams if they are not reported separately.

Full Time

Player statistics and referee marks need to be on Fulltime by Wednesday evening 8pm. If you mark a referee lower than 60 you need to put a report in to the referee secretaries and the league secretary stating the reasons why. If teams have not been allocated a league referee then the name of the person who officiated the game must still be entered on the Full Time system in the correct box. Once this is done please complete the Respect marks and Pitch marks and then enter Player stats for your team.

Results for each fixture must be completed on the Full Time system before Wednesday evening following the Saturday/Sunday fixture. Please ensure that all information is recorded including referee name, referee marks, score and which players took part in the game. The system is locked down on Wednesday evening at 8pm. Failure to provide this information will result in a fine.

Data for midweek fixtures must be put on the Full Time system within 3 days of the match taking place.

Match day app

We understand that some managers use the match day app.

We are aware, and have previously advised clubs, that there have been issues with data being sent to Full Time system from the app in the past. We would remind all Club secretaries that they should ensure all the correct data and information has been put on Full Time prior to the lock down on Wednesday evening. Any information not on Full Time will be checked by the Disciplinary Officer and fines will be raised.

Cup/Plate semi-finals

It is the responsibility of the club to ascertain if a transferred player is cup/plate tied. If the club has any doubts or queries with regard to this then League officials should be contacted. The criteria for a semi final is "a player must have played 4 league games and 1 previous round of the cup to be able to take part in a semi final." The league will contact teams who reach the semi finals with the eligibility of players prior to the semi final being played. Players who have not reached the criteria will not be allowed to play in the semi final. If for any reason you disagree with the leagues decision you can appeal this. ID sheets must be taken to all cup/plate games so please ensure that this is up to date.

Referees

The league has a zero tolerance of abuse to referees. Please remember that some of our referees are very young and mistakes will be made. Even experienced referees make mistakes. The league will not tolerate any form of abuse or intimidation towards referees and all reported cases will be passed onto the NFA. Clubs are responsible for the behaviour of players, officials and spectators and any disciplinary matters dealt with by the NFA could result in a charge of bringing your club (and maybe the league) into disrepute.

Rules

It is important that all club officials are familiar with the rules within our handbook which can be found on the **Weetabix Youth Football League app**. For i-phones the app can be

downloaded from the app store, for android phones the app can be downloaded from Googleplay.

Please ensure that all club officials read the rules on the Weetabix app. The rules are there to ensure the safety of players, officials and spectators and will be enforced.

Weetabix Youth Football League app

The league app contains a large amount of information for clubs and club officials. All league rules are on the app, as well as information about Clubs, Referees, Mini soccer, FA Respect programme, Full Time, Guide to marking referees, Appointing a Club Welfare Officer, FA policies, Disciplinary Procedures, Laws of the Game and Management Committee contact information. Should clubs wish to make any changes to their information this must be done first on the Whole Game System. Once this has been done then they should contact Tracy Pepper in order to get the app updated. Should clubs wish to have their club logo or a picture of their match shirt put on the app this information should also be sent to Tracy Pepper in a jpeg format.

Contact

All correspondence, whether by letter, phone or e-mail to the league should come through the **club secretary**. This ensures that the club secretary is aware of all matters within their club. Club secretaries should try, wherever possible, to contact the relevant league committee member(s) who will be able to assist them with their enquiry. The league general secretary, Mr Ian Tortoishell should be included in all e-mails. Committee members would ask club secretaries to respect a cut off time of **8.30pm** for phone calls. E-mails sent after the cut off time may not be picked up until the next day. All committee contact information can be found on the Weetabix Youth League app.

Respect

All club officials, players and spectators should sign up to the Respect code of conduct. It is the club's responsibility to ensure that their officials, players and spectators behave according to the Respect code and that all incidents, either on the pitch or on the side-lines are reported to the General Secretary and League Welfare Officer. Please ensure that your Club Welfare Officer is made aware of, and involved in, resolution of matters regarding Respect. We would suggest that when an incident occurs that both Clubs Welfare Officers speak to each other to see if the issue or conflict can be resolved. If a resolution cannot be achieved the league welfare officer will assist in the matter.

The Weetabix League would also bring to the attention of all club secretaries, club officials, players and spectators that there is zero tolerance of abuse to league officials, match officials and referees. This also extends to all volunteers who assist as mini soccer venues.

Safeguarding/Welfare

All incidents should be reported in the first instance to your own Club Welfare Officer, It will be the decision of the CWO to involve either/both the League Welfare Officer and the NFA. Reports of Safeguarding/Welfare incidents should be sent to the General Secretary and the League Welfare Officer.

Finance

Please ensure that your club treasurer is receiving invoices and that these are paid on time. Any queries regarding invoices should be sent to the League Treasurer, remembering to copy in the General Secretary.

Finally –

If at any time, either during the season or prior to the start of the season, you have a query, problem or just need a little chat about something then call a member of the league committee. All of us have been involved in football, either as a Manager, Coach, or Club Secretary. We will do all we can to assist you and if we are unable to help we will do our best to put you in touch with someone who can.

Enjoy your football and have a wonderful season,
The Weetabix League Committee