

# MANCHESTER FOOTBALL LEAGUE LIMITED

## CLUB ADMINISTRATION

**ALL Manchester League correspondence is conducted using email. Clubs may also contact League Officers by text message or phone for more urgent matters.**

### CLUB INTENTIONS

All Member Clubs are required to notify the League Secretary of their intention to continue, or not, their League membership by the **31<sup>st</sup> MARCH** each year.

### CLUB DETAILS FORM

All Member Clubs are required to return a completed Club Details Form by the **1<sup>st</sup> JUNE** each year, including the number of teams you wish to enter the League.

Your County FA Affiliation number should also be notified to the League Secretary once confirmed.

### ANNUAL GENERAL MEETING

The Annual General Meeting takes place in late June each year and all Member Clubs **MUST** attend.

All Member Clubs are entitled to bring two delegates to the AGM, but each Club will only have one vote.

Clubs wishing to propose Rule Changes must do so by the **1<sup>st</sup> APRIL**, and all proposals must have a Proposer and Secunder to be considered.

The deadline for nominations to the League Management Committee is the **30<sup>th</sup> APRIL**, and all nominations must have a Proposer and Secunder to be considered.

### LEAGUE FEES

The Manchester League collects one single fee of **£100** per **TEAM** per season that includes:

- League fees
- Cup fees
- Player Registration / Transfers

There is no Equalisation Scheme for match officials travel expenses, flat fees, including travel expenses, are applied.

Payment can be made in a single payment, or over two equal payments, in August and January.

### REPRESENTATIVE TEAM

The Manchester League operates a Representative Team and participates in the FA National Inter-Leagues Cup and the Jeff Walton Memorial Cup.

A Club Levy of **£35** per CLUB is applied in those seasons when the team operates.

**ALL** Member Clubs are expected to make their players available for the Representative Team and cooperate, when required, in team and match preparations.

## PRE-SEASON PREPARATION

The FA provide two separate online systems for club and league administration, **Whole Game System** and **Full-Time**.

**Whole Game System** is used to affiliate your club with the relevant County FA, administer all club and player discipline, player registrations, and to manage all your club details, including club officials, team administration and cups entered.

**Full-Time** is used for match administration, including fixtures, match official appointments and results. Clubs are required to enter all match details into **Full-Time** within 48 hours of the conclusion of a fixture.

The only League documentation required in hard copy is the **Matchday Team Sheet**. These are provided to clubs at the August League Meeting.

Club Secretaries are required to update all their club and team information as part of this process and include all club volunteer details against their specific roles.

These roles and details can ONLY be entered or edited in **Whole Game System**.

It is vital that these details are correct as they feed through into **Full-Time**, where all match-related Club Administrator details are stored.

The League is not able add or edit Club information in **Full-Time**.

## WHOLE GAME SYSTEM / FULL-TIME CLUB ROLES

### Team Secretary

A Team Secretary must be set up for EACH team, one person can act, and they are responsible for setting up permissions in **Full-Time** for Team Administrators.

### Team Administrator

Team Administrators are responsible for entering all match details into **Full-Time**.

### Primary Contact

These are matchday contacts, as they appear in automated **Full-Time** fixture notification emails. The Primary Contact also receives all automated **Full-Time** fixture notification emails. You need to set one up for each team.

### SMS Contact

Clubs can set up two SMS Contacts for each team in **Full-Time**, who are responsible for reporting results to the League after each game. This process is done via SMS text message.

## MANAGING AND MAINTAINING PRIMARY CONTACTS

You will need to identify all **Primary Contacts** for your Club in FA **Full-Time**, these are the people whose contact details appear on all automated Fixture Confirmation emails, so it is vital that you keep these details up to date.

From the People drop-down list, select 'Primary Contacts'.

There is a drop-down list where you can select the Club Officials for each of your Teams by Division.

You will then see a list of all the Club Officials you have identified in Whole Game System.

To select and maintain your **Primary Contacts**, you simply tick the box next to the Club Official's name, and then click on the 'Update' button.

You may have more than one **Primary Contact** per team.

## MANAGING AND MAINTAINING SMS RESULTS CONTACTS

All results are submitted to the Manchester League via SMS text message, which are sent from the FA **Full-Time** system on matchdays.

You will need to identify the Club Officials you want to receive these SMS text messages for each of your teams, up to a maximum of two contacts per team.

There is a drop-down list where you can select the Club Officials for each of your Teams by Division.

To select an SMS Results Contact, you should click on the 'Add New' button, and then select the appropriate Club Official from the 'Team Administrator' drop-down list, and then click the 'Create' button.

**PLEASE NOTE** – All Club Official data is managed in the FA's **Whole Game System** and **NOT Full-Time**. You should ensure that all personal data for Club Officials is kept up to date in **Whole Game System**, as well as any changes in personnel.

## PRE-MATCHDAY ADMINISTRATION

All Manchester League fixtures are notified to the PRIMARY CONTACT at each club via automated emails generated by **Full-Time**.

In these emails, you will receive notifications of:

- Competition
- Date of Fixture and kick-Off Time
- Opponents
- Venue
- Official details (up to three depending on fixture)
- Home Team Contact(s) details
- Away Team Contact(s) details

Any changes or alterations to fixtures are also notified via automated email.

For all **HOME FIXTURES**, the Club Secretary should send a Match Confirmation by email at least **FIVE** clear days **PRIOR** to the fixture to confirm the following details:

1. Directions to ground and information on car parking provision.
2. Confirmation of Home Team colours and goalkeeper kit.
3. Notification of any special provisions relating to COVID-19 that are in place, including any restrictions on numbers of club officials or spectators.

For all **AWAY FIXTURES**, the Club Secretary should acknowledge the Match Confirmation by immediately **WITHIN 24 HOURS**, to confirm receipt and confirm the following:

1. Confirmation of Away Team colours and goalkeeper kit.

## PITCH INSPECTION REGULATIONS

### **The FA recommended the following procedure for the guidance of Clubs and Referees in determining the suitability of grounds in adverse weather conditions**

Each Club must take every precaution to ensure that its ground is in a fit playing condition.

When the local weather conditions are known to be extreme (e.g. prolonged severe frost, clear water logging or heavy snow) then the game may be postponed at the discretion of the League following consultation with an appropriate League Officer, League Rules will apply; this is not an issue for the Match Referee. Should a Competition decide to agree to an early postponement under such circumstances there will be no requirement for a pitch inspection.

In all other circumstances and subject to the time and travelling distance, the Match Referee should be called in to make a decision. In the event of the Match Referee being unable to carry out the inspection, the Home Club **MUST** select an alternative Referee listed in the Manchester Football League Handbook.

Should it not be possible to identify an appropriate Match Official, the Appointing Authority will determine a suitable person to carry out the inspection.

Prior to reaching a decision the Referee who is making the inspection must consult with the Match Referee before notifying the home club of the decision.

The Referee may choose to liaise with Team Managers **BUT** the decision as to whether the match is played is **STRICTLY** the Referee's.

If, after consultation with the Match Referee, the ground is declared fit and the away Club is instructed to travel, then only in exceptional circumstances should the Match Referee reverse the decision.

If an early inspection has not been carried out and the Match Referee arrives at the ground to find the playing conditions in doubt due to unexpected deterioration in the weather, he should first consider as many of the above points before committing himself to a decision.

In the event of a pitch inspection being carried out by a Referee other than the Match Referee, a half match fee should be offered by the Home Club. If the appointed Match Officials have reported to the ground, they are entitled to half their match fee if the match is not played.

If the game is postponed following the inspection, either by the Match Referee or another Referee, if the Match Referee is aware that an Assessor is appointed, contact **MUST** be made with that Assessor as soon as the decision is made to avoid unnecessary travel.

## MATCHDAY ADMINISTRATION

Before the fixture, you will need to complete your **Matchday Team Sheet**.

1. Enter your **Team Name**, the **Date** of the fixture.
2. Indicate whether the fixture is a **League or Cup** tie, and the **Division** if applicable.
3. Complete the **Home Club** and **Away Club** names, and then your **Team Colours**, including the goalkeeper jersey.
4. Complete your **Players** by **Surname** and **First Name** in **BLOCK CAPITALS** with the appropriate **Shirt Number**, including up to FIVE substitutes.
5. Add up to **THREE Team Officials** underneath 'Names of Technical Occupants', including their position at the club.
6. Add the names of the **Match Officials**.
7. Finally, print your **Name** and **Club Position**, and then **sign** the **Team Sheet**.

You are required to exchange **Team Sheets** with the opposition **Matchday Secretary** in the presence of the **Match Referee**.

You should also pay all **Match Official's** fees **BEFORE** the fixture, including details of these costs on the **Team Sheet**, and asking the Officials to sign by way of a receipt for payment.

The Manchester League does NOT operate a Travel Expenses Equalisation Scheme, the Referee Fee is **£45**, and Assistant Referee Fee is **£30**.

You are advised to complete the **Team Sheet** immediately after the fixture, adding:

- Actual Kick-Off Time
- Cautions / Sent Off
- Goals Scored (including approximate times)
- Substitution details, indicating which player was replaced. Where roll-on-roll off substitutions are used, you need only indicate which substitutes were used by way of a tick.

**PLEASE NOTE** - Clubs are **REQUIRED** to retain original copies of all **Team Sheets** for the current season in case they are required for inspection, but there is no necessity to send or email copies to the League unless requested to do so.

You will need to transfer the data from the **Team Sheet** onto **Full-Time** following the instructions included in this **Guide**.

## REPORTING RESULTS

After the game, ONLY the HOME CLUB should report the score by replying to the SMS text message, giving the score for the fixture, home team first, away team second, and separated by a hyphen.

PLEASE NOTE – The only exception to this is when a Manchester League team is playing **AWAY FROM HOME** in a County Cup tie, when you should report the final score as above.

The SMS text message will appear as below:

*FULL-TIME @TheFA CHE1 v MNU1 K.O. SAT 21 SEP 2019 14:00. Submit your result after the match as: H-A*

To report a 2-1 win to the home side you would simply reply: 2-1, (no need for team names).

The only exception is if you are registered to send in results for **MORE THAN ONE TEAM**, in which case **Full-Time** will include a team code, which you need to add after the result so that Full-Time can identify which **TEAM** is being reported.

In the above example, submit your result after the match as: *H-A CHE1* (note the CHE1 team code at the end) and the reply would be: *2-1 CHE1*.

If you also have a home reserve team fixture, then the result would be reported as *X-X CHE2*. If in doubt, please contact either the **Media Officer** or **League Secretary** for clarification.

It is important to note you should not add other information or **Full-Time** will ignore it.

The text must be sent from one of the registered mobiles (as **Full-Time** identifies you by the mobile number it has been given).

Full-Time allows you to report postponements (P-P) and abandonments (A-A).

### Hints and Tips

- If **Full-Time** asks for a team code, make sure it's included.
- Make sure you give the correct team code (if one is required) after the scores.
- Make sure you give the home score first, away score second.
- Update **Whole Game System** if you change your mobile number!
- Inform the League if a fixture is incorrect on **Full-Time** before the game is played.

## SUBMITTING MATCH INFORMATION

Following all league fixtures and cup ties, Clubs are required to enter match-related data onto the FA's **Full-Time** system.

These allow us to administer the League efficiently, but also provide the information we need to promote the competition and our clubs.

Once you have logged in, from the main screen, you will need to click on 'EDIT SCORES' next to the Fixture you are adding the data for.

### RESULTS AND HALF-TIME SCORES

You should add the full-time result and half-time score (plus the result of any penalty shoot-out) on the first screen, and then click on the 'Statistics' button.

### REFEREE'S MARKS

The next page you see is where you mark the Referee, please see the separate Guidance for Marking Referees to help you understand how you should calculate your marks.

You need to answer three separate marks:

- Overall decision marking (out of 40)
- Judgement of major decisions (out of 30)
- Overall control (out of 30)

If your combined score is less than 60 in total, you are REQUIRED to provide the reasons in the free-text box provided.

You should then complete the Respect Marks and Pitch Marks, and then click 'Update'.

### TEAM STATISTICS

Next, select the 'Player Statistics' tab.

Next, click on the Switch to 'Quick Stat Entry' button which will take the screen that should be used for entering your team details.

You should:

- Tick the 'Started' box for all your starting eleven
- Tick the 'Bench Used' box for all used substitutes
- Tick the 'Bench Used' box for all unused substitutes
- Tick the 'Captain' box to indicate your Team Captain for the fixture
- Enter the number of Goals scored from open play in the 'Goal' field.
- Enter the number of Own Goals scored in the 'Own Goal Conceded' field.
- Enter the number of Penalties scored in the 'Penalty' field.
- Where applicable, tick the 'Rolling Sub On' box.
- Tick the 'Yellow Card' box for all players who received a Caution during the fixture.
- Enter the appropriate number of Sin Bins in the Sin Bin field where a player was Sin Binned during the fixture.

- Tick the 'Second Yellow Card' box for all players who received a Second Caution during the fixture.
- Tick the 'Red Card' box for all players who were Dismissed during the fixture.
- Tick the 'Player of the Match' box for the player you consider to have been your best performer during the fixture.
- Tick the 'Clean Sheet' box for your Goalkeeper if you have kept a Clean Sheet during the fixture.

Once you have completed this process, you can check that you have entered the correct numbers in the Summary, you should then click the 'Update Stats for Players' button at the foot of the screen.

### **OPPOSITION PLAYER OF THE MATCH**

You should next select the 'Switch to Opposition Team Stats'.

This takes you to the 'Team Sheet Wizard – Step 2 – OPPOSITION' screen.

From the 'Player' drop-down list, you should select the opposition player who you identified as their best player during the fixture, and then click on the 'Create' button.

### **GOALSCORERS and TIMES**

You will also see a list of players from both teams at the bottom of the screen, these are the players that you have indicated have scored a goal or been disciplined by the Referee during the fixture.

You should click on the 'Edit' button next to each of your Goalscorers, and you should then select the approximate minute of the goal from the appropriate drop-down list.

You can also add a Player Assist by selecting the relevant player from the 'Assist' drop-down list.

You have now completed the data entry for the fixture.

## PLAYER REGISTRATIONS

Player Registrations open at the beginning of July each season, and the League will notify you when the system is available.

There are **NO** fees collected by the League for the registration or transfer of players.

Clubs are reminded that Contract players are **NOT** permitted to register with the Manchester Football League, with the exception of senior reserve clubs who may register Contract players registered with their first team.

The deadline for Player Registrations is the **31<sup>st</sup> MARCH** each season.

## WHOLE GAME SYSTEM INSTRUCTIONS

Sign into Whole Game System using your email address.

Click on the 'Player Registration' tab on the Left side, this takes you to the FA Club Portal.

If the player to be registered played for you last season click on the 'Pending Action' tab.

There are four requirements for registering a player with a league, these are shown in the 4 tabs along the top. The green tick shows when the action is complete.

If the player played for you last season there should only be the consent required.

1. Click the consent tab. Offline needs completing yearly, online every five years. Offline means you have a signed consent from the player, online - an email is sent to the player automatically when pressed to accept or reject the consent.
2. If 'Team Assigned' not complete, click the tab and tick the appropriate teams.
3. If 'Player Info' is not green, additional information is required, normally an email address, click on the tab and add it.
4. Click 'Verify ID' if needed, select the official and date the ID was seen.

It should then show the status 'Ready to Submit'.

Click the 'Submit to League' tab.

It will then show the status 'Pending League', this will prompt the Registration Secretary to approve or reject the registration. You need to email the League at [registrations@manchester-league.co.uk](mailto:registrations@manchester-league.co.uk) with the Name and Date of Birth of the player to be registered.

You can do the registration as a bulk action on the 'Pending Action' page by clicking on all the players to be added and click the 'more' tab. This allows online consent only.

## PLAYER TRANSFERS – SEVEN DAYS’ NOTICE OF APPROACH

When wanting to transfer a player from another club, a ‘Notice of Approach’ must be given to the other club, as required by the Football Association.

These aren’t automatically sent via Whole Game anymore.

The approaching club should send a Seven Days’ Notice of Approach to the Club Secretary of the Club the player is currently registered with via email, and proof of the Approach must be retained. In addition, you must copy in the Registrations Secretary at [f.ainsworth@manchester-league.co.uk](mailto:f.ainsworth@manchester-league.co.uk).

The club approached can then agree to waive the seven days if there are no issues with the player i.e., unpaid fines.

The Club approached has **THREE** days to object to a Transfer via the Registrations Secretary.

Once this period has lapsed, or the notice period has been waived, the player will be added to the new Club and registered as normal.

Please note the following Football Association regulations regarding how to approach another club with a view to transferring a player to your club.

### Players Without Written Contracts

#### C2 (a) Regulations Concerning Approaches

Players who are not under written contract to a Club may be registered with a number of Clubs at any time, subject to the following provisions and those of the Competitions in which they play:

(i) Competitions sanctioned by The Association under regulation 3 of the “Regulations for the Sanction and Control of Competitions” may make their own regulations for the approach of Players between Clubs of the Competition;

(ii) during the current season<sup>4</sup> any Club wishing to approach a Player known to be registered with or having played for any other Club must give to the secretary of each such Club, seven days’ formal written notice of the intention to approach the Player;

Formal written notice of approach need be given by:

- (A) a Saturday Club only to all Saturday Clubs;
- (B) a Sunday Club only to all Sunday Clubs; and
- (C) a midweek Club only to all midweek Clubs;

(iii) the written notice must be sent by special delivery or recorded post, or a written acknowledgment otherwise obtained from the secretary or chairman of the Club approached. Facsimile or e-mail transmission may be used provided a receipt of acknowledgment is also obtained;

(iv) following the date of posting of the written notice of approach, or receipt of an acknowledgment:

- (A) the Player may be registered on or after the eighth day; and
- (B) the Player must have been registered on or before the 21st day;

(v) the approaching Club:

(A) may not approach the same Player a second time in the same playing season;

(B) may approach only one (1) Player at a Club at any time subject to Rule C2(a)(ix) below; and

(C) may not approach another Player at the same Club within 28 days of an earlier notice of approach or acknowledgment;

(vi) if an approach is made by a Player to another Club during the current season, that Club shall give the Club(s), for which the Player is known to be registered or has played, seven days' notice of approach as set out in Rule C2(a)(i) to (v) above before registering the Player;

(vii) a Club which is the subject of a complaint alleging failure to give notice in accordance with this Rule may be subject to a charge of Misconduct pursuant to Rule E1(b);

(viii) a Club proved to have breached the provisions of this Rule may have its current registration of the Player cancelled and be subject to such other penalty as The Association or appropriate Affiliated Association deems appropriate, in accordance with relevant regulations of The Association from time to time in force; and

(ix) during the current season a maximum of two Players may be approached in the manner described above if invited to trial at a licensed academy or "Centre of Excellence" of The Association, The FA Premier League or The Football League.

## TECHNICAL AREA / COOLING OFF DIRECTIVES

The League Management Committee has become increasingly concerned about the number of instances of serious misconduct from the touchline at our fixtures, which we communicated this to you last season.

We have considered what actions were available to us, and we have decided to introduce Technical Area and Cooling Off Directives in line with those employed in the North West Counties League for the coming season.

The vast majority of our fixtures are completed without incident, and these Directives are targeted at those clubs and individuals whose touchline behaviour has escalated beyond acceptable standards.

A. In all Competition Matches, the number of Club Players and Officials, in the designated Technical Area, must not exceed **EIGHT**. It is recognised that not all facilities will have a specific designated Technical Area, and where this is the case, reasonable efforts should be made to keep all occupants within a confined area.

B. Only **ONE** person at a time has the authority to convey tactical instructions to the Players during the match from within the technical area. All other occupants must remain seated, where this is possible.

C. All team officials and substitutes in the designated technical area **MUST** be listed on the official Team Sheet when it is submitted to the Match Officials. Only those persons listed on the official Team Sheet shall be permitted in the designated technical area. Children are **NOT** permitted in the designated Technical Area under any circumstances and should remain behind the perimeter fence at all times.

D. The occupants of the technical area must behave in a responsible manner at all times. Misconduct by occupants of this area will be reported by the Referee to relevant County FA, who shall have the power to impose sanctions as deemed fit.

## DISMISSALS FROM THE TECHNICAL AREA

The minimum requirement under the Laws of the Game is that any person dismissed from the Technical Area are removed from the Technical Area and stand away from the Technical Area.

However, the Football Regulatory Authority in 2012 gave authority to Leagues to apply a policy for matches that fall under their jurisdiction to outline where a person removed should stand. The Football Conference for example insist that they go to the changing rooms or leave the ground.

Any person who is dismissed from the Technical Area/Dugout Area by the Referee should leave the field of play and its vicinity immediately.

It is the decision of the League Management Committee that all individuals must retire to their dressing room/clubhouse for the duration of the game and the Cooling Off period when dismissed from the designated technical area.

It is not permissible for this person to have any contact or dialogue with the Match Officials during or after the game. This includes anywhere within the ground and its surrounding area, ie: car park or at any hospitality on another site.

Failure to comply with any Policy Directive issued by a League will result in the Club being charged for a breach of League Rule 6.F.

The Chairman of the Club concerned **MUST** also report in writing to the League Secretary, within **SEVEN** days of the offence, the following:

1. What action has been taken against this person by the Club.
2. What action the Club has taken to ensure that this does not happen again.

## COOLING OFF PERIOD PROTOCOL

For all Manchester Football League fixtures or cup-ties, the protocol is that Club managers, coaches, club officials, players etc. may **NOT** approach the match officials at half-time or until at least **TWENTY** minutes after the game has finished (this includes not going onto the field of play at the end of the match or waiting for the match officials in the tunnel area) in order to make comment to any match official concerning incidents or the handling of the game.

The after-match handshake is permitted, but any derogatory comment will be considered a breach of the 'cooling off' protocol.

This Protocol exists to protect **EVERYONE**, emotions are often high at the end of a game, and we hope that everyone will engage positively with it.

In principle, post-match 'cooling off' periods are:

- Applicable at half time
- Applicable after the end of every game
- Applicable to all occupants of the Technical Area, all players and Club Officials
- Designed to reduce confrontation by creating a period of reflection so that any discussion can take place in a calm atmosphere so that it is as fruitful as possible for all parties leading to greater understanding.
- Likely to result in considerably fewer cases of misconduct

In addition, both these Directives are consistent across those implemented in more senior competitions, thereby allowing a smooth transition for all concerned as they or the clubs migrate upwards through the game.

Our thanks go to the North West Counties League in their kind assistance in drawing up these Protocols.

## ONGOING SUPPORT

If you require any additional support regarding any aspect of League administration, please ensure that you contact the **appropriate** League Official:

**Fixtures:** Contact Scott WHITE via email on [fixtures@manchesterleague.co.uk](mailto:fixtures@manchesterleague.co.uk), or alternatively, please text your query to 07712 049561.

**Player Registrations:** Contact Frank AINSWORTH via email at [f.ainsworth@manchesterleague.co.uk](mailto:f.ainsworth@manchesterleague.co.uk), or alternatively, please contact on 07974 064319.

**Match Officials:** Contact Jason ROSTRON via [referees@manchesterleague.co.uk](mailto:referees@manchesterleague.co.uk), or alternatively, please contact on 07581 188397.

**Safeguarding:** Contact Chris DYSON via email at [welfare@manchesterleague.co.uk](mailto:welfare@manchesterleague.co.uk), or alternatively, please contact on 07775 643436.

**Media:** Contact Simon HARRISON via email at [media@manchesterleague.co.uk](mailto:media@manchesterleague.co.uk), or alternatively, please contact on 07791 020757.

**Whole Game System:** Contact Scott WHITE via email on [secretary@manchesterleague.co.uk](mailto:secretary@manchesterleague.co.uk), or alternatively, please text your query to 07712 049561.

**Full-Time:** Contact Scott WHITE via email on [secretary@manchesterleague.co.uk](mailto:secretary@manchesterleague.co.uk), or alternatively, please text your query to 07712 049561.

You are also able to contact either of the **Club Representatives** who are members of the **League Management Committee:**

**Premier Division:** Vacant

**Division One:** Michelle SIMPSON (Uppermill) on [michellesimps10@gmail.com](mailto:michellesimps10@gmail.com), or alternatively, please contact on 07900 912717.

**Division Two:** Tony LEE (AFC Monton) on [montontony@hotmail.co.uk](mailto:montontony@hotmail.co.uk), or alternatively, please contact on 07836 321193.

For all more general queries, please contact League Secretary Scott White via email on [secretary@manchesterleague.co.uk](mailto:secretary@manchesterleague.co.uk), or alternatively, by text to 07712 049561.

We ask that you avoid making phone calls to League Officials on matchdays, before 9.30am and after 8pm on weekdays, and all-day Sunday.

We are here to help, so please don't hesitate to contact us!