

Season 24/25 BCFA Guidance for requesting a League official to attend a fixture

Senior Club officials who have access to their BCFA Club Admin portal now have the option to submit an online request to the League to have a League official attend a fixture.

Log into your Club Admin portal and select the team information option

BCFA Home League Information Guidance Website Log-out

ZZZ FC

Brentwood Community Football Alliance League 2024/2025 Season

To update/add your club logo, please send an email to james@helpwithit.co.uk, attaching your logo.

- Club Information**
Update your Club Information such as Secretary, Chairman, Treasurer and Welfare Officer contact detail.
View Detail →
- Team Information**
Create/Edit Team Information such as Manager/Assistant contacts, colours and pitch detail, team advert, postponements, request for friendlies and sportsmanship report.
View Detail →
- Fines/Charges & Invoices**
View details of fines/charges & invoices.
View Detail →
- Agreements**
View and sign League Agreement.
View Detail →
- League Application**
Confirm and Submit your League Application. (To be completed by Friday 19th July 2024)
View Detail →

Now select which team you want a league official to attend using the Match Watcher Icon

League Team Information

Create New Teams and Edit existing ones with contact information for Manager and Assistant, home ground information and team colours. Relevant information is shown on the Leagues website so please ensure it is up to date and accurate.

To remove a team from the list, edit the record and select 'No' against the 'Team Active' section and click the update button. [Show Example](#)

Key : Edit | Website Advert | Friendly Request | Postponement Request | Sportsmanship Report | Match Watcher Request

Create NEW Team Close

2024/2025 ZZZ FC - UNDER 7 BOYS (Brian Test1) Complete	
2024/2025 ZZZ FC 2 (D) - UNDER 9 GIRLS (George Best) Complete	
2024/2025 ZZZ FC U13s - UNDER 13 BOYS (Gareth Northdoor) Complete	

This will then open up the request screen to create a new request, see the status of any existing requests (example below) or cancel an existing request if it is no longer required.

BCFA Home League Information Guidance Website Log-out

Home / Teams / Match Watcher Request

ZZZ FC U13s U13B Match Watcher Request

(Please ensure your home ground and post code are valid for the match watcher to locate)

Please complete details as requested below, requests will only be accepted from Official Club Welfare Officers as registered with the County FA.

Before making a request for a match visit please consider whether:

(A) A visit from a Club Welfare Officer would be appropriate
(B) Contacting the opponents Club Welfare Officer would be appropriate

Create NEW Request Close

Select create new request, complete the form and submit – test example below

New Match Watcher Request (ZZZ FC U13s U13B)

[Match Watcher Requests](#) / [New Request](#)

Please enter the detail below

Date of Fixture :
(dd/mm/yyyy)

Opposition Team :

Kick-Off :

Home or Away : Home Away

Venue :

Reason :

Reason match visit requested

Referee :

Confirmation : Yes No

Please double check all the detail above is correct and confirmed before submitting your request. Your request will be seen by the League Coordinator and will assign an official to attend the game.

[Confirm Request](#)

[Close](#)



Confirmation

[BCFA](#) [Home](#) [League Information](#) [Guidance](#)

[Website](#) [Log-out](#)

[Match Watcher Requests](#) / [New Request](#)

New Match Watcher Request

Match Watcher Request Created

[Close](#)

Brentwood Community Football Alliance League 2025
Registered Charity Number 1175432



Your portal will now show your pending request

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Create NEW Request Close

Thursday 3rd April 2025 vs Bishops Stortford Swifts Youth FC U13B (Outstanding) Remove

The League will review your request and if a League official is available then they will be assigned. If an official accepts the request status will change to **Accepted**

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Create NEW Request Close

Thursday 3rd April 2025 vs Bishops Stortford Swifts Youth FC U13B (Outstanding) Remove

Sunday 6th April 2025 vs Brentwood Youth Pumas U13B (Accepted) Remove