**BCFA League - Matchday Squad list Guidance from 1st January 2025**

For All Managers

For every fixture played in the BCFA League each team has to present its squad list to the opposition manager. This has been mandatory since the season started so no change.This can be a physical hard copy (preferred as easy to hand to opposition) or a version on a phone (you would need to email copy to opposition). Whatever version is used it must contain the photo IDs so you cannot use a list from the Matchday App.

The Squad list will show the photo ID of all the players and importantly the photo ID of all the Club Officials attached to that team. Photo IDs are added via logging into your FA FAN account – see useful links below. Adding a missing passport type photo ID can be completed in less than a couple of minutes.

Only those club officials on the squad list with a photo ID should be involved in managing the team during the duration of the fixture. Any other Club official who does not have their photo ID on the squad list needs to stand with the parents on the opposite side of the pitch.

Process for reporting to the League that your opposition had a team official without a photo ID that was then informed in managing the fixture

If a club official without a photo ID insists on being involved on the team managers side of the match then they should be allowed to do so. However, you should inform the manager that the team will be reported to the League and that the League will review all teams reported at the monthly League Committee meeting. This will decide what further action will be taken.

Remember this is being implemented by the League for Safeguarding reasons and will assist if there are any incidents as the League have access to all Club official FA competition records including the photo ID.

Useful links

Help with FAN

https://secure.thefa.com/fan/retrievefandetails.aspx

<https://help.thefa.com/support/solutions/folders/7000017862>

Grassroots Discipline Review

https://www.thefa.com/news/2024/dec/18/annual-grassroots-discipline-review