



Issue 3: August 2025

BCFAYL Managers Matchday Guide

General

The most important message is that communication solves problems. The League is here to help you get the most out of your participation but we cannot assist if you do not communicate with us. Your Fixtures Secretary is here to guide you, and early communication with other managers can help solve many issues that commonly arise. The more we all work together the more smoothly things run and the more everyone, including your players, get out of being part of the League.

U7:

All managers must attend an U7 Managers Meeting before they can arrange matches. Once you have attended the meeting you will be given access to our dedicated portal for arranging U7 fixtures. Queries should be referred to james.harrington@bcfayl.co.uk

U8:

U8 follow the same process as the U9-U18 age groups but there is no requirement to enter a team sheet for every fixture.

U9-U18:

Your Fixture Secretary will allocate fixtures.

Always assume that you have a fixture every week unless you have asked to use one of your two closure requests and it has been approved.

Remember that even if your Fixture Secretary has pre-populated fixtures weeks or months in advance, fixtures are still subject to change.

As the season progresses the chances of fixtures being moved or rearranged will go up.

Fixtures are prioritised based on the competition. County Cup fixtures take priority, followed by BCFAYL Cup fixtures and then League fixtures.

All ages:

For every fixture, it is mandatory that you have your FA-issued Squad List available and that you check the opposition Squad List. Your Squad List must be up to date and include all coaches, assistants etc with their photographs. You can either print or download your list from your Club portal on the FA website. You cannot use the version on the Matchday app as it does not show the photo IDs. If you have any issues accessing your Squad List, contact your Club Secretary

If you have a player sent off, they will be automatically banned for a minimum of two games. The automatic ban starts the following weekend.



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In the week before a fixture

If you are the home team:

Secure your pitch and advise the opposition of the pitch location and kick off time at least five clear days prior to playing the match. For a Sunday match this means by the Monday before the match. League approved kick off times are between 1000 and 1400 (earliest and latest). If this is not possible and both teams cannot agree a kick off time then contact your Fixtures Secretary ASAP

Confirm kit colours. If there is a clash then the AWAY team must change.

If you have been allocated a league referee then you MUST use them. You should also confirm match details with them at least five clear days before the fixture. Hint: you are more likely to get a league referee if you update the kickoff time on the FA Full Time website on the Monday before the fixture. We cannot allocate referees to fixtures that have not been updated to reflect actual kick off time.

If for any reason before or on the day of the fixture it needs to be postponed, you must inform the opposition, the referee (if allocated) and the Fixture Secretary. See below for more information.

If you are the away team:

If the home manager has not contacted you within five clear days (e.g. by Monday for a fixture the following Sunday) then send an email to your Fixture Secretary containing the fixture detail and copy the home team Club Secretary. Details are available on the League website -

<https://www.bcfa.leaguesystem.co.uk/website/clubs.php>

If for any reason you are unable to fulfil the fixture, you must contact the home team manager as soon as you know.

Match Day

If you are the away team:

If you have any objection to the dimensions of the pitch, the goals, flags or other venue facilities then you must advise both the home team manager and the referee before the commencement of the fixture. This should be followed up with an email within three days to your Fixture Secretary outlining the objections that you raised. Please note that at the time of writing, there is no requirement for a venue to provide changing facilities or toilet facilities for teams or visitors. Whilst we are always interested in feedback regarding facilities, we are unable to act on complaints that these facilities are unavailable.

Both home and away teams:

Both teams should exchange/share their Squad Lists. If you swap a physical copy it should be retained for the duration of the match and then returned.



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If on the day you have any queries on a player's eligibility then you must inform the other team, but the player should be allowed to play. After the game, inform your Club Secretary of all the details and ask them to raise a Protest with the League. **IF YOU DO NOT CHECK THE SQUAD LIST YOU CANNOT RAISE A PROTEST RELATING TO PLAYER ELIGIBILITY.** If the other team does not have a squad list available, inform your Club Secretary and ask them to raise a Protest with the League.

If you want to report any incidents that occur before, during or after the fixture please complete the Incident Form on the League website -

https://www.bcfa.leaguesystem.co.uk/website/form_welfarenew.php

Score Reporting

Before 1800 on the day of the match, each manager (or the person registered to submit results for the team) must reply to the SMS sent by Full Time with the score of the match in the format H-A e.g. 2-1

However, if you are registered to send results for more than one team you will need to add your team code after the result so Full Time can identify which team you are reporting for. The text you receive from Full Time asking for the result will include your team code. All team codes are in the format AANN where AA is the Club code and NN is a number that identified the team e.g. CH50, CH51 etc. So if you have to report results for those two teams you have to send two messages

2-1 CH50

1-1 CH51

Match Stats Reporting

Please read the following information relating to how player information is displayed in the Full Time system:

<https://grassrootstechnology.freshdesk.com/support/solutions/articles/48001259336-full-time-youth-player-name-removal>

Before 1000 on the Thursday following the match, you must have sent all the match day result information required (players, referee marks etc) to Full Time. Note this does not apply to U7 or U8 divisions.

It is League Policy that you must submit this information using the Full Time website and not the Match Day app.

It is the responsibility of the Manager to ensure that the list of players who played in each fixture has been correctly and successfully recorded in Full Time. If the list of players is not completed in Full Time then the League will issue a charge as required under FA Standard Rules.

Note that it is important that the submission is accurate as the list of players used is the only information used to determine eligibility for Cup games. We do not consider any other data e.g.



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goals scored. In particular you must record substitutes used in a game, otherwise they are not considered to have played.

The Full Time records are locked within 72 hours of submission so please ensure that your submission is accurate as it cannot be changed once locked.

If for any reason you are having issues submitting your result, team sheet or in accessing Full Time please send an email to caroline.mclaren@bcfayl.co.uk with a copy to your Fixture Secretary.

Cup Games

League Cup games have some different rules. You will need to familiarise yourself with these rules. In particular you need to pay close attention to the rules around player eligibility for the Cup Competition. To be eligible for Cup fixtures a player must have played sufficient League fixtures and this is measured solely on whether they are correctly recorded in Full Time as having played. If you play an ineligible player in a Cup fixture it is highly likely that you will forfeit your place.

The rules will be posted as a news item on the League website once the season has started - <https://www.bcfayl.leaguesystem.co.uk/website/newslist.php>

Planning for School Holidays

It can be tricky to manage player availability, especially near to school holidays and especially the half term and Easter breaks. To help with this, the league will tell you at the AGM (or an SGM) that some weekends are considered “closed” and no fixtures will be scheduled on those weekends. However we cannot close all weekends across all holidays as not all schools share the same holiday dates. Therefore we also allow teams to request up to two closed weekends every season.

To request the closure of a specific date, you must

- a) Give a minimum of 21 clear days notice (so you need to plan ahead with parents)
- b) Make the request using the League website:
<https://www.bcfa.leaguesystem.co.uk/website/teampostponementsnew.php>
- c) Not confirm the closure with your parents or players until the League have confirmed the request

Postponing a Fixture

If for any reason either prior to the day or on the morning of the fixture you need to postpone, please follow the procedure below.

- a) Inform the opposition manager, referee and Fixtures Secretary as soon as possible
- b) When responding to the Full Time text message for the result, reply with “P-P”
- c) When completing the match admin In Full Time you will have to complete a reason for postponement. Do not select “I will do later”, provide the reason

If you are unable to fulfil a fixture then you may forfeit the match and be fined.



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It is important to remind parents and players that the team is committed to being available to play on every weekend during the season except for weekends that the League say are closed, or the two weekends that we allow teams to close themselves (see above).

Not every player can be available every weekend and you should consider that when deciding on squad sizes.

You can easily avoid failing to fulfil fixtures by working with your parents and planning ahead.

Sportsmanship Markings

We all have a critical role in establishing high standards of coaching, learning and behaviour throughout grassroots youth football. Positive behaviour and self-control are key to creating a happy and effective match environment. Poor behaviour cannot be tolerated because it prevents individual and collective learning, enjoyment, team development and morale.

To support this, all age groups from U9 upwards are required to complete a team sheet via Full Time after every match.

Included in your team sheet are the following 3 questions which are aimed at safeguarding the Match Day environment, they are as follows -

- You need to give a 0-3 sportsmanship marking in how the "OPPOSITION" conducted themselves that day, and if you have submitted a "0" then comment why.
- Did you witness any "Poor Behaviour" around the Pitch?, again please tell us why, so that we can address this with the club.
- Have you submitted the name of the official in charge? whether it be a parent, volunteer or league appointed, please note down so that we can contact them if required.

As well as being able to monitor and reward positive behaviour, this means that if standards ever fall short with poor practice or unacceptable behaviour then we have a structure in place to make sure we can deal with it and intervene where necessary.

By reporting a concern, you can help us make sure that the youth game stays safe and strong, but most importantly **POSITIVE**. Remember that we all make mistakes from time to time, but it is important that we learn from them and move on.

Other Useful Information

Contact the League - <https://www.bcfayl.leaguesystem.co.uk/website/contact.php>

League documents - <https://www.bcfayl.leaguesystem.co.uk/website/documents.php>

Place an advert - <https://www.bcfayl.leaguesystem.co.uk/website/clubadverts.php>

Post friendlies - <https://www.bcfayl.leaguesystem.co.uk/website/teamfriendlies.php>

Post tournaments - <https://www.bcfayl.leaguesystem.co.uk/website/clubtournaments.php>