



Issue Version 2: August 2024

BCFA League – Managers Matchday Guide

General

For U7's all managers should use the Festival system to arrange their matches at bcfayl.co.uk. To do this you must have attended one of the U7 Managers Meetings after which your login will be activated. For all queries and guidance contact James Harrington the Festival Secretary.

For U8's see below, but there is no requirement to weekly enter a team sheet.

For U9 to U18 Age groups the below guidance should be used by all managers running teams.

For U8 upwards always assume that you have a fixture every week unless you have requested to use one of your two postponements and it has been approved.

Remember that as the season progresses some fixture dates will likely need to be rearranged/moved.

Always have a hard copy (or on your phone) of the latest version of your squad with you for every match played (this must have the player photo ID so you cannot use the Matchday App for this). If you have any issues printing/downloading this from the FA Competition portal then contact your Club Secretary.

Priority to fixtures is in the order of County Cup fixtures, then BCFA Cup fixtures and then BCFA League fixtures.

Remember that if a player is sent off the automatic ban starts the following weekend.

In the week before

Advise opposition of KO time and pitch location at least 5 clear days prior to playing the match. As notified at the AGM the approved League KO times are between 10am and 2pm. If this is not possible and both teams cannot agree with the proposed KO time, contact your Fixture Secretary.

Confirm kit colour and if there is a clash the AWAY team must change.

If you have been allocated a league appointed referee (which you must use), then confirm match details with them at least 5 clear days prior to playing the match.

If the home team manager has not contacted you within the prescribed 5 day timescale, then send an email to your fixture secretary containing the fixture detail and copy to the home team secretary. Details available on the League website - <https://www.bcfa.leaguesystem.co.uk/website/clubs.php>.

If for any reason before the day of the game the scheduled match needs to be postponed contact the opposition and relevant fixture secretary – see below for additional information.

Matchday

When the opposition manager/coach arrives ensure that you swap/share your hard copy of your squad list. If swapped then this should be given back at the end of the game.

If as the away team manager/coach you have any objections with the dimensions of the pitch, goals, flag posts or other facilities of the venue then you must advise both the home team manager and the referee before the commencement of the Competition Match. This should be followed up with an email within 3 days to your fixture secretary outlining the objections that you raised.



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If on the day of the fixture you have any queries on a player's eligibility then you must inform the opposition, but the player should be allowed to play. After the game inform your Club Secretary of all the details and they should raise a protest with the League (see League rules what is required).

If there are any incidents that you want to report about the fixture complete the Incident Form on the League website - https://www.bcfa.leaguesystem.co.uk/website/form_welfarenew.php

Score Reporting

Before 6pm on the day of the match text the result to Full Time e.g 2-1. However, the exception to this is if you are registered to send in results for more than one team, in which case you need to add your team code, which you need to add after the result so that Full-Time can identify which team is being reported. All team code have been set in the format of AANN where the first 2 letters are the same across each Club e.g ZX50, ZX51, ZX52 etc. So if you are a manager reporting 2 team results you would need for example to send 2 texts

2-1 ZX50

1-2 ZX51

The code is in the SMS that you receive from the Full Time

Match stats Reporting

For Season 24/25 following a safeguarding review The FA has changed the way that player information is presented on Full Time. Please read the following Full Time update
<https://grassrootstechnology.freshdesk.com/support/solutions/articles/48001259336-full-time-youth-player-name-removal>

Before 10am on the Thursday following the match ensure that you have sent all the matchday result requirements (players, referee, markings etc.) to Full Time. If you are using the matchday app to submit this then you must check Full Time to see that the information sent has been fully received (Not applicable to teams playing in the U8 Divisions)

Remember it is the Managers responsibility to ensure that the list of players who played in each fixture has been successfully recorded in Full Time. If the list of players is not in Full Time then the Team will be charged and fined.

If for any reason you are having issues submitting your result, team sheet or in accessing Full Time send an email to caroline.mclaren@bcfayl.co.uk and copy to your fixture secretary.

Cup Games

If the game is a cup game ensure that you have read the cup rules which will be posted as a News item on the League website once the season has started - <https://www.bcfa.leaguesystem.co.uk/website/newslist.php>



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Postponing a fixture

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

21 days prior to the fixture date – each team are allowed to request 2 postponements using the 21-day rule. To do this you need to complete the form on the League website -

<https://www.bcfa.leaguesystem.co.uk/website/teampostponementsnew.php>. Please check that it has been approved.

Day prior/day – inform opposition manager and referee as soon as possible and advise the Fixture Secretary. In Full Time when completing the reason for a postponement do not select the option “I will do later” as no one ever does.

Please check whether your team can fulfil scheduled fixtures during the school half term weeks as this is when a lot of teams end up failing to complete fixtures, possibly forfeiting the match and being charged and fined.

Sportsmanship Markings

Please read the full News item which can be accessed from the League Website drop down menu League - News

Season 24/25 Team Sheets

(📅 Mon 2nd Sep 2024 @ 23:01:19) 6 Views

Dear BCFAYL, All our members 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, wh
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Other Useful Information

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

List of live League documents - <https://www.bcfa.leaguesystem.co.uk/website/documents.php>

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

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

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