



League Policies Season 2025-2026

In addition to the League Rules (based on the FA Standard Code of Rules for Youth Football – SCORY), the League also has a number of policies that are in place. These policies are instructions from the League Management Committee and are mandatory for all clubs, teams and officials to follow.

Policies may be introduced or updated from time to time by the League and all clubs will be notified before a policy is introduced or updated.

Failure to adhere to League Policies will result in a charge being raised under rule 6(H)

League Policies

1. FA Squad Lists

- a) For every Competition fixture, it is mandatory that you have your FA Squad List available for inspection by a registered Opposition Manager or Coach. Registered Managers and Coaches will be shown on the Opposition FA Squad List.
- b) For every Competition fixture, it is mandatory that you check the Opposition FA Squad List
- c) Your FA Squad List must be up to date and include details and photographs of all players, managers and coaches.
- d) For clarity, up to date means that the Squad List is accurate and complete as of the kick-off of the Competition fixture, including (but not limited to):
 - i. that any players or officials that are currently shown as suspended in the Club Portal are shown as such on your Squad List
 - ii. that any players or officials that are no longer registered with your team are not shown on your Squad List
- e) You cannot use (or accept if offered by the Opposition) the version of the Squad List on the Matchday app as it does not show the photo IDs.
- f) Only those shown on the Squad List as holding one of the FA-designated Manager or Coach roles may participate in managing or coaching the team during a Competition fixture.
- g) As per League Rule 7(A), 7(B), 18(Q) and 18(R), disputes relating to the availability of FA Squad Lists or eligibility of players that are shown on the FA Squad List must be raised as a Protest to the League after the fixture has been played. For clarity, such disputes are not a reason to not proceed with the Competition fixture.
- h) Questions relating to the appearance or non-appearance of registered players, managers or coaches on your FA Squad List should be raised with your Club Secretary in the first instance.
- i) Your FA Squad List is available for print or download from your Club Portal on the FA Website
- j) Note that teams who fail to comply with this policy may be liable to a charge under rule 18(Q)

2. Changes of kick-off or venue once notified

- a) Once the Away Club have confirmed receipt of fixture details from the Home Club, the venue and kick off times are fixed and cannot be changed except in what the League in their sole discretion determine to be exceptional circumstances and only with the written agreement of both Clubs. In the event that the Clubs are unable to agree on revised details, the Fixtures Secretary shall be notified.
- b) Note that teams that fail to fulfil a fixture may be liable to a charge under Rule 20(E)

3. Availability of teams

- a) With the exception of the U7 and U8 age groups where Saturdays may at the discretion of the League be used instead, Competition Matches shall normally be played on a Sunday during the playing season (the “Match Day”)
- b) The League requires that all teams shall be available for all possible Match Days during the season. This means that with the exception of Closed Days or Weekends advised by the League at a relevant AGM or SGM, teams entered in the Competition by Clubs must be available to fulfil fixtures on all Match Days for their age group during the playing season by having at least one correctly registered Team Official and at least the minimum number of players required available during the agreed hours of the competition. This includes Match Days adjacent to Public Holidays.
- c) Note that teams that fail to fulfil a fixture may be liable to a charge under Rule 20(E)

4. Notice of Scheduling of Fixtures

- a) The League may add, remove or change fixtures at any time up to and including the Monday before the Match Day.
- b) Teams must check their fixtures schedule weekly to ensure they are up to date with any changes. Teams must not rely on automated emails from FA or other systems to notify them of changes.
- c) Teams must not assume that a Match Day is free just because it currently does not have a fixture listed. A fixture may be added at any time up to and including the Monday before the Match Day.
- d) Note that teams that fail to fulfil a fixture may be liable to a charge under Rule 20(E)

5. Closure Requests

- a) Teams may request to close (not play on) a maximum of two Match Days per season by making a Closure Request at least 21 days before the Match Day.
- b) Careful use of Closure Requests allows a team to navigate half term holidays where player availability may be limited. Note that you need to plan ahead with parents to ensure success.
- c) A Closure Request is not granted until it has been confirmed in writing by the League.
- d) No more than two Closure Requests will be granted per team in any one season unless in the sole judgement of the League there are exceptional circumstances.

6. Rescheduling Fixtures

- a) Notwithstanding the relevant provisions of Rule 20(B) and 20(E), a fixture may be rescheduled by the Clubs involved subject to the following conditions:
- b) The rescheduled date must be within 28 days of the original date
- c) The rescheduled date must not be a Match Day (even if no fixture is currently scheduled for that day) unless permission is given by the Fixtures Secretary.
- d) The rescheduled date may not be before the start date or after the end date of the season
- e) The managers of both teams must mutually agree to the date and venue of the fixture being rescheduled and the managers should independently inform the Fixtures Secretary of same
- f) Note that in addition to League Policy, teams that fail to fulfil a fixture may be liable to a charge under Rule 20(E)

7. Use of FA Full Time portal to correctly record post-match data

- a) The FA Full Time system shall be the conclusive and binding record of Competition Matches including starting lineups, player usage, substitute usage and so on.
- b) Competition Match results, team sheets, substitute usage and other post-match data are only deemed to be correctly submitted if done so directly via the FA Full Time web portal.
- c) Due to known issues with the Match Day app, teams and clubs shall not use the Match Day to update records relating to Competition Matches until the issues are fixed by the FA and the League explicitly amends this policy.
- d) For the avoidance of doubt, Competition Match results, team sheets, substitute usage and other post-match data submitted via the FA Match Day app shall not be deemed by the League to be correctly submitted.
- e) Player eligibility for Cup Competitions shall be determined solely based on reports of correctly recorded appearances in the FA Full Time system and no other data shall be considered. For clarity, if a player is not listed as having played in a fixture in the FA Full Time system then they are not deemed to have played even if the FA Full Time fixture records other activity (e.g. goals scored) for that player.

8. Use of League-appointed Match Officials

- a) If the League appoints a Match Official to a Competition Match, that Match Official must be used for that Competition Match.
- b) Clubs may provide a list of registered Match Officials to the League Referee Secretary who will then appoint them to home fixtures for that Club subject to their availability. Such appointments are solely at the discretion of the League Referee Secretary and are subject to the Match Officials being correctly registered as a Match Official with the County FA.
- c) The League Referee Secretary will attempt to provide League-appointed Match Officials to as many Competition Matches as possible. Appointments will be completed by 2100 on the Wednesday before the Competition Match. If no Match Official is appointed by that time, you may assume that a Match Official has not and will not be appointed by the League.
- d) In the event that no League Match Official is appointed or the League Match Official fails to attend the Competition Match to which they are appointed, Rule 23(B) must be used to agree a Match Official for the Competition Match.

9. Team Contact names shown on League Website

- a) It is League Policy that every participating team in each Member Club must have an up to date and valid entry in the League's list of Registered Clubs for that season, which is available on the League website. Each entry must comply with the following requirements, otherwise it is in breach of this policy.
- b) The name and contact details listed as the Manager of each team on the League's list must correspond with the details held in the FA Clubs Portal for that team. In exceptional circumstances an alternative name may be provided, but in all cases the person named must be assigned one of the following roles for that team in the FA Club Portal: Team Manager, Team Coach, Assistant Team Manager or Assistant Team Coach.
- c) Essex County FA Membership Rule 1 states that any individual identified as a Manager or Coach of a Youth/Girls Team can only be connected with a maximum of two Youth/Girls teams. To align with this rule, no person can be named as Manager of more than two teams in the League's list of Registered Clubs.
- d) Under no circumstances should a person who is not linked with a team via the FA Clubs Portal be named as the contact for a team in the League's list of Registered Clubs.
- e) It is the responsibility of the relevant Club to ensure each team's record is up to date and compliant with this policy.