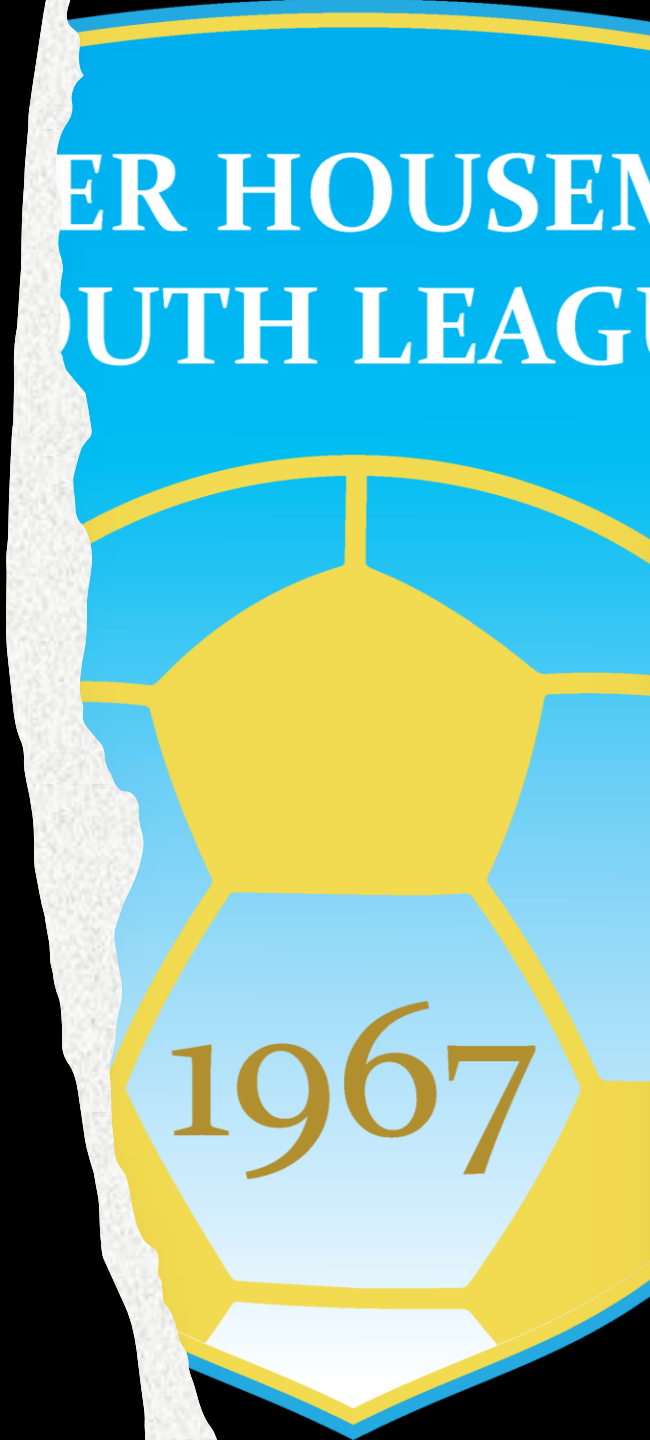




**PHYL**  
**Season Guide**  
**2024-2025**

**Manager Support**  
**Pack / July 2024**



# Contents



1. PHYL Contacts
2. PHYL Management Rules
3. Playing Dates
4. Coach and Qualification Requirements
5. Player Registration / Squad Sizes / Age Group Specifics
6. Contacting Opposition Managers & Clubs
7. Matchday Essentials
8. Entering Results & Statistics
9. Match Postponements & Cancellations
10. Referee Allocation & Fees
11. PHYL Cup & Competitive League Winners/Runners Up
12. Non-Competitive U7s/U8s
13. Non-Competitive U9s/U10s/U11s

## **Competitive Setup 2024-2025**

14. U12s League and Cup Setup
15. U13s League and Cup Setup
16. U14s League and Cup Setup
17. U15s League and Cup Setup
18. U16s League and Cup Setup
19. U17/U18s League and Cup Setup



# 1. PHYL Contacts

- |                              |                 |  |
|------------------------------|-----------------|--|
| • PHYL Chairman              | Kevin Cleveland | <a href="mailto:chairman@phyl.co.uk">chairman@phyl.co.uk</a>   |
| • PHYL Secretary             | Sarah Labagnara | <a href="mailto:secretary@phyl.co.uk">secretary@phyl.co.uk</a> |
| • PHYL Child Welfare Officer | Jo Lees-Smith   | <a href="mailto:cwo@phyl.co.uk">cwo@phyl.co.uk</a>             |
| • PHYL Treasurer             | Theresa Smith   | <a href="mailto:treasurer@phyl.co.uk">treasurer@phyl.co.uk</a> |
| • PHYL Referee Secretary     | Gary Smith      | <a href="mailto:refsec@phyl.co.uk">refsec@phyl.co.uk</a>       |
| • PHYL Publicity             | Ian Walker      | <a href="mailto:publicity@phyl.co.uk">publicity@phyl.co.uk</a> |

## Divisional Secretaries

- |                          |                 |  |
|--------------------------|-----------------|--|
| • PHYL U7 Secretary      | Rachel Nelson   | <a href="mailto:u7@phyl.co.uk">u7@phyl.co.uk</a>   |
| • PHYL U8 Secretary      | Lynn Nelson     | <a href="mailto:u8@phyl.co.uk">u8@phyl.co.uk</a>   |
| • PHYL U9 Secretary      | Kevin Cleveland | <a href="mailto:u9@phyl.co.uk">u9@phyl.co.uk</a>   |
| • PHYL U10 Secretary     | Nick Stephens   | <a href="mailto:u10@phyl.co.uk">u10@phyl.co.uk</a> |
| • PHYL U11 Secretary     | Nick Stephens   | <a href="mailto:u11@phyl.co.uk">u11@phyl.co.uk</a> |
| • PHYL U12 Secretary     | Ian Walker      | <a href="mailto:u12@phyl.co.uk">u12@phyl.co.uk</a> |
| • PHYL U13 Secretary     | Andy Butler     | <a href="mailto:u13@phyl.co.uk">u13@phyl.co.uk</a> |
| • PHYL U14 Secretary     | Ant Lewis       | <a href="mailto:u14@phyl.co.uk">u14@phyl.co.uk</a> |
| • PHYL U15 Secretary     | Jo Lees-Smith   | <a href="mailto:u15@phyl.co.uk">u15@phyl.co.uk</a> |
| • PHYL U16 Secretary     | Lee Dedman      | <a href="mailto:u16@phyl.co.uk">u16@phyl.co.uk</a> |
| • PHYL U17/U18 Secretary | Graham Matthews | <a href="mailto:u18@phyl.co.uk">u18@phyl.co.uk</a> |

**\*\*WHATSAPP  
GROUPS\*\***

**PLEASE LIMIT  
POSTING /  
REACTING TO  
MESSAGES TO  
BETWEEN  
9AM-9PM**



# 2. PHYL Management Rules

This is on the PHYL website.

- Go to [www.phyl.co.uk](http://www.phyl.co.uk)
- Go to PHYL Rules > PHYL Management Rules

Rule 3	Club Name
Rule 4	Entry Fee, Subscription, Deposit
Rule 5	Management, Nomination, Election
Rule 6	Powers of Management
Rule 7	Protests, Claims, Complains,
Rule 8	Annual General Meeting
Rule 9	Special General Meeting
Rule 10	Agreement to be Signed
Rule 11	Continuation of Membership
Rule 12	Exclusion of Clubs, Teams. N
Rule 13	Trophy
Rule 14	Alteration to Rules
Rule 15	Finance
Rule 16	Insurance
Rule 17	Dissolution
Rule 18	Qualification of Players
Rule 19	Club Colours
Rule 20	Playing Season. Conditions c
Rule 21	Reporting Results
Rule 22	Determining Championship
Rule 23	Match Officials
	Fees Tariff
	Fines Tariff

## MATCH RELATED RULES

### QUALIFICATION OF PLAYERS

18. (A) (i) A Player is one who, being in all other respects eligible, has: -

1 Registered through the FA Player Registration System and received approval from the Competition.

If a Club attempts to register a player via the Player Registration System but does not fully and correctly complete the necessary info

Registration System, the

For Clubs registering Pla

process. *The registration*

*the Player's proof of date*

Failure to comply with th

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players

(B) (i) Contract Pla

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(ii) A Player reg

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League or E

2 (G)	FAILURE TO AFFILIATE	£100.00
2 (I)	FAILURE TO COMPLY WITH FA INITIATIVES	£100.00
2 (K)	UNAUTHORISED ENTRY OF TEAMS INTO COMPETITIONS	£100.00
3	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£30.00
4 (C)	FAILURE TO PAY A DEPOSIT	£100.00
4(E)	FAILURE TO PROVIDE AFFILIATION NUMBER/DETAILS FORM	£100.00
5 (E)	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED OFFICERS	£25.00
6 (H)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT COMMITTEE	£100.00
6 (I)	FAILURE TO PAY A FINE WITHIN REQUIRED TIMEFRAME	DOUBLE THE ORIGINAL FINE UP TO £100.00
8 (H)	FAILURE TO BE REPRESENTED AT AGM	£100.00
9	FAILURE TO BE REPRESENTED AT SGM	£100.00
10	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY CHANGES TO SIGNATORIES	£25.00
11 (A)	FAILURE TO PROVIDE NOTICE OF WITHDRAWAL BEFORE DEADLINE	£100.00
11 (B)	FAILURE TO COMMENCE/COMPLETE FIXTURES	£100.00
13 (A)	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY	£25.00
16(A)	FAILURE TO HAVE THE REQUIRED INSURANCE	£100.00
16(B)	FAILURE TO HAVE THE REQUIRED INSURANCE	£100.00

# 3. Playing Dates



This is on the PHYL website. Please Visit:  
[phyl.co.uk/info\\_new\\_season\\_dates\\_24\\_25.php](http://phyl.co.uk/info_new_season_dates_24_25.php)

- Season Starts – Sunday 1<sup>st</sup> September
- First Match arranged by PHYL – Sunday 8<sup>th</sup> September
- Non playing days:
  - Sunday 22<sup>nd</sup> December 2024 (Christmas)
  - Sunday 29<sup>th</sup> December 2025 (Christmas)
  - Sunday 20<sup>th</sup> April 2025 (Easter)
- Last scheduled PHYL game – Sunday 5<sup>th</sup> May
- Playing Season Ends Tuesday 7<sup>th</sup> May
  - PHYL cup finals can be played up to 31/05/2025



# 4. Coach and Qualification Requirements

- All coaches, managers and training assistants must have an FA approved DBS - MANDATORY
- FA Safeguarding qualification - MANDATORY
- FA Emergency First Aid (at least one member of the coaching team must have this)
- All managers, coaches, assistants must be registered on WholeGame and appear on the WholeGame squad list with an appropriate photo
- **ANY COACH/MANAGER/ASSISTANT MUST HAVE THE MANDATORY QUALIFICATIONS BEFORE BEING INVOLVED IN ANY LEVEL**

# 5. Player Registration / Squad Sizes / Age Group Specifics



## Player Registration

- All players to be registered on FA WholeGame system
- Minimum number of players to be registered by 31<sup>st</sup> August
- No registrations after 31<sup>st</sup> March (unless exceptional circumstances)

## Player Eligibility

- Non-Competitive (up to Under 11) are allowed to register for multiple teams in the same age group
- Players up to age 14 can play max 1 year up from their actual age group
- Players who are 15 (by 31<sup>st</sup> August) can play in U16/U17/U18
- Players who are 16 can play U17/U18/Open Age

## Squad Size (Under 12s +)

- You are allowed to register a maximum squad size of double the team size i.e. 9 a side = 18, 11 a side = 22
- **On a Matchday**
  - Maximum 5 subs allowed for any PHYL arranged fixture regardless of squad size
  - The FA recommend all players play a minimum of 50% of the game (unless injury or other circumstance prevents this)

## Age Specific Requirements

- Team size, Ball Size, Match Length, Powerplay, Offsides, Competitive, Subs on Bench, Kick Off Times are on the PHYL website:
- [phyl.co.uk/info\\_rules\\_essentials.php](http://phyl.co.uk/info_rules_essentials.php)

# 6. Contacting Opposition Managers & Clubs

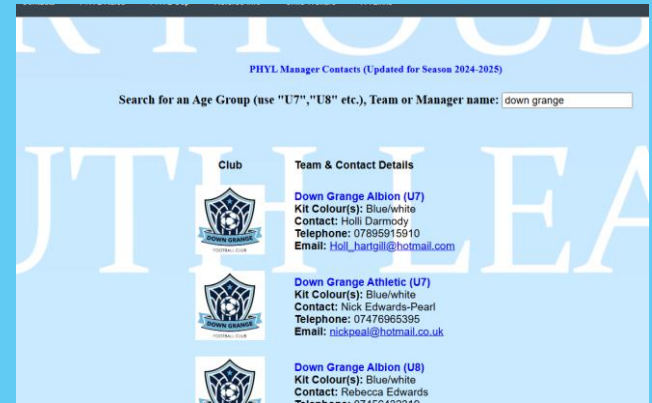


## Contacting Opposition Managers

- For upcoming matches, **HOME** managers must contact the opposition manager by latest Wednesday before the match
- **AWAY** manager – if no contact received, contact your Divisional Secretary
- Manager contact details are included in the Full Time fixture emails
- Manager contact details are also accessible via the PHYL website.
  - Go to [www.phyl.co.uk](http://www.phyl.co.uk)
  - Log In to website
  - Go to Contacts > Manager Search

## Contacting Opposition Clubs

- In the event there is a need to contact another club Secretary or Child Welfare Officer, the club contact details are on the PHYL website.
  - [phyl.co.uk/contact\\_clubs.php](http://phyl.co.uk/contact_clubs.php)





# 7. Matchday Essentials

This is on the PHYL website. Please Visit:

[phyl.co.uk/info\\_rules\\_matchday\\_checklist.php](http://phyl.co.uk/info_rules_matchday_checklist.php)

## Match Day Checklist (Updated for Season 2024-2025)

The table below contains a list of the essential setup/equipment required:

### Details

#### People/Roles

- ✓ - Official Manager(s)/Coach(es) (Named on WholeGame Teamsheet with Valid DBS/Safeguarding)
- ✓ - Qualified First Aider (SCA - Sudden Cardiac Arrest Trained)
- ✓ - Referee (either league assigned or volunteer)
- ✓ - Assistant Referee (age groups with offsidess) (volunteer, each team must provide one)
- ✓ - Respect Marshall (responsible adult, each team must provide one)

#### Equipment

- ✓ - Printed WholeGame Squad List including any Managers/Coaches (or mobile download)
- ✓ - Appropriate size goals
- ✓ - Appropriate size footballs
- ✓ - Corner flags (or equivalent)
- ✓ - Respect Line (or equivalent)
- ✓ - Respect Vest/Jacket
- ✓ - Assistant Referee Flags (age groups with offsidess)
- ✓ - First Aid Kit (with in-date supplies)
- ✓ - Bibs for any subs or for a kit clash
- ✓ - Ball Pump

If you do not have a respect vest/jacket, please contact [cwo@phyl.co.uk](mailto:cwo@phyl.co.uk)



# 8. Entering Results & Statistics

- Match Results for ALL age groups must be entered by 6pm on the day of the match (via FT, Matchday or FT SMS)
- Statistics for ALL age groups, for all played games need to be submitted by Wednesday after the match.
  - Essential statistics:
    - Started and Benched Players (starting players should never exceed the expected amount)
    - FA Marks (Referee, Respect, Pitch)
    - League Marks (Fair Play, Respect)
- Failure to submit a result on time, or failure to provide a completed set of statistics could result in a fine

This is on the PHYL website. Please Visit:

[full\\_time\\_and\\_matchday\\_app\\_guide.pdf](#) ([phyl.co.uk](http://phyl.co.uk))

# 9. Match Postponements & Cancellations



This is on the PHYL website. Please Visit: [phyl.co.uk/info\\_ppcanx\\_main.php](http://phyl.co.uk/info_ppcanx_main.php)

**All submissions are via the PHYL website.**

## **Postponements:**

- Must be made 14 days in advance (exception for county cup)
- Team requesting a postponement must submit the form
- On receipt of request, and received within time, Div Sec will postpone or move the fixture to a new date
- If you **do not** have a game scheduled, but cannot play, you must still submit a postponement form to avoid getting a fixture posted

## **Cancellations**

- For fixtures within 14 days
- Weather related cancellations – **Home team only** to submit form. Games will be rescheduled by PHYL Div Sec
- Other related cancellations – **BOTH teams** to submit a cancellation form and provide sufficient details of why the game was cancelled
- Any team who cancels a game without a genuine reason will be charged with a failure to fulfil, which could incur a fine and the match being awarded (and points if applicable)



# 10. Referee Allocation & Fees

This is on the PHYL website. Please Visit:

[phyl.co.uk/info\\_ref\\_main.php](http://phyl.co.uk/info_ref_main.php)

## How it works:

Each week, typically Sunday night, referees who have declared themselves available are allocated to scheduled games for the week ahead (and possibly further). You will then receive an email from Full Time with an update to your fixture. (Tip! If you haven't received the email, change the kick off time on FT/Matchday and within the hour (usually) you will receive a FT update email with the details)  
You need to contact your referee no later than Wednesday night before the game.

## If the referee can't make it:

- 1) Email [refsec@phyl.co.uk](mailto:refsec@phyl.co.uk) to advise. If a new ref can be allocated they will be
- 2) Arrange a backup option - either parent or other club official (last resort is coach/manager or team playing)
- 3) Notify the opposition manager of the situation and get their approval of any changes to the referee

## Referee and Assistant Fees:

As stated in Rule 23(E):

### **REFEREE FEES**

U7 – U8 £18

U9 – U10 £20

U11 – U12 £25

U13 – U14 £30

U15 – U16 £35

U17 - U18 £40

### **ASSISTANT FEES**

U11 – U12 £15

U13 – U18 £22

Please ensure payments are made on the day and in full.

If a referee is appointed by the league, that referee must be used unless they are unable to attend.

# 11. PHYL Cup & Competitive League Winners/Runners Up



## **PHYL Cup:**

- All teams from Under 9 age group and up will be entered into the PHYL Cup
- Cup finals are (usually) held at Winklebury Stadium, Basingstoke in April/May
- Once dates are set they cannot be changed
- Kick off times will be scheduled based on the overall Final schedule and may not be at the standard kick off times for the age group
- There are 2 standard cups, Trophy and Plate

## **Competitive League Winners & Runners Up (Under 12 +)**

- League Winners and Runners up will receive league trophies
  - Exception: If Joint League Winners then no Runner Up
- If Joint Runner Up all teams finishing 2<sup>nd</sup> will receive trophies
- Goal difference/head to head results etc. have no impact on standings
- Presentation day for all age groups held (approx. end of June)

# 12. Non-Competitive U7/U8s



**Update to be provided on Manager Meeting**

# 13. Non-Competitive U9/U10/U11s



**Update to be provided on Manager Meeting**

**Updated guidance on heading:**

[New rule to be introduced to phase out heading in grassroots youth football matches \(thefa.com\)](http://thefa.com)



# 14. U12s

**Teams:** 52

**Leagues:**

- Initial Combined Premier / Division 1, splitting after one round into Prem & D1, points carrying over (exact placing of split TBC once season commences)
- Initial Combined Division 2 / Division 3, splitting after one round into D2 & D3, points carrying over (exact placing of split TBC once season commences)
- Division 4 (H&A rounds)
- Division 5 (H&A rounds)

**PHYL Cup:**

- 3 Cups to be played (exception due to number of teams):
  - Trophy – All Prem and Division 1 teams to be entered
  - Plate – All Division 2 & Division 3 teams to be entered
  - Shield – All Division 4 & Division 5 teams to be entered
- All rounds are knockout (L16, QF, SF, F)
- Random draws on all rounds





# 15. U13s

**Teams:** TBC

**Leagues:**

- 2 divisions (playing H&A)
- Premier
- Division One

**PHYL Cup:**

- 2 Cups to be played:
  - Trophy
  - Plate



# 16. U14s

**Teams:** TBC

**Leagues:**

- 3 divisions (playing H&A)
- Premier
- Division One
- Division Two

**PHYL Cup:**

- 2 Cups to be played:
  - Trophy
  - Plate
- Group and Knockout Phase



# 17. U15s

**Teams:** 27

## **Leagues:**

- Initial Combined Premier / Division 1, splitting after one round into Prem & D1, points carrying over (exact placing of split TBC once season commences)
- Initial Combined Division 2 / Division 3, splitting after one round into D2 & D3, points carrying over (exact placing of split TBC once season commences)

## **PHYL Cup:**

- 2 Cups to be played:
  - Trophy – All Prem and Division 1 teams to be entered
  - Plate – All Division 2 & Division 3 teams to be entered
- All rounds are knockout (L16, QF, SF, F)
- Random draws on all rounds



# 18. U16s

**Teams:** 27

**Leagues:**

- 4 divisions (playing H&A)
- Premier
- Division One
- Division Two
- Division Three

**PHYL Cup:**

- 2 Cups to be played:
  - Trophy – All Prem and Division 1 teams to be entered
  - Plate – All Division 2 & Division 3 teams to be entered



# 19. U17/18s

**Teams: 8**

**Leagues:**

- Premier (playing H&A)

**PHYL Cup:**

- 2 Cups to be played:
  - Trophy
  - Plate