



Peter Houseman Youth League

MATCH DAY

MATCH DAY PREPARATION:

FINDING MY TEAMS FIXTURES:

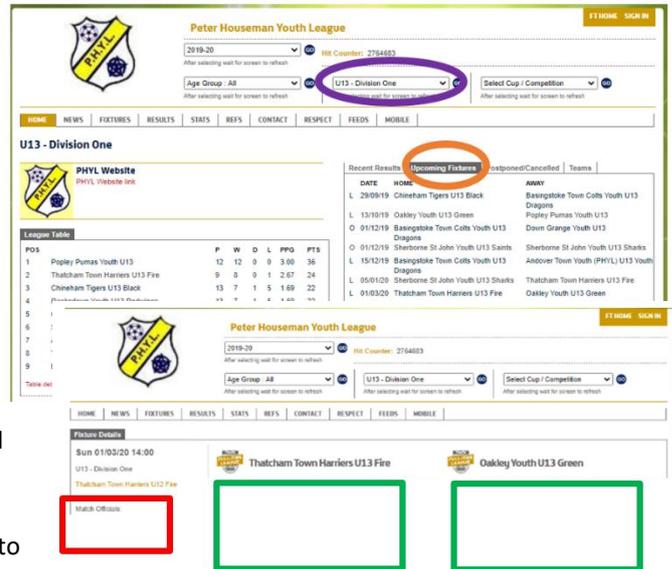
To find your teams fixtures you need to:

1. Go to the Fa Fulltime website
2. Search for the Peter Houseman Youth League
3. Use the drop down to find your teams age group (Purple)
4. Then click on upcoming fixtures (orange) This will list all scheduled fixtures and will be updated by the divisional secretary.

If you then click on the date of your fixture it will show you (below arrowed image)

By doing this you can see a list of the teams registered players. (Inside green boxes)

This will also show match officials if your game has been assigned them along with their name. (Inside red box)



Please note: All games will be posted on full time, you may need to check the old full time as well.

A fixture as per the rules could be issued up to 5 days prior to the Sunday, however generally a fixture will not be posted after Monday.

In the event of county cups and league cups, fixtures may change.

FA Full time will email the Teams primary contact each time a change is made to the fixture. So at the beginning of the season a number of fixtures will be sent.

FINDING AND CONTACTING OPPONENTS:

To access manager contact details you need to:

1. Ensure you have a login for the PHYL website
2. Login in and select contacts
3. Select managers then select your age group
4. Find the team you need to contact and their details will be there

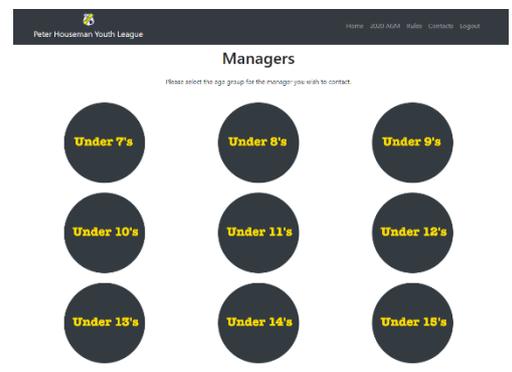


Contacting the opposition:

You need to find their details by following the above steps. The home team needs to contact their opponent by the Wednesday 8pm with the details of the game, including kick off, arrival, address with directions and parking arrangements, kit colour and if a referee has been appointed.

Contact can be an email or phone call but must be no earlier than 9am and no later than 9pm. If you are the home team and haven't heard back from the away team confirming the match or if you are the away team and haven't heard from the home team by Wednesday 8pm. You must contact your divisional secretary as soon as possible.

If the game is cancelled you must inform your opponents, the referee and your divisional secretary.



FINDING AND CONTACTING REFEREES:

If you have clicked on your fixture and have an appointed referee, you must contact them by Wednesday 8pm. However, when a referee is appointed an email will be sent out by Fulltime to the home team with the referees email address. Although the referee gets copied in the email you must confirm the details of the fixture. You must take a contact number for the referee to be used in the event of a cancellation.

AT THE MATCH:

MATCH DAY SET UP:

Respect barriers of some form should be laid out along both sides of the pitch for all age groups. They must be a minimum of 3 metres (due to covid) away from the touch line.

The spectators should be on the opposite side to the managers and coaches.

If the referee has a guardian with them, invite them onto the same side as the coaches.

The home team should provide two match balls and both teams must provide their squad lists to be shown prior to the kick off. It is the responsibility of the managers to conduct these checks.

Due to the Covid-19 situation, guidelines will need to be checked on the Hants FA website. These guidelines may vary and have an effect on match day procedures.

Conduct of all at the game:

The referee (appointed or voluntary) has overall control on what goes on, on the pitch and the surrounding area. Team managers are responsible for their parents and other spectators. The Home and Away teams are required to have a respect marshal present to keep control of the spectator areas.

Kick off times - These are as per to the rules for Sunday kick offs:

Mini Soccer (5v5) - U7 and U8 - after 09:00am and before 12:00pm.

Small sided (7v7) - U9 and U10 - after 09:00am and before 12:00pm.

9 v 9 - U11 and U12 - after 12:00pm and before 14:00pm.

Full Sided (11v11) - U13, U14, U15, U16, U17 and U18's - after 12:00pm and no later than 15:00pm(BST) or 14:00(GMT)

Requesting a change to the kick off time outside the time stated requires the agreement of the opposition, the referee and the approval of the divisional secretary.

The league reserves the right to request matches to be played on different days.

AFTER THE MATCH:

PUBLISHING THE RESULT:

A managers contact will be connected to their email and mobile number through the whole game system once a club secretary sets each manager as the email and SMS contact for their team. This will enable FA Fulltime to send out information that require a reply ie texts to update results on the webpage.

As well as the text, when you log in to FA Fulltime you can add the result when uploading statistics and marks.

If you send the text in wrong this can be amended by re-texting the result or amending on the results page on your log in. Please note these will be locked so no-one can amend a score later down the line.

If you do not get a text, contact your divisional secretary. They will be able to check the contact details held on full time.

Mini Soccer (U7&U8)

On the day of the game a text will be sent from FA fulltime to both teams. This will have two codes; these codes are the link the home and away team. eg 0234 v 0917. You will need to reply to the FA text. If the game is played reply to the text 0 v 0.

As 2 games are played, you are only required to send one result but you must include all players on the online statistics.

If the game is not played due to weather, then reply P v P. If the game is not played for other reasons, then reply C v C.

As the game it is non competitive X v X will be displayed on fulltime.

Non Competitive (U9 – U11)

On the day of the game a text will be sent from FA fulltime to both teams. This will have two codes; these codes are the link the home and away team. eg 0234 v 0917. You will need to reply to the FA text.

If the game is played reply to the text with the end game score in this format e.g 1 v 0 if it is a home win, 0 v 2 if an away win, or 1 v 1 if a draw. (Scores are required, so that the league can try to grade teams to avoid mass score lines. This is only seen and recorded by the league)

If the game is not played due to weather, then reply P v P. If the game is not played for other reasons, then reply C v C.

As the game it is non completeive X v X will be displayed on fulltime.

Competitive (U12 – U18)

On the day of the game you will receive a text from the FA. It will have two codes 0234 v 0917 you will need to reply to the FA text in this format e.g 1 v 0 if it is a home win, 0 v 2 if an away win, or 1 v 1 if a draw.

If the game is not played due to the weather, then reply P v P.

If the game is not played for other reasons then reply C v C

This score will then appear on the FA Fulltime website and move your fixture from upcoming the result.

COMPLETING STATISTICS:

Both teams must enter their Statics within 48 hours of the fixture. They will need to provide player stats, a fair play mark and a referee mark. Please note this can also be completed on the match day app.

Where to find statistics and marks:

To access the stats and marks, you need to log into your FA Fulltime account.

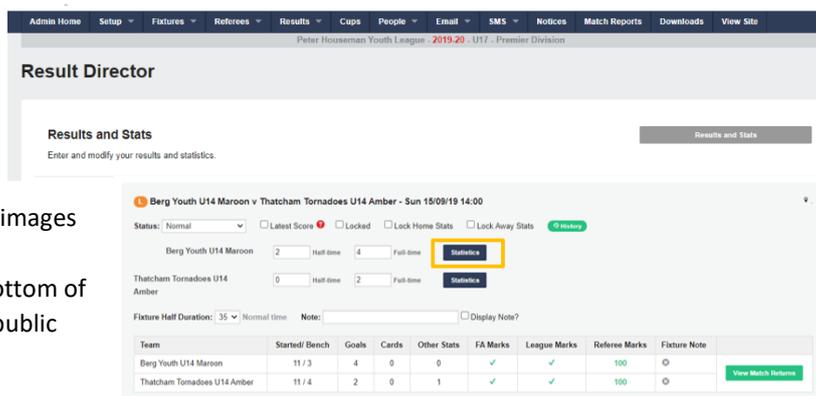
Once logged in you select results (orange box) then click results and stats (green box)

This will then show you all your teams fixtures.

You select the statistics for your team (yellow box)

which then shows you the page shown in the below images and enter the data as stated below.

On each section remember to click update (at the bottom of the page) Once completed it will show on the main public PHYL fulltime page.

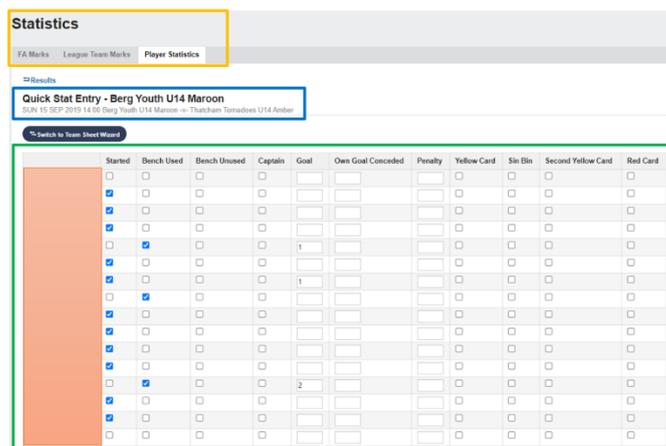


Team Statistics:

To enter player stats, you need to ensure you are on statistics under the player statistics tab (shown in yellow box)

Ensure you are marking under your team on the correct date and against the correct opponent (shown in blue box)

Players' names will appear along the left hand side (orange box) and to fill out the stats you just need to select the requested stats for your age group (shown in green box)



Player Statistics required:

U7 – U11 – Started and bench columns

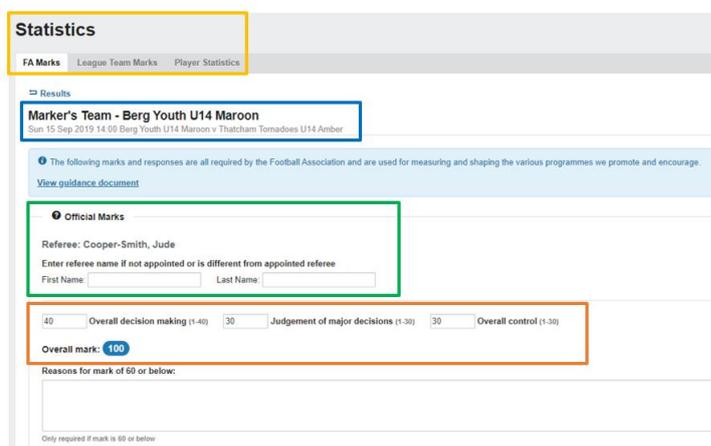
U12 – U18 – All columns provided

Referee Statistics:

To mark referees you need to ensure you are on statistics under the FA Marks tab (shown in yellow box)

Ensure you are marking under your team on the correct date and against the correct opponent (shown in blue box)

An assigned referees name will appear under the official marks, if it changes or isn't there, please type the name in. If you didn't have an assigned referee, please still provide their name and mark them, this includes parent referees. **All age groups must complete the referee marks section.** (Shown in green and orange box)



To mark the referee please grade them on the options provided and this will create an overall mark. This overall mark will be out of 100, if a mark less than 60 you will need to write a reason in the box below. (Shown below the orange box) The league may request a written report.

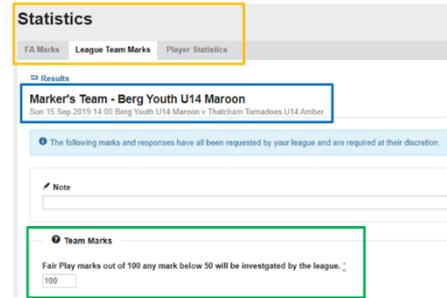
Fair play Statistics:

To mark your opposition you need to ensure you are on statistics under the League Team Marks tab (shown in yellow box)

Ensure you are marking under your team on the correct date and against the correct opponent (shown in blue box)

To Mark your opponent please grade them out of 100. Any mark below 50 will be investigated. (Shown in green box)

Please note: Marking criteria may change this year to add options to mark under different categories.



OTHER MATCH DAY FORMS:

MATCH POSPONEMENT FORM:

How do you request a postponement?

1. The rules of the league state that a minimum of 14 days notices is given to the league.
2. A postponement form must be sent to cover a playing weekend even if there is not a fixture.
3. Point 2 is very important if you are in a County Cup. The county will only look at non playing dates of the league. They will ask the league if they have received a postponement request.
4. If you game is postponed due to your opponent's having their postponement confirmed. The league can still provide you with a fixture.
5. The postponement request form is on the web site for the current season must be completed correctly.
6. The form must be sent by the club secretary to the competition secretary. Copy in the divisional secretary for that team.
7. The request will be confirmed or rejected by the competition secretary by email back to the club secretary. Amendment to the fixture on Full Time will be done by the divisional secretary, and they will contact your opponents.
8. A form not sent in by the club secretary will not be considered by the league.
9. If your request is rejected and you do not play the fixture. A cancellation form will need to be completed by both teams.
10. If the match does not take place. The Management Committee will issue a charge to the team at fault, The Charge will Be: Failure to fulfil a fixture.

Please note- There is no point in stating that the opposition is happy to rearrange the fixture.



**PETER HOUSEMAN
YOUTH LEAGUE**

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MATCH POSTPONEMENT FORM

Age Group Division Match Date

HOME TEAM AWAY TEAM

Club Requesting Postponement

Reason for Postponement

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Players Unavailable (if applicable)

Name	Reason	School

Signed - Club Secretary Date

Notification of cancelled matches **MUST** be made on the separate **Match Cancellation** form

Club

MATCH CANCELLATION FORM:

When do I use a cancellation form?

This relates to all posted fixtures, it should be completed by the team managers.

1. If a game doesn't take place on the posted date then a cancellation form is required from both teams.
2. The current seasons form must be used, from the PHYL web page.
3. If the cancellation is due to weather or pitch condition, the home team will need to complete the form stating the reason; they must add who advised them that the pitch was unplayable or following a pitch inspection by name the person.
4. If the cancellation is for any other reason, then both teams will need to complete the cancellation form, the team not calling off the game must include the time and date they were informed, and the reason given. The team calling the game off must give full details of the reason and the names of the players if they are part of the reason.
5. Both teams must send the cancellation form to the competition secretary within 48hrs of the fixture. They must copy in their club secretary, and their divisional secretary.
6. Failure to complete the form will put you in breach of rule
7. Until the full league process is completed, the outcome of the game will not be discussed.

In the result of a game being cancelled due to anything other than weather a charge will automatically be sent out by the league, which the club will then be able to respond to.



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MATCH CANCELLATION FORM

Age Group Division Match Date

HOME TEAM AWAY TEAM

Venue

Club Calling Off Game

Reason for Cancellation

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Players Unavailable (if applicable)

Name	Reason	School

Signed - Manager/Club Secretary Date

Requests for postponements **MUST** be made on the separate **Match Postponement** form

Club