



	H	A		
Player Registration			All players must be registered on WGS and a fully completed League Registration form submitted to the Registration Secretary	see fees tariff
			<ul style="list-style-type: none"> A player must not play until his name appears on FULL TIME The registration form must be with the Registration Secretary by Thursday 6pm Players are registered subject to discipline 	
			If you know weeks in advance a number of your players are going to be away together preventing you from fulfilling a fixture, please let the Fixture Secretary, Pete Mildenhall, know. 01793 726855	
			SBC/Parish Council pitches to be booked by 12 noon on the Thursday before your match 01793 466499	
			Look on Full Time / or contact Referee Secretary, Mark, for name and number of referee 07847 210619 markparishaines@gmail.com	see fines tariff
			<ul style="list-style-type: none"> Referees can be added at the last minute In the event that a referee cannot be found for the fixture, clubs must agree on a stand in replacement. 	
Contact your referee			HOME Club If a Referee has been assigned to the game contact them by Thursday before the match and <ul style="list-style-type: none"> confirm location, time of kick off and Refs costs. Ask for their post code if you want some idea of travel cost? (Covid 19 Guidance: ask referee if they would accept a Bank transfer payment, & request Bank details. Contact opponents and advise them their portion of the fee) 	
			HOME Club. Contact opposition secretary and advise <ul style="list-style-type: none"> kick off time location of pitch club colours (home team changes if there is a clash) their portion of the cost of referee and agree payment method (Covid: Bank transfer payment, or prepare sealed envelope) 	see fines tariff
			If ground location or kick off time changes before match day, home club must inform : <ul style="list-style-type: none"> Ref Secretary, Mark, 07847 210619 markparishaines@gmail.com Fixture Secretary, Pete Mildenhall, 01793 726855 your opponents your referee 	see fines tariff
Match Day			In bad weather, meet the groundsman (not for Council pitches) and your assigned Referee for pitch inspection. With SBC/Parish Council pitches you will be advised the day before the match if the pitch is unplayable. In the event of a postponement contact <ul style="list-style-type: none"> the opposition your assigned Referee and the Referee Secretary the Fixture Secretary. 01793 726855 	see fines tariff
			Follow FA Covid 19 Guidelines . Club Covid Officers list all attendees, for track and trace purposes. Adhere to all Risk Assessments in place for the venue. Arrange to pay Ref by Bank Transfer or sealed envelope	



		<p>Always split the cost of the referee fees with your opposition. Be prepared that the fee can change to that agreed, e.g. referee can be diverted at last minute.</p> <ul style="list-style-type: none"> • home team pay the referee their fee before the start of the match. 	see fines tariff
Match Day		<p>Complete team sheets with the names of your players & substitutes WRITTEN IN FULL before the match starts (Covid 19: photograph and send to your opponents & referee) [Under normal circumstances • swap yellow copy with your opposition • give the pink copy to your referee]</p>	
Post-Match	team sheets	<p>Complete the remainder of your team sheet with Marks & Scorers</p> <ul style="list-style-type: none"> • Mark referee for performance • Mark your opposition for sportsmanship • Identify the scorers 	see fines tariff
by 6pm		<ul style="list-style-type: none"> • Image and Whatsapp the team sheet (with scorers & team marks) to 07970 567237 or email ian_rosewell2002@hotmail.com This MUST be with the Registration Secretary by 3 days of the match. • Text Full Time with your result. 	see fines tariff
	Enter FA Full Time Statistics	<p>On the Full Time main page click on Sign In (top right hand corner), enter User Name and Password Go to Home Admin Page Click on Results</p> <ul style="list-style-type: none"> • Then the Results and Stats Button highlighted in Grey • Locate the Date of the Match you require and click on the Red results button to Enter information eg: first game of the season 12/9/2020 • View Team Admin Result Entry page, find your fixture and click on Statistics (highlighted in blue) next to your team. <p>Click on the Statistics button (blue) Taken to page headed STATISTICS Markers Team – Swindon District F</p> <ul style="list-style-type: none"> • Mark the Referee out of 100, which is broken down in 3 sections. • Enter the Respect Marks and Pitch Marks • THEN Click the RED Update button at the foot of the page, <u>if any of the above is incomplete you will be unable to progress to the next stage.</u> <p>Then back at the TOP of the page and under the page heading STATISTICS and next to FA Marks is Player Statistics (Click on this) to be taken to list of Registered Players who are eligible to play in the match.</p> <p>Quick Stat Entry</p> <ul style="list-style-type: none"> • Place a tick in each box, in the required sections. Minimum Started, Bench Used and Goals. Yellow, Red cards, sin bins, captain and other stats can be added. • Once all the relevant boxes are ticked, click the RED Update Stats For Players at the foot of the page. • Finally click the Back button at the foot of the page next to the update button and that should return you to the results page. • You can then Sign Out, top right of the page. JOB DONE!!! 	