

# KGLFL: MATCH DAY FORM 202/25

**TEAMS MUST TAKE A COPY OF THIS FORM TO EVERY MATCH**

FIXTURE DETAILS					
DATE		KICK OFF		COMPETITION	
HOME TEAM				SCORE	
AWAY TEAM				SCORE	

PLAYER DETAILS (All players listed will be assumed to have played unless marked as "Absent" or "Did not play")		
PLAYERS FULL NAME (Block Capitals)		GOALS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
	<i>LATE REGISTRATIONS (max 3 per match)</i>	<b>GOALS</b>
LR1		
LR2		
LR3		
<b>SUBSTITUTES – MAXIMUM OF 7 ALLOWED FOR U12 to U18 TEAMS (OTHER AGE GROUPS = MAXIMUM OF 2 x MATCH DAY TEAM)</b>		

RESPECT MARKS, REFEREE, OPPOSITION PLAYER OF THE MATCH & OFFICIALS						
REFEREE NAME			QUALIFIED Y/N?		REFEREE MARK	/ 100
OPPOSITION RESPECT MARKS (Score out of 10)		RESPECT HAND SHAKE ?	BARRIER / LINE IN PLACE?		WGS SQUAD SHEETS CHECKED ?	
OPPOSITION PLAYER OF THE MATCH						
OPPOSITION OFFICIALS NAME			SIGNATURE			

**PLEASE ENTER YOUR RESULT ON THE MATCH DAY APP OR ON FULL TIME BY 5.00PM**

**Full Match details MUST be entered on to the FA Full Time System within 3 days of the match**

## KGLFL: MATCH DAY : GUIDANCE NOTES

### PRIOR TO FIXTURE

- AT LEAST 5 DAYS BEFORE THE FIXTURE, THE HOME TEAM MUST NOTIFY THEIR OPPOSITION OF THE FOLLOWING DETAILS: *KICK OFF TIME | FULL VENUE ADDRESS | HOME COLORS | FACILITIES AVAILABLE (INCLUDING TOILETS) | (9v9 or 11v11 status and anticipated squad numbers if applicable)*
- IF THE PITCH OR GOAL SIZES AVAILABLE FALL OUTSIDE OF THE SCOPE PERMITTED, THE HOME TEAM MUST ADVISE THEIR OPPOSITION. THE GAME MAY BE SWITCHED TO THE OPPOSITION'S VENUE IF REQUIRED.
- SHOULD THE HOME TEAM BE UNABLE TO APPOINT A QUALIFIED REFEREE, THEY MUST ADVISE THEIR OPPOSITION AS SOON AS POSSIBLE AND ALLOW THEM TO PROVIDE A QUALIFIED REFEREE IF THEY CAN.

### MATCH DAY PROCEDURE

#### BEFORE KICK OFF

- **ALL TEAMS MUST HAVE A COPY OF THE MATCH DAY FORM AND A WGS SQUAD LIST**
- BOTH TEAMS MUST COMPLETE THE FIXTURE DETAILS SECTION (EXCEPT RESULT) AND PLAYER DETAILS SECTION OF THEIR MATCH DAY FORM.
- IF A PLAYERS NAME HAS BEEN ENTERED ON THE MATCH DAY FORM AND THEY DO NOT ATTEND THE GAME – PLEASE CROSS OUT THE NAME AND CLEARLY MARK THEM AS “**ABSENT**”.
- BOTH TEAMS **MUST** CHECK THAT OPPOSITION PLAYER **WGS SQUAD SHEETS** INCLUDE ALL PLAYERS PRESENT.
- HOME TEAMS **MUST** PLACE A RESPECT BARRIER (OR LINE) ON THE SPECTATOR SIDE OF THE PITCH.
- ONLY REGISTERED CLUB MANAGERS, COACHES AND SUBSTITUTES ARE ALLOWED TO STAND ON THE SIDE OF THE PITCH OPPOSITE TO THE SPECTATOR AREA.

#### AFTER THE GAME

##### *TO BE ADDED ON TO YOUR OWN MATCH DAY FORM*

- SCORE SECTION TO BE COMPLETED
- YOUR CHOICE OF OPPOSITION PLAYER OF THE MATCH (FULL NAME CONFIRMED WITH OPPOSITION).
- NAME OF REFEREE AND ASSISTANT REFEREES (EVEN IF THESE ARE PARENT VOLUNTEERS).
- NAME AND SIGNATURE OF OPPOSITION OFFICIAL
- TEAMS SHOULD RETAIN **THEIR OWN** MATCH DAY FORM **AND ASK THEIR OPPOSITION TO SIGN** THE FORM
- **NOTE:** CLUBS **MUST** COMPLETE THE REFEREE SCORE AND RESPECT MARKS SECTIONS OF THEIR OWN FORM HOWEVER.....THEY MAY CHOOSE TO DO THIS AFTER THE FORMS ARE SIGNED IF THEY WISH

#### UPDATING RESULTS

- RESULTS MUST ENTERED VIA THE FA MATCH DAY APP OR ON THE FULL TIME SYSTEM **BY 5.00PM**
- FULL DETAILS FROM THE MATCH DAY FORMS MUST BE ENTERED ON TO THE **FA FULL TIME SYSTEM** **WITHIN 3 DAYS OF THE MATCH** : **Failure to enter results on time may result in a charge being raised against your Club**
- For Referee scores below 61 a report must be submitted to the League **via you own Club Secretary** within 5 days of the match being played

## LATE PLAYER REGISTRATIONS

**(PLEASE READ THIS CAREFULLY)**

THE DEADLINE FOR PLAYER REGISTRATIONS IS 8.00PM ON THE FRIDAY BEFORE A GAME.

THESE PLAYERS MUST BE ENTERED ON TO THE WGS SYSTEM, APPROVED BY THE LEAGUE AND BE INCLUDED ON MATCH DAY WGS SQUAD LISTS.

**HOWEVER,** A CLUB MAY REGISTER A PLAYER ONLINE AFTER THE DEADLINE IF THEY COMPLY WITH THE FOLLOWING PROCESS **PRIOR TO KICK OFF.**

1. INFORM BOTH THEIR ADMIN OFFICER AND OPPOSITION PRIOR TO THE MATCH OF THEIR INTENTION TO DO A LATE MATCH DAY REGISTRATION.
2. SUBMIT A CORRECTLY COMPLETED REGISTRATION VIA THE WGS THAT MEETS THE LEAGUES REQUIREMENTS.
3. ENTER THE PLAYERS NAME ON THE MATCH DAY CARD UNDER THE LATE REGISTRATION SECTION.
4. SHOW THE OPPOSITION OFFICIAL WHERE THE PLAYERS NAME HAS BEEN ENTERED ON THEIR FORM.

**UNDER NO CIRCUMSTANCES MUST THAT PLAYER PLAY IN ANOTHER MATCH** (OTHER THAN THE SECOND MATCH OF A DOUBLE HEADER ON THE SAME DAY) **UNTIL THE REGISTRATION HAS BEEN APPROVED BY THE LEAGUE ON THE WGS.** FAILURE TO COMPLY FULLY WITH THIS RULE MAY LEAD TO THE PLAYER BEING INELIGIBLE AND BEING DEALT WITH UNDER RULE 18(N).

**IF CLUBS DO NOT COMPLETE THE LATE REGISTRATIONS PROCESS CORRECTLY, THEY MAY BE LIABLE TO A CHARGE AS PER THE LEAGUES RULES – INCLUDING POSSIBLE FINE AS PER THE FINES TARIFF. CLUBS MAY ALSO POTENTIALLY HAVE THE MATCH RESULT AWARDED AGAINST THEM FOR FIELDING AN INELIGIBLE PLAYER.**

## CLOSING DATE FOR PLAYER SIGNINGS

- CLOSING DATE FOR TRANSFERS AND FOR SIGNING NEW PLAYERS IS: **31 MARCH 2025**  
*EXCEPT FOR UNDER 9 AND UNDER 8 WHERE THERE IS NO DEADLINE*

