

KGWFL: 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.
- **NEW RULE : CLUBS ARE REMINDED OF THE NEW RULE 20 B (VOTED IN BY MEMBER CLUBS AT THE AGM)**

20.B	Except by permission of the Management Committee all Competition Matches must be played on the dates originally fixed but priority shall be given to The FA and Parent County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a Competition Match with the consent of the League Secretary or relevant Divisional Administration Officer. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. In the case of a revised fixture date, the Clubs must be given by the Competition 5 clear days' notice of the Competition Match (unless otherwise mutually agreed). <i>If the home team cancels any scheduled fixture due to the condition of the home pitch, the away team may offer to host the game and for the fixture to be reversed. The reversal offer must be accepted if:</i> - Full details are communicated at least 24 hours before the original fixture was due to be played. - The updated fixture kick-off is scheduled to be within 30 minutes of the original kick-off time. - The new venue is within 20 miles of the original venue. - Both Clubs confirm a mutually agreed time and venue outside of the criteria listed above. <i>If the reversal fixture offer is not accepted, both Clubs must submit an online Unfulfilled fixture form to the league detailing the circumstances.</i>
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MATCH DAY PROCEDURE

BEFORE KICK OFF

- **ALL TEAMS MUST HAVE A COPY OF THE MATCH DAY FORM AND A WGS SQUAD LIST**
- **IF YOUR OPPOSITION DO NOT HAVE THESE DOCUMENTS – PLEASE PLAY THE GAME AND REPORT THIS TO YOUR ADMIN OFFICER.**
- **CHARGES MAY BE RAISED AND POINTS AWARDED AGAINST YOU IF YOU DO NOT HAVE THESE DOCUMENTS**
- BOTH TEAMS MUST COMPLETE THE FIXTURE DETAILS SECTION AND PLAYER DETAILS SECTION OF THEIR MATCH DAY FORM.
- IF A PLAYER'S 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 THE OPPOSITION **WGS SQUAD SHEETS** INCLUDE ALL PLAYERS PRESENT.
- HOME TEAMS **MUST** PLACE A RESPECT BARRIER (OR LINE) ON THE SPECTATOR SIDE OF THE PITCH.

AFTER THE GAME

TO BE ADDED ON TO YOUR OWN MATCH DAY FORM

- SCORE SECTION TO BE COMPLETED
- NAME OF REFEREE
- NAME OF OPPOSITION MANAGER
- TEAMS SHOULD RETAIN **THEIR OWN** MATCH DAY FORM
- **YOU SHOULD ASK YOUR OPPOSITION MANAGER TO SIGN YOUR FORM**

UPDATING RESULTS

- RESULTS MUST ENTERED 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.

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 FA CLUB PORTAL 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 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**. 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 2027**
EXCEPT FOR UNDER 8 AND UNDER 9 WHERE THERE IS NO DEADLINE



Respect

