

FIXTURE ARRANGEMENTS

Fixtures Secretary

***** For the current season (2020/21)**

The Fixtures Secretary (Youth & Junior) is Jayne Anderson, who can be contacted by phone / text (07516 448235) or by e-mail (jayne.anderson13@btinternet.com).

***** For next season (2021/22)**

The Fixtures Secretary (Youth & Junior) is Carl White, who can be contacted by phone / SMS / WhatsApp (07740098707) or by e-mail (carl.2.white@hotmail.com).

Fixture Sheets

At the start of the season the League distributes a schedule of fixtures for each division. The scheduled fixtures are subject to alteration with changes common as the season progresses. You should assume that you have a fixture every Sunday during the season other than over the two-week Christmas break and on Easter Sunday.

Arrangements for Home Fixtures

Between 7-10 days before a home fixture, the Fixtures Secretary will contact you with a proposed KO time. The Fixtures Secretary will confirm the KO time to the League and home managers normally one week ahead of the fixture.

Matches are generally spread out during the three time slots (10:00 12:00 and 14:00), ideally with no more than two teams at each KO time to avoid car park congestion.

The home manager must contact the opposition by the Tuesday ahead of a Sunday fixture to inform them of the KO time and location of the fixture (School Lane, Lawford, CO11 2HZ). This is normally done by text and it is best to request confirmation of receipt of the text from the opposition manager. Contact details for other teams can be found in the League handbook (with any amendments during the season shown on the League's website). Home managers, of course, also need to contact the parents & carers of Lawford players with details of the fixture.

The Fixtures Secretary works on a week by week basis as fixtures often change and this avoids any possible confusion. However, if you are aware of circumstances (such as a family commitment) where it would help to have a specific KO time please flag this in advance and Fixtures Secretary will seek to accommodate this although it will not always be possible. If you share a pitch with another Lawford team then it is advisable (although not essential) to speak before requesting any specific KO's, this will ensure that you can accommodate all needs for the given pitch.

Arrangements for Away Fixtures

You should expect to be contacted by the opposition by the Wednesday, at the latest, ahead of a Sunday fixture, confirming the KO time and location.

If you have not heard from the opposition by Wednesday, contact the manager to request details of the fixture. If the manager cannot be contacted either contact the opposition's Fixture Secretary (details in the League handbook) or the Lawford Fixtures Secretary. As with home fixtures you need to inform the parents & carers of Lawford players with details of the fixture.

Re-scheduling Confirmed Fixtures

Any changes to confirmed KO times and venues, cannot be made without special permission of the League Management Committee. In the first instance, you should contact the Club Secretary or Fixtures Secretary. Do not contact any others including the League, referee, or opposition team.

Referees

U7s - U11s: The League does not allocate referees for fixtures. Referees are unpaid volunteers who are generally either managers, coaches or parents / carers (and occasionally trainee referees). Referees do not have to be qualified but once appointed to officiate a fixture have the same powers as an FA qualified referee. To reflect well on the Club, a qualified referee should be sought in the first instance for the U11s games.

U12s - U18s: Where possible the League will appoint a referee for each fixture. For home fixtures the Fixtures Secretary will normally inform you by mid-week the name of the referee if league appointed. The home manager is required to contact the appointed referee (normally by text) by 6pm on Friday at the very latest to confirm KO time and location of the fixture.

When the League is unable to appoint a referee, it is the responsibility of the home manager to find a referee for the fixture.

The home club is responsible for paying the referee unless indicated by the League (for instance for finals) or for Essex County Cup games. All payments to referees by the Club are via BACS. You will need to ask the referee for bank details and e-mail these to Jim Tait (jim_tait@rocketmail.com) cc John Duchars (john.duchars@btinternet.com) & Dave Atton (attondb@aol.com) ahead of the fixture.

The Club does not fund referees for friendlies.

Before Kick-off

Managers should exchange Team ID sheets (see Whole Game System) before kick-off to verify that each opposition player is registered to play for their team.

The home team is responsible for providing match balls.

Prior to (and after) each match the teams and officials should shake hands. This League Rule is suspended because of Covid-19.

Reporting Results

U12s - U18s: A Match Sheet must be completed for every fixture that is organised by the League. The match sheet must be completed in BLOCK CAPITALS and should also include player FAN numbers. If you do not have a FAN number for a registered player, please contact the Club Secretary. An example of a completed match sheet can be found on the website at www.lawfordfc.co.uk/for-managers

The white and blue copies of the match sheet must be posted to nominated League Officer to arrive within three days of the fixture. The address to send these is shown at the bottom of the match sheet (unless otherwise notified by the League). Match sheet MUST NOT be handed to any League

Officers in person or delivered by hand to their home address. The pink copy is retained by the manager.

If you mark a referee '50' or below, the match sheet should be sent instead to the Club Secretary and accompanied with a written explanation that will be sent to the League. There is a League form for this purpose – please contact the Club Secretary immediately to obtain one.

All teams: On the day of the fixture the home manager is also required to notify the League Fixtures Secretary for their age group of the result. This can be done either by phone or email within a specified time. Contact details for the League Fixtures Secretary for each age group and the specified reporting times can be found at <https://colchesteranddistrictyouthleague.com/officers/>

Reporting results via e-mail is recommended as this can be done immediately after the game and also provides a record of the notification.

The e-mail should be formatted as shown below including the name of the sender and their position in the Club

Subject: U12s Lawford FC Reds 3 Name of Opposition 2

Message: -

U12s Lawford FC Reds 3 Name of Opposition 2
Regards,
Nick Anderson
U12s Reds Manager
Lawford FC

If you play a game midweek, you need to phone or email in the result straight after the game.

While results for U7s - U11s are collected by the League, clubs must not publish these results.

Essex County Cup

Essex FA organises County Cup competitions for U12s - U18s. To enter this competition the Club Secretary must apply for you to enter at the start of the season. The assumption is that all teams will want to enter unless the Club Secretary is notified otherwise. Although C&DYFL liaise with Essex FA to schedule the County Cup fixtures, the arrangements for these games differ from those directly organised by the League.

Obtaining home kick off time and notifying away manager is done in the same way as for normal league matches. A check should also be made with the away manager if any changing rooms are required. If they are then please notify John Duchars and/or Lloyd Bellett that a changing room is required. On match day, ensure the changing room is unlocked and show the away team where they are. After the match please also ensure the changing room is left clean and tidy.

Match sheets: Essex FA provide match sheets specifically for County Cup competitions. These can be obtained from the Club Secretary or downloaded from the Essex FA website at <https://www.essexfa.com/cups-and-competitions/county-cups>

There are three parts to the match sheet - one each for the opposition manager and referee that are provided to them before the start of the game and one sent to Essex FA after game.

Reporting results to Essex FA: The Home team is responsible for letting their Club Secretary know the result immediately after the game.

Reporting results to C&DYFL: Irrespective of whether you are playing home or away, managers are always required to notify the League Fixtures Secretary for their age group of the result. This should be done in the same way as for fixtures organised by the League but clearly stating that this is an Essex County Cup fixture. No C&DYFL match sheet is required for a County Cup fixture.

Referees: The home manager will confirm with the appointed referee in the same way that is done for standard league matches. Where a referee isn't appointed, then as for league games the Home manager is responsible for finding someone who will cover the game. The referee fee for a County Cup game is shared equally between the Home and Opposition teams. It is advisable (but not essential) that payment is obtained before kick-off.

Closed Season

The whole of the month of June is closed season. Although training is allowed during the month, competitive games or friendlies are not permitted unless as part of a FA approved tournament such as an affiliated 5-a-side competition.

During July / August, when friendlies are permitted then a check should be made before making any arrangements that pitches are available. There may be instances where pitch maintenance is still in progress and pitches are unavailable. You will also need to ensure that pitches are marked out for play and make alternative arrangements if they are not.

Team Secretaries / Administrators

If you are fortunate to have a parent or carer willing to act as Team Secretary (or Administrator) these individuals can take on many of the Manager's responsibilities related to the arranging and reporting of fixtures. This tends to operate effectively when individuals work well together and with the Team Secretary (or Administrator) listed as the point of contact in the League Handbook.

FIXTURE POSTPONEMENTS

Minimum Player Numbers

The minimum number of players that constitute for a fixture are -

5x5 format: 4 players

7x7 format: 5 players

9x9 format: 6 players

11x11 format: 7 players

If you have at least the minimum of required players available, you are obliged to fulfil a fixture. Failing the minimum number of players, the game MUST NOT be played and postponed accordingly.

If the numbers fall below the minimum number during a game due to injury, the game will have to be abandoned.

Advanced Postponements

Requests to seek advanced postponement to be released from a fixture arranged by the C&DYFL must be made in writing to the League at least 21 days in advance of the date in question. Please contact the Club Secretary or Fixtures Secretary if you wish to seek an advanced postponement. Circumstances for advanced postponements are normally something like a school trip or something like that. They are not allowed because key players are injured / not available.

Weather Related Postponements

When pitch conditions (waterlogged or frozen) mean that a home fixture may be called off a Club Officer will undertake a pitch inspection. You should always assume that home fixtures are on unless you have been contacted by a Club Officer to advise otherwise. If a fixture is confirmed as postponed following a pitch inspection you should inform the referee, opposition manager and Lawford parents & carers immediately.

Where there is a risk in advance of a postponement and pitch inspections are needed then out of courtesy Home Managers should make themselves available to participate in the decision making process.

In exceptional circumstances (High Winds, extreme temperature) other postponements can also be made at the discretion of the club, again home managers should be available to participate in the decision-making process.

Reporting Postponements

If you are the home manager of a game that is postponed, you are still required to report the result. You do not have to give details of why there was a postponement.

An example is detailed below.

Subject: U12s Lawford FC Reds v Name of Opposition

Message: -

Match Postponed
U12s Lawford FC Reds P Name of Opposition P

Regards,
Nick Anderson
U12s Reds Manager
Lawford FC

MATCH FORMATS (2020/21 Season)

Age Group	Format	Duration per half	Ball Size
U7	5x5	20 Minutes	3
U8	5x5	20 Minutes	3
U9	7x7	25 Minutes	3
U10	7x7	25 Minutes	3
U11	9x9	30 Minutes	4
U12	9x9	30 Minutes	4
U13	11x11	35 Minutes	4
U14	11x11	35 Minutes	4
U15	11x11	40 Minutes	5
U16	11x11	40 Minutes	5
U18	11x11	45 Minutes	5

Managers **MUST NOT** agree to play longer or shorter durations.
Up to 5 substitutes may be named and used in a roll on roll off fashion.