



Staffordshire Girls & Ladies League

User manual

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Introduction:

The Staffordshire Girls & Ladies Football League is an FA Charter Standard football league created in 2014 to support the development of the female game within Staffordshire, to include Open Age from 2017/18 season. We took on a midweek league from the FA and have grown this to suit different needs for all women.

The League committee who are voted on at the AGM are only custodians of the League, however we need members to play their part in the running of the League. We must follow the rules as well as the clubs.

Below are some guidelines that we need you to follow so we have a coherent League structure.

The following headings are no means a complete list of requirements but it may help in your football journey.

If you do require more help, please contact the relevant league committee member.

2. League Affiliation:

Alongside your normal FA affiliation, we as a League require you to affiliate with ourselves. This tells us your club secretary contact details and what age groups you will be entering.

Link to the League affiliation forms:

<https://www.sglfl.co.uk/online-forms/sglfl-league-affiliation-form/>

3. Team contacts:

The League require further contact details from your Club so we can make contact directly if the need arises. We require a team contact form and also club welfare officer details.

The online forms can be found by following the link:

<https://www.sglfl.co.uk/online-forms/>

4. League Committee:

The League is administered by numerous volunteers, if you need to contact them email is the best option, contacts are below for each individual committee member. If you are attempting to telephone a committee member, please restrict contact to between 6.00pm and 9.00pm. Please remember we are all volunteers and any abuse of any kind will not be tolerated. Official contact must be made via named club officials to discuss league business.

POSITION	NAME	EMAIL
Chairman	Andy Bryant	chairman@sglfl.co.uk
Secretary	Aidan Reid	secretary@sglfl.co.uk
Vice Chairman	Steve Wallbank	vicechair@sglfl.co.uk
Welfare Officer	Aidan Reid/ Adam Carey	welfare@sglfl.co.uk
Registrations Secretary	Steve Alder	registrations@sglfl.co.uk
Referees Secretary - North	Mark Finney	refs-north@sglfl.co.uk
Referees Secretary - South	Jo Waldron	refs-south@sglfl.co.uk
Discipline Officer	Aidan Reid	discipline@sglfl.co.uk
England Accreditation Officer	Mike Mycroft	england-accredited@sglfl.co.uk
Club Representative	Wayne Harris	clubrep@sglfl.co.uk
Social Media Officer	Charlotte Ollier/ Maddie Blount	charlotte.ollier@sglfl.co.uk
Fixtures Secretary - U8	Emma Alder	u8-fixtures@sglfl.co.uk
Fixtures Secretary - U9	Mark Hackney	u9-fixtures@sglfl.co.uk
Fixtures Secretary - U10	Ian Ashman	u10-fixtures@sglfl.co.uk
Fixtures Secretary - U11	Kelly Shenton	u11-fixtures@sglfl.co.uk
Fixtures Secretary - U12	Lee Ford	u12-fixtures@sglfl.co.uk
Fixtures Secretary - U13	Adam Carey	u13-fixtures@sglfl.co.uk
Fixtures Secretary - U14	Steve Bradbury	u14-fixtures@sglfl.co.uk
Fixtures Secretary - U15	Alex Turner	u15-fixtures@sglfl.co.uk
Fixtures Secretary - U16	Wayne Harris	u16-fixtures@sglfl.co.uk
Fixtures Secretary - U18	Steve Wallbank	u18-fixtures@sglfl.co.uk
Fixtures Secretary - Open Age	Steve Wallbank	ladies-fixtures@sglfl.co.uk
Fixtures Secretary - Womens Midweek	Wayne Harris	mumsandvets@sglfl.co.uk
Website Admin	Dave Fawdon	admin@sglfl.co.uk

5. Open weeks:

Each team is allowed to request only two open weeks per season, one to be taken between the season commencement date and the Christmas break and the second from January and the end of March. Open weeks cannot be carried over and fourteen days' notice must be given for open dates. Easter Weekend there will be fixtures taking part, however if a team can not play due to commitments 4 weeks notice must be given to prevent a charge for non fulfilment of fixture,

To request open weeks a form can be found on the League website or by following the link: <https://www.sglfl.co.uk/bye-week-request-form/>

6. WGS (personal accounts):

Every person involved within football in England has a FA number (FAN number) under this fan number all your details of email address, telephone number and fa qualifications are used, these need to be reviewed regularly and amended if need be.

7. WGS (player registrations):

Player registrations is administered via the WGS, please be aware this is a fa tool.

Once players are registered to your teams, please ensure the registration is directed to the Staffordshire Girls and Ladies League.

8. League rules:

The League rules are issued to the League before each season starts by the FA, once the rules are voted on at the League AGM, they are then submitted along with other documentation to the county FA for sanctioning.

The current sanctioned rules are listed on the League website under Downloads

<https://www.sglfl.co.uk/downloads/>

Please take some time to digest some of these rules as they will help in your football journey.

9. Fixtures:

At the start of the season your fixture secretary will create the season fixtures for all divisional games once they are happy with these fixtures they will be published on to the Full-Time website.

If you do have questions, please direct to your fixture's secretary. Additional competitions if time allows will be added throughout the season.

10. Full-Time:

Full-Time, is where you will find all your fixtures, also you will receive emailed updates with your opposition and appointed match official. It is also where you will be required to complete match reports after your fixture in accordance with the league rules.

FA, full time user guide;

<https://grassrootstechnology.freshdesk.com/support/solutions/articles/48001158765-completing-match-returns-on-full-time-match-stats-results-sheets->

11. Match day app:

Another method of reporting your results and match statistics is via the FA's Match Day app. You can download this via your usual app store. Please be aware this is an app and can be prone to not working accordingly which may result in match stats not being submitted. Always double check they have successfully been submitted and double check to put your mind at rest. We would also advise to screenshot your completed stats to provide evidence if necessary that stats were completed if you were to receive a charge

FA, Match Day app user guides: copy and paste to search.

<https://grassrootstechnology.freshdesk.com/support/solutions/articles/48001073161-submitting-a-match-report-match-returns-in-matchday-app>

Information that is not recorded correctly or omitted via this app is not the Leagues fault and not a valid reason for not completing correctly and will not be considered in regards to a response to a charge unless evidence is provided.

12. Confirming games:

The home team must confirm with your opposition and appointed match official the particulars of ko time, venue address, and team colours. This confirmation must be made at least 5 clear days before the game or earlier if so wished. If the home team has not made contact, it is up to the away team to seek clarification of fixture. If contact has not been made, please inform the league discipline officer by emailing discipline@sglfl.co.uk and a charge notice will be issued.

Contact information will be emailed via Full-Time on a Sunday evening of all required details to confirm fixtures.

13. Ko times:

Times for games to start must be between 9.30am and 2.30pm. We do not allow earlier or later unless agreed with all parties including the League committee. The home team decide the time of their ko, please note that some are unable to move game time due to pitch availability.

14. Referees:

The League appoint all match officials for games throughout the season where possible. When this is not possible there are rules in place that must be followed. No appointed

match official does not mean a game is postponed. Any person undertaking this role has full powers and authority as a match official.

Please see the below link to a guide of how to mark referees:

<https://en.calameo.com/read/007028878689a9b417729?authid=TMGebbT1X5BA>

Referee fees for the current season can be found on the League website or follow the link:
<https://www.sglfl.co.uk/referees/>

Contact details are also available on this link for the referee fixture secretaries.

15. Respect marshal:

The League operates a County wide FA initiative called Respect marshal, all youth teams from U8's to U18's must have a respect marshal. Each new team to the League will be supplied a yellow respect bib. (Please contact the league secretary if you are a new team and require this bib. Additional bibs are available at £7.50 plus P&P). The initiative is to help manage and supervise the teams' spectators and help de-escalate any side line issues. Failure to comply with this initiative or undertake it correctly will result in a charge notice being sent.

A You Tube video link is supplied below with some help and guidelines that establish what we are looking for in a Respect Marshal.

<https://youtu.be/2JG2wyfAx7o>

16. Linesman bib:

A black bib will be supplied to all teams from U11's to open age, this is to signify they are a volunteer who is assisting the referee. (Please contact the league secretary if you are a new team and require this bib. Additional Bibs are £7.50 plus P&P)

17. Disciplinary:

If you are in the unfortunate position of breaking a rule, there is a due process that we the League have to follow. We will in the first instance issue a charge notice. This notice gives you various options to follow. Once the club has replied to the charge notice the sanction will be determined by the league. Please do not ignore this notice it will not go away and could be escalated further including and not limited additional fines or team suspensions.

It is our commitment to teams to concentrate on football and the development and growth of girls & ladies football rather than issue fines, (we are not heartless and are approachable but we are governed and observed by the FA to ensure we are following the requirements we as a league have). we will do our best to work with clubs to achieve this. Please note a charge notice is not a fine but commences disciplinary proceedings. The league can give instructions which must be followed under rule 6I. For example, we advised all clubs they

must show registration headshots before the game commences. This is an example of an instruction that must be followed and failure to do so will result in a fine or other sanction.

18. Reporting results:

During your games you will receive a text message with your fixture on, at the end of the game just send a reply with the result by the stated time in the league rules. Please remember to input the result in the correct order i.e., home team score followed by away team score. Please see league rules for the deadline for reporting the result.

19. Game statistics:

After your game you will need to input via Full-Time admin OR the match day app all the match statistics. These are compulsory and not optional. The statistics required are, Player statistics (starting team, substitutes used, players not used, goal scorers, opposition respect, pitch conditions, referee marks and any other information stated). We are aware the matchday app has had some issues in regard to submitting stats last season. We have advised to double check your stats are submitted before the deadline. We find FA full Time admin more reliable for stats submission. If you do find an issue with submitting stats, please contact your county FA straight away and log a ticket with the FA tech team. If you do receive a charge notice and can evidence there is an issue with the system, we will dismiss the charge. However, if there is no clear evidence you have submitted the stats or reported issue with the system and the club has not reported this then the charge will stand.

Please see the following link on how to complete stats Via Fa Full Time Admin:
<https://grassrootstechnology.thefa.com/support/solutions/articles/48001026721-entering-player-statistics-on-full-time>

Please see a link to how to complete stats via Match day:
<https://grassrootstechnology.thefa.com/support/solutions/articles/48001073161-submitting-a-match-report-match-returns-in-matchday-app>

These returns must be completed **within** 48 hours of the game being played in accordance with rule 21A.

20. League invoices:

The League uses an accounting software called “Wave”. Please do not ignore emails that are headed Wave. In normal circumstances all League invoices will be sent to club secretaries.

Please remember all invoices must be paid within fourteen days of issue to prevent sanctions.

21. England accredited (Charter Standard):

The Staffordshire Girls and Ladies League is England accredited. We expect all clubs within our League to be or working towards England accreditation. All clubs must be accredited within twelve months of being League members. For any club who needs help to gain accreditation then please contact the League England Accreditation Officer.

22. LGBTQ+:

The Staffordshire Girls & Ladies League is an inclusive League with players from all communities. We do not accept any intolerance or discrimination and all clubs must adhere to the FA equality policy.

The League has a sub committee of volunteers who are trained in help and guidance to all members of the League, and we actively encourage members if they do want any help and advice with anything to make contact via the League secretary. No-one in our league should be discriminated against in any way.

23. Period poverty:

This initiative by the League is for all of our teams to have a supply of basic female sanitary products available to all players. The SGLFL & Staffs FA have provided each team within the league with a sanitary pack including a supply of each product. We as a league and FA can refer/ help individuals in period poverty. Please email welfare@sglfl.co.uk for a confidential chat or referral.

We recommend a female is responsible for this bag within the team to take away the embarrassment of a basic human right.

24. Welfare:

Each club must have a welfare officer based within their club. If there is a welfare issue/query or concern that you wish to discuss or report, please contact the LWO via email on welfare@sglfl.co.uk. The LWO will escalate the complaint accordingly once the concern is in writing. It is not common practice for the LWO to let you know the outcome of the complaint, if you wish to know the outcome a request can be made in writing, but the County FA must authorise for this to be disclosed.

25. Power Play

[The Power Play rule, introduced by the FA in 2018, allows junior grassroots football teams to bring on extra players when they fall four goals behind¹. The rule is aimed at teams from under-sixes to under-11s in five and seven-a-side games¹. The rule works as follows²:](#)

- If a team is losing by a four goal difference they can put an additional player on – so 5v5 becomes 6v5.
- If the score returns to less than a four goal difference the team takes off a player. It does not have to be the last player to come on.

26. Retreat line

The retreat line is in place for U8,U9,U10 only. During a goal kick the attacking team must retreat to the half way line on the field of play. If the goalkeeper gathers the ball in their hands and the ball is still in play the attacking team do not have to retreat.