

## **SDJSL**

### **Frequently Asked Questions**

#### **How much notice do I need to give opposition teams?**

If you are the home team, give your opponents at least FIVE Days clear notice of the match arrangements (Kick Off time, venue, Referee, and your kit colours).

#### **How do I find the contact details for opposition teams?**

Contact details for teams can be found on the league admin site under the address book and will also shortly be available on the website. They are also sent on the full time notifications.

#### **Who is responsible for providing the referee?**

For each home match the home team need to provide a QUALIFIED & REGISTERED referee. If the home team cannot do this, then they need to offer their opponents the opportunity to provide a QUALIFIED & REGISTERED referee. If neither team can do this, then they need to agree on a stand-in official. The person officiating the game should not be on the 'Do not use list' – this is updated and sent out each week.

#### **How much should the referee be paid?**

U7 to U10 £25 all in

U11-U14 £30 all in

U15-U16 £35 all in

U17-U18 £40 all In



**What are the kick off times?**

The time of kick-off shall be;

U7's to U10's 09.30am to 3:00pm kick-off slots.

U11's to U14's from 09.30am to 4:00pm. With both teams agreement.

U15/16 kick-off from 09.30am to 6:00pm. With both teams agreement.

U17/18 kick off from 09.30am to 6pm. With both teams agreement.

All above kick-offs to be agreed by both managers and confirmed.

Requests for earlier kick-offs go to the management committee for approval.

If no agreement reached then the kick off time reverts to between 09.30am and 3.00pm. (10am – 3pm for u17s/18s)

**What do I need with me on match days?**

Player Squad Sheets.

League Rules (ability to access via SDJSL website)

First Aid Kit

A list of the players participating in the game (team sheet)

A respect barrier/cones/ rope that prevents spectators from standing on the touchline and to mark out a technical areas, all managers (max of 3) must remain in the technical area

**What is a team sheet?**

A list of players present, who played in the game.

The team sheet can be handwritten or printed - most teams print off a list of their players and have it in their bag, on game day - cross off anyone not present and hand it to the opposition manager.

You may be asked for a copy of the team sheet after the game, so we would advise you to keep it - enquiries may come from league registrars/the FA.

#### **What happens if the opposition team does not have a squad sheet?**

**Do not play the game**, the squad sheet provides proof that every player present is of the correct age group and registered to play.

There is no acceptable excuse for a team not to have a squad sheet – they can be downloaded well in advance – printed off or saved as a screenshot on a phone.

If a game is played when either team does not have a squad sheet, both teams will be charged.

If there is a player present not on the squad sheet, they cannot participate in the game.

#### **What should I do if the manager does not let me inspect the squad sheet?**

The squad sheet **must** be inspected - all photographs have been updated prior to the start of the season and will be a true likeness of the player.

It is good practice to line both teams up prior to the start of the game so that each manager can check the players against the squad sheet - if you are being shown the squad sheet on a phone, zoom in. If players arrive late - ask the manager to look at the squad sheet to check their registrations.

If you are not satisfied that you have been able to inspect the squad sheet - ask again/inform the referee/refuse to play the game until the squad sheet is inspected.

#### **When do I need to report the results/complete the match stats?**

By 10pm on a Matchday, the result must appear on the FA Full Time site

By 5 days, the match sheet must be completed on the FA Full Time Site (by Thursday at 12 noon)

Please use a browser/to submit your results/match stats – if using the app, please log back in to check score/stats have been retained.

*There are numerous occasions where scores/stats are not being retained – please ensure that you click on submit before leaving the app to ensure information that has been entered is saved.*

*When inputting referee details – there is a drop down menu alongside which you must click on and select registered referee – otherwise it will not save the name when you click save and move on.*

If you score below 51 in the respect categories – you must send an email to your registrar with an explanation for the low score.

### **What if I can't log in to full time?**

Firstly check with your club secretary that you have administrative access to the team. If you do but have not received log in details – check with the league secretary.

### **Why am I not receiving email notifications from full time?**

You need to be listed as primary contact – on full time select people from the blue tool bar and select primary contacts, ensure that the tick is against the name of the primary contact.

### **What happens if I have to cancel a game due to pitch conditions/weather?**

Check with your opposition to see if they are able to reverse the fixture, if not advise your age group registrar that the game is off. You will need to liaise with the opposition to arrange a new date for the fixture and your registrar must be advised of the new date within 14 days.

In the u7-u11 age groups – If weather conditions prevent a large number of fixtures being played, the games will be rescheduled to the end of the season, if teams then wish to bring these games forward to midweek, they should contact the age group registrar to confirm (please provide group name/teams/fixture date/rescheduled date).

### **How do I postpone a game?**

Check players availability at the start of the season, with 28 days + notice, the opposition team do not need to approve, 28 days – 7 days opposition will have the opportunity to reject the request. Teams can make 2 postponement requests per season.

Prior to submitting your request please liaise with the opposition team to arrange a new date – add this to the request form if it has been arranged.

On the league admin site – click on the icon alongside the team and complete the form. If you do not have access to the club admin pages, your club secretary will either have to give you access (by clicking on the icon next to the team which will initiate a log in) or do it for you.

The opposition team will receive an email notification to advise that a request has been submitted – with a proposed rescheduled date, if you do not agree to the request (if less than 28 days)/proposed date please email the League Secretary to object.

You will receive an email to confirm whether the game has been approved/rejected.

If the postponement has been approved – but no proposed date has been agreed, both teams must email the League Secretary within 14 days giving the new fixture date. **(please give group/division, original and new fixture date.)**

If the postponement has been rejected – and the game does not go ahead, both teams will be charged (this happens so that both sides can advise why the game did not go ahead). In your response to the charge – if you were a team willing and able to play, state that that is the case. If you were unable to proceed due to player numbers, give full details.

**Can I bring a game forward?**

Yes – games can be brought forward with both teams agreement – both teams must advise registrar of **group/division, original and new fixture date.**

**What is the player registration deadline?**

You can register players to the end of February.

**How can I deregister a player?**

Submit the deregistration on the whole game system and send a deregistration form to the age group registrar. (this can be found on the SDJSL website)

**When will my player registration application be approved?**

Any player registrations submitted prior to the Friday and 12 noon will be approved to play on the Sunday.

**What do I do if a player wants to transfer to my team?**

Your club secretary should send an email to the players club giving them 7 days-notice that you intend to register the player to your team. The players current club can waive the notice period – in which case you can submit the players registration on the WGS, if you do not hear from them you must wait 7 days to do so.

Once submitted on the WGS there is a 3 day waiting period before the players registration can be approved.

**What are the rules for advertising for players?**

After the 29th February, no advertising of any kind is permitted. (Only adverts for the following season's under 7's are permitted). Advertising for players is permitted from the 1st June to the first Saturday in September without the words "must not be registered with any other Sheffield & District Junior Sunday League team". After the first Saturday in September, adverts for players MUST contain the words "must not be registered with any other Sheffield & District Junior Sunday League team". If a club does not have a particular age group, but wishes to enter one into the League for the next season, the club is allowed to advertise for and recruit players throughout the preceding season (as long as they are not registered elsewhere) and do not have wait until June before doing this. The minimum fine for a breach of the advertising rules is £100 with a maximum fine of £250

**What are the maximum squad sizes?**

Up to u16, squad playing size plus 5 subs. (so for 5 v 5 = 10, for 7 v 7 = 12, for 9 v 9 = 14, for 11 v 11 = 16)

For U17s – 20 players, For U18s – 25 players.

**How do I arrange a match watcher or league appointed referee to attend/officiate the game?**

Please discuss the situation with your club secretary first, as they may be able to arrange for a club representative to be in attendance. If a League match watcher is preferred, or a league appointed referee requested, please ask your club secretary/welfare officer to complete the following form;

<https://forms.gle/UEdLdExskzd2NcmW7>

The link can also be found on the League Website.

Match watchers will only be appointed to address safeguarding concerns – in all scenarios the match official is responsible for officiating the game and the League official would not be there to interfere with their decisions.

Requests for a league appointed referee will be considered by the referee officer on an individual basis – and will only be granted to address safeguarding concerns, details about which must be disclosed on the form.



**Can players be cup tied?**

Yes – a player who can only play for one team in any competition – so if a player has played for one team in the VASE competition, they cannot play for a second team in the VASE competition, but could play for another team in the TROPHY for example.

When signing a player after the start of the season, please ask them if they have played any games in the cup and if so in what competition so that you can ensure that they do not play.

### **How do I report concerns/incidents during games**

Welfare/safeguarding concerns should be reported to league welfare officers.

When an incident occurs during a game – this should be reflected in your respect scores, and when scoring less than 51 in any category a report of the incident should be sent to the relevant age group registrar.

Should you wish to incidents/concerns to be picked up by league/CFA officials, please report on the following smart sheet form;

<https://app.smartsheet.com/b/form/0c8c01eab2234155ac1d6e247626425b>

The link can also be found on the league website.

### **The Traffic Light System**

The Teams Standards Manager will pick up incidents reported on the above forms.

### **Respect Scores**

Please ensure that your respect scores give a true reflection of the behaviour for each category – this can help clubs/teams to identify and address issues.

Respect scores received will be distributed to clubs on a monthly basis – this will include a breakdown of the accumulative scores received under each category – coaches/players/parents.

### **How do I access the admin site?**

Please use the following link to access the admin site; [sheffieldjunior.league-manager.co.uk](https://sheffieldjunior.league-manager.co.uk)

Enter your own email address (as listed on the admin site) and click Retrieve your login credentials - you will then receive an email with your password which will enable you to access the site.

Currently team access is restricted to managers and is read only – this will shortly extend to match arrangers and will be editable, teams will also have the ability to submit postponement/match watcher/referee requests.

	<p><b>Your Club Secretary should always be your first port of call for how to/admin enquiries</b></p>	
<p>Age Group Registrar - All Fixture/Registration enquiries  <b>u7@junleague.com, u8@junleague.com etc.</b></p>	<p>League Secretary General Enquiries/Technical enquiries with WGS/League admin site/Full Time  <b>secretary@junleague.com</b></p>	<p>League Welfare Officers  Any child welfare/safeguarding concerns  <b>welfarea-l@junleague.com, welfarem-z@junleague.com</b></p>
<p>League Referee Officer - Registration Enquires/Issues/Reports/Do not use list enquiries  <b>referee@junleague.com</b></p>	<p>League Respect Officer - Respect issues/score enquiries  <b>respect@junleague.com</b></p>	<p>Team Standards Manager  Traffic Light System Enquiries  <b>teamstandardsmanager@junleague.com</b></p>
<p>League Discipline Officer  All enquiries regarding charges/fines  <b>discipline@junleague.com</b></p>	<p><b>Payments</b>  Notification/Enquiries about payment of invoices/fines  <b>secretary@junleague.com</b></p>	<p>League Vice Chair  <b>vicechair@junleague.com</b></p>
	<p>League Chair  <b>chairman@junleague.com</b></p>	

