

Sheffield & District Junior Sunday Football League

New Managers Meeting



Agenda

- About the League
- Life as a Club Secretary
- Life as a Team Manager
- Where to go for help
- Q&A



This presentation will only briefly touch on the working practices, rules and regulations of the League

This presentation is not a substitute for reading the League rules - You will still need to read

For more information and updated news during the season keep visiting the League website and subscribe to the League newsletter.

The League is NOT the FA

The league is....
the MEMBER CLUBS

Role of the League

- Issuing of league fixtures
- Registration of players
- Updating the League website
- Dealing with League application forms
- Enforce League rules (as set by member clubs)
- Enforce the Standard Code of Rules (as set by the FA)



Role of the CFA



- Club Development
- Coach Development
- Player Suspensions
- Club Suspensions
- Referee performances
- Child Welfare
- FA Accreditation
- Updating the County FA website
- County FA affiliation forms
- Deal with any “poaching” issues
- Football Debt Recovery scheme
- Enforce the Rules of the Association

The League is in a partnership deal with

In support of

**The
Children's
Hospital
Charity***

Registered Charity No. 505002

We are:



**ACCREDITED
LEAGUE**
PART OF ENGLAND FOOTBALL

We are:



Respect
An FA Respect League

League Playing Formats

Format		
U7		5v5
U8		5v5
U9		7v7
U10		7v7
U11		9v9
U12		9v9
U13		11v11*
U14		11v11
U15		11v11
U16		11v11

League Tables

Format		
U7		NO
U8		NO
U9		NO
U10		No
U11		No
U12		Yes
U13		Yes
U14		Yes
U15		Yes
U16		Yes

We Do:

Support clubs

Put Funding opportunities on the League website as well as provide funding opportunities from the league.

Put news on the League website

Have a fantastic committee who are willing to give up their own free time in order to keep teams running smoothly.



We Do:

Ask For Suggestions on how to improve by:

League surveys
Hold annual league development days



We Do:

Support Taking Football to Africa & Beyond



The League is collecting old kit to support the Taking Football to Africa and Beyond Appeal.

In the past year a number of clubs have supported this charity by donating old kit. If you have any old kit please email the League Secretary

We Do: **Reward Fair Play**



Each manager for every League fixture scores the spectators/ Management and players and those marks are added together to create one score. These sporting points are added up at the end of the season and an average created.

The overall age-group winner is awarded a very large and impressive fair play trophy for the club with smaller versions of the same trophy for each player and awards from our Respect Sponsor

We Do:

Support Respect Campaigns



FOR ALL

RESPECT

DON'T X THE LINE



Respect



AGENT ALAN

His boy is destined
to be a pro, don't
get in his way

#touchlinetype



Respect



INFALLIBLE IAN

He's never got a decision
wrong from the touchline
– why can't these
amateurs get it right?

#touchlinetype



Respect



GAMER GARY

Wants to control
his kids just like
his game console

#touchlinetype



Respect



SHARON 'SHUTTLE RUN'

She's going to follow
the play wherever
it goes – mind out !

#touchlinetype







We have:



5 end of season presentation evenings

These are attended by over 6,000 people

These presentation evenings reward divisional winners and runners-up but more importantly each U12+ age-group Fair Play Winner receives the recognition they deserve.

Life as a Club Secretary



The Club Secretary is.....

The MOST important role in the club

Job Description:

What is the role of the Club Secretary?

- 1 Principle Administrator for The Club
- 2 Carries out full Club admin duties
- 3 Main point of contact for people within and outside the Club
- 4 Representative of the Club at outside meetings

What sort of tasks are involved?

- Attending league meetings;
- Affiliating the club to the County FA;
- Affiliating the club to the league(s);
- Registering players to the league(s);
- Dealing with correspondence;
- Organising and booking match facilities for the season;
- Organising the club AGM and other club meetings;
- Representing the club at meetings
- Dealing with League admin
- Dealing with County FA admin
- Dealing with issues around misconduct – Whole Game System

This section looks at the responsibility each TEAM/
CLUB has to the League.

**Note the functions listed do not have to
be performed by the Team manager but
MUST be done by someone within the
team or club.**

Pre-Season

Registering Players

Players can be registered from the 1st June and all registrations cease on the 31st May.

Please refer to the player registration guidance on the league website. It can be found under forms → Player Forms.

A teams worth of players must be registered on or before the 20th August. If not, a charge will be raised against the team.

Only Players with a valid Squad Sheet can play

NO SQUAD Sheet – NO GAME – NO EXCEPTIONS

Life as a Team Manager



During the Season

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).

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 provided a QUALIFIED & REGISTERED referee. If neither team can do this, then they need to agree on a stand-in official. More in-depth details are on the League website.

Prior to each fixture you need to make sure the fixture is showing on the FA Full-Time site. If it does not appear, then inform your age-group registrar to make sure it does appear.

During the Season

Prior to any game you need to make sure you have with you:

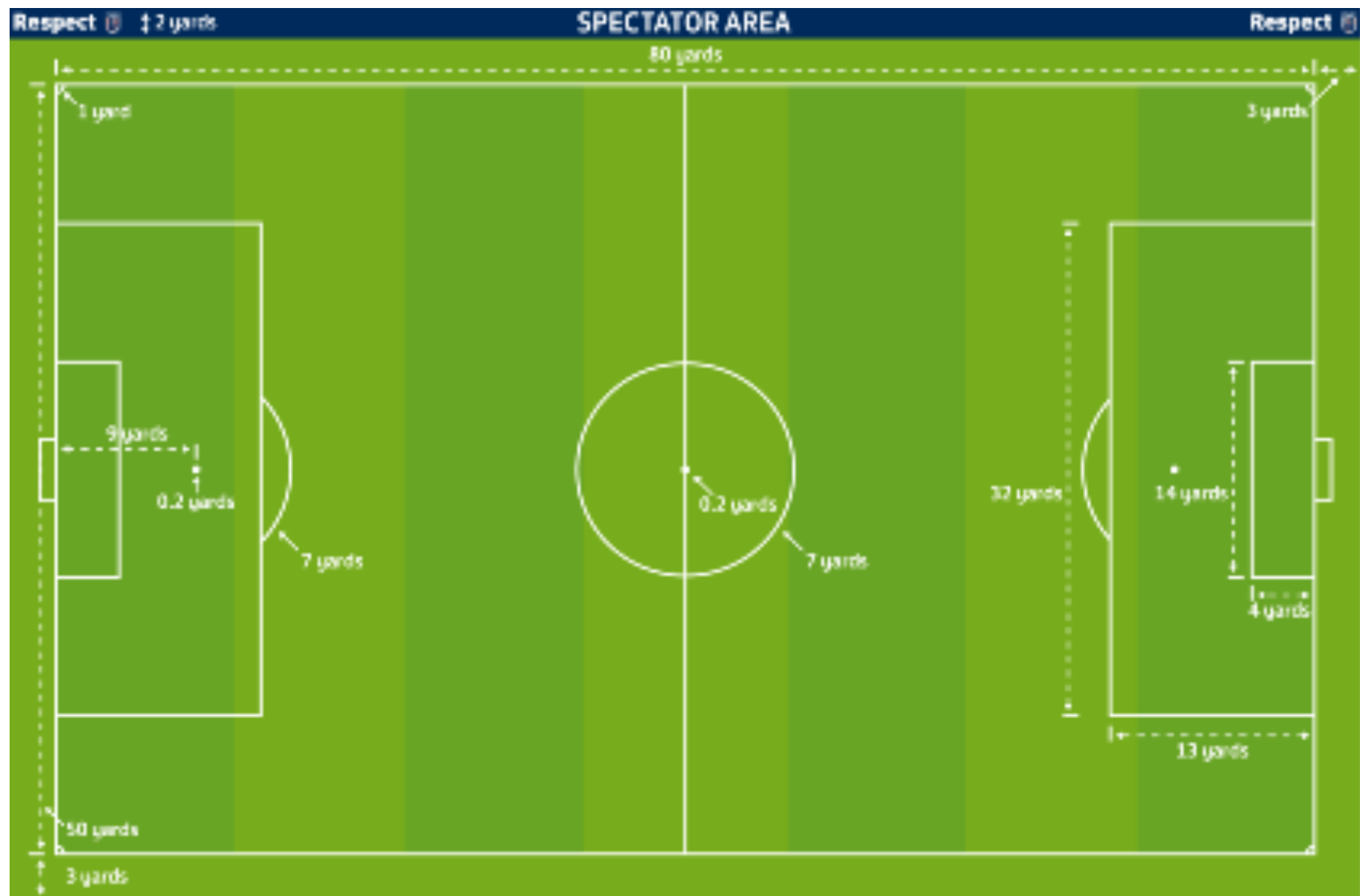
League Handbook (use this as a point of reference if you have any questions whilst at the game)

Player Squad Sheets - they need to be inspected before kick off
First Aid Kit

League officials can ask to inspect on a match day to see if you have any of these items available. Failure to do so, will result in a charge, and in the case of a Player not on the Squad Sheet, those players WILL NOT BE ABLE TO PLAY.

You must have a RESPECT BARRIER / cones / rope that prevents spectators from standing on the touchline

Technical Areas – No longer can managers go running down the touchline. All managers (max of 3) must be in the technical area



2 yards
TECH. AREA
10 yards
3 yards
TECH. AREA
10 yards

During the Season

Prior to any game who need to make sure you do:

1) Give your opponents (and the ref, if they ask for it) a list of your players who are playing

2) Check your opponents Squad Sheets against the list of players supplied by your opponents.

No Squad Sheet - No game - No Exceptions

If it is found a player has played not on the Squad Sheet, both teams will be charged

3) Perform the Respect Handshake

TIP: Line the players and check Squad Sheets against the playing list and then move on to the Respect handshake.

During the Season

Before, during and after the game:

Be respectful to all participants (players and match officials)

Remember you are representing YOUR Club

Any incidents that occur on or around the field of play will be dealt with by the County FA –
You have a duty to report them

During the Season

After the game:

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

The Result needs to be done by 10pm on a
Matchday

TIP: Get someone to act as a checker within
your club to see if the ALL your club sheets are
done correctly.

Charges will be issued for incomplete match
cards

Tips

- Tell the League if your game is not listed before it is played (if its not down then you cannot input the details or will not receive the SMS message)
- If using SMS Home team score first then away score

League Rules to Note

- If your game is called off, BOTH teams have 14 days to inform the appropriate age-group registrar of the new date for the fixture.
- Teams are expected to fulfil ALL fixtures. Non-fulfilment of a fixture could result in the game getting awarded.

Where to go for help?



Anyone within the League is willing to help but

Your first port of call should be the: League Website or Handbook, Then please contact your club secretary.

Deal with the issue ASAP as timeframes exist

Issues with Fixtures contact Age Group Registrar

Issues with Welfare contact League Welfare Officer

Don't forget to tell us who you are, your Club and Division

TOP TIP:

Please remember to deal with paperwork ASAP if not immediately! This is to avoid sanctions by the League and / or suspensions by the CFA.

League Website

Use to find the contact details of opposition teams prior to make arrangements for games



www.junleague.com

Full Time

Go to <https://fulltime-admin.thefa.com/gen/Login.do> to login.

Check that you are able to login prior to the start of the season and once the fixtures are on check that you can see your upcoming games

If you are listed as either team manager or team assistant on the WGS you will be able to see all games scheduled for that team

TIP

Allocate a member of the club to login to full time to check that results and stats have been submitted correctly

To do so allocate the individual against as team secretary against all your teams on the WGS

League Admin

<https://www.league-manager.co.uk/sheffieldjunior>

If you do not know your log in details – enter your email address and click on Retrieve Log In Credentials.

- League Applications
- Club Details – club contacts including club welfare officer details must be up to date.
- Team Details – managers details must be kept up to date so that opposition teams can make contact, a telephone number must be displayed on the website for each team.
- Club committee have access – clubs can also give access to individual teams so that they can make their own postponement/referee/match watcher requests. (on the team tab – click on the envelope icon next to the team name)

Fixtures

- Fixtures can be brought forward at any point if both teams agree
- In the U17/18 age groups games can also be postponed when both teams agree without a postponement request
- **In the u7 – u16 age groups, games cannot be postponed without submitting a postponement request**
- Both teams must notify the registrar of the new date of the fixture either when bringing a game forward or on approval of a postponement request

Postponements

- Check player availability at the beginning of the season where possible
- On the league admin site click on the icon alongside the team for postponement requests
- Complete the details on the form – ensure that you select the correct opposition team (colour etc) – this will generate an email to all concerned
- Maximum 2 postponements per team per season (4 for u17/18)
- 28 days prior to the fixture – the opposition do not need to be in agreement but you must complete the request
- 27 days – 7 days prior to the fixture – the opposition need to be in agreement to the completed request
- Both teams must advise the league secretary of the new fixture date within 14 days

Match Watcher Requests

- On the league website, click on the link for match watcher request
- The club welfare officer must submit the request
- Give a full explanation for the request
- The League Welfare Officer will consider the request, which must include safeguarding concerns, before approving if applicable.

Referees

- The home team makes contact with the away team 5 clear days before the fixture. During that contact the home teams informs the away team of:
Venue & directions, Kick off time , Kit colours Referee
- If the home team does not have a ref appointed who is on the league list they **MUST** inform their opponents. The opponents can then see if they can find a ref to do the fixture.
- If the home does have a referee on the League list for the fixture, they need to offer the chance to appoint a League Registered Ref to the away team.
- If teams do not have a referee they can go to their admin system, and request a referee for the team they require, by pressing the request referee icon. Referees can then login to their admin system and accept any games to which they are available to take.
- If both teams cannot find a referee with a League ID card then they must agree on a stand in official. **A stand in official CANNOT referee on a regular basis**
- **DO NOT use a Referee on the DO NOT USE LIST**

Referee ID Card

- All referees in the League will need to produce an ID card before every League and cup fixture in the Sheffield & District Junior Sunday League. This will give the team managers confidence that the referee is indeed qualified and registered.
- Possession of an ID card is not a license to referee. It is to verify identity. Clubs should still check that the referee they are using/ their opponents are providing appears on the League list which will be available on the website and sent to Clubs by League Referee Secretary

Match sheet

On the Full Time match sheet you should only tick YES to say you have seen the referee ID card, if you have actually seen it. If you lie on this question a charge can be raised against the club

Referees Fees

U7 to U10 £25 all in

U11-U14 £30 all in

U15-U16 £35 All in

U17-U18 £40 All In

Assistants when appointed (tbc)

U12-U14 £25

U15-U18 £30

Important

On field discipline is dealt with by SHCFA

On and off field Respect is dealt with by the Traffic Light System including Social Media

U7-U10s No Heading and Kick Ins

League are participating in the FA's Cooling Off Period trial



For more information or help

Follow us on Twitter @sdjsfl

Search for SDJSFL In the App store

Like us on our Facebook Page

Visit our website - www.junleague.com



Q&A





In support of

**The
Children's
Hospital
Charity***

Registered Charity No. 505002

**THANK
YOU**

**Good luck and have an
enjoyable 2025-2026 Season**