

## IMPORTANT NOTICES TO CLUB OFFICIALS Season 2021-2022

PRIOR TO CONTACTING LEAGUE OFFICIALS FOR INFORMATION PLEASE REFER TO THIS GUIDE AND THE LEAGUE/WGS/FULL-TIME WEBSITE'S DOCUMENTATION.

The contact details of the members of the Management Committee are on page 'Contact Us' on the league website [www.landc.org.uk](http://www.landc.org.uk), and correspondence relating to their particular responsibility should be with the member concerned. All other correspondence must be by the club secretaries with the League Secretary ([secretary@landc.org.uk](mailto:secretary@landc.org.uk)). Because of their importance, items from the rules are emphasised in this guide.

WHOLE GAME SYSTEM Club Affiliation to the FA is on WGS, and you will need an FA number from County FA. The WGS portal also controls club England Football Accredited renewal, all club roles, player registration, most importantly all discipline notices and sanctions (which the league monitors closely), and CFA invoices and payments. Suspensions are to be served seven days from the offence, and matches served entered onto WGS by the club secretary. The league does not have access to change club or player information, it is in the control of the club, individuals, and County FA.

REGISTRATIONS. Each club's player registrations must be approved by the League Registrations Secretary before they are valid as per Rule 18. BEFORE THE FIRST MATCH OF THE SEASON each club must have enough completed registrations to cover the players fielded on that day. It is recommended that only the club secretary or a designated deputy submits registrations for league approval as this ensures that all details are correctly entered. Consent from the player to play for the club should be "On-line" (given by the player to the club via WGS which prompts the player with an email) or in exceptional cases, "Off-line" (the club has the player's signed consent and must keep a physical copy of this for possible League inspection). Emergency Registrations can be made on the day of any match but must be on the League's Registration Form (on [www.landc.org.uk](http://www.landc.org.uk) (print some ready)), counter-signed by a member of the opposition. A maximum of 4 emergency signings per team on any one day applies from October 1st. The final date for registrations and transfers is the last day in March. Special Rules apply to transfers and any queries should be addressed to the Registrations Secretary [registrations@landc.org.uk](mailto:registrations@landc.org.uk). Do not send any money for registrations, the League Treasurer will invoice members for the amount due (normally during October and April of each season).

FULL-TIME is the League management platform for fixtures, referee appointments, results and stats, and referee's marks. Club secretaries will have to give themselves a role of Team Secretary on WGS to gain access. Club officials in the WGS roles of Team Manager/Assistant/Coach or Team secretary are copied over automatically as Team Administrators onto Full Time, where they login to provide referee marks and team statistics. Contact the league secretary with their names and they will be sent an invitation to create a login id, two of them per team can be designated to receive and reply to result texts.

FIXTURES - Once released are displayed on the public pages of Full Time and include ground details and referee appointments. All correspondence must be with the Fixtures Secretary [fixtures@landc.org.uk](mailto:fixtures@landc.org.uk). No fixture dates/times may be altered except with prior consent notified by the Fixtures Secretary. Requests for alterations are to be made only for exceptional reasons. All club secretaries and team managers should read and be familiar with Rule 20.

MATCH CONFIRMATION. Home club secretaries, or match secretaries where specified, are required by Rule 20(c) to **confirm match arrangements** by PHONE CONVERSATION with the appointed referee, establishing if the payment is by cash or if by BACS, requesting the referee's bank details and fee. They must also confirm with the opposing club or match secretary, both with an **absolute minimum of 3 days' notice**. The away club secretary must seek confirmation if he/she is not contacted.

TEAM MATCH FORMS. Both clubs must photo their form (email to [matchsheets@landc.org.uk](mailto:matchsheets@landc.org.uk)), then ensure that the referee is given all three copies of their completed team form 30 minutes before the kick-off. The referee will complete the form after the match and use electronic delivery by scanning the top (white) copy of the report and emailing to [matchsheets@landc.org.uk](mailto:matchsheets@landc.org.uk). See separate procedure on the website. If a substitute referee officiates (per Rule 23(b)) it is the responsibility of the home club to send

the team forms to the Match Reports Secretary. Clubs should retain their copies of the forms, to enable their secretary to deal with discipline sanctions within the tight deadlines.

RESULTS/STATS. Attention is drawn to Rule 21 regarding the need to text results to Full Time or enter via the FA Matchday app by the due time. (6:00 pm on Saturday and 9:30pm evening kickoffs). You then have seven days to complete the match stats, for which it is a good idea to do alongside referee marks, as it will save you time. If the referee is scored less than 51, you must send a report to [refsmarks@landc.org.uk](mailto:refsmarks@landc.org.uk). If after reminders and fines, these tasks remain incomplete, the club fixtures will be withheld. Rule 6J applies.

TIMES OF KICK-OFF All Saturdays 2:00 pm is the default time, however certain clubs have different times throughout the season – check fixture details on Full Time. All evening matches 6:15p.m kick off.

RULES are on [www.landc.org.uk](http://www.landc.org.uk) All correspondence relating to breaches of Rules is to be sent to the Discipline and League Secretaries. Any complaints or appeals, see Rule 7, to the league secretary.

CLUB DETAILS. Any omission or change from the official published list on the league website [www.landc.org.uk](http://www.landc.org.uk) must be notified by the member club concerned to the League Secretary.

GROUND DIRECTIONS Including Postcodes are on Full Time, and viewable on the public pages, under the fixture details, and are not duplicated in the club details file.

DRESSING ROOMS. Your attention is drawn to League Rule 20, particularly concerning notice regarding belongings left at owner's risk and provision of first aid equipment.

REFEREES. The list of referee's phone numbers is issued by the league secretary by email. All correspondence related to referees must be with the Referees Appointments Secretary [refsec@landc.org.uk](mailto:refsec@landc.org.uk). If no match official is appointed see rule 23 B 2. Referee's fees are paid by the home club for league games, and shared by home and away (cup games) are £40 for all matches. See Rule 23(d) and (f) regarding matches not played due to the referee's decision. The referees mark must be entered on Full Time, (see Rule 23), within seven days of the game being played.

ASSISTANT REFEREES. Each member should provide an assistant referee at all matches for in/out flags only. The referee will instruct the assistants as to their duties but will always remain in sole charge.

PUBLICITY. Member's observations on matches should be emailed or telephoned to the Press and Publicity Secretary [ggggarnett@aol.com](mailto:ggggarnett@aol.com) on the Saturday or early Sunday morning after the match. Any other items of club interest should also be passed to the Press and Publicity Secretary. Press publicity is to a great extent dependent on full co-operation from all members.

CUP SEMI-FINALS & FINAL. A list of qualified players must be supplied to the Registration, Match Reports, and League Secretaries a minimum of 7 days beforehand. (See Cup Rules).

FINANCE/INVOICING The League Treasurer ([treasurer@landc.org.uk](mailto:treasurer@landc.org.uk)) will issue invoices by email to the club secretary with the date payment is required by. Should the invoice be unpaid after reminders and fines, the treasurer will ask for the club fixtures to be withheld. Rule 6J applies.

MEETINGS. All General Meetings are held at Curzon Ashton, Tameside Stadium, Richmond Street, Ashton-u-Lyne OL7 9HG with 7.30 p.m. start unless otherwise notified by the League Secretary.

#### COUNTY FA CONTACT DETAILS

Lancashire County Football Association Tel. 01772 624000 Email: [info@lancashirefa.com](mailto:info@lancashirefa.com)

Cheshire County Football Association Tel. 01606 871166 Email: [info@cheshirefa.com](mailto:info@cheshirefa.com)

Manchester County Football Association Tel. 0161-225-1966 Email: [info@manchesterfa.com](mailto:info@manchesterfa.com)