**Nuneaton and Bedworth**

**Minor Football League**

**Managers Responsibilities During The Season**

**Pre Match**

1. The home manager is responsible for contacting the away manager and the appointed referee by the **Tuesday evening** before the game on the Sunday, to confirm the game, the location and kick off time. This can be done by text or call. Please make sure you get a reply. Phone contact details can be found in the directory on the leagues website <http://www.nbmfl.leaguesystem.co.uk/website> under clubs and then contacts. Click on the club badge and the contacts for the club will be displayed. Click on the manager you want to contact and his/her details will be displayed. The refs contact details can be found on the website under league then league documents or in the email you should receive notifying you of the game.

**Match day**

1. The home manager is responsible for taking a printed match report form to the game. A downloadable version can be found on our website under league documents. Both the home and away managers should fill in the names of the players playing in that match. They should also sign the match report to the effect they have checked the player roster for the opposing team. This should have been downloaded from the whole game system and presented on request for inspection by either the opposition manager, referee or League official. **It is a league instruction** to sign the match report and to have a roster for your team available. The referee should also sign the match report. This is then kept by the home manager, for inspection by the league if requested, until the end of the season.
2. If the home manager is really nice they can fill out the oppositions players names prior to the game. These can be found by clicking on the fixture in FA Full time. Any players not there can be struck through on the match report. Similarly if the home managers want to fill out the match report at the beginning of the season with their players names and save it , that’s fine. Again strike through players who aren’t there on the day of the match.
3. Once the game is finished, the nominated person for each team will receive a results text from FA Full time. This is an automated system and you’re basically sending the results to the FA servers, not a person. Therefore the results have to be sent in a particular way for the system to recognize the games and results.
4. If you are responsible for one team only, the results text will come through in this format.
5. **FA Full Time Results: GF6 v SF6 Sunday 29 Jan 13.30. Reply home and away scores in format : H-A GF6 eg 3-2 GF6.**
6. So If GF6 is Grove Farm and SF 6 is St Finbars and Grove Farm won 4-2. You would reply 4-2 GF6. GF6 is the short code for the team the person sending the text is responsible for. St Finbars manager would send a text 4-2 SF6. If the game is reversed you still follow the format in the text, so if Grove Farm reversed and played at St Finbars you would still reply 4-2 GF6 **DO NOT PUT ANYTHING ELSE.**
7. If the game is postponed then you would reply P-P GF6. **Do not put a reason why the game was postponed or anything else.**
8. If you have more than one team and you don’t get chance to reply to the first text before the next one lands, then you have to do separate texts using the short code first. So in the case of the above, if you were the grove farm manager your reply for your first game would be GF6 v SF6 4-2 GF6 and then a separate text with the short codes then score, then which team sent it, for the second text and so on. **Do not put anything else. Results need to be text by 7pm on the day of the match**

**FA Full Time Match Report**

1. Once the game is over you will need to complete the FA Full Time match report online .You can do this in two ways either via the FA Match Day app or by logging into full time and completing it from within that system. Strong words of advice now. I’m a manager myself and I never use the match day app to fill out the match report. You can lose signal and you think you’ve sent it but you haven’t. You can also miss out sections easily on the match day app and not realise. My advice would be for you to log into Full Time and complete it there. At the very least if you use the match day app double check all the sections are filled in by logging into full time later. You can see at a glance in full time what sections you have completed. If they’re completed satisfactorily there will be a green tick for that section. If you’ve missed something there’ll be a white cross on a red background. You’re aiming for 2 green ticks and the refs score all to be in green. It is a League instruction to fully complete the Full time match report. The onus is on you to make sure all the sections are completed. If you don’t then the likely hood is you’ll get a fine through from the league. Usually £5 but up to a maximum of £25. Repeat offenders will get a greater fine. The league requires all match day information to be input which includes the referees mark and the fa marks in the first section. The respect score in the league marks section and the players list , goal scorers and any cards issued. . **If a game is postponed just put postponed and reason in the box provided in the league marks section. Do not fill out anything else.**
2. For a full tutorial by the league on full time match reports click on the link to You tube <https://www.youtube.com/watch?v=muWIFVih2Zw> **. Please view it even if you think you know what you’re doing. Its 15 mins long and may well help you avoid a fine. The Full Time match reports has to be completed by 7pm MONDAY following the game on the Sunday. In cases of midweek matches by 7pm the following day please.**
3. **My advice would be to complete it as soon as you’re able otherwise, you may forget.**

**Cup Games**

The league runs two main cup competitions per year, The Police Cup, which is a straight forward knockout competition and the League Cup, which has preliminary group games and then the winners of each group go forward to a knockout competition. Runner/s up may also be included dependant on the numbers of groups

**Police Cup**

As stated this is straight forward knockout cup competition. Normal playing time. There is no extra time.Any draws, winners are decided by going straight to a penalty shootout, normal rules apply. Best out of 5 in the case of a draw after 5 then sudden death. **Please note for cup competitions, the power play rule does not apply .**

**League Cup**

This is a group stage competition, usually played over 3 or 4 weeks. The winners of the groups and sometimes a runner up, dependant on the numbers of groups, then go forward to a knockout semi final or in the case of a large number of teams, a semi final group stage competition.

Normal playing time. **Please note for cup competitions, the power play rule does not apply . No extra time**

Points scoring is 3 points for a win, 1 point for a draw, no points for a loss.

At the end of each game a penalty shootout competition **MUST** be held . This is a normal penalty shoot out. Best out of 5. If teams are drawn at the end of 5 pens then you must go to sudden death. **There must be a** **winner of the penalty shoot out.** If you are told by a referee anything different then tell them they are wrong and refer them to this document. Please also inform us asap.

In the text reporting please remember to include the penalty score. IE GF6 2-SF6 4 pens 5-4 GF6 .If for any reason you forget then when you log in to Full time to complete your match report you can put the pen score in the box provided. Please remember to click on update. For draws full time may show the winner of the penalty shootout as the winner of the game and allocate 3 points. Please do not panic. We will adjust the table accordingly.

**Summary**

1. Confirm the game by the Tuesday prior to the Sunday game
2. If you’re the home manager take a paper match report with you. Both home and away players are recorded, both managers and the referee sign it. Home manager retains the report until the end of the season. Both team managers to have team rosters for inspection.
3. Reply to the results text in the format stated.
4. Complete the FA Full time match report. Two green ticks and a green refs score means you’ve filled it in correctly. We also require starters, those on the bench , goal scorers and any cards issued.