

MANAGERS CHECK LIST

This is devised with 11 a side managers in mind but can equally be of use to all other team managers.

Item	ACTION
ARRANGING MATCHES	CONTACT OPPOSING MANAGER & ALLOCATED REFEREE FIVE DAYS before the game with: kick off time, location, access to the ground and your team colours
MATCH DAY	<ol style="list-style-type: none"> 1. Greet opposing team & manager and show them dressing room facilities, warm up area etc. 2. If appointed, greet referee show him/her dressing room facilities & pay fees (before the game). 3. Check Pitch, pitch markings, goal nets, Assistant Referees flags and corner flags, (a spare whistle is also a good idea). 4. Provide at least two correctly sized footballs fit for play. (Don't forget ball pump). 5. Check that YOUR players' equipment is not dangerous - Referees will also check the studs. Don't forget stud key. 6. EXCHANGE player ID cards at least 10 minutes prior to kick off. No ID card = No play. ID cards will be held by the opposing Team Official during the match. 7. An identity parade will be held to allow for the identity of the players to be confirmed by the managers. 8. Don't forget drinks and oranges for your team
FIRST AID	<p>Each club shall provide for its team a clearly marked first aid kit containing the following basic items</p> <ol style="list-style-type: none"> i. A supply of adhesive dressings; ii. A selection of clean bandages; iii. Suitable dressing material to cover lacerations etc; iv. A supply of clean water and an eye wash facility; v. A suitable mouth to mouth resuscitation aid. <p>One of the two teams must have a qualified and League registered First Aider (QFA). QFA numbers are obtainable from Roger Moon.</p>
SUBSTITUTES	Up to five rolling substitutes maybe used up to U16.
AFTER THE MATCH	Players and team managers to thank each other and match officials at the end of the game - do not castigate your team - win or lose - applaud their effort.
REPORTING RESULTS	<ol style="list-style-type: none"> 1. The home team manager will telephone the match result by 6pm on match day to the Div Sec. 2. A signed match result card fully and correctly completed by post to the Div Sec the following Friday.
POSTPONING GAMES	<p>Postponements can only be sanctioned:</p> <ul style="list-style-type: none"> > If three or more players from the team are required to participate in an activity which is deemed by the Executive Committee to take precedence over the League. > For any team supplying one or more players for a League Representative match. > On the grounds of Club activities if eight weeks' notice in writing is given to the Div Sec and the Executive Committee approves the reasons given. <p>No team may postpone a fixture without prior permission from the Div Sec. The lack of availability of players because of suspension or holiday at the time of the scheduled fixture is not acceptable as grounds for postponement. However clubs may agree to bring forward a match with the consent of the Div Sec.</p> <p>Failure to fulfill a fixture can result in:</p> <ul style="list-style-type: none"> > an up to £25 fine > deduction of points > awarding the points (but not the awarding of goals) to the opponents and > paying any expenses incurred by the opponents and any appointed referee. <p>Notice of postponement of any match must be given immediately to:</p> <ul style="list-style-type: none"> > the opposition > the Div Sec > the Referees Secretary > and any appointed Referee (and Assistant Referees). <p>Failure to do this incurs an £15 fine plus the Referees (and Assistant Referees) fees even if the Referee etc is found an alternative match.</p> <p>All postponed matches shall be re-arranged by the appropriate Div Sec and shall be binding on both Clubs.</p> <p>Postponements due to weather and ground conditions will only be accepted by the decision of the Referee or evidence in writing (if required) to the Div Sec that the ground was declared unfit by the licensing authority (Local Council). If the Council declare the ground unfit Managers must inform the following immediately:</p> <ul style="list-style-type: none"> > the opposition > the Div Sec > the Referees Secretary <p>and any appointed Referee (and Assistant Referees).</p> <p>Where possible and depending on progress in the season Div Secs may try to arrange for the location of games to be reversed in order to keep everyone playing.</p> <p>When the condition of the ground is in doubt every effort should be made to have an inspection by a Referee on the League list before the away team travels.</p>