



League Guidelines 2022-23

Contents

Contents	1
Abbreviations.....	1
League Information	2
League Contacts	2
FA Guidance.....	2
League Forms & Documents	2
FA Matchday App (MD APP)	2
Facebook	2
Penalty Points System.....	2
Registrations	3
Club / Team Registration	3
Player Registrations	3
FA Notice of Approach (NOA) Rules.....	4
Player Transfers	4
Suspended Players.....	5
Cup Competitions	5
Playing a Match	6
Arranging the Game	6
Match Day	6
Reporting Results (SMS & Match Results / Stats)	8
Welfare Issues	8
Proposed Key Dates.....	9
TEAM SHEET 2022/23.....	10
MATCH POSTPONEMENT FORM	11
PLAYER TRANSFER / NOTICE OF APPROACH (NOA) FORM	12
MJFL COMPLAINT / INCIDENT FORM	13

IF IN DOUBT - PLEASE ASK

Changes from previous season's League Guidelines in purple

Abbreviations

WGS = Whole Game System

FT = FA Fulltime System

MD APP = FA Matchday App

PRS = FA Player Registration System

CWO = Club Welfare Officer

NOA = Notice of Approach

League Information

League Contacts

President	Jon Lunn	
Vice Presidents	Den Smallman & Steve Paddock	
Chairman	Ray Wright	ra.wright@btinternet.com
Vice Chairman	Joe Whitehouse	jwhitehouse49@aol.com
Secretary	Ray Wright	ra.wright@btinternet.com
League Welfare Officer	Sharon Townsend	cwo.mercianleague@hotmail.com
Treasurer	Sarah Broadhurst	sarah.mercian@gmail.com
Fixture Secretary	Don Loader	don.loader@ic24.net
Player Registration Secretary	Mark Burford	playerreg.mercian@gmail.com
Referee Support Officer	Ian Goddard	ianqualityairandwater@gmail.com
WFA Central Referee Appointments	Helen Plumley	helen.plumley@worcestershirefa.com
Club / Team Registration	Darren Broadhurst	darron.mercian@gmail.com

When contacting the league please ensure you direct your enquiry to the appropriate league contact and include the Club, Team, and Age Group

The purpose of these guidelines is to highlight to clubs and teams, the most relevant league rules, and league expectations required to help ensure the smooth running of the league.

The guidelines supplement the League Rules (SCORY) and do not supersede them.

The League Rules take precedent in the event of any discrepancy.

FA Guidance

Grassroots Technology – The FA have put a lot of the resources relating to all the FA's IT systems including WGS, PRS, FT and MD APP. <https://grassrootstechnology.freshdesk.com/support/home>

League Forms & Documents

Copies of Forms and Documents are available from news page on the league's FA Fulltime site and the Facebook Group. Copies of the Team Sheet, Postponement and Notice of Approach forms are included and the end of this document.

FA Matchday App (MD APP)

MD APP is a club tool that the league does not have access to.

The league strongly advises AGAINST using MD APP to enter match returns into Fulltime. This has proved unreliable, and the information transferred is not always correct (i.e., subs played)

MD APP is NOT to be used as a replacement to league forms or procedures.

The league cannot assist with any issues with MD APP

Facebook

The league has a Facebook page and Facebook group, both called Mercian Junior Football League. The FB page is a viewable by the public and the FB group is a closed group. Members of the FB group must be WFA officials, league officials, club secretaries, team coaches or referees who are part of the league.

Both are available to be used to for the benefit of teams playing in the league. Posts relating to teams or clubs playing outside the league will not be approved or will be deleted.

Before posting, please consider the membership of the group, posts relating to new players will not reach your target audience. These types of posts may be more suited to the FB page than to the FB group.

WFA Player Recruitment; <https://www.worcestershirefa.com/play/player-recruitment>

Penalty Points System

This has now been in place for a couple of seasons with the aim of reduced the number of fines issued to clubs. Teams will be awarded a penalty point each time they breach specified league rules, once a team has received a total of 5 penalty points then the club will be fined **£15** (reduced from £25). The club will then be fined the standard tariff, normally **£5** (reduced from £10) for every subsequent breach by that team.

Registrations

Club / Team Registration

Before a team can register players, the FA Club Affiliation process (on WGS) must have been completed to the point where the team has been attached to the league. This enables the league to add the team to its league structure and place it into a division.

Teams will not be processed until the Club have submitted the league's Club & Team Registration forms to the league Team Registration Secretary and the league fees have been paid in full.

Clubs must ensure the information submitted on PRS matches the information on the forms submitted to the league. Any changes must be notified to the league Team Registration Secretary.

Note. A team manager / coach must only be associated with one team that plays on the same day. It is not possible to be responsible for more than 1 team that plays on the same day.

Teams must appoint at least one Primary Contact on FT. This person will receive notifications from FT such as Fixtures Details, Match Result SMS etc. Primary Contacts must have an email address and mobile phone number listed.

it is important that everyone linked to a club/team checks their personal record on WGS to ensure their contact are correct. This information is used by FT. The League cannot change personal information, it can only be updated by the record holder.

Player Registrations

For help / how to visit; <https://grassrootstechnology.freshdesk.com/support/solutions>

1. All player registrations must be completed in the Player Registration System PRS
2. A digital ID / passport 'style' photo of the player must be included with the player registration.

Photographs MUST meet ALL the following criteria;

- a. Head and shoulders, facing forwards
- b. Reasonable likeness
- c. No hats or sunglasses
- d. Only one person in the photograph
- e. Clear image, of reasonable quality, face not in shadow
- f. NO photographs of another photograph
- g. Plain background



3. **Player ID:** It is the club's player registration secretary's responsibility to check player ID. Please be aware that the league can ask to see this if required. Currently only new players require their ID to be checked.
4. **International Clearance:** It is the club's responsibility to ensure that any player aged over 10, that last played in a team based in any other country than England (this includes Scotland, Wales, and Northern Ireland) MUST have an International Clearance Certificate before the player can be registered.

www.thefa.com/football-rules-governance/policies/player-registration/international-clearance

5. **Consent:** **ONLINE** consent is required for all players. Players submitted with Offline Consent will be rejected. When registering a new player make sure the parent / player checks their email account for the consent email.
6. **Rejected Registrations:** If for any reason a player is rejected, this will show on the PRS with a reason. Once you have rectified the issue, you need to resubmit the player for approval.
7. **Min. Number of Players:** Teams must have a minimum number of league approved players **30** days before the start of the season (see table below);

Teams that have not registered enough players will have a penalty point issued. The league will also consider suspending the team's fixtures until enough players have been registered.

Format	Minimum Registered	Maximum Registered	Match Day Squad
5v5	5 players	10 players	10 players
6v6	6 players	12 players	12 players
7v7	7 players	14 players	14 players
9v9	9 players	18 players	14 players
11v11	11 players	22 players	16 players

Mercian Junior Football League Guidelines

8. **Player Qualification:** A player is not permitted to be registered for more than 1 MJFL team playing in the same age group unless transferred (see NOA)
Note: There are obvious practical implications to a player registering for more team that plays on the same day. Clubs / Teams are responsible for ensuring that a player does not exceed the FA's playing time limits.
If the 2 teams are from different clubs, then the NOA/transfer process must be followed.
A player may dual register for more than 1 team that plays in the league on the same day in different age groups only, provided that the NOA procedure has been followed.
To ensure teams have enough player registered, Clubs must inform the Player Registration Secretary which team a player is primarily registered for. The default will be team that first registered the player if the registered at the same time then younger age group will be assumed to be the primary team.
9. **Only players approved by the league may play in any league sanctioned match. A player is only approved once they appear as Approved on PRS and on the Squad Sheet, they will also be listed on Fulltime. Teams must immediately report to the Player Registrations Secretary if a registered player does not appear on Fulltime.**
10. FIFA/FA Rules stipulate that a player is only permitted to register for 3 clubs in one season and can only be simultaneously registered for 2 clubs.
11. **Squad List:** Once your players are registered all teams must **print** off a squad list from the PRS, these should be laminated and made available at ALL games if requested by officials from your opponents, the league or FA. **This request cannot be refused. Teams who do not have a copy of their squad list will be issued with a penalty point.**
Only players listed on the Squad Sheet are permitted to play. Only coaches listed on the squad sheet are permitted to be in the technical area. All coaches must have an up to date CRC & Safeguarding. At least 1 coach must have a current FA First Aid qualification. **NO EXCEPTIONS**
12. **Weekly Registration Deadline:** During the season player registration details must be submitted by **11pm Wednesday** in order that they may be approved in time to play at the weekend. Once approved new squad sheets need to be printed off from PRS This also applies to player transfers.
13. **Season Registration Deadlines:** The last date to register / transfer a player is on **April 1st**.
14. **Cup Player Qualification:** See Cup Competition Rules below
15. **Players Leaving:** If a player leaves a team and has paid any money owed / any club kit has been returned then the club should request the cancellation of the player's registration on the PRD. The League Registration Secretary will then cancel the player's registration. If a player subsequently registers for another club, they will be subject to a transfer, but a Notice of Approach will not be required. **Players that have been deregistered cannot register for another club for 14 days.**

FA Notice of Approach (NOA) Rules

1. A copy of the FA's NOA rules (C2) can be downloaded from at; [FA Rule C2 NOA](#)
2. Clubs are not allowed to approach more than 1 player from the same club in a 28 day period.
3. If a club believes a player has been illegally approached by another club, they need to inform their county FA. Please copy in the Player Registration Secretary.

Player Transfers

<https://grassrootstechnology.thefa.com/support/solutions/articles/48001146530-full-guidance-transfers-and-dual-registrations#1.-Notice-of-Approach>

1. All transfers will be dealt with through PRS.
2. To transfer a player, you must search for them as you would any other player, if they are registered for another team which plays on the same day i.e., Saturday or Sunday, then the club must submit a written 7 day NOA.

If both teams play in the MJFL then a **NOA form** must be sent to Player Registration Secretary who will forward it to the player's current Club Secretary,

If the teams play in different leagues, then a NOA letter must be sent directly to the Club Secretary of player's existing club.

Mercian Junior Football League Guidelines

During this period, the new club must not communicate with the player and the player must not play or train with the new club.

The Player Registration System will warn you that a NOA and a Transfer or Dual Registration may be required.

3. The player must not be submitted to the league until the 7-day NOA period has expired (i.e., day 8) or you are advised by the Player Registration Secretary. Once a player has been submitted then PRS imposes a **3 day** waiting period to allow the club holding the players registration to raise a complaint. This needs to be sent to the Player Registration Secretary in writing (email) within **3 days** otherwise the transfer will be approved by the league.
4. Clubs should allow up to **14 days** for the transfer process to be completed. Transfers are also subject to the weekly player registration deadline.
5. **Once a club submits a NOA for they must register the player within 21 days. They may not approach the same player more than once.**
6. The transfer fee of **£10** will be invoiced to the new club by the league treasurer.

Suspended Players

1. It is the club's responsibility to ensure that a team does not play a suspended player.
2. Suspensions automatically start the weekend following a player / club official is dismissed.
3. If the suspension does not appear on WGS/PRS then it is the club's responsibility to contact their county FA
4. It is the club's responsibility to update qualifying matches on WGS or the suspension will not show as being served. Please note this also applies to suspensions being served by non-playing participants issued with a suspension (managers, coaches etc)
5. The suspension remains in force if a Red Card until all qualifying matches have been played in full. A red card will be displayed against a player's name on WGS/PRS if they are suspended. Suspension can be carried forward to the next season if it is not full served in the current season.
6. The Player Registration Secretary will add suspended players to Fulltime. Opposition teams will be able to see this. A player's suspension will only be removed from Fulltime once the Red Card on WGS/PRS has been removed.
7. Player's may also be given a Sine-Die suspension by the CFA if a 'fine' has not been paid by the club.
8. The Player Registration Secretary will check the FA's suspension list on a Thursday. Any suspensions lifted on a Friday may not be lifted by the league until the following week.

Cup Competitions

These Rules to be used in conjunction with League Rules

1. **A player cannot play for more than one team in a cup competition.**
2. To play in a Cup Semi-final and Final, players must be registered by **January 31st** or have played for the team in at least **1 cup match** for their current club.
3. Any team playing an unregistered or otherwise ineligible player or players shall be removed from the Competition and may also be fined and/or otherwise dealt with at the discretion of the Management Committee.
4. For all knockout rounds except the Final, should the score remain level at the end of normal time the game will be decided by the taking of penalty kicks as taken from the IFAB guidelines. The Laws of the Game state that only players that are on the field of play or in the sin bin at the end of the match are permitted to take kicks from the penalty mark. Only these Players and the Match Officials are to remain on the field when kicks from the penalty mark are being taken. For the Final, should the score remain level at the end of normal time;
 - a. teams up to u11s the trophy will be shared,
 - b. teams u12 up, the tie will be decided by the taking of penalty kicks.
5. League and Cup Trophies must be engraved and returned to the league before **February 28th**.

All issues relating to Player Registrations to be reported to the Player Registration Secretary

Playing a Match

Arranging the Game

Age Group	Boys		Girls	
	Format	Default KO	Format	Default KO
U7/8	5v5	Saturday 9:30am	5v5	Saturday 9:30am
U9	7v7	Saturday 9:30am	6v6	Saturday 9:30am
U10	7v7	Saturday 9:30am	7v7	Saturday 9:30am
U11	9v9	Saturday 10:30am	9v9	Saturday 10:30am
U12	9v9	Saturday 10:30am	9v9	Saturday 10:30am
U13	11v11	Sunday 2pm	11v11 (9v9 goals)	Saturday 11:00am
u14/15/16/17/18	11v11	Sunday 2pm	11v11	Saturday 11:00am

- 3g / 4g pitches must be FA approved and listed on the FA's register. <https://3g.thefa.me.uk/>
- Any alterations to the nominal kick off times listed above (Please consider travelling times of your opponents) or venue must be agreed with the Away team, once agreed the Home team must inform the Fixture Secretary, at least **14 days** prior to the fixture. Late changes may mean that your allocated referee is no longer available, and an alternative probably will not be appointed.
- The home team must contact the away team and referee with match details, including venue, pitch surface (grass or 3g) and shirt colours at least **3 days** prior to the match. This should be by phone, text, or email. When contact is made by text or email the away team and referee must confirm receipt of the details. If a team cannot get in touch with the appointed referee, they must inform the Referee Support Officer.
- If there is a clash of colours then the home team should change kits, unless this also clashes then the away team should change kits.
Players, including the goalkeeper are NOT permitted to wear black or very dark shirts. Goalkeeper's kit should distinguish them from their own team, their opponents, and the match officials.
Bibs should not be worn.
- Players Shirts are to be uniquely and clearly numbered on the **back of the shirt**, i.e., a team should not have two number 7s.
- If you are the away team and have not heard from the home team, please contact the home team to obtain details before contacting the League Fixtures Secretary.
- If the referee is unavailable, please check Fulltime to see if a replacement referee has been appointed before contacting the WFA Central Referee Appointments Officer. If the referee is not available then both teams must agree on somebody, aged 14 or older and at least 1 year older than the players, to referee the **whole match** - do **not** share the role by doing a half each. This person assumes the full powers of a qualified referee. Stand-in referees should be given a mark of 100
- Referees qualified to referee youth football are issued with a photo ID card by the WFA. Referees without this card should not referee the match. Referees must produce this card upon the request of either team.
- If the pitch is likely to be unplayable then the Home team should seek to reverse the fixture whenever possible. If the opponents agree then the Fixture Secretary, WFA Central Referee Appointments Officer, and Match Officials must be informed as soon as possible.
- Remember if the game is called off you must first consult the referee, failure to do so will mean the referee may need to be paid for his attendance. The **Match Postponement Form** must be sent to the League Fixture Secretary and the result recorded as P-P on Fulltime stating the reason.

All issues relating to Fixtures to be reported to the Fixture Secretary

Match Day

- It is the home teams' responsibility to ensure that if a permanent pitch barrier is not present then a respect barrier must be used. The barrier must run the FULL length of the pitch and be a minimum of two meters from the touch line. Painted lines or cones are **NOT** acceptable.
- All spectators must remain behind the barrier. No spectators should be on the technical area side of the pitch. If spectators are found within this area, they will be asked to move by the home team.

Mercian Junior Football League Guidelines

13. Corner flags and goal nets must also be provided
14. Teams must have an up to date printed copy of the **Squad List** from PRS. Only players (unless suspended) on this sheet are eligible to play. The **Squad List** **MUST** be available for inspection by your opponents, match officials or WFA / league officials. This request cannot be refused.
15. **TEAM SHEETS**. Each team must **print 2 team sheets** which must be signed by their opponents and the referee at least 10 minutes before kick-off. **1 copy MUST be given to the opposing team**. The league may request a copy of the form which must be provided within 3 days.
Teams who do not provide a copy of their team sheet to their opponents 10 mins before kick-off will be issued with a penalty point.
16. The only people allowed in the technical area are the named substitute players and named qualified coaches, who are listed on the latest Squad List and on the team sheet. All coaches must have an up to date CRC & Safeguarding. At least 1 coach must have a current FA First Aid qualification. **NO EXCEPTIONS**
17. Anybody in the technical area may be issued with a Yellow or Red card by the referee, if the culprit cannot be identified then the card will be shown to the senior coach.
18. Rolling substitutes are permitted, in line with the Laws of the Game.
 - a. Mini-soccer matches - a maximum number of substitutes equal to the number of players starting the match, i.e., 5v5 – 5 subs, 6v6 – 6 subs and 7v7 – 7 subs.
 - b. Youth matches (9v9 & 11v11) a maximum of 5 substitutes may play in a match.
19. Team captains shall be identified with an armband.
20. Temporary Dismissals (Sin bins). The league are operating sin bins for dissent cautions. This applies to ALL age groups. The FA guidance is available from the WFA. Sin Bin periods are;
 - c. Match length up to 80 mins (u7 to u16 & double headers) 8 mins
 - d. Match length 90 mins (U17/18) 10 mins
21. When not appointed to 9v9 or 11v11 matches, both teams must provide an Assistant Referee who must be aged 14 or older and at least 1 year older than the players. Club Assistant Referees should refrain from coaching the players.
22. All teams will have a fully stocked First Aid Kit of adequate size at all matches.
23. Match Lengths.

Age Group	Normal Match (Each Way)	Player Max Playing Time (per day)	Double Header (Each Way)	Age Group	Normal Match (Each Way)	Player Max Playing Time (per day)	Double Header (Each Way)
U7/8	20 mins	40 mins	10 mins	U13/14	35 mins	100 mins	22 mins
U9/10	25 mins	60 mins	12 mins	U15/16	40 mins	100 mins	25 mins
U11/12	30 mins	80 mins	15 mins	U17/18	45 mins	120 mins	25 mins

- e. Half Time Interval shall not exceed 10 minutes
 - f. Interval between games shall be 10 minutes
 - g. Any disciplinary action by the referee from the first game is NOT carried forward to the next game. If a player is sent off in the first game, the player is allowed to take part in the next game. Common sense shall prevail from Club Officials depending on the criteria from any such action.
 - h. Teams to complete separate Team Sheets and Match Results / Stats (on FT) for each match
25. Match Official fees are to be paid immediately after the match by the home team (*Match fees are usually shared between the two teams and include expenses (there is no additional mileage fee)*);
- | | | | |
|-------------|--------------------|------------------------------|---|
| 11v11 | Referee £30 | Assistant Referee £15 | Double Header Ref / AR £36 / £18 |
| 9v9 | Referee £24 | Assistant Referee £12 | Double Header Ref / AR £30 / £15 |
| Mini-soccer | Referee £18 | n/a | Double Header Referee £24 |
- Attending venue & match called off due to reasons outside the control of the clubs - **Half Fee**
Match Abandoned - **Full fee**

Note: Referee Fees are set by the WFA and may change – clubs will be notified of any changes

All issues relating to appointed referees to be reported to the Referee Support Officer

Reporting Results (SMS & Match Results / Stats)

<https://grassrootstechnology.freshdesk.com/support/solutions/articles/48001158765-completing-match-returns-on-full-time-match-stats-results-sheets->

Reporting results to the League via FT is an important part of running a team in an organised league. This can be done by either a Team Manager/Coach or a Team Secretary, but should be somebody at the match. The bottom part of the team sheet can be used as an aide memoire.

1. Both teams will receive a text message during the game asking for the result of the game. To return the score simply enter the home score then the away score e.g. 1-1. If the game is postponed, then you would enter P-P. No other text should be entered on the text. The result must be sent within **48 hours**.
2. Both teams must complete the Match Results / Stats (Players, Score, Respect (FA & League Marks) and Referee marks on FT within **3 days**. Note: The league strongly recommends that Matchday App **SHOULD NOT** be used to update FT. All questions must be answered accurately.
3. **Fixture Note box is to be used to highlight any issues (positive or negative), it is not for comments on the performance of your team. These notes are not published.**
4. The list of players must be added to Fulltime. Only registered players will appear on Fulltime, if a player is missing then you must inform the Player Registration Secretary ASAP to obtain permission to play the missing player. **Players may only play if they are listed on the Squad List and are not suspended.**
Substitutes that played must be recorded as **'bench used.'** FT should show the number of players starting and number of substitutes used i.e., 11/5 or 7/6, not 16/0
Failure to fully & accurately complete all sections of the Match Returns within **3 days** will result in a penalty point being issued for each incomplete section (Players & FA/Lge/Referee Marks). This will be monitored by the Player Registration Secretary.
5. Referee marks - Marks must be provided for allocated referees. Any total mark of 60 and below, an objective reason for the low mark must be provided in the comments box. You can also use this box for positive comments. Please read the FA's marking guidelines. Any comments should be objective and constructive, teams can also leave comments even if a referee is scored more than 60. For stand-in referees give a mark of 100, marks for stand in referees are not reviewed by the league or WFA.
6. Results / outcomes of matches for u7 to u11 matches shall not be published, this includes match reports on public or private social media or websites.
7. Once a team has been issued penalty point(s) for not entering the Match Day information on FT, they will then be issued with a further penalty point every **7 days** the Match Return is late, up to a total of **2 points** for that match day. If the Match Return still not been fully completed after issuing the **second 'late' penalty point, (i.e. over 17 days late)** then the team's fixtures **WILL be suspended** until the information is fully entered on FT.

All issues relating to Match Reporting on FT to be reported to the Player Registration Secretary

Welfare Issues

Please report any concerns about the welfare of players or referees or the poor behaviour of adults at matches please report your concerns to the League Welfare Office or the League Secretary using the **Complaint / Welfare Issue form**. You should also consider informing your Club Welfare Officer and Club Secretary. The League will review the concern / complaint and will advise the Club Secretary of the outcome and may pass the concern on to the County Welfare Officer.

All issues relating to Welfare Concerns / Complaints to be reported to the League Welfare Officer or League Secretary

Proposed Key Dates

	Month	Date	Description	Affects
2022	June	12	No 11v11 football to be played during June – FA Rules WFA - WGS Club / Team Registration Opens AGM / League Meeting	Teams Clubs Clubs
	July	1 7 (est)	New Laws of the Game come into force WFA - WGS Player Registration Opens	Teams Teams
	August	11 14	Minimum number of players must be registered League Meeting	Teams Clubs
	September	17/18 TBC TBC	Start of Season Team Admins Meeting u7 / u8 Funday (TBC)	Teams Teams U7/8s
	October	9 22/23 29/30	League Meeting Half Term – No Fixtures Half Term – No Fixtures	Clubs Teams Teams
	November			
	December	17/18 24/25/31	Christmas – No Fixtures Christmas – No Fixtures	Teams Teams
2023	January	1 15 31	Christmas – No Fixtures League Meeting Deadline to sign new players eligible to play in Cup Semi-Final and Final matches	Teams Clubs Teams
	February	18/19 25/26 28	Half Term – No Fixtures Half Term – No Fixtures Return Trophies (engraved by the club)	Teams Teams Clubs
	March	1 12 TBC	Club / team applications open for next season League Meeting Cup Finals (TBC)	Clubs Clubs Teams
	April	1 1/2 8/9 15/16 TBC TBC	Deadline to sign / transfer players (also see Jan 31) Easter Holiday – No Fixtures Easter Holiday – No Fixtures Easter Holiday – No Fixtures League Meeting (TBC) Cup Finals (TBC)	Teams Teams Teams Teams Clubs Teams
	May	1 TBC TBC 27/28	May Bank Holiday Cup Finals (TBC) Cup Finals (TBC) End of Season	Teams Teams
	June	11 29	No 11v11 football to be played during June – FA Rules AGM / League Meeting Player's registration ends	Teams Clubs Clubs

TEAM SHEET 2022/23

- Complete in **BLOCK CAPITALS**.
- Team sheets to be exchanged with opponents at 10 least minutes before KO
- Player Photo ID Squad Sheet printed from the Player Registration System to be available upon request to Opponents team official or a League or FA representative.

Home:				Age: under			
Away:				Date:			
Team Completing:							
No	Player Full Name			No	Player Full Name		
1				9			
2				10			
3				11			
4				12			
5				13			
6				14			
7				15			
8				16			
Max number of players; 5v5 = 10, 6v6 = 12, 7v7 = 14, 9v9 = 14, 11v11 = 16							
Technical Area Occupants (must be listed on the Squad Sheet & WGS)				Club / Team Role (as listed on WGS)			
Kit Colours (Shirt /Shorts/ Socks)				Kit Colour (Goalkeeper)			
Signed (Home)				Signed (Away)			
Referee Name				Signed (Referee)			

Assessment of Opponents (To aid the completion of match data on Fulltime – within 3 days)

Squad List available	Y / N	Behaviour Players (both teams) on Pitch	Good / Occasionally Poor / Regularly Poor
Did you request to see a copy	Y / N	Behaviour Around Pitch	Good / Occasionally Poor / Regularly Poor
Completed team Sheet provided 10 mins before KO	Y / N	Pitch Type	Grass / 3g
Clear, unique numbered on the back of shirts	Y / N	Pitch Quality	Very Poor / Poor / Good / Excellent
Any colour clash (Outfield, GK, Referee)	Y / N		

- Please inform the Player Registration Secretary (playerreg.mercian@gmail.com) if you suspect any of the information provided by your opponents is incorrect.
- Use overleaf for any additional comments
- Retain a copy until June 14.
- If requested, a copy of the completed team sheet to be sent to the Player Registration Secretary (playerreg.mercian@gmail.com) within 3 days.

MATCH POSTPONEMENT FORM

To be submitted to Fixture Secretary don.loader@ic24.net within 3 days of notification of postponement.

Postponing Team Name _____ Age Group _____ Division _____

Opposition _____ Date of Match _____

Please Indicate with an X the reason for Postponement

Unfit Ground

Shortage of Players

No Coaches

School Activity

Other Reason (please state) _____

	LIST REGISTERED PLAYERS UNAVAILABLE (BLOCK CAPITALS)	REASON UNAVAILABLE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Attach a current copy of the Squad List from the Player Registration System

The following have been informed Opponents Referee

Fixture Secretary don.loader@ic24.net

Manager or Secretary signature _____ Date _____

Date & time submitted postponement form _____

Any club failing to comply with any part of this form shall be dealt with by the Management Committee who may inflict a Fine, Deduction of Points or any other penalty it may deem suitable.

Official use only: Date Received _____

PLAYER TRANSFER / NOTICE OF APPROACH (NOA) FORM

Only use this form if both teams play in the Mercian Junior Football League

Club Requesting NOA

During the 7 day NOA period you must not communicate with the player or player's parent / guardian, the player must not train or trial for your team or complete any paperwork including obtaining parental consent. See the League Guidelines for more information.

Once 7 clear days has expired or the existing club gives written permission, you can then add the player to the WGS to initiate the transfer process, once the league approves the transfer the FA imposes a 3 day waiting period. Please note players need to be registered / transfer completed by 11pm Wednesday evening or they may not be approved to play at the weekend. Teams must print an updated team Squad Sheet from PRS once the transfer is complete. The club will be invoiced a £10 transfer fee.

Allow at up to 14 days for the transfer process to be completed.

- Transfer (incurs a £10 transfer fee)
- Dual Registration (Teams must be different age groups)

Player's Name: _____

Player's Current Club: _____

Player's Current Team: _____

Club Requesting NOA _____

Date Submitted to League Registration Secretary _____

Please send this form to the Player Registration Secretary, playerreg.mercian@gmail.com, who will forward to the players current team's club secretary and manage the process.

Player's Current Club

- We agree to allowing waiving the 7 day NOA
- We require the following before agreeing to any transfer;
 - Club Kit to be returned
 - Money outstanding
 - Other _____

Please return form to the Player Registration Secretary, playerreg.mercian@gmail.com

If the form is not returned within 7 days, the club making the request will be permitted to submit the player for league approval.

Any complaints need to be made in writing the Player Registration Secretary within 3 days of any the transfer being submitted.

MJFL COMPLAINT / INCIDENT FORM

Date of Incident		Age Group	
Teams Involved			
Qualified Ref Provided?		Ref's Name	

Your Name			
Your Home Club			
Position Within the Club			
Details of the Incident / Complaint			
Signed		Date	

Return to Sharon Townsend, League Welfare Officer, cwo.mercianleague@hotmail.com within 7 days of the incident