



GLoucestershire W&G FOOTBALL LEAGUE

Coaches Handbook



Coach Responsibilities

- All coaches and coaching teams must have the following
 - Valid and in date FA DBS
 - FA Safeguarding Children course
 - FA Level 1 or equivalent Introduction to Football (Lead Coaches)
 - EE Playmaker Course (Assistant Coach minimum)
 - FA First Aid, plus additional Sudden Cardiac Arrest and Concussion
- All players are to be registered with your club and your team on Whole Game System. Your squad sheet is to be downloaded following any changes to your team.
- Coaches' photos are to be added to Whole Game System
- Ensure all weekly admin is completed
- Ensure all planned games are shared with parents and availability is assured in advance. This prevents avoidable short notice cancellations

Weekly Admin

- **Monday/Tuesday**

- Review the Fixture email sent from Full-time
- If you are the home team, contact the opposition to confirm the following (20c):
 - Venue address
 - Meet time
 - Kick off time
 - Nearest toilet facilities/changing rooms
- If you are the away team wait to be contacted, if nothing heard by Wednesday attempt to make contact or seek advice from your Club Secretary who can communicate with the league.
- Contact your team and share the weeks training schedule and match fixture information.
- Review pitch allocations.
- Complete full-time data online and submit details for the league to review within 2 days of the game (SCOR/Y 21a) to include
 - Starting Players
 - Substitutes Used
 - Goal Scorers
 - Opposition Sporting Mark
 - Opposition Spectators Mark
 - Referee Name (especially if club appointed)
 - Referee Mark Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff (SCOR/Y 23h)

- **Saturday/Sunday**

- Ensure you have downloaded our Squad list from Whole Game System (League specific rule – Qualification of players)
- Respond to the fulltime text message by 6pm with the final scores from the game. (SCOR/Y 21b)

Match Day Kit Checklist

- Each kit should contain the following
 - 1 bag of balls
 - 1 bag of bibs (2 colours)
 - Cones
 - First aid kit to include as a minimum
 - Individually wrapped sterile adhesive dressings
 - Sterile Eye pads
 - Sterile pads for serious wounds
 - Bandages
 - Reusable, instant icepack
 - Disposable gloves
 - Scissors
 - U12 and above – Sanitary towels/tampons

Social Media

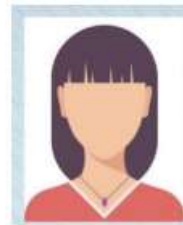
- All social media posts should adhere to FA guidelines <https://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory>
- Match reports for social media should contain the following
 - ✓ Sponsor's Details
 - ✓ Player of the match
 - ✓ Team work
 - ✓ Effort Made
 - ✓ Skills Used
 - It should not include
 - × Score or results for U11 and below (SCORy 21c)
 - × Number of Goals scored by individuals U11 and below (SCORY 21c)
 - × Full name of players
- Please ensure that you have permission to share any photos taken

Welfare

- **As a FA Accredited League, Leicestershire Women and Girl Football League acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any Club football activity. As such, we subscribe to The Football Association's Safeguarding Children - Policy and Procedures and endorse and adopt the Policy Statement contained in that document.**
- If you are worried about a child, then you need to report your concerns to your Club Welfare Officer
- If the issue is one of poor practice they will either:
 - Deal with the matter themselves or
 - Seek advice from the CFA Welfare Officer
- If the concern is more serious – possible child abuse – they will, where possible,
 - Contact the CFA Welfare Officer first,
 - Then immediately contact the Police or Children's Services
- If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern.
- Let your CFA Welfare Officer know what action you have taken
- If at any time you are not able to contact your Club Welfare Officer, or the matter is clearly serious then you can either:
 - Contact your CFA Welfare Officer directly
 - Contact the Police or Children's Social Care
 - Call the NSPCC 24-hour Helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk

Player Registration and Transfers

- Player transfer should be completed using the player transfer form on the website
- Player registration should be submitted by no later than Wednesday of the week they are to play
- A player not registered is not permitted to play (SCOR/Y 18n)
- Photo's must be
 - Of passport standard
 - Clear
 - Have been taken on or after 31st August 2022. Photo's that are out of date will not be allowed to be submitted and any photo that is not passport standard will be rejected.
- We will not accept the following
 - Any photo that is not clear - they need to be easily recognisable
 - Any photo that is a "selfie" taken on a night out
 - Any photo that has fancy dress
 - Any photo that is not head and shoulders only



Match Confirmation Template

- Home Team V Away Team
- Date
- Time:
- Location: (full address and postcode – including parking instructions where needed)
- Home Kit colours
- Referee Name (whether club or league appointed)
- Nearest Toilet facilities
- Nearest Defibrillator
- Managers Name
- Contact Details
- Additional Comments



Under 8 Fixture Calendar

Combined U7 and U8 teams

2024 to 2025

- Blue block fixture weekends
- Green block fixture weekends
- Pink block fixture weekends
- Purple block fixture weekends
- Fixture black out (no games)
- Leicestershire school holidays
- Mini Soccer Festival (1 day invitational festival for all League registered U7/8 teams – details TBC)

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BLUE FIXTURE BLOCK

1st September – 13th October 2024 – Fixtures released Friday 16th August 2024

GREEN FIXTURE BLOCK

3rd November – 15th December 2024 – Fixtures released Friday 18th October 2024

PINK FIXTURE BLOCK

5th January – 9th February 2025 – Fixtures released Friday 20th December 2024

PURPLE FIXTURE BLOCK

2nd March – 13th April 2025 – Fixtures released Friday 15th February 2025



Under 9 Fixture Calendar

2024 to 2025

- Blue block fixture weekends
- Green block fixture weekends
- Pink block fixture weekends
- Purple block fixture weekends
- Fixture black out (no games)
- Leicestershire school holidays
- U9 League Cup Festival (1 day tournament for all League registered U9 teams – details TBC)

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PURPLE FIXTURE BLOCK

2nd March – 27th April 2025 – Fixtures released Friday 15th February 2025



Under 10 Fixture Calendar

2024 to 2025

- Blue block fixture weekends
- Green block fixture weekends
- Pink block fixture weekends
- Purple block fixture weekends
- Fixture black out (no games)
- Leicestershire school holidays
- U10 League Cup Festival (1 day tournament for all League registered U10 teams – details TBC)

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Under 11 Fixture Calendar

2024 to 2025

- Blue block fixture weekends
- Green block fixture weekends
- Pink block fixture weekends
- Purple block fixture weekends
- Fixture black out (no games)
- Leicestershire school holidays
- U11 League Cup Festival (1 day tournament for all League registered U11 teams – details TBC)

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Youth Fixture Calendar

U12 – U18

2024 to 2025

- Primary fixture weekend
- Secondary fixture weekend (for rescheduled league games and league cup fixtures)
- U12 – U14 League Cup Finals
- U15 – U18 League Cup Finals
- Fixture black out (no games)
- Leicestershire school holidays

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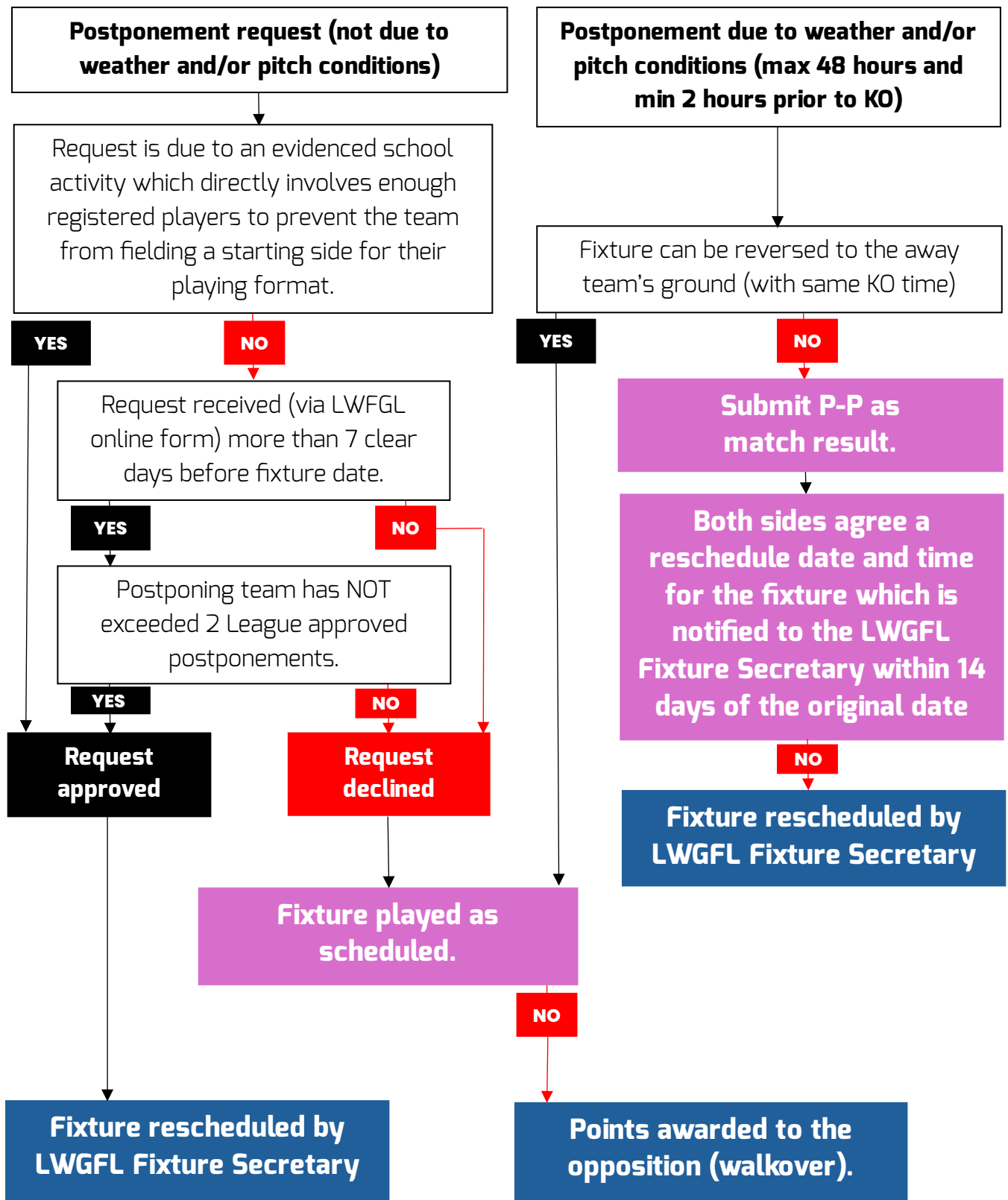
League fixtures will initially be allocated on primary fixture weekends. Secondary fixture weekends will be used for rescheduled matches and League Cup rounds so please be prepared to have fixtures allocated on any/all of these dates.

League Cup rounds will be confirmed and drawn at a later date.



POSTPONEMENT PROCESS 2024/25

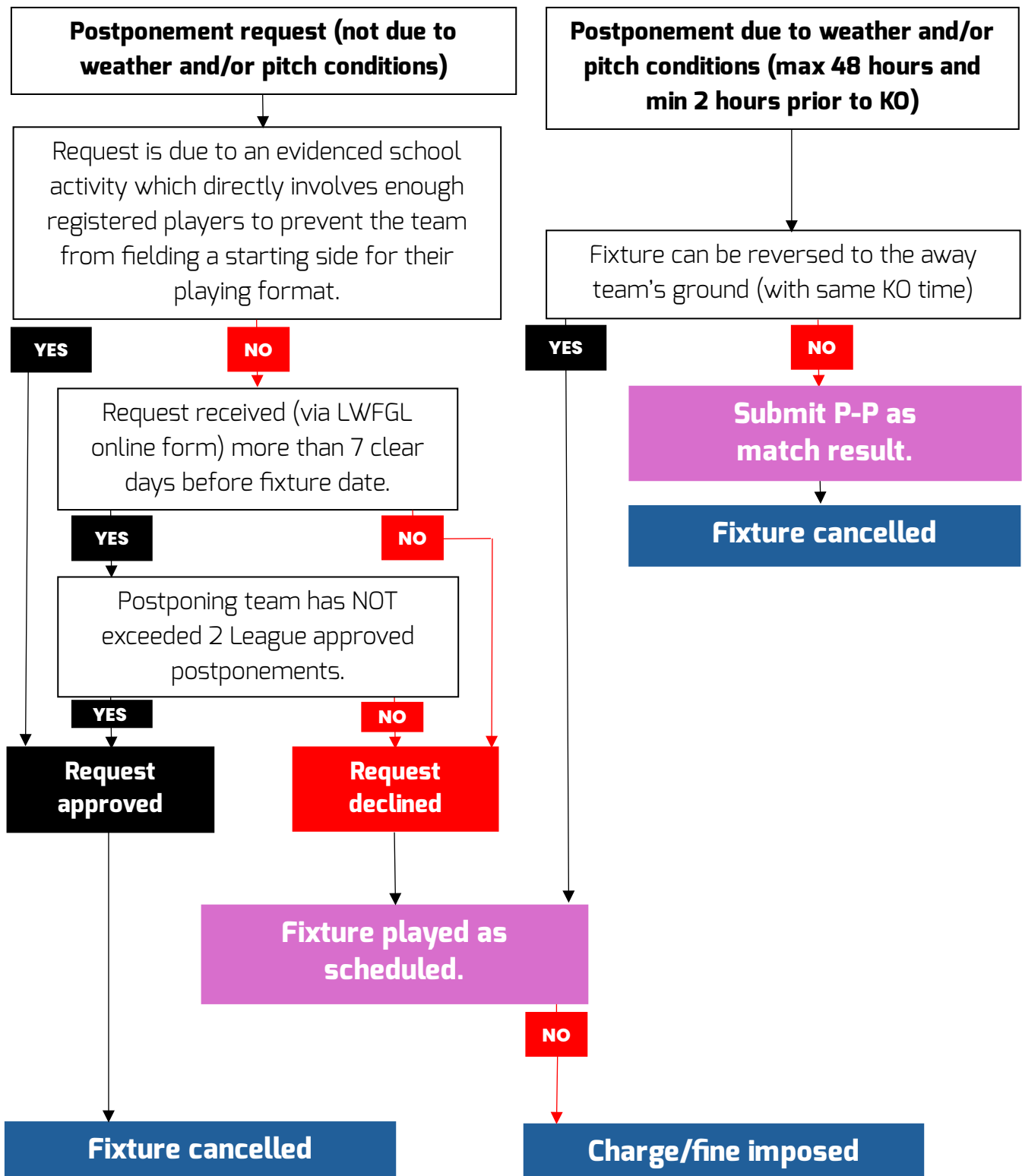
YOUTH DIVISIONS (u12 – u18)





POSTPONEMENT PROCESS 2024/25 JUNIOR AGE GROUPS (u7 – u11)

Think before you postpone. Postponed fixtures in the Junior Age Groups do not get rearranged so every game postponed is playing time lost for the girls involved.



Open Age Dates

League Cup

1 st Round	22/09/2024
2 nd Round	13/10/2024
3 rd Round	10/11/2024
Semi Finals	23/02/2025
Finals	TBC

County Cup*

*County Cup games are an approximation as we have no control but are usually the 3rd Sunday of the Month

1 st Round	20/10/2024
2 nd Round	17/11/2024
3 rd Round	15/12/2024
4 th Round	19/01/2025
Semi Finals	16/02/2025

Club Assistant Referee Guidance:

- *The role of the club assistant referee is hugely important in supporting the appointed referee to successfully and fairly manage a game of football. As a volunteer within the game, your role is massively appreciated and valued to allow players to enjoy the game within the best possible environment. Whilst different referees will advise on different levels of support they require from a club assistant referee prior to the game, below listed are some key areas for consideration and understanding ahead of a Matchday! Appointed referees are instructed to cover these areas in a 'Club Assistant' referee briefing prior to the game commencing.*
- ***Indicating Offside** - As one of the main responsibilities of an assistant referee, indicating offside and when an offence has occurred is key to supporting the referee. Referees will individually cover offside prior to a game and any questions you have the referee will be able to cover at that point.*
- ***Ball In and Out of Play** - As an assistant referee, you are in the perfect position to judge whether the ball has left the field of play. The ball is out of play when the whole of the ball goes over the touchline or goal line either on the ground or in the air. This can be indicated by raising the flag in the air to alert the referee.*
- ***Throw In's and Corners** - Some referees would on occasion appreciate support in relation to judging which decision should be given at throw in's and corners. This would be particularly important when the ball goes out directly in front of you and where you might just have a better view than the referee.*
- ***Fouls and Misconduct** - As a club assistant referee, indicating fouls would not be expected. To allow the game to remain consistent and for the referee to manage the game as they see fit, no club assistant referee would be expected to or should look to signal for fouls anywhere across the pitch.*
- *If you wish to learn more ahead of being involved within this rewarding role, why not take the Online Guide to the Laws of the Game to better your understanding?*
- *Online Guide to the Laws of the Game: [Guide to the laws of the game | England Football Learning](#)*

Fines Tarriff

FINES TARIFF		
RULE NUMBER	DESCRIPTION	MAXIMUM FINE
2 (G)	FAILURE TO AFFILIATE	£100.00
2 (I)	FAILURE TO COMPLY WITH FA INITIATIVES	£100.00
2 (K)	UNAUTHORISED ENTRY OF TEAMS INTO COMPETITIONS	£100.00
3	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£30.00
4 (C)	FAILURE TO PAY A DEPOSIT	£100.00
4(E)	ENSURE TEAMS ARE RECORDED AS AFFILIATED IN THE CLUB PORTAL	£100.00
5 (E)	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED OFFICERS	£25.00
6 (H)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT COMMITTEE	£100.00
6 (I)	FAILURE TO PAY A FINE WITHIN REQUIRED TIMEFRAME	DOUBLE THE ORIGINAL FINE UP TO £100.00
8 (H)	FAILURE TO BE REPRESENTED AT AGM	£100.00
9	FAILURE TO BE REPRESENTED AT SGM	£100.00
10	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY CHANGES TO SIGNATORIES	£25.00
11 (A)	FAILURE TO PROVIDE NOTICE OF WITHDRAWAL BEFORE DEADLINE	£100.00
11 (B)	FAILURE TO COMMENCE/COMPLETE FIXTURES	£100.00
13 (A)	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY	£25.00
16(A)	FAILURE TO HAVE THE REQUIRED INSURANCE	£100.00
16(B)	FAILURE TO HAVE THE REQUIRED INSURANCE	£100.00
18 (A)	FAILURE TO CORRECTLY REGISTER A PLAYER	£40.00
18 (B)(iii)	FAILURE TO HAVE THE REQUIRED NUMBER OF REGISTERED PLAYERS PRIOR TO THE PLAYING SEASON COMMENCING	£25.00
18 (F)	REGISTERING OR PLAYING FOR MULTIPLE CLUBS OR INACCURATE COMPLETION OF A REGISTRATION FORM	£25.00
18 (G)(ii)	REGISTRATION IRREGULARITIES	£100.00
18(M)	FIELDING MORE THAN THE PERMITTED NUMBER OF PLAYERS WHO HAVE PARTICIPATED IN SENIOR COMPETITIONS MATCHES	£100
18 (N)(i)	PLAYING AN INELIGIBLE PLAYER	£100.00
18 (O)(i)	FAILURE TO GIVE PRIORITY TO SCHOOL ACTIVITIES	£50.00

19	FAILURE TO NUMBER SHIRTS	£10.00 (per shirt, up to an aggregate maximum of £30)
19	DELAYING KICK OFF TO DUE TO NO CHANGE OF COLOURS	£30
20(A)	DELAYING KICK OFF DUE TO FAILURE TO PROVIDE REQUIRED EQUIPMENT	£30.00
20 (B)	FAILURE TO PLAY MATCHES ON THE DATE FIXED	£100.00
20 (C)	FAILURE TO PROVIDE DETAILS OF A FIXTURE	£50.00
20 (D)	PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS	£100.00
20 (E) (i) & (iii)	FAILURE TO PLAY FIXTURE	£100.00
20 (H)	NO CAPTAIN'S ARMBAND	£10.00
21 (A) & 21 (C)	LATE RESULT NOTIFICATION FORM	£20.00
21 (B)	FAILURE TO PROVIDE RESULT	£20.00
21 (C)	PUBLISHING RESULTS/GRADING TABLES FOR FIXTURES INVOLVING U7S, U8S, U9S, U10S OR U11S	£50.00
23 (C)	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE	£25.00
23 (E)	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	£25.00
23 (F)	FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED	£25.00
23 (H)	FAILURE TO PROVIDE REFEREE'S MARK	£25.00



LEICESTERSHIRE W&G FOOTBALL LEAGUE