



SEASON 2023/24 PREPARATION

We normally undertake consultations and familiarisation briefings for all teams, both old and new on their responsibilities for the coming season at the first league meeting of the season, but the notes below should provide a useful resource now and throughout the season. All committee officers can be contacted via email or mobile. The contact details are on the league website at www.lancssundayleague.co.uk

In the meantime, to allow teams to prepare for the 2023/24 season, please see the requirements that all teams need to have in place for the season start date or earlier; -

1. A pitch contract for games, to include toilet, changing and shower facilities for both teams and match officials. Standard kick off times in this league are Sundays at 11am. This can be varied by mutual agreement with the opposition team and the agreement of the fixtures manager, but this is the exception rather than the rule. Thursday evening games are usual at both the start and end of the season.
2. Numbered, matching kits in the club colours specified in the "News" area of FA Fulltime. First choice colours should be worn at all games with the home team changing to their second colours, where there is a colour clash. There are no home and away colours in this league and no team is permitted to wear black or dark kits. Under no circumstance should shorts and socks clash with the opposition colours.
3. All youth teams and open age teams with 16/17 year old players to have in place DBS checks for all managers, coaches, physios in line with FA policies. The County FA will be in contact with all those clubs to whom this applies once WGS player registration is underway.
4. All teams to have a RESPECT compliant barrier (tapes, ropes and cones) on both sides of the pitch, with players and officials on one side of the pitch and spectators the other. Only 3 club officials and 5 named substitutes permitted in the technical area.
5. A qualified First Aider and fully stocked first aid kit to be at all games.
6. All squads to register a minimum of 11 and a maximum of 30 players, 14 days prior to the season start date. The 30 player maximum cap will expire 30 days after the season start date or 7 days prior to the commencement of County Cup competitions, whichever is the sooner. All registrations to be completed online via WGS. We require that all players have a contact telephone number, email and photo within WGS. Registration online via club portal is now available.
7. Player transfers must be submitted via WGS. The FA required 7 day notice of approach may be given via WGS or in writing(email), with an acknowledgment from the releasing club.
8. At least one and a maximum of 3 registered Primary Contacts to be set up via WGS to perform the role of team administrator per team. 2 SMS contacts per team should be nominated to report results. All results, including referee's marks, goal scorers, and full team sheet information to be entered on line within 2 hours of the final whistle.
9. A team sheet (these are normally handed out at the August SGM) must be completed for all games and handed to the match official 15 minutes prior to kick off. It must contain the names of the players taking part in the match including substitutes and 3 technical area occupants. Any player not so named may not take part in the match.

10. Referees fees are the responsibility of the home team. In all cup teams the cost is shared, but the home team are responsible for collecting it and paying the match officials. Match fees are £40 for referees and £25 for neutral assistant referees, with an additional £5 payable if an official has a round trip of 40 miles or over. In cup competitions the cost is split between the two teams but the responsibility remains with the home team to make the payment.
11. Each club to provide a club assistant referee for all games, except where there are appointed assistant referees. Club assistant referees must wear a hi vis jacket for the duration of the game. One will be provided to each club at the start of the season.
12. Home club to make contact with both opposition team and appointed match official, 5 days prior to the fixture. Confirm ground directions, footwear requirements (studs are not permitted on 3G pitches) and kit colours(Home team change if there is a colour clash). Do not wait until you are sure the pitch is fit to confirm the game. If referees are not contacted in a timely manner, they may be reappointed.
13. Once the season start and end dates are confirmed, please be available to play on any Thursday evening in August or September and April or May as well as all Sundays. The only exceptions are Xmas and Boxing Day, New Years Day and Good Friday. Teams are asked to give 21 day's notice of any fixture relief requests and only one request per season. LFA and domestic games are exempt from such requests.
14. If there is any potential for the pitch to be unfit due to poor weather or any other reason, the home team are expected to undertake a visual inspection no later than 48 hours prior to the fixture start. If the pitch is likely to be unfit, then the home team must investigate alternatives as a matter of urgency. These may be a reverse to the oppositions ground, a 3G or alternative grass pitch or a neutral venue sourced via the league. Under no circumstances may a game be called off without consultation with the Fixtures Manager.
15. Council Venues: If on the day of a scheduled match the sole responsibility will rest with the Match Officials as to whether or not they deem the pitch fit and playable. Private Venues: If on the day of a scheduled match the responsibility will rest with the Groundsman, and or, the Match Officials as to whether or not they deem the pitch to be fit and playable.
16. All LSFL bimonthly meetings are SGM's with the exception of the June AGM. This is to allow the transaction of any rule amendments etc. As per league rules attendance is mandatory.

On behalf of the League Management Committee

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