

## SEASON 2024/25 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 included at the foot of the document.

In the meantime, to allow teams to prepare for the 2024/25 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. All teams are required to submit photographs of their kit prior to ordering, especially where a colour change is proposed.
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. The Player Welfare Course is also now required for coaches/managers.
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. Those in the technical area must be shown on the clubs WGS record.
5. A rule change on use of alcohol and other intoxicants is now in place (refer to SCOR or SCORY for full details). Please report any alleged breaches of this policy to the match official who is not responsible for managing this but will report it to the relevant authorities and the league secretary.
6. A qualified First Aider and fully stocked first aid kit to be at all games.
7. 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.
8. 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.
9. 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.

10. 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.
11. Payment of referees fees for league fixtures are the responsibility of the home team. In all cup games 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.
12. 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/vest for the duration of the game. One will be provided to each club at the start of the season.
13. Home club **MUST** make contact with both the opposition team and appointed match official, 5 days prior to the fixture. This is to confirm ground directions, footwear requirements (studs are not permitted on 3G pitches) and kit colours including goalkeeper (Home team change if there is a colour clash). Black or very dark colours are not permitted. Do not wait until you are sure the pitch is fit before confirming the game. If referees are not contacted in a timely manner, they may be reappointed to an alternative game.
14. 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 Day, Boxing Day and New Years Day. Teams are asked to give 21 day's notice of any fixture relief requests and only one request per season is permissible. Please do not wait until fixtures are published prior to requesting a relief of fixture. LFA and domestic cup games are exempt from such requests.
15. Council Venues: If the Council (PCC and SRBC) deem their pitches unfit for use the league will receive notification, usually 48 hours before a fixture, in turn this will be notified to clubs via Twitter. However, should the Councils deem their pitches playable, the sole responsibility will rest with the Match Officials as to whether or not they deem the pitch fit to play on. Clubs and match officials are asked to act responsibly and not play on any pitch which is unfit.
16. Private Venues: The responsibility for determining pitch fitness will rest with the Groundsman. However, should the Groundsman deem a pitch is playable, the sole responsibility will rest with the Match Officials as to whether or not they deem the pitch fit to play on. Clubs and match officials are asked to act responsibly and not play on any pitch which is unfit.
17. If there is any potential for either private or council pitches to be unfit prior to the fixture date, due to poor weather or any other reason, then both teams should explore options for an alternative venue. This may be a reverse to the oppositions ground, a 3G / alternative grass pitch. The league management committee reserve the right to order the game to be played on a neutral venue under exceptional circumstances. Under no circumstances may a game be called off without consultation with the Fixtures Manager.

On behalf of the League Management Committee

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