**NKYFL match day guidance notes 2022/23**

**Prior to the fixture**

* By Tuesday at 9pm before a Sunday fixture, the home team fixture secretary must notify the opposition, league fixture secretary (nkyfl.fixturesec@gmail.com), league referee secretary (nkyfl.refsec@gmail.com) and league admin officer (nkyfl.ko@gmail.com) of the following details: *kick off time | full venue address | home colors | facilities available (including toilets)*
  + If a kick off time is required outside of the kick off time parameters (10am -2pm), you must get agreement from your opposition in the first instance, then approval from the league management committee.
* Club fixture secretaries must also enter kick off times onto fulltime.
* If the pitch or goal sizes available fall outside of the scope permitted, the home team must advise their opposition. The game may be switched to the opposition’s venue if required.
* Should the home team be unable to appoint a qualified referee, they must advise their opposition as soon as possible and allow them to provide a qualified referee if they can.
  + Please note if a qualified referee cannot be appointed both teams must agree on a referee on the day, from coaches or parents. Not having a qualified referee, is not a valid reason to cancel a fixture.

**Match day procedure**

***Before kick off***

* If a pitch inspection is required due to recent/current weather conditions, please ensure you undertake this before a team will be travelling to your venue.
  + If a pitch is unplayable, please inform your opposition, referee (if league appointed) and the league committee (league fixture secretary (nkyfl.fixturesec@gmail.com), league referee secretary (nkyfl.refsec@gmail.com) Disciplinary Secretary (nkyfl.discipline@gmail.com) in the first instance.
* Home teams **must** place a respect barrier (or line) on the spectator side of the pitch.
* The barrier and spectator areas must be set up in line with the venues.
* Registered club managers, coaches (3 max) and substitutes are to stand on the side of the pitch opposite to the spectator area.
* Both teams must complete the fixture details section (except result) and player details section of their match day form.
* If a players name has been entered on the match day form and they do not attend the game – please cross out the name and clearly mark them as **“absent “.**
* Both teams must check that opposition player WGS squad sheets include all players present.

***After the game***

*To be added on to your own match day form*

* Score section to be completed
* Name of referee (even if these are parent volunteers).
* Name of manager/coach completing form.
* Teams to retain ***their own*** match day form ***and take a photo*** of their opposition’s form – ***signatures are required***.
* ***Note:*** clubs **must** complete the referee score and respect marks sections of their own form however…...…they may choose to do this after the forms are photographed if they wish.
* **Results must be entered via the full-time website (league preferred option for reliable data entry) or The FA match day app by 17:00 on the match day.**
* **Teams must record the players that played onto full time and complete this section via the full-time website (league preferred option for reliable data entry) or The FA match day app**.
* **Details from the match day forms must be entered via full-time website (league preferred option for reliable data entry) or The FA match day app within 3 days of the match – clubs should retain their original match form.**
* **For referee scores below 61 a report must be submitted to the league via you own club secretary within 3 days of the match being played**

**Late player registrations**

***(please read this carefully)***

The deadline for player registrations is 8.00pm on the Friday before a Sunday game.

These players must be entered on to the WGS system, approved by the league and be included on match day WGS squad lists.