

SDJSL

Frequently Asked Questions

How much notice do I need to give opposition teams?

If you are the home team, give your opponents at least FIVE Days clear notice of the match arrangements (Kick Off time, venue, Referee, and your kit colours).

How do I find the contact details for opposition teams?

Contact details for teams can be found on the league website. They are also sent on the full time notifications.

Who is responsible for providing the referee?

For each home match the home team need to provide a QUALIFIED & REGISTERED referee. If the home team cannot do this, then they need to offer their opponents the opportunity to provide a QUALIFIED & REGISTERED referee. If neither team can do this, then they need to agree on a stand-in official. The person officiating the game should not be on the 'Do not use list' – this is updated and sent out each week.

How much should the referee be paid?

U7 to U10 £25 all in

U11-U14 £30 all in

U15-U16 £35 all in

U17-U18 £40 all In

What do I need with me on match days?

Player Squad Sheets.

League Rules (ability to access via SDJSL website)

First Aid Kit

A list of the players participating in the game (team sheet)

A respect barrier/cones/ rope that prevents spectators from standing on the touchline and to mark out a technical areas, all managers (max of 3) must remain in the technical area

What is a team sheet?

A list of players present, who played in the game.

The team sheet can be handwritten or printed - most teams print off a list of their players and have it in their bag, on game day - cross off anyone not present and hand it to the opposition manager.

You may be asked for a copy of the team sheet after the game, so we would advise you to keep it - enquiries may come from league registrars/the FA.

What happens if the opposition team does not have a squad sheet?

Do not play the game, the squad sheet provides proof that every player present is of the correct age group and registered to play.

There is no acceptable excuse for a team not to have a squad sheet – they can be downloaded well in advance – printed off or saved as a screenshot on a phone.

If a game is played when either team does not have a squad sheet, both teams will be charged.

If there is a player present not on the squad sheet, they cannot participate in the game.

What should I do if the manager does not let me inspect the squad sheet?

The squad sheet **must** be inspected - all photographs have been updated prior to the start of the season and will be a true likeness of the player.

It is good practice to line both teams up prior to the start of the game so that each manager can check the players against the squad sheet - if you are being shown the squad sheet on a phone, zoom in. If players arrive late - ask the manager to look at the squad sheet to check their registrations.

If you are not satisfied that you have been able to inspect the squad sheet - ask again/inform the referee/refuse to play the game until the squad sheet is inspected.

When do I need to report the results/complete the match stats?

By 10pm on a Matchday, the result must appear on the FA Full Time site

By 5 days, the match sheet must be completed on the FA Full Time Site (by Thursday at 12 noon)

Please use a browser/to submit your results/match stats – if using the app, please log back in to check score/stats have been retained.

There are numerous occasions where scores/stats are not being retained – please ensure that you click on submit before leaving the app to ensure information that has been entered is saved.

When imputing referee details – there is a drop down menu alongside which you must click on and select registered referee – otherwise it will not save the name when you click save and move on.

If you score below 51 in the respect categories – you must send an email to your registrar with an explanation for the low score.

What if I can't log in to full time?

Firstly check with your club secretary that you have administrative access to the team. If you do but have not received log in details – check with the league secretary.

Why am I not receiving email notifications from full time?

You need to be listed as primary contact – on full time select people from the blue tool bar and select primary contacts, ensure that the tick is against the name of the primary contact.

What happens if I have to cancel a game due to pitch conditions/weather?

Check with your opposition to see if they are able to reverse the fixture, if not advise your age group registrar that the game is off. You will need to liaise with the opposition to arrange a new date for the fixture and your registrar must be advised of the new date within 14 days.

How do I postpone a game?

Check players availability at the start of the season, with 28 days + notice, the opposition team do not need to approve, 28 days – 7 days opposition will need to approve. Teams can make 2 postponement requests per season.

On the league admin site – click on the icon alongside the team and complete the form. If you do not have access to the club admin pages, your club secretary will either have to give you access (by clicking on the icon next to the team which will initiate a log in) or do it for you.

You will receive an email to confirm whether the game has been approved/rejected

If the postponement has been approved – both teams must email the registrar within 14 days giving the new fixture date. **(please give group/division, original and new fixture date.**

If the postponement has been rejected – and the game does not go ahead, both teams will be charged (this happens so that both sides can advise why the game did not go ahead). In your response to the charge – if you were a team willing and able to play, state that that is the case. If you were unable to proceed due to player numbers, give full details.

Function not currently available on admin site – please email the league secretary/your age group registrar in the first instance.

Can I bring a game forward?

Yes – games can be brought forward with both teams agreement – both teams must advise registrar of **group/division, original and new fixture date.**

What is the player registration deadline?

You can register players to the end of February.

How can I deregister a player?

Submit the deregistration on the whole game system and send a deregistration form to the age group registrar. (this can be found on the SDJSL website)

When will my player registration application be approved?

Any player registrations submitted prior to the Friday and 12 noon will be approved to play on the Sunday.

What do I do if a player wants to transfer to my team?

Your club secretary should send an email to the players club giving them 7 days-notice that you intend to register the player to your team. The players current club can waive the notice period – in which case you can submit the players registration on the WGS, if you do not hear from them you must wait 7 days to do so.

Once submitted on the WGS there is a 3 day waiting period before the players registration can be approved.

What are the rules for advertising for players?

After the 29th February, no advertising of any kind is permitted. (Only adverts for the following season's under 7's are permitted). Advertising for players is permitted from the 1st June to the first Saturday in September without the words "must not be registered with any other Sheffield & District Junior Sunday League team". After the first Saturday in September, adverts for players MUST contain the words "must not be registered with any other Sheffield & District Junior Sunday League team". If a club does not have a particular age group, but wishes to enter one into the League for the next season, the club is allowed to advertise for and recruit players throughout the preceding season (as long as they are not registered elsewhere) and do not have wait until June before doing this. The minimum fine for a breach of the advertising rules is £100 with a maximum fine of £250

What are the maximum squad sizes?

Up to u16, squad playing size plus 5 subs. (so for 5 v 5 = 10, for 7 v 7 = 12, for 9 v 9 = 14, for 11 v 11 = 16)

For U17s – 20 players, For U18s – 25 players.

How do I arrange a match watcher to attend the game?

There is an icon alongside the team on the admin site, which will generate a form – this must be completed by the Club Welfare Officer and must be for safeguarding concerns.

Function not currently available on admin site – please email the league secretary in the first instance.

Can players be cup tied?

Yes – a player who can only play for one team in any competition – so if a player has played for one team in the VASE competition, they cannot play for a second team in the VASE competition, but could play for another team in the TROPHY for example.

When signing a player after the start of the season, please ask them if they have played any games in the cup and if so in what competition so that you can ensure that they do not play.

How do I report concerns/incidents during games

Welfare/safeguarding concerns should be reported to league welfare officers.

When an incident occurs during a game – this should be reflected in your respect scores, and when scoring less than 51 in any category a report of the incident should be sent to the relevant age group registrar.

Should you wish to incidents/concerns to be picked up by league/CFA officials, please report on the following smart sheet form;

<https://app.smartsheet.com/b/form/0c8c01eab2234155ac1d6e247626425b>

The Traffic Light System

The Teams Standards Manager will pick up incidents reported on the above forms.

Respect Scores

Please ensure that your respect scores give a true reflection of the behaviour for each category – this can help clubs/teams to identify and address issues.

Respect scores received will be distributed to clubs on a monthly basis – this will include a breakdown of the accumulative scores received under each category – coaches/players/parents.

How do I access the admin site?

Please use the following link to access the admin site; sheffieldjunior.league-manager.co.uk

Enter your own email address (as listed on the admin site) and click Retrieve your login credentials - you will then receive an email with your password which will enable you to access the site.

Currently team access is restricted to managers and is read only – this will shortly extend to match arrangers and will be editable, teams will also have the ability to submit postponement/match watcher/referee requests.

	<p>Your Club Secretary should always be your first port of call for how to/admin enquiries</p>	
<p>Age Group Registrar - All Fixture/Registration enquiries u7@junleague.com, u8@junleague.com etc.</p>	<p>League Secretary General Enquiries/Technical enquiries with WGS/League admin site/Full Time secretary@junleague.com</p>	<p>League Welfare Officers Any child welfare/safeguarding concerns welfarea-l@junleague.com, welfarem-z@junleague.com</p>
<p>League Referee Officer - Registration Enquires/Issues/Reports/Do not use list enquiries referee@junleague.com</p>	<p>League Respect Officer - Respect issues/score enquiries respect@junleague.com</p>	<p>Team Standards Manager Traffic Light System Enquiries teamstandardsmanager@junlea gue.com</p>
<p>League Discipline Officer All enquiries regarding charges/fines discipline@junleague.com</p>	<p>Payments Notification/Enquiries about payment of invoices/fines secretary@junleague.com</p>	<p>League Vice Chair vicechair@junleague.com</p>
	<p>League Chair chairman@junleague.com</p>	