

**Midland Football**

**League**

**Guide to General Administration**

**Season 2023/2024**

**Contents**

[Player Registrations](#page3) …………………………………..[3](#page3)

[Transfers](#page5) ……………………………………………………[4](#page5)

[Arranging the Game](#page6) …………………………………..[5](#page6)

[Match Day](#page7) ………………………………………………….[6](#page7)

[Reporting Results](#page8) ……………………………………….[7](#page8)

[Contact Details](#page10) …………………………………………..[8](#page10)

2

**Player Registrations**

1. All player registrations must be completed in the Whole Game System (WGS). A valid email and mobile number for the player must be included with the player registration.
2. **Players are now allowed to register for separate Clubs in the Premier and Division One (MFL) and Divisions Two and below (RFL Regional Feeder League).**
3. Players must complete a Registration Form which must be retained by the Secretary and provided to the League on request. It is the club secretary’s responsibility to check the player ID.
4. Once players are registered in the WGS they need to be allocated to Clubs, this is done by ticking the players and assigning to a team from the top menu.
5. Once assigned to their Club the players can be submitted to the league for approval. To do this select the player(s) and then click submit to league.
6. Once the Registrations Officer has approved your players, they will be visible in Full Time.
7. If for any reason a player is rejected, once you have rectified the problem you will need to resubmit the player for approval.
8. Please be aware that it is the club’s responsibility to ensure that any player that last played in a team based in any other country than England (this includes Scotland, Wales, and Northern Ireland) **MUST** have an International Clearance Certificate before the player can be registered with the MFL.

**ANY QUERIES** please contact the Registrations Officer or the League Secretary.

A detailed guide to registering players is available on the Player Registration Tab of the Whole Game System.

<https://grassrootstechnology.thefa.com/support/solutions/folders/48000668548>

1. **DEADLINES**

All teams playing in the Premier Division and Division One must have registered a minimum of 16 players 14 days before the start of the season on 5th August 2023.

All teams in Divisions other than above must have registered a minimum of 11 players 14 days before the start of the season, Divisions Two, Three, Reserves and Under 21 starts on 5th August.

Any teams failing to register the required number of players will have their fixtures withdrawn until such time as they have registered the minimum number of players.

During the season player registration details **MUST** be submitted on WGS no later than 4 hours prior to the kick off.

After 5.00pm on the 23rd March 2024, new registrations, new loans, and transfer of registrations will be declined or will be approved subject to such limitations and restrictions as the Board may determine and, if so determined, the Player shall only be eligible to play in the matches for which permission is granted by the Board

1. **CONTRACT PLAYERS**

There are separate regulations regarding Contract players.

<https://grassrootstechnology.thefa.com/support/solutions/articles/48000567361-contract-players>

3

**Transfers**

* All transfers will be dealt with through the Whole Game System.
* Before entering any transfer into the WGS a Notice of Approach must have been served **in writing by email** to the player’s current club and copied to the Registrations Officer. You must wait until the 8th day to enter onto the WGS unless the seven days has been waived **in writing by email** and copied to the Registrations Officer.
* If the club holding the players registration has a dispute regarding the transfer these must be sent to the League Secretary and Registrations Officer within seven days otherwise the transfer will be approved by the league.
* Disputes relating only to fines money owed or the return of kit will be considered.
* Any disputes over notices of approach must be lodged with your County FA, if evidence of this is provided to the League Secretary the transfer will be cancelled.

<https://grassrootstechnology.thefa.com/support/solutions/folders/48000677964>

4

**Arranging the Game**

1. The home Club shall advise the visiting Club and the Match Officials of the date and time of kick-off of each match and the team colours, including the colour of the goalkeeper’s jersey, it will be wearing, to be received at least **five** **days** prior to the match and the visiting Club and the Match Officials must acknowledge receipt to be received at least **three** **days** before the match.
2. If you are the away team and have not heard from the home team, please contact the home team to obtain details before contacting the League Secretary.
3. Apart from passes for the League Directors and Management Committee, there will be no Clubs passes issued by the League this season 2023/2024. Clubs should arrange who should be afforded entry prior to the day of the match between themselves.
4. No physical handbooks will be produced this season 2023/2024. All the relevant information will be available via the League website and App.
5. If a 3G pitch is to be used the away team must be informed a minimum of 24 hours before the game.
6. No Club shall postpone a match on account of the apparent state of the ground. If such circumstances prevail, Clubs should comply with procedures provided for in the document published by The FA “Recommended procedure for the guidance of Clubs and Referees in determining the suitability of grounds in adverse weather conditions”. Should the ground be declared unfit it is the responsibility of the home Club to immediately advise the Fixtures Secretary, the visiting Club, the Match Officials and Referee Observer if so appointed.

[..\..\Season 2023-2024\guidance-notes-for-suitability-of-grounds.pdf](../../Season%202021-2022/guidance-notes-for-suitability-of-grounds.pdf)

1. In the event of likely bad weather please ensure you have confirmed the time the away team will leave to travel to your ground.
2. If the game is called off, please inform the away team and match officials before they begin to travel.

5

**Match Day**

1. It is the home teams’ responsibility to ensure that if a permanent pitch barrier is not present then a respect barrier must be in use. The barrier must run the FULL length of the pitch and be a minimum of two meters from the touch line. Painted lines or cones are NOT acceptable.
2. All spectators must remain behind the barrier. No spectators should be on the technical area side of the pitch. If spectators are found within this area they will be asked to move and the club will have to explain themselves to the management committee.
3. The only people allowed in the technical area are the substitute players and a maximum of three QUALIFIED coaches. The minimum number of coaches is two.
4. The away team and match officials should be greeted and offered hospitality on arrival. They should be shown to their dressing rooms and not left to find their own way.
5. It is the home teams’ responsibility to provide post-match hospitality of a hot or cold meal and drinks for the players, coaches, match officials and any league representatives refreshments at half time.
6. All players and officials are expected to attend the post-match hospitality failure to do so will result in disciplinary action being taken. Notification of an away team not intending to stop for hospitality should be made when confirming the game to the home team.
7. Each Club must hand the Team Sheet containing name(s) of Players taking part in a match (including the name(s) and number(s) of the nominated substitute(s) to the Referee and a representative of their opponents in the presence of the Referee at least **45** minutes before the scheduled time of kick-off. The Players’ numbers and the colours of the playing strip must be clearly stated. **Currently, squad numbers from 1-20 are allowed until notified by the League.** Shirt numbers must be completed on the team sheets. Player’s name should be written in block capitals to ensure that they can be read. Please keep your copies of the team sheets as they might be required later. Please note these are NOT to be posted to the league.
8. Any Club altering its team selection or numbering after Team Sheets have been exchanged may be fined. A Player who is named on the Team Sheet may be replaced without fine if he is injured warming up after exchange of the Team Sheet. Any subsequent changes must be notified to the referee and to a representative of the opponents before the actual kick-off.
9. All team officials and substitutes seated on the bench shall be listed on the official Team Sheet when it is submitted to the Match Officials. Only those persons listed on the official Team Sheet shall be permitted in the technical area. No children are permitted in the technical areas.
10. All substitutes must wear bibs as provided by the Competition when present in the technical area or whilst warming up. Players who have been replaced in a match must wear a bib if they remain in the technical area after being replaced.
11. The home Club will be responsible for paying the Match Officials the fees and match expenses on the day of the match in their dressing room, within a reasonable time after the conclusion of the match (including matches abandoned for any reason). In the case of a postponed match, any Match Official who has travelled to the match will be entitled to claim travelling expenses and half their match fee from the home Club.
12. **Match Programmes are not currently required for MFL fixtures. As a minimum a team sheet must be placed on general display.**

6

**Reporting Results**

1. Both teams will receive a SMS text message during the game asking for the result of the game. To return the score simply enter the home score then the away score e.g. 1-1. If the game is postponed then you would enter p-p. No other text should be entered on the text.
2. After the game both teams have 72 hours from the end of the match to enter the details of the game onto the Full-Time site. Please select results from the menu once logged in and follow the prompts. Before you can enter the match details you must answer a few questions regarding the match venue.

<https://grassrootstechnology.thefa.com/support/solutions/articles/48001026721-entering-player-statistics-on-full-time>

1. When entering substitutes that have played during the game, please only mark them as a used sub. If they have not been used mark them as an unused sub. If a player was not in the squad of 16 leave these player’s options blank.
2. Referees and Assistants in Steps 5 and 6 (Premier and Division One) are to be marked using the FA MOAS system. You should receive a reminder and this needs to be dealt with within 72 hours of the end of the match.
3. Information required for Step 7 and below is Referee and Assistants names, marks and travel expenses only. Substitutes used and unused. Goal scorers, captain and opponents’ man of the match. This information is used to compile stats towards end of season awards and the equalisation of match officials’ expenses.
4. Both teams have until 72 hours to check the details entered by the opposition on the system with the team sheet you have been given. Any discrepancies must be emailed to the League Secretary and Registration Officer before the 72 hours expire.
5. Failure to complete all areas of match reporting will be monitored by the Registrations Officer and will result in disciplinary action.
6. Referee’s and Assistants’ marks are out of 100 NOT 10.
7. Any mark of 60 and below, a report must be completed in Full Time at the time of entering the match statistics. Any serious issues with Match Officials can be discussed with the Referees Liaison Officer, Mark Burge.

7

**Contact Details**

|  |  |  |
| --- | --- | --- |
| League Chairman | Mike Joiner | chairman@midlandfootballleague.co.uk |
| League Vice-Chairman | Steve Poole | vicechairman@midlandfootballleague.co.uk |
| League Secretary | Nigel Wood | secretary@midlandfootballleague.co.uk |
| Fixtures Secretary – Steps 5/6 | Mike Mulryan | fixturesStep5-6@midlandfootballleague.co.uk |
| Fixtures Secretary Step 7 and below | Jason Gibbons | fixturesStep7andbelow@midlandfootballleague.co.uk |
| Treasurer | Darren Mansell | treasurer@midlandfootballleague.co.uk |
| Registrations Officer | Darren Mansell | registrations@midlandfootballleague.co.uk |
| Match Officials – Step 5 | Colin Mortiboys | level4refs@midlandfootballleague.co.uk |
| Match Officials – Step 6 & below | John Stokes | matchofficials@midlandfootballleague.co.uk |
| Referees Liaison Officer | Mark Burge | refliaison@midlandfootballleague.co.uk |
| Discipline Secretary | Rob Paterson | discipline@midlandfootballleague.co.uk |
| Website Manager | Jason Gibbons | website@midlandfootballleague.co.uk |
| Media Officer | TBA | media@midlandfootballleague.co.uk |
| Division Reps – Premier | Dave Stephens | dave@bromsgrovesportiing.co.uk |
| Division Reps – Division One | Peter Kemp | kemp.peter2@sky.com |
| Division Reps – Division Two | Charlie Harris | fairfieldvilla@hotmail.co.uk |
| Division Reps – Division Three | Louise Hughes |  louisehelenhughes@gmail.com |
| Division Reps – Reserves Division | Ronald Crane |  frrcrane@gmail.com |
| Division Reps – U21 Divisions | Andy Stickley | secretary@bedworthunitedfc.co.uk |

8