

OYFL

20-21

SEASON 2020-2021

Oxfordshire Youth Football League

Handbook

Information Guides



2020-2021 Season



FA CHARTER STANDARD LEAGUE

This competition is sanctioned by the Oxfordshire Football Association (OFA)



www.oxfordshirefa.com

Online resources



www.oyfl.co.uk



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[FA Full-Time](#)

Version 1.0 August 2020

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Results Reporting via FA Full-Time SMS

In order to ensure that all match results are submitted on time (and help clubs avoid fines) and to help reduce the amount of manual work by League officials, all results will now be reported via the Full-Time SMS Text Message system.

Deadlines



5.00 pm matchday - all match results must be sent by replying to the Full-Time SMS Results text (**9.00 pm for midweek matches**).

6.00 pm Sunday – all match statistics for weekend matches (played on either Saturday or Sunday) must have been entered in Full-Time (**9.00 pm for midweek matches**).

SMS Setup



The League will setup SMS contacts for each team (to a maximum of two people). Normally this would be the manager and one other person, but can be anyone listed as a team admin, as long as they have a mobile number listed in the system. If you wish to change an SMS contact, please let Paul Lyon (fixtures@oyfl.org.uk) know.

SMS Text Message

During each game (normally 15 minutes after kick-off), the Full-Time system will send an SMS Text Message to each registered mobile number, reminding them to send in the result of the game.

For example:

FA Full-Time Results: AB12 v KY12,
Sun 16 Oct 10:30. Reply H-A score:
e.g. 2-2 3-3 AET 3-1 PENS

Key to highlighted parts of SMS Text Message

Fixture (home and away teams)

Date/time of fixture

Format of reply requested

Example score (including cup game options)

The SMS Text Message does look a bit confusing and full of information, but don't worry, sending a response is straightforward.

DO NOT REPLY UNTIL THE MATCH HAS FINISHED.

Replying to the SMS Text Message

When the game has finished and before the League result reporting deadline arrives.

BOTH home and away clubs should report the score by replying to their message.

Make sure you get the score the correct way round, otherwise the result will be entered in Full-Time incorrectly or may cause a conflict.

1. League Games

Result format is always H-A (home score-away score)

Most teams will be able to send a simple reply, giving the score for the game, home team first, away team second, and separated by a hyphen.

For example, if the score was Home 2 Away 1, the reply would be:

2-1

2. League Games - multiple team admin

If you are responsible for sending results for more than one team, then you will be asked to include a team code (see **Team Codes** section below) to identify the correct fixture/team. The team code will be included in the SMS Text Message (example highlighted in yellow below):

FA Full-Time Results: AB12 v KY12, Sun 16
Oct 10:30. Reply H-A score and **code AB12**:
e.g. 2-2 AB12 2-2 AB12 3-3 AET 3-1 PENS

so your reply would be the score (using format H-A) and your team code, for example:

2-1 AB12

3. Cup Games

These games may involve extra time and penalties, and the SMS Text Message shows how this information should be included if appropriate (see green highlighted text below). For example:

FA Full-Time Results: AB12 v
KY12, Sun 16 Oct 10:30. Reply H-
A score and code AB12: e.g. 2-2
AB12 **3-3 AET 3-1 PENS**

When reporting the result for a Cup game, only include the relevant information. For example (again, include the team code if it is requested):

	Submitting score only	Submitting score and team code
result in normal time	2-1	2-1 AB12
result after extra time	2-2 2-3 AET	2-2 AB12 2-3 AET
result after penalties	2-2 3-3 AET 3-1 PENS	2-2 AB12 3-3 AET 3-1 PENS

4. Postponements/Abandoned games

These are treated the same as normal scores, so you would enter P-P for postponed and A-A for abandoned (plus the team code if requested, as noted above for multiple team admin). For example:

	Submitting score only	Submitting score and team code
postponed game	P-P	P-P AB12
abandoned game	A-A	A-A AB12

5. Switched games

If a game is switched to your opponent's ground or a neutral ground, please make sure you report the score the correct way round. If you are down as the home side on Full-Time, please put your score first and if you are the away side on Full-Time, please put your score second (irrespective of whether you played at home or away or at a neutral venue).

6. Trophy Events

You may receive SMS Text Messages for Trophy Events – you can ignore ones for U7-U8 Trophy events, but **you must reply to SMS Text Messages for U9, U10 and U11 Trophy event fixtures.**

Conflicts

These happen when the two teams enter different results for the same match. This causes extra work for the League and will delay your result appearing, so please make sure you get it right.

If you make a mistake, contact Paul Lyon (fixtures@oyfl.org.uk) urgently with the correct score.

Team Codes

Each team has been given a unique three or four alphanumeric code to identify it in the system. For example

AYY9 Abingdon Youth Yellow Under 9s

KY12 Kidlington Youth Under 12s

MS8 Marston Saints Under 8s

Important Notes

Do **NOT** include any extra information in your reply to the SMS text message other than the information requested, as it will cause errors in the Full-Time system.

Do **NOT** try to submit the result before you receive the SMS text message.

If the SMS text message asks for a team code, make sure you add it after the score.

If you update your mobile number, please update your FA record urgently and contact Paul Lyon (fixtures@oyfl.org.uk) or Rob Roslyn (secretary@oyfl.org.uk) so they can adjust the SMS when your record has been updated.

Please tell the League if a fixture is incorrect on Full-Time before the game is played. Contact Paul Lyon (fixtures@oyfl.org.uk).

Remember that the SMS score is processed by a computer, so the format needs to be correct.

Frequently Asked Questions (FAQs)

I have not received a text message from Full-Time requesting the result. What do I do?

Add the result via the Match Statistics screen in Full-Time. Also, check with the League that you are set up to receive the SMS results message.

I have received the SMS text message. Do I have to respond immediately?

The reply can be sent any time after the final whistle has been blown for the game and before the standard deadline for reporting results. However, if you report the score immediately after the game, then it is one thing less to sort out later.

I have sent in the result by SMS but it has not appeared on Full-Time. Should I send the message again?

No. There could be a short time delay whilst the system processes all the scores and adds them to the system. Also, there may be a conflict in the system if the scores sent by the two teams are different – this will be resolved by a League Administrator after checking the match statistics.

I am submitting more than one result. How does the system know which game I mean?

If you are submitting the results for more than one game on the same day, you will need to include the unique team code for your team after the score, e.g. 1-0 SS12. The unique team codes should be in each of the SMS from Full-Time.

I have tried to reply to the SMS but my phone says it is not being delivered. Should I send it again?

Yes, you can try again. If you are approaching the reporting deadline and your phone has still not delivered the reply, enter the result via the Match Statistics upload. Please also use this method if your phone is not working or has been lost/stolen (in addition, remember to let us know if you change to a different mobile number going forward).

Does the away side have to reply to the Full-Time SMS?

Yes, both teams have to text the score for each game to ensure that the score is correct.

What happens if I make a mistake sending the score?

Let Paul Lyon know of the error, along with the correct score, and it will be updated manually.

What happens if I don't reply to the Full-Time SMS?

If you don't submit a score (either via the SMS Text Message or to Paul in cases where the SMS message does not arrive) and you have not reported any problems to the League, then your club will be fined for not submitted a result.

What about goal scorers/match reports (U12-U21 only)?

Please do not include the goal scorers or match reports in your SMS reply to Full-Time.

Goalscorers should be added on Full-Time after the match as part of the online match statistics reporting (see separate guide). Match reports can be added when entering match statistics.

Entering Match Statistics in Full-Time

Under League Rules, all teams must submit a match result via Full-Time SMS (see Submitting SMS Result Guide) and full match statistics for all matches played within the OYFL (apart from U7 and U8 Trophy Events) must be entered in Full-Time.

The following are notes on entering match statistics. If in doubt, please ask. The main thing is to do everything required and to avoid getting fines which take money away from your club.

Deadlines



5.00 pm matchday - all match results must be sent by replying to the Full-Time SMS Results text (**9.00 pm for midweek matches**).

6.00 pm Sunday – all match statistics for weekend matches (played on either Saturday or Sunday) must have been entered in Full-Time (**9.00 pm for midweek matches**).

FA Matchday App



Managers and Team Admins may use the FA Matchday App for entering match statistics. However, there have been problems reported with data not being saved correctly in Full-Time so, if using the app for this task, admins are recommended to check Full-Time to make sure everything has got through.

Under League rules, the master system is Full-Time and all the statistics must be present there by the above deadlines. If not, then this will lead to fines.

Access

To access Full-Time, users must be set up as a Manager, Coach (or assistant) or Team Secretary by their club in the Team Officials tab in Whole Game System (WGS).

Team Secretaries are those that will be doing match admin but who are not managers and coaches. There is no need to set up managers and coaches as team secretaries – this is just duplication.

Please make sure each team admin has a mobile phone and email address attached to their FA profile and these are kept up-to-date.

Once set up, they will be sent an email from the system, inviting them to create a username and password. They may also get an email verification request which must be completed in order to receive Full-Time emails, e.g. fixture notifications, referee appointments, etc.

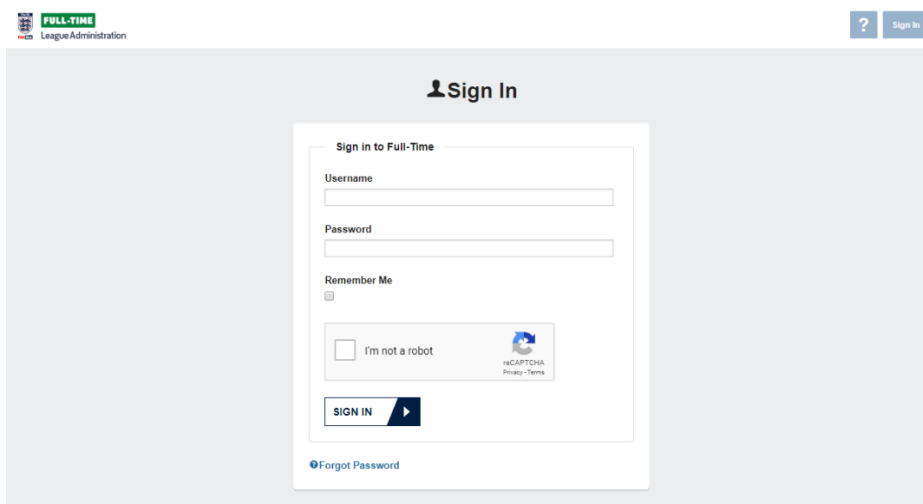
If you had a username/password from last season, that will work once the new season has been set up and made live in Full-time.

Login

To login, access <http://fulltime-admin.thefa.com/gen/Login.do> or use the Sign In link on the League Full-Time screen.

When you log in for the first time, you will be asked to accept the FA Full-Time terms and conditions of use. Please tick the box and press Continue.

When you log in future, you will see a standard login page asking for your username and password.

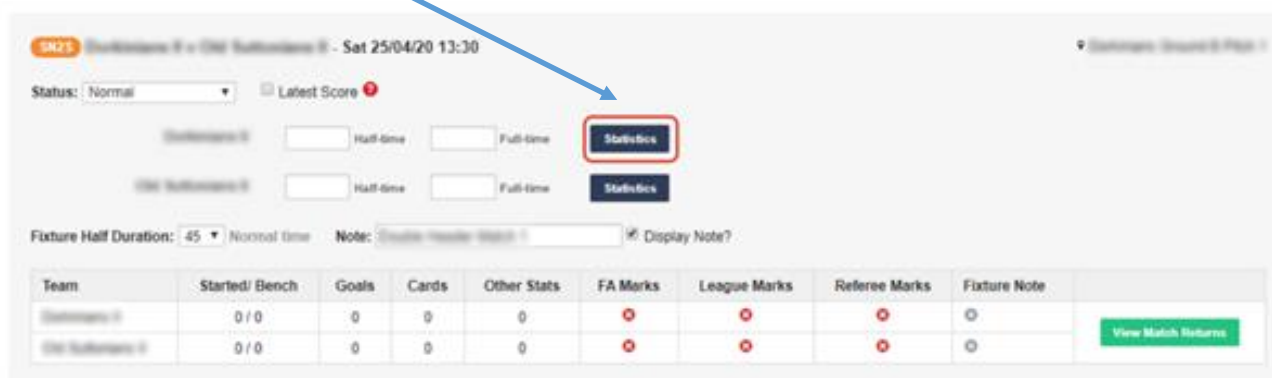


Entering Match Statistics

Once logged in, you will see the fixtures for your team from the last seven days and for the next seven days (if you are a team admin for several teams, then you will see the fixtures for each of these teams).

Select the match for which you want to enter match statistics.

The match result will have been entered automatically from the SMS Results text message that you will have sent in earlier (or at least should have!). To start entering statistics, press the blue Statistics button next to your team name.



Team	Started/ Bench	Goals	Cards	Other Stats	FA Marks	League Marks	Referee Marks	Fixture Note
Chesham U	0 / 0	0	0	0	0	0	0	
Uxbridge U	0 / 0	0	0	0	0	0	0	

Note the summary table under each match which will show whether statistics have been entered in each section.

The match statistics are in three tabs. You must enter the requested information in each of the tabs.

TAB 1 – FA Marks

FA Marks

League Team Marks

Player Statistics

Here you must enter the following (both teams to enter unless noted otherwise):

Referee name	home team only	If the referee was not appointed by the League or if the referee appointed did not officiate on the match (if appointed, the referee name will appear on screen)
Referee mark	both teams	Overall decision making (out of 40) Judgement on major decisions (out of 30) Overall control (out of 30)

See Referee Marking Guidance section below for details of what to consider when marking referees.

Referee report	both, if required	If the total mark is below 61, you must include your reasons for this in the box provided.
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Statistics

FA Marks | League Team Marks | Player Statistics

Results

Marker's Team - [View Registration](#)
Sat 21 Sep 2019 13:00

The following marks and responses are all required by the Football Association and are used for measuring and shaping the various programmes we promote and encourage.
[View guidance document](#)

Official Marks

Referee: Williams, Stuart
Enter referee name if not appointed or is different from appointed referee
First Name: Last Name:

20 Overall decision making (1-40) 20 Judgement of major decisions (1-30) 30 Overall control (1-30)

Overall mark: 70

Reasons for mark of 60 or below:

Only required if mark is 60 or below

Referee Marking Guidance

When marking a referee, clubs are advised to take the following into consideration

Overall Decision Making

- Did the Referee:

- Recognise patterns of play and not invade player/game space
- Correctly recognise and award throw-ins, goal-kicks and corners
- Demonstrate consistent and credible recognition, detection and interpretation of 'normal' Law 12 offences i.e. but not limited to; foul tackles, holding, aerial challenges, handball etc.
- Recognise Law 11 + 12 offences and advantage application opportunities, not merely possession, applied in credible areas and/or applied without detriment to match control

- Demonstrate awareness of when appropriate to use the range of management techniques available, before resorting to formal disciplinary action i.e. the STEP process
- Recognise where player(s), teams(s) are using time consuming tactics and takes positive appropriate action i.e. preventative actions
- Demonstrate high levels of fitness and work rate throughout the entire game to meet the demands of the game

Judgement of Major Decisions (Cautions/Non-Cautions, Send Offs/Non-Send Offs, Penalties/Non-Penalties, Goal Awarded/Disallowed or other significant game changing decisions)

- Did the Referee:

- Demonstrate identification of 'significant game impact' incidents and offences with appropriate action(s) applied
- Demonstrate the ability to recognise the importance of potential key match decisions and effectively move towards/gain an optimum viewing angle to (a) judge, (b) enhance credibility and (c) adds value to the decision

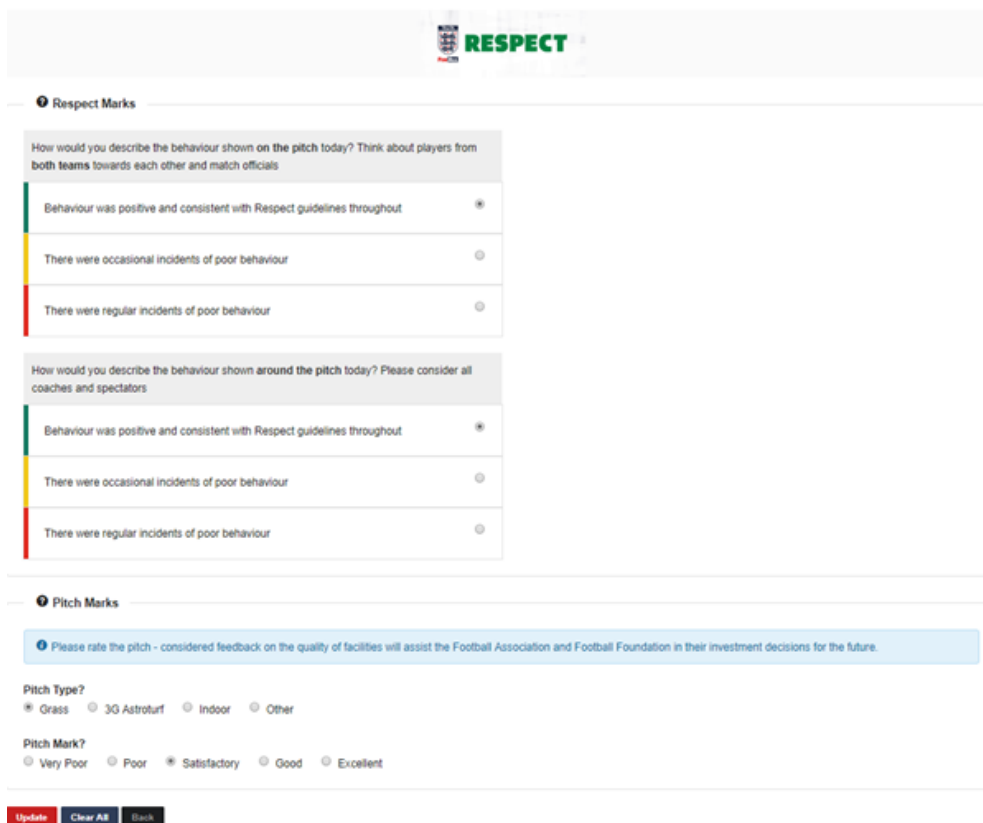
In the highly unlikely event of there being no major decisions, a standard mark of 15 should be awarded to the Referee.

Overall Control and Player Management

- Did the Referee:

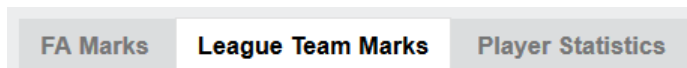
- Act in a positive manner in their Pre-match Communication and Off-Field Behaviour
- Lead their team, ensuring all officials worked in harmony without contradictory decisions (where ARs are appointed)
- Display empathy for the game, managing game situations in an empathetic manner recognising the ever-changing ebbs/flows, nature and temperature of the game and adapts refereeing style to suit
- Recognise when/how to raise his/her profile to aide their match control and remain in self-control of emotions, demonstrating composure
- Recognise when appropriate to enter face-to-face dialogue with the Assistant Referee(s) (where applicable), to aide visual co-operation and major decision making
- Effectively manage, when appropriate, two-way interaction with players, technical staff etc.
- Demonstrate a natural authority/confidence – not influenced by players, spectators or team officials

Below the referee section, you will find the **FA Respect Marks** and the **Pitch Marks** section. Please answer both questions for the Respect Marks and select the appropriate answers regarding the pitch.



Enter all the required information, press  and then press the **League Team Marks** tab.

TAB 2 – League Team Marks



Next you need to answer some quick questions to help the League ensure rules are being followed and to help us monitor behaviour across the League.

1. Was the opposition squad list available for inspection in printed form? [Answer Yes or No](#)
If you did not ask to see the squad list, enter Yes
2. Was a respect barrier (designated spectator area) used at the match? [Answer Yes or No](#)
3. Were technical areas available and used by managers/coaches and subs? [Answer Yes or No](#)
4. Did your team use a Power Play during the match? [Answer Yes or No](#) **(for U7s and U8s only)**
5. How would you rate the behaviour of the opposition players? [Enter mark from 0 to 10](#)
6. How would you rate the behaviour of the opposition team officials? [Enter mark from 0 to 10](#)
7. How would you rate the behaviour of the opposition parents/spectators? [Enter mark from 0 to 10](#)

If teams enter marks below 5, they may be requested to provide information on their reason(s). Do not enter any misconducts, complaints or issues in the comments box. These should be sent to the Fixtures Secretary (fixtures@oyfl.org.uk).

Enter the required information, press  and then press the Player Statistics tab

TAB 3 – Player Statistics

FA Marks

League Team Marks

Player Statistics

Finally, you need to enter the player statistics. Teams should use the **Quick Stat Entry** option for this.

The list of eligible players for your team will appear on the left, with various columns next to them.

Statistics

FA Marks League Team Marks **Player Statistics**

Results

Quick Stat Entry - Old Magdalenians
SAT 21 SEP 2019 13:00

Switch to Team Sheet Wizard

	Started	Bench Used	Bench Unused	Captain	Goal	Own Goal Conceded	Penalty	Yellow Card	Sin Bin	Second Yellow Card	Red Card
Mark Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benno Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willie Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tommy Jordan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paul Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James/Alan Thomas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below is a summary of what must be entered (**mandatory**) and what is up the team (optional). Note that match statistics and tables for U7 to U11 will not be displayed on public pages on Full-Time.

Started – **mandatory for all teams***

* This should not be more than the format of your match, e.g. for 5v5, the starters should not total more than 5

Bench used – **mandatory for all teams****

** These should be just those that were substitutes at the start of the match and came on as subs

Bench unused – optional

Captain – optional

Goal – **mandatory for U12-U21**, optional for U7-U11

Own goal conceded – **do not use** (see below on **entering own goals**)

Yellow card – U12-U21 age groups only to enter

Sin Bin – **mandatory for all teams**

Second yellow card – U12-U21 age groups only to enter

Red card – U12-U21 age groups only to enter

Player of Match – for your own team, U12-U21 only (optional)

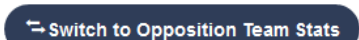
When you have entered all the stats, press

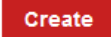
Update Stats For Players


After you press the update button, a summary table will appear to allow you to double check.

Entering Opposition Player of the Match (U12-U21) - optional

Each season, we name a player of the season at U12 to U21 age groups, voted for by managers, coaches, referees, league officers, etc. If teams enter Opposition Player of Match during the season, this would help with that decision.

To enter,  press at the top of the table

Select the opposition player of the match from the dropdown and press 

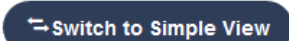
Remember to press  before logging out.

Entering own goals

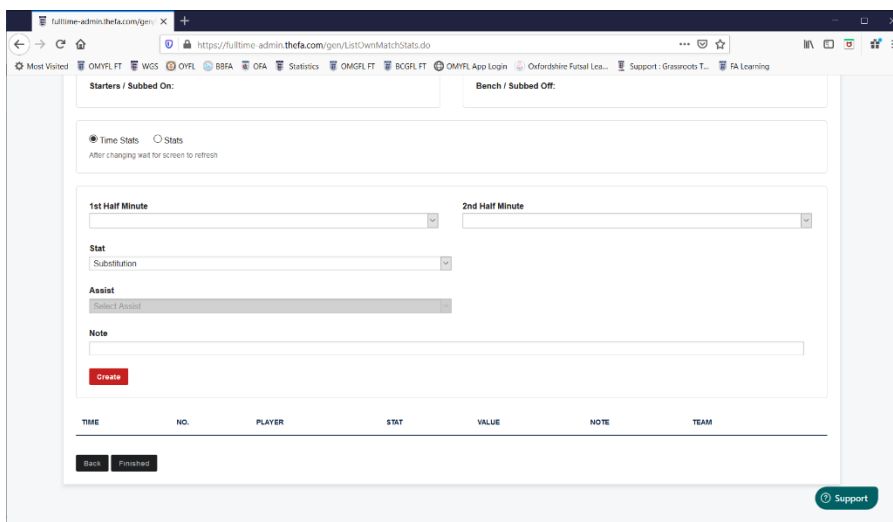
These should be entered by the team that benefits from the own goal and should NOT be entered as “Own Goal Conceded” by the team that scored them, as the reporting system enters these incorrectly.

If you need to record an own goal scored by the opposition in the match,

click 

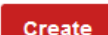
then click 

The screen should then look like the image below.



The screenshot shows a web browser window with the URL <https://fulltime-admin.thefa.com/gen/ListOwnMatchStats.do>. The page has a header with navigation links like 'Most Visited', 'OMYFL FT', 'WGS', 'OHFL', 'BBFA', 'OFA', 'Statistics', 'OMGFL FT', 'BCGL FT', 'OMYFL App Login', 'Oxfordshire Futbal Lea...', 'Support: Grassroots T...', and 'FA Learning'. The main content area is titled 'Starters / Subbed On:' and 'Bench / Subbed Off:'. Below this, there are radio buttons for 'Time Stats' (selected) and 'Stats'. A note says 'After changing wait for screen to refresh'. There are two dropdown menus for '1st Half Minute' and '2nd Half Minute'. A 'Stat' dropdown menu is set to 'Substitution'. An 'Assist' dropdown menu is set to 'Select Assist'. There is a 'Note' text area and a red 'Create' button. At the bottom, there is a table with columns: TIME, NO., PLAYER, STAT, VALUE, NOTE, TEAM. Below the table are 'Back' and 'Finished' buttons. A 'Support' button is in the bottom right corner.

Make sure **Time Stats** is selected.

Select **Opposition Own Goal** in the Stat dropdown box and press 

You can include the time if you wish, but this is not important.

If there are more than one own goals by the opposition, do this as many times as required, e.g. if there are two own goals scored by the opposition, you create two “opposition own goal” entries.

When you are happy that everything has been done, then log out of the system

Power Play (Under 7s and Under 8s)

The FA Power Play option for small-sided football matches (5v5 and 7v7) will be in operation at Under 7 and Under 8 for the Autumn League and Winter-Spring League.

Below is guidance on how this works during a match.

During a match when the goal difference reaches 4, the losing team may bring on an additional player [**power play stage 1**].

At the point the goal difference falls back to 3, the losing team must withdraw the additional player (this can be any of the players from the losing team on the pitch).

If the goal difference reaches 6, the losing team may bring on another additional player (taking the total up to 2 additional players) [**power play stage 2**].

At the point the goal difference falls back to 5, the losing team must withdraw one of their additional players (this can be any of the players from the losing team on the pitch). At the point the goal difference falls to 3, the losing team must withdraw their final additional player (this can be any of the players from the losing team on the pitch).

The table below shows how this might work during a match.

Match score	Process	Player Numbers	
Red Team 3-0 Blue Team	No Change	5v5	7v7
Red Team 4-0 Blue Team	POWER PLAY STARTS Blue Team bring on one extra player	5v6	7v8
Red Team 4-1 Blue Team	POWER PLAY ENDS Blue Team remove one player	5v5	7v7
Red Team 5-1 Blue Team	POWER PLAY STARTS Blue Team bring on one extra player	5v6	7v8
Red Team 6-1 Blue Team	No Change	5v6	7v8
Red Team 7-1 Blue Team	POWER PLAY STAGE 2 STARTS Blue Team bring on another extra player	5v7	7v9
Red Team 7-2 Blue Team	POWER PLAY STAGE 2 ENDS Blue Team remove one extra player	5v6	7v8
Red Team 7-3 Blue Team	No Change	5v6	7v8
Red Team 7-4 Blue Team	POWER PLAY ENDS Blue Team remove final extra player	5v5	7v7



Club Assistant Referees

For 9v9 and 11v11 matches in the OYFL, Assistant Referees (ARs) are required to assist the match referee. Whilst the League has a growing list of referees and will appoint ARs for Cup Finals and perhaps semi-finals, at most matches the two teams will need to provide a volunteer each to act as a Club Assistant Referee (CAR).

Pitch setup

When setting up a pitch, the home team should ensure that

- the Respect Barrier (behind which all spectators should stand) is at least 2 yards away from the touchline to allow plenty of room for the Assistant Referee to move up and down the touchline without hindrance.
- there should be two technical areas (one for home team coaches and subs, and one for away team coaches and subs), on the other side of the pitch, again at least 2 yards away from the touchline.
- Referees should have their own set of flags but the home team should have a spare set just in case, e.g. a newly qualified Referee may not have purchased a set yet.

The following is some guidance and helpful information for volunteers acting as Club Assistant Referees during OYFL matches.

Clothing/footwear

If you know you will be running the line, try to wear suitable clothing that will allow you to run easily. Football boots would be useful, particularly in wet weather and a rain top as the weather can change during a match.

Laws of the Game

1. The full set of Laws of the Game can be found at:

<http://www.thefa.com/football-rules-governance/lawsandrules>

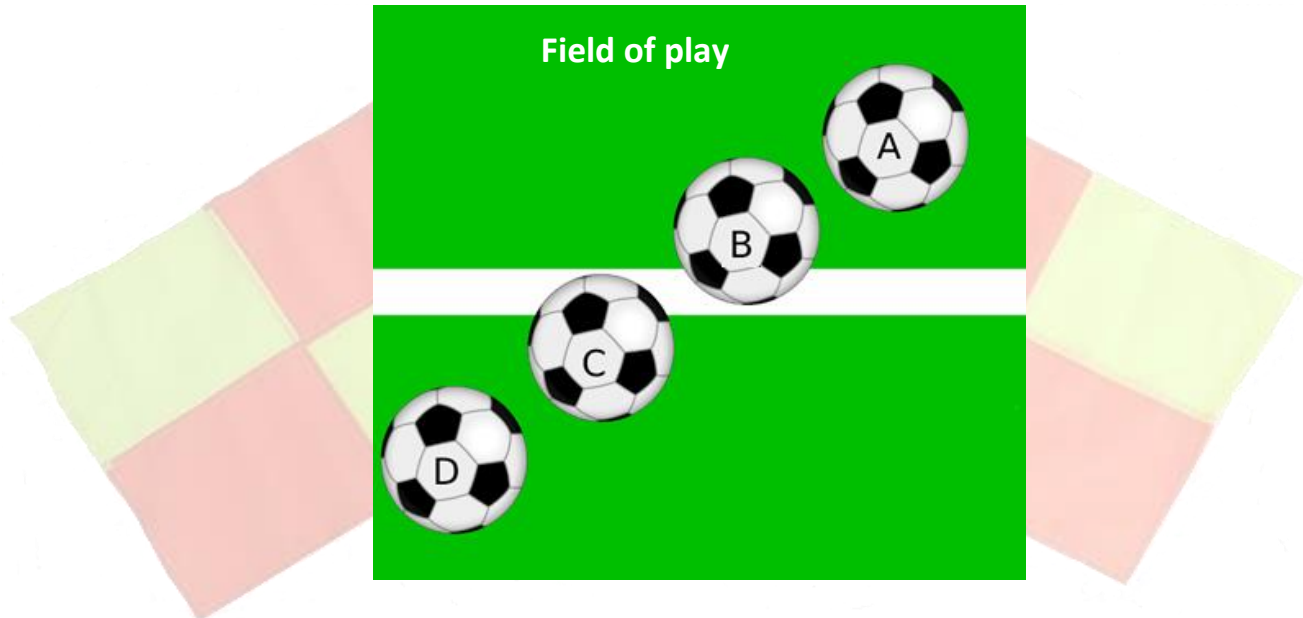
Pre-match instructions from Referee

2. The Referee should speak to the two assistants before the game and instruct them both on their duties. Please try to introduce yourself to the Referee soon after his/her arrival so they do not have to hunt for you before the match.
3. Most Referees will tell you:
 - a. Where to be during normal play
 - b. To indicate ball in and out of play, both touchline (throw-ins) and goal line (corners and goal kicks).
 - c. To indicate foul throws when one or both feet are over the line and on the pitch
 - d. **NOT** to give other fouls or penalties (referee's responsibility).
 - e. Where to stand for a penalty or corner kick.
 - f. To indicate if a player is offside

Positioning and movement

4. Normally the Referee asks for the Assistant Referee to officiate the side of the team's own Left Back.
5. The Assistant Referee should always be level with the 2nd last defender (the GK being the last normally), constantly moving up and down with that person.
6. Stand perpendicular with the touchline so you are looking directly across the pitch and move sideways 'crablike' (unless you are sprinting down the line!)

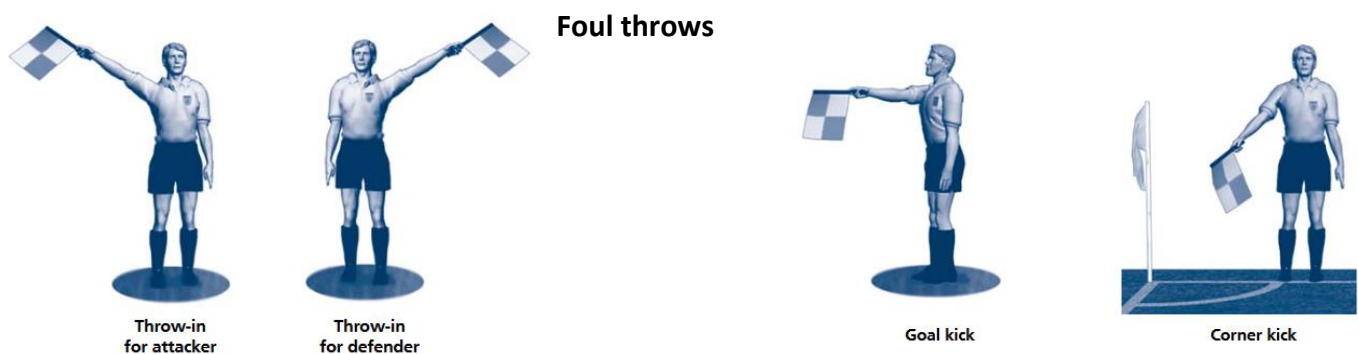
7. Keep the flag **unfurled**, in front of your body at all times to allow the Referee to see it easily. As you change running direction, change the hand holding the flag so it remains in sight of the Referee.
8. If the Referee awards a **penalty**, the Assistant Referee should stand on the 'T' of goal-line / penalty area and keep an eye on GK staying on line.
9. If the Referee awards a **corner**, the Assistant Referee should stand 2-3 yards back from the corner flag directly in line with the corner flag and goal so he/she can see if the ball crosses the goal-line from the corner, either directly (goal-kick would be awarded) or a goal is scored.



Throw-ins, corners, goal kicks

10. The **whole** of the ball has to cross **whole** of the line either on the ground or in the air before you signal (in diagram above, **Balls A, B and C are in play**, **Ball D is out of play**)
 - a. Initially, put your flag straight up in the air and then,
 - b. For a **throw-in**, point flag left / right to indicate direction of throw. (10 or 2 o'clock)
 - c. For a **corner**, point down at the base of the corner flag post
 - d. For a **goal kick**, hold flag out horizontal in front of you – do this parallel with goal area line.

Be clear with your signals. Stand firm with the flag held high until it is acknowledged by the Referee. Don't wave it around at hip height and then put it down.

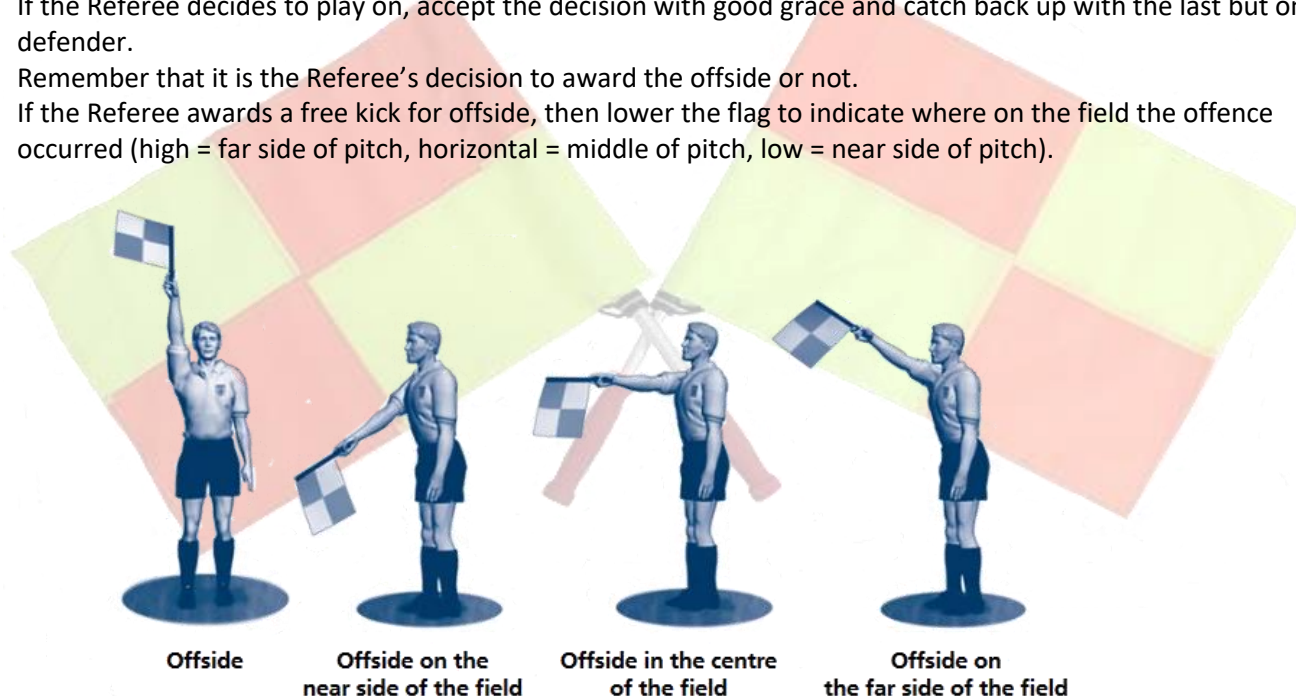


11. Normally the Referee will watch the throwing movement and foot off the ground and the Assistant Referee watches the feet positioning. Both feet must be **on** or **behind** the line and **not over** the line and on the pitch. Wave the flag to get the Referee's attention and then indicate direction of the decision (10 or 2 o'clock)

Offside

12. Normal advice from referees is to wait a second or two to be fully sure that the person who is in the offside position is **active** in the game – is the player interfering with play, interfering with an opponent or gaining advantage?

13. You cannot be offside from any of the following:
 - a. Throw in
 - b. Goal Kick
 - c. Corner Kick
 - d. Penalty
14. If, in your opinion, the player is offside, raise the flag, keep it raised and stand still until the Referee acknowledges the flag and either stops the play to award the free kick or decides to play on.
15. If the Referee decides to play on, accept the decision with good grace and catch back up with the last but one defender.
16. Remember that it is the Referee's decision to award the offside or not.
17. If the Referee awards a free kick for offside, then lower the flag to indicate where on the field the offence occurred (high = far side of pitch, horizontal = middle of pitch, low = near side of pitch).



Substitutions

18. You can help the Referee by signalling when a team wishes to make a substitution, though you may not be in an ideal position to do this all the time.
19. The player coming on should not enter the field of play until the player coming off has left the field of play.



Things to remember

20. **Do NOT coach the players when you are running the line.** You can commend them on good tackling, great shot, good header etc, but you cannot tell either team what to do. League rules state the Assistant Referee must not coach.
21. **DO NOT go onto the field of play unless invited to do so by the Referee.**
22. Ignore the cries of people around you and do not react. They may not always like decisions made and may well let you know (though they should not).
23. If you have serious problems with players or spectators, signal to the Referee by waving the flag to get his/her attention and let him/her know. The Referee should speak to the team managers and ask them to sort issues out.

LEAGUE CODE OF CONDUCT

OXFORDSHIRE YOUTH FOOTBALL LEAGUE

The Oxfordshire Youth Football League (OYFL) has signed up to the FA Respect programme and expects all member clubs to ensure that teams playing under their name abide by the Respect Codes of Conduct.

The League will not tolerate bad behaviour by any of its members regardless of their involvement in youth football. The officers (i.e. Chairman, Secretary and Welfare Officer) of each club together with the team managers/coaches and assistants must sign this document to say they will ensure their club and its members will abide by the League's Rules and the Respect Codes of Conduct.

Each home club shall make arrangements for the provision of a Designated Spectator Area. This area can be marked by an additional painted line, the use of cones, a roped off area or use of a temporary spectator barrier. The area for spectators should start two metres from the touchline on one side of the pitch and should run for most of the length of the pitch (allowing room for corners to be taken unimpeded). It is recognised, however, that the alignment of some public pitches does not allow for this arrangement in which case other appropriate arrangements should be made.

Each home club shall make arrangements for the provision of two Technical Areas on the opposite side of the pitch to the Designated Spectator Area, one for home team coaching staff and substitutes and one for the away team coaching staff and substitutes (see handbook for further details).

Each team will appoint a captain who will liaise with the Referee to manage the game though it is understood that this will apply in practice only to older age groups from U12 upwards where players can understand the responsibilities of the role of captain. In the older age groups (U12 to U20), the captain should be clearly identifiable by use of an armband.

Each club is responsible for the behaviour of its players, officials, committee members, spectators and relatives, before, during and after the game. Each club must control these people accordingly. If a member is causing any kind of disruption or demonstrating poor practice, the club will be responsible for controlling that behaviour. If this is not done, the club will be subject to disciplinary action.

The club acknowledges that the referee is empowered not to start (or restart) the game until the Designated Spectator Area has been delimited and spectators are in the Designated Area, and until the Manager/Coaches and substitutes are in the Technical Areas.

Club officials and appointed referees are required to report to the League Secretary or League Fixtures Secretary any team not complying with the above requirements. The league will investigate any reported breaches and take appropriate action under the League rules.

Any breach of the OYFL Code of Conduct will result in a report being submitted to the County FA and once dealt with the League may take disciplinary action as it deems necessary.

Club Officials (Chairperson, Secretary and Welfare Officer), Managers and Coaches will be required to sign a copy of the League Code of Conduct before the start of the season, with the signatures being returned to the League Secretary.

Anyone taking over any of these roles during the season will be required to sign a copy of the League Code of Conduct and this should be sent to the League Secretary at the earliest opportunity.

Set the standards
for a great game.

Use your position to set a
positive example for the people
you're responsible for and lead
a better game for everyone.

Play Your Part (Code of Conduct)

Coaches, Team Managers and Club Officials

Play your part and support The FA's Code of Respect:

On and off the field, I will:

- Always show respect to everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate offensive, insulting or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home and away



RESPECT



When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything
- Never tolerate any form of bullying
- Ensure all activities are suited for the players' ability and age
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interests

I understand that if I do not follow the Code, I may be:

- Required to meet with the club or league Welfare officer or your CFA Designated Safeguarding Officer (DSO).
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn

We ONLY
do
Positive.

*If we behave positively
during practice and matches,
our children will too.*

*By setting a good example, we'll help
build a supportive environment in which
everyone can enjoy themselves.*

Play Your Part (Code of Conduct)

Spectators and Parents/Carers

**Play your part and support
The FA's Code of Respect:**

- Have fun; it's what we're all here for!
- Celebrate effort and good play from both sides
- Always respect the Referee and coaches and encourage players to do the same
- Stay behind the touchline and within the Designated Spectators' Area (where provided)
- When players make mistakes, offer them encouragement to try again next time
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour

I understand that if I do not follow the Code, I may be:

- Issued with a verbal warning or asked to leave
- Required to meet with the club committee, league or CFA Welfare Officer
- Obligated to undertake an FA education course
- Requested not to attend future games, be suspended or have my membership removed
- Required to leave the club along with any dependents and/or issued a fine



RESPECT

*We ONLY
do
Positive.*

*Play your best.
Be your best.*

*Make sure you and everyone
around you has a good time
on and off the pitch.*

Play Your Part (Code of Conduct)

Young Players

**Play your part and support
The FA's Code of Respect:**

When playing football, I will:

- Always play my best for the benefit of the team
- Play fairly and be friendly
- Play by the rules and respect the Referee
- Shake hands with the other team - win or lose
- Listen carefully to what my coach tells me
- Understand that a coach has to do what's best for the team
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club
- Encourage my team mates
- Respect the facilities home & away



RESPECT

**I understand that if I do not follow the Code,
I may:**

- Be asked to apologise to whoever I've upset
- Receive a formal warning
- Be dropped, substituted or suspended from training

*We ONLY
do
Positive.*



*Make your impact
a positive one.*

*By managing the game in a positive,
calm and confident way, you'll
encourage everyone to have fun.*



Play Your Part (Code of Conduct)

Match Officials

**Play your part and support
The FA's Code of Respect:**

I will:

- Respect the game, the competition and all other participants
- Maintain my integrity and approach each game with a positive mind set
- Be knowledgeable of the laws of the game, regulations and competition rules
- Set a positive personal example, by promoting good behaviour
- Embrace and empathise with the spirit of the game
- Submit accurate and concise reports and misconduct
- Complete and submit accurate and concise reports
- Apply the laws of the game, promoting positive actions and not tolerating actions that do not fit the image of the game

**I understand that if I do not follow the Code,
I may be:**

- Required to meet with The FA, County FA Referee Development Staff or Referees Committee
- Suspended by the County FA



RESPECT

*We ONLY
do
Positive.*

FA Heading Guidance



HEADING GUIDANCE



HEADLINES:

- **No heading in training in the foundation phase** (primary school children)
- **Graduated approach to heading for children in the development phase U12-U16**
- **U18 heading drills should be reduced, to take into consideration the heading exposure in matches**
- **Don't over inflate the footballs; use the lowest pressure authorised by the Laws of the Game**

Age Group	Heading Frequency
U7, U8, U9, U10, U11	Heading should not be introduced in training sessions at this age
U12	Heading remains a low priority – 1 session per month & max 5 headers
U13	Heading remains a low priority – 1 session per week & max 5 headers
U14, U15, U16	Heading remains a low priority – 1 session per week & max 10 headers
U18	Heading drills should be reduced as far as possible, taking into consideration the heading exposure in matches

Age	Ball size	Format	Frequency of heading in any one training session	Game context
U6	3	N/A	Heading should not be introduced in training sessions at this age.	<p>The Foundation Phase DNA aims to provide an enjoyable and memorable experience for young children.</p> <p>Priority at this age is fun, engagement and the mastery of both the body and the ball.</p> <p>In today's modern game, children will play on smaller pitches, with less players and with the retreat line rule to encourage players to play through the thirds.</p> <p>There is now a greater emphasis at all levels to retain and love the ball and you will see very few headers in the game of Mini Soccer.</p> <p>Coaches should use the time they have with players to maximise enjoyment and development of other skills, particularly the fundamentals of working with the ball in their hands and feet.</p> <p>Focus should be on learning to master the ball and the body through fun activities.</p>
U7	3	Up to 5v5		
U8	3	Up to 5v5		
U9	3	Up to 7v7		
U10	3 <small>(from 1/6/2020)</small>	Up to 7v7		
U11	4	Up to 9v9		
U12	4	Up to 9v9	<p>Heading remains a low priority and our expectation is that heading should not be introduced at this stage.</p> <p>However, if coaches feel it necessary to introduce the technique of heading, due to the increased heading activity in the game, we strongly advise a maximum of one session per month with light balls, limited repetition of a maximum of five headers, using self-serve or short distances. These limited sessions should introduce the technique of heading and should always be unopposed.</p>	<p>The Youth Development Phase DNA continues to provide an enjoyable and memorable experience for young players.</p> <p>The priority as players get older is still fun, engagement and mastery of both the body and the ball.</p> <p>Players at this age are ready to cope with more decision making, which is reflected in the challenges provided in both training and games. This will still be done within an environment that is both supportive and positive.</p>
U13	4	Up to 11v11	<p>Heading remains a low priority and our expectation is that heading should not be introduced at this stage.</p> <p>However, if coaches feel it necessary to introduce the technique of heading, due to the increased heading activity in the game, we strongly advise a maximum of one session per week with light balls, limited repetition of a maximum of five headers, using self-serve or short distances. These limited sessions should introduce the technique of heading and should always be unopposed.</p>	<p>While there may be a small increase in the number of headers seen in the game at this age group, it will remain a low priority when compared to other technical aspects of the game.</p> <p>Coaches should continue to use the time they have with players to maximise the development of other key skills seen more regularly in the game at this age.</p>
U14	4	Up to 11v11	<p>Heading remains a low priority.</p> <p>Players can be introduced to the basic concepts in training with limited repetition. Coaches should not focus on heading practice more than one session per week and limit the number of headers per player to 10 per session. Coaches should use a variety of distances relative to the game at this age.</p>	<p>The Youth Development Phase DNA continues to provide an enjoyable and memorable experience for young players.</p> <p>Priority is still fun, engagement and the mastery of both the body and the ball.</p> <p>Players at this age are ready to cope with more decision making, which is reflected in the challenges provided in both training and games. This will still be done within an environment that is both supportive and positive.</p> <p>As players' knowledge of the game and physical strength develops, there will be more visible tactical use of restarts, resulting in an increased number of headers.</p> <p>There are key factors to consider when introducing the technique of heading as part of a balanced programme, which include:</p> <ul style="list-style-type: none"> • Judge and adjust to the flight of the ball • Attack the ball at optimum point • Head contact and ball contact to control direction and distance of the ball <p>Different types of headers will start to be used, so coaches can introduce position-specific movement patterns.</p>
U15	5			
U16	5			
U18	5		<p>Heading drills should be reduced as far as possible, taking into consideration the heading exposure in matches.</p> <p>As the game begins to replicate the adult game coaches should use a variety of heading situations players will experience during a game. This includes the introduction of contested headers.</p> <p>While you may now use match balls in the session light balls can still be used in training when practising the technique of heading.</p>	

COVID-19 RETURN TO COMPETITIVE MATCHPLAY CHECKLIST:

CLUBS



- Ensure your club is affiliated to your parent County FA for 2020-2021 season.
- Ensure required public liability and player accident insurance has been purchased for 2020-2021 season.
- Nominate COVID-19 Officer(s) to establish and monitor delivery within FA guidelines.
- Agree COVID-19 action plan and roles and responsibilities for all involved.
- Complete club/venue risk assessment(s) in line with FA guidelines.
- Source and distribute any required signage and cleaning equipment.
- Review **FA First Aid Guidance** and ensure nominated first aiders have sufficient PPE.
- Notify managers/coaches, players and parents/carers of their roles and responsibilities (see other checklists)
- Establish method for obtaining written consent to participate from players or parents/carers.
- Establish method for confirming your players' self-assessment upon attendance at each match and confirm the opposition have a method of collecting theirs.
- Establish method for recording all attendance associated with your club and storing information (in accordance with Data Protection and GDPR) for a minimum of 21 days (to support NHS Test & Trace) and ensure coaches confirm that their opposition have a method for collecting theirs.
- Establish a method for confirming match official self-assessments and recording NHS Test & Trace data for home matches.
- Establish a method for obtaining cashless matchday subscription payments, if applicable (e.g. FA Matchday App).
- Create/source venue-specific COVID-19 safety information for all home venues so it can be shared with club and opposition coaches and disseminated accordingly.
- Consider meet times at home venues to avoid unnecessary congestion during changeover.

COVID-19 RETURN TO COMPETITIVE MATCHPLAY CHECKLIST: MANAGERS AND COACHES

- Review **FA Guidance on Re-Starting Outdoor Competitive Football** in full.
- Review club/venue COVID-19 Risk Assessment (and contribute where required).
- Share any venue specific COVID-19 safe information with opposition coaches and parents as appropriate.
- Adhere to FA travel guidelines (**FA Guidance on Re-Starting Outdoor Competitive Football, p6**).
- Complete self-assessment before attending every matchday.
- Ensure every parent/player has provided consent to participate.
- Ensure every parent/player confirms the following prior to each matchday:
 1. Who is attending (including parent/carer) .
 2. Self-assessment completed and is clear (including parent/carer).
- Collect self-assessment and test & trace information from match official prior to kick-off (if MO u18, collect from parent/carer).
- Practice social distancing – pre-/post-match, during warm-ups and cool downs, at half-time and on sidelines (coaches and subs).
- Ensure no handshakes/huddles and that goal celebrations do not involve more than one player.
- Maintain clean equipment and avoid sharing between players.
- Disinfect goalposts/corner flags pre-/post-match and at half-time, and footballs during breaks in play, ensuring only players retrieve match balls and they use their feet to do so.
- Deliver a safety briefing to your team prior to kick-off to ensure everyone adheres to **FA Code of Behaviour**.
- Allow parents/carers to attend to their player's injuries (with permission of match official) unless life/limb threatening – see **FA First Aid Guidance**.
- Advise spectators to practice social distancing and not to gather in groups of more than six.
- Ensure players wash their hands pre-/post-match and at half-time using their own hand sanitiser.
- Encourage players to take quick set plays to avoid prolonged close marking and defensive walls.
- No spitting at all on site and no shouting in close proximity to others.



COVID-19 RETURN TO COMPETITIVE MATCHPLAY CHECKLIST: PARENTS AND CARERS



- Adhere to FA travel guidelines (read [FA Guidance on Re-Starting Outdoor Competitive Football, p6](#))
- Adhere to any additional requirements put in place by training/playing venue
- Ensure player arrives appropriately dressed and ready to play (including laces tied and shinpads on)
- Ensure player has their own labelled drinks bottle, hand sanitiser and kit/equipment/medication (no sharing)
- Ensure you have confirmed consent for your son/daughter to participate
- Upon arrival to each matchday, provide/confirm the following information:
 1. Who is attending (including parent/carer) using track and trace method identified
 2. Confirm self-assessment has been completed and is clear (including parent/carer)
- Players – practice social distancing pre-/post-match, during warm-ups and cool downs, at half-times and on the sidelines
- Parents/Carers/Spectators – practice social distancing and do not gather in groups of more than six
- Adhere to the FA Code of Behaviour ([FA Guidance on Re-Starting Outdoor Competitive Football, p12](#))
- Parents/carers to attend to their players' injuries when given permission to enter field of play (pitch) by match referee. Coaches/managers will intervene only if life/limb threatening – refer to [FA First Aid Guidance](#) for details.
- Ensure players know to wash their hands pre-/post-match and at half-time using their own hand sanitiser (coach/manager to remind them)
- Support coaches with additional duties, e.g. data collection, disinfecting goalposts/corner flags pre-/post-match and at half-time
- No spitting at all on site and no shouting in close proximity to others
- If a player, parent/carer or associated spectator falls ill showing COVID-19 symptoms, contact NHS Test & Trace.

FA CODE OF BEHAVIOUR

COVID-19 Matchplay Safety Briefing

All those returning to competitive grassroots football must adopt the following code of behaviour.

- BE AWARE OF YOUR OWN PERSONAL HEALTH**
If you show any Covid-19 symptoms, you must stay at home, inform NHS Test and Trace and seek medical advice.
- BE RESPONSIBLE**
Read the guidance provided The FA and by your club so that you are aware of the changes to the match and what is expected of you. This will include things like being prepared to wash your own kit, bringing your own labelled water bottle and being aware of changes to meet-up times.
- PRACTICE GOOD HYGIENE**
Wash your hands regularly and before, during and after a match.
- WHERE POSSIBLE MAINTAIN SOCIAL DISTANCING**
This will not always be possible in a competitive match environment (for example, when tackling an opponent) and that is acceptable. However, before and after a match you should maintain social distancing.
- SUPPORT NHS TEST & TRACE**
You are likely to be asked to provide your details so that, in the event of COVID-19 outbreak, those who may be infected can be traced. This is for everyone's benefit, so please co-operate.
- DO NOT SPIT AND AVOID SHOUTING**
Spitting and rinsing out of your mouth are now a recognised risk to health and must not be done. Avoid shouting or raising your voice if face-to-face with other players.
- AFTER THE MATCH**
Be aware that other users may be waiting to use the facilities. Changing rooms and showers are likely to be closed and any socialising must follow the Government's guidance on social distancing.
- CLUB/VENUE GUIDANCE**
Clubs should add any specific guidance for their club or venue to be followed by players, coaches, match officials and spectators.



OXFORDSHIRE YOUTH FOOTBALL LEAGUE

Affiliated to Oxfordshire FA

www.oyfl.co.uk

@OYFLLeague

