



MYFC Master Admin Guide for League Team Managers and Team Admins

1. Introduction

Julie at NWFYFL publishes a guide to league admin each season:

<https://sway.cloud.microsoft/a3hppjV3vil6WGkT?ref=Link>

This is a really useful summary guide and covers pre-fixtures, post-fixtures and general admin requirements.

From a Club point of view, the league guide covers many of the key topics. The rest of this document is our Club's supplementary guidance, including some MYFC specific points to note.

2. Club Contacts

In terms of questions on all of these topics and who to contact at the Club during the season:

- **General league admin including match reports and access issues** - John Whitehead, Club Secretary
- **Coach qualifications** - Becky Knox or Georgie Bevan, Club Welfare Officers
- **Referees** - John Whitehead, Club Secretary
- **Fixture postponements and changes** - Alex Reynolds, Club Fixtures Secretary
- **League player registrations** - Justin Al-Kaisy, Club Player Registration Secretary
- **Discipline** - John Whitehead, Club Secretary (please call if appropriate)
- **Safeguarding** - Becky Knox or Georgie Bevan, Club Welfare Officers; or John Whitehead, Club Secretary (please call if appropriate)

Contact details are available on the Contacts page of the Club website:

<https://www.myfc.club/contact>

4. Coach Qualifications

Coach qualifications are a big focus for the FA, NWFYFL and our Club for very good reasons, primarily player welfare. All coaches have always needed in date DBS and FA Safeguarding Children and, since the start of 2024-25 season, the league have required all coaches to have in date FA Emergency First Aid too.

All managers and coaches can check their own qualifications by logging at this link using your usual FA login credentials (e-mail address and password):

<https://myaccount.thefa.com/#/account-management/learning>

Then click on the "Learning" tab along the top.

Our Club Welfare Officers will be chasing up individuals too but please take ownership of your own qualifications. Any queries on qualifications, contact our Club Welfare Officers.

In relation to Safeguarding and First Aid please note that the Clubs Emergency Action Plan (including the location of nearest AEDs (defibrillators) and A&E departments at each of our venues) is published in the Volunteer Welcome Pack section of our Club website:

<https://www.myfc.club/volunteer-welcome-pack>

5. General Admin - League Team Squad Lists

In terms of Team Squad Lists (listing all of your league registered players and all team officials attached to your league team), this is a topic in itself so please see the [separate guidance note](#) on that topic available on the Team Admin page of our Club website:

<https://www.myfc.club/team-admin>

6. Pre-Fixture Admin - master club contact directory

When contacting your opposition ahead of a game, you should find their contact details in the automated fixture e-mails you receive from FA Full Time.

In addition, to help you contact other teams, the league produce a master club contact directory which they publish on the league website: <http://www.nwyfl.co.uk/>

There is a password needed to access this directory which is updated at the start of every season. If you don't have it, please ask the Club Secretary.

7. Pre-Fixture Admin - referees for home fixtures

As regards referees:

For our U12 and older teams who will be playing competitive league football and will often have referees appointed for their home matches, please see the [separate guidance note](#) on league referee appointments, finding and paying referees, how much to pay them and using the YesRef App wherever possible. This note is available on the Team Admin page of our Club website:

<https://www.myfc.club/team-admin>

For our U11 and younger teams playing development football, it will be very rare that the league will appoint a referee for these matches. However, we do have some contacts with local young referees and we will try to allocate referees for some of our U10/11 home matches when we can, but the U12+ competitive matches will take priority. Please let the Club Secretary know if you have a particular need e.g. if you will be the only coach at a particular home game and no parent volunteer is available to referee

8. Post-Fixture Admin - match reports!

The league guide at the link in section 1 above explains what you need to do. All league teams have to submit match reports even in the youngest development leagues where no scores are published.

The key deadlines for Team Managers to remember are:

- **Reply to the text message from FA Full Time with the match score asap after the end of the match. The official deadline is within 3 hours.** It only takes a few seconds. The text recipient should have been set up by the league as the mobile number of the Team Manager. If any Team Managers don't receive a text from Full Time after their first league match, please let the Club Secretary know.
- **Complete the match report on the FA Full Time Admin website or the FA Matchday App within 3 days following your weekend match.** For Saturday matches, that means 6pm on the following Tuesday. For Sunday matches, that means 6pm on the following Wednesday. The league are really hot on this and will fine each team £10 if this deadline is missed.

All Team Managers need to be able to access FA Full Time Admin and/or the Matchday App (see below) in order to submit match reports.

9. FA Full Time Admin Access

New Team Managers should have been granted administrator access to FA Full Time by Julie and received automated invitation e-mails from FA Full Time (note the sender e-mail address is donotreplyfulltime@thefa.com). Any access issues, please let the Club Secretary know and they can check with Julie at the league. You need to click on the link in the automated e-mail in order to log in for the first time. And the link expires after a week or so. If you've not received anything, please check your spam folders before getting in touch with the Club Secretary.

Existing Team Managers should all be able to log in to FA Full Time Admin using your main FA login credentials - so the e-mail address you use for FA admin plus your password.

Here is a link to the FA Full Time Admin login page: <https://fulltime-admin.thefa.com/gen/Login.do>

Here is a link to guidance on submitting match reports on the FA Full Time Admin website:

<https://grassrootstechnology.thefa.com/support/solutions/articles/48001158765-completing-match-returns-on-full-time-match-stats-results-sheets->

10. FA Matchday App

And here is a link for guidance on submitting match reports on the FA Matchday App. **Please make sure you have the most recent version of the App downloaded.** FYI the most common issue on the App is making sure you have recorded and then actually submitted which of your squad played so please watch out for this.

<https://grassrootstechnology.thefa.com/support/solutions/articles/48001073161-submitting-a-match-report-match-returns-in-matchday-app>

11. Fixture Postponements

Julie's guide at the link in section 1 above explains the permitted reasons for postponing games so please read it carefully.

Every season, the league will publish a list of weekends that fall in the school holidays and are optional fixture weekends. So our U12 and above teams can request postponements if they have a fixture on these dates. Two weeks is the standard notice period and these kinds of postponements need to be requested via our Club Fixtures Secretary. The development

leagues (U11 and below) should not have fixtures scheduled on any of these dates. Our Club Fixtures Secretary will send reminders about these optional weekends nearer the time.

When a postponement is driven by the weather, sometimes the venue provider will make the call and let us know their pitch can't be used. In other cases, it will be left to us as the Club to make the call bearing in mind player safety of players and also to ensure our pitches last the whole season. And sometimes on the day itself, Team Managers might have to make the call themselves. Tricky areas include (i) heavy rain the day/night before matches causing waterlogged pitches; and (ii) frozen pitches not thawing out in time for morning kicks offs. The Club Secretary and the Club Fixtures Secretary will provide guidance when these situations are likely and you can always contact one or both of them if you need help.

12. Home Kick Off Time and Venue Changes

The Club Fixtures Secretary co-ordinates all of the Club's home fixtures to avoid clashes and manage the use of all of our matchday venues and pitches. A lot of planning and thought goes into this in the background by Club Fixtures Secretary, the Club Pitch Manager and the Club Secretary as we have so many fixtures, teams and venues to co-ordinate.

Changes generally have to be notified to the league well in advance so the Club Fixtures Secretary will generally update our home fixture in batches 1 or 2 months in advance. Team Managers should receive an automated e-mail from FA Full Time notifying them of any changes to their fixtures. These e-mails come from donotreplyfulltime@thefa.com

Sometimes in the Winter we may shift home fixtures to different venues at shorter notice in order to avoid postponements. We will let relevant team managers and the league know this.

If you really need a change to a particular home kick off time, please get in touch with the Club Fixtures Secretary or the Club Secretary. With so many teams, we try to keep any changes to an absolute minimum so you do need to have a really good reason. If we can make the change work in terms of all of our other home fixtures on that day, we will let you know. However, if your home fixture is less than 14 days away, you would then also need to agree the change with your opposition (and also then let your referee know if you have one appointed). Once a home team manager has agreed a change with their opposite number, then we would let Julie at the league know and she would update the fixture on FA Full Time.