



OBDSFL ADVICE FOR CLUBS.



**'OUR
BEAUTIFUL
GAME'**



WELCOME THIS DOCUMENT IS HERE TO ASSIST YOU THROUGH THE PROCEDURES REQUIRED TO ENABLE A SMOOTH AND TROUBLE FREE FIXTURE AND ADMIN.

- You must ensure that your contact details are logged into the WGS (Whole Game System), this will ensure that you can receive messages regarding fixtures from FA Full Time.
- You must ensure that all your players are registered on WGS so that the administration of FA Full Time can be completed by your club.
- You must ensure that you have a physical print out of all your players photos available on Matchday in case there is an issue with any electronic communication.

- On Sunday afternoon or Monday morning you will receive a message from FA Full Time confirming your opponents details and referees details. You will already have booked the pitch permit for the slot as the order to play the fixture would already be on FA Full Time.
- Once the message is received you will need to complete the Matchday advice form (below) and send to both your opponents and referee ensuring you request acknowledgement of receipt. This needs to be complete by **TUESDAY** prior to the Sunday fixture.



OBDSFL MATCHDAY DETAILS ADVICE

League / Cup:			
Match Date:			
Home Team v Away Team:			
Venue:			
Kick Off Time:			
Home Team colours:	Shirts	Shorts	Socks
Home Goalkeeper's colours:	Shirt	Shorts	Socks
Match Referee:			
Match Asst. Referees:			
4 th Official (if appointed):			
Home Team contact : (Name)			
Email:			
Mobile Phone No:			
Home Phone No:			
Business Phone No:			
Home Team Emergency Contact No:			
Special Venue Parking arrangements (if any)			
Other: (i.e Cup game costs share)			
<p>Home Sender – PLEASE MAKE SURE THIS FORM IS FULLY COMPLETED AND SENT TO THE OPPOSING MATCH CONTACT OR CLUB SECRETARY & MATCH OFFICAL(S) BY THE TUESDAY LATEST BEFORE THE MATCH. FAILURE TO DO SO WILL INCUR A FINE</p> <p>Away Recipient - PLEASE CONFIRM SAFE RECEIPT OF THESE DETAILS TO THE SENDER BY RETURN ADVISING OF ANY TEAM COLOUR OR GOALKEEPER COLOUR CLASH. FAILURE TO DO SO WILL INCUR A FINE</p> <p>MATCH OFFICIAL(S) – PLEASE CONFIRM SAFE RECEIPT OF THESE DETAILS TO THE SENDER BY RETURN</p>			

- If there is a kit clash (INCLUDING shorts and socks) then it is now this needs to be amended and changed so there is not issues when you arrive at the ground and the kick off is delayed awaiting the changes.

- Every week at least twice a week (definitely on a Friday) you must check the WGS for details of any club/team/player suspensions. If any suspensions are found that prevent you from playing on the Sunday you **MUST** get these cleared off the WGS before 4 PM on the Friday Afternoon.
- Remember just by paying any fines may not fully complete the process, it is your responsibility to check any suspensions have been lifted.

- During the week you can complete your team sheet in readiness for Sunday morning, this should be sent electronically to your opponents and the referee. Please ensure you print a hard copy for the referee to keep on Matchday, (also your referee may be changed at short notice and he will need a copy). If any changes to the team you **MUST** notify both the referee and your opponents. Please refer to Rule 18 with regards to deadlines for registering players on matchday, (No later than 30 minutes before Kick Off)

This Page to be handed to Referee at least 20 minutes before Kick Off

ORPINGTON & BROMLEY DISTRICT SUNDAY FOOTBALL LEAGUE MUST BE SENT TO YOUR DIVISIONAL SECRETARY WITHIN 3 DAYS OF THE FIXTURE (TUESDAY)															
MATCH REGISTRATION CARD <small>(Team - This player needs to be signed by your team on the whole game system and correct date added before the Tuesday fall)</small>															
Competition		Cup / Fed			Match Result		AET		Pens						
Venue		Date			Match Result		AET		Pens						
Home Team		Away Team			Shirts		Shorts		Socks / Goal Keeper						
Colour		Colour			Shirts		Shorts		Socks / Goal Keeper						
TICK YOUR CLUB															
THIS COPY MUST BE GIVEN TO REFEREE 20 MINUTE BEFORE KICK OFF <small>Same Day Registration</small>															
Shirt No.	Registered Name (Capitals) [Indicate Captain]	Start	Sub	✓	Opposition Details										
					Managers Name										
					Coach Name										
<i>Club Signature</i>					<i>Club</i>										
Now swap Photo verifications and Match Card in Presence of Referee ONLY 16 players may be ticked per Match Card <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="border: none;"> </td> <td style="border: none; text-align: center;">Yes</td> <td style="border: none; text-align: center;">No</td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none; text-align: center;"> </td> <td style="border: none; text-align: center;"> </td> </tr> </table>											Yes	No			
	Yes	No													
Was you notified of any fines by the referee															
Did the opposition provide photo ID's if not game not to take															

- At least 20 minutes before kick off, find the referee and provide 2 suitable match balls, a copy of the team sheet, and offer the match fee (unless electronic payment has been previously agreed)
- You **MUST** exchange your photos with your opponents **PRIOR** to kick off, either electronically by text or Whatsapp or other agreeable App.
- If photos are not available then the fixture **SHOULD NOT** take place.

- Following the fixture (ASAP) before 1:30 PM you must reply to the FA Full Time text result service with the result of the fixture. If a text is not received then it is the clubs responsibility to ensure the Results Secretary receives result notification before 1:30 PM

POST MATCH REQUIREMENTS.

- Following the fixture and within 2 days the below MUST be completed:
- Log onto FA Full Time and navigate to the results section

Choose how to sign in

⚠ If you have not used Full-Time for over 20 minutes, it will normally automatically log you out, so you'll need to sign in again.

Sign in using email

- ✓ Single Sign On for all your League/Team roles.
- ✓ You need to know your Full-Time accounts email, FAN and password.
- ✓ Always safe & secure.



SIGN IN USING EMAIL

NEW

Sign in using username

- ✓ Always safe & secure.

SIGN IN USING USERNAME

- On the Results tab you will see a section named 'Results and Stats', enter this part of the system.
- You will see a list of fixture dates, on the Right hand side of the page click on the Red results option 
- Once open find your fixture on the list.
- Once you have found the fixture click on the Blue statistics option  this takes you onto a page where statistics are entered.

- FA MARKS.
- It is a requirement to enter the referees mark in the three different criteria's, If a mark below 60 is given please contact the Referee Secretary for an official report form to be completed (completed form within 4 days of the fixture).
- There are also 2 more requirements that need to be completed on this page:
- Respect Marks and Pitch marks, these are just tick boxes and conform to FA requirement's.
- REMEMBER TO CLICK ON THE UPDATE BUTTON BEFORE MOVING ONTO NEXT ITEM.

- LEAGUE TEAM MARKS
- There is 4 items that need a response and are either Yes/No answers.
- REMEMBER TO CLICK ON THE UPDATE BUTTON BEFORE MOVING ONTO NEXT ITEM.

- **PLAYER STATISTICS**

- You **MUST** complete the first three columns by ticking the Starting Team, Bench Used (named subs that come onto the field of play), Bench Unused (named subs that did not come onto the field of play) and tick the player that was the captain on the day.
- The remaining columns are optional and can be used for a clubs own records: Goal, Own Goal, Penalty, Penalty Missed, Penalty Saved, Rolling Sub on, Yellow Card, Sin Bin, Second Yellow Card, Red Card.

DIVISIONAL SECRETARY

- Again within 2 days of the fixture you MUST send a copy of the match card showing the players that took part in the fixture to your Divisional Secretary, this MUST replicate the teams selection uploaded onto FA Full Time. Your opponents are advised to double check the team selection compared to the selection uploaded and advise the THEIR OWN Divisional Secretary of any anomalies.
- Senior & Premier – **Becky Jade** divsec@obdsfl.net
- Divs 1 & 2 – **Phil Cheverton** gensec@obdsfl.net
- Divs 3 & 4 – **Kat Chick** womensdevsec@obdsfl.net
- Div 5 – **Robbie Bagge** socialsec@obdsfl.net

HOW FIXTURES ARE CREATED

- OBDSFL Fixture calculation and methodology
- The method for calculating OBDSFL fixtures is simple and does not involve monthly club meetings or other responses from you with regards to agreeing these fixtures.
- The new seasons fixtures are produced on a fixture sheet that is handed out to you prior to the AGM or on a later date. You will also be given, at the AGM, or shortly after a version of the constitution for the new season and alongside your team name will be a number. This number is

- your matrix number. To simply work out when you will be at home you look at the relevant date and whether your number is at home or away.
- By way of example, the fixtures for 12th September 2021 are shown below –
- If ABC FC was number 5 on the matrix in your division then they would be *AWAY* to say EFG FC who are number 2. So, on 12th September EFG FC would have to obtain a home pitch.

• 12/09/2021 WEEK ONE

• 2 v 5

• 3 v 11

• 9 v 6

• 7 v 12

• 8 v 10

• 1 v 4

- The exceptions that will occur will be in the Senior Division where there are only 10 teams and I adjust fixtures accordingly BUT still aligning to who is at home.
- In a Division where there are more than 12 teams – in season 2020/21 this will be Divisions 4 and 5 - I will either, circulate a 14 team matrix for you, OR adjust your fixtures as necessary.
- You will also see on the list of fixtures the various cup dates. You should refer to the OBDSFL Cup Draws spreadsheet also sent to you to see if you are at HOME or AWAY and book (extra) pitches if needed.

- If you enter a County Cup this fixture will supersede any OBDSFL fixture. OBDSFL cup fixtures supersede any League game in a Division. Also, a Charity Cup game as our senior cup would supersede a Vic Farrow Cup game for example.
- Any League game not played simply goes to the bottom of the pile and is fitted in when suitable or by the two teams agreeing to play the game on an alternate date.
- Any questions should be directed to the Fixture Secretary on fixturessec@obdsfl.net

FINALLY

- The above procedures **MUST** be followed to avoid fines being imposed, continual failures to adhere to the above may result in future fixtures being withdrawn until such time the correct information is received

