

PETER HOUSEMAN YOUTH LEAGUE

Affiliated to Hampshire Football Association Ltd.

MATCH RESULT CARD 2011 - 2012

Part A: to be completed in ink by the Team Managers and sent by the Home Team Manager to the appropriate Divisional Secretary on the day of the match. **Players Surnames & Forenames to be completed in block capitals.**

Date: _____ Age: Under _____ Div: _____ Competition _____

Home Team

	FC	Goal Scorers
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
Home Team Score		

Away Team

	FC	Goal Scorers
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
Away Team Score		

REMEMBER TO GIVE ALL SUBSTITUTES NAMES TO THE REFEREE PRIOR TO KICK OFF

I certify that the above players took part in this match.

Signed: _____ Home Manager

Qualified First Aider (PRINT) _____

I certify that the above players took part in this match.

Signed: _____ Away Manager

Match Played at _____

Part B: To be completed in ink by the Referee.

Referee: (PRINT) _____

Signed: _____

Home Team _____

Away Team _____

Date _____ Age: Under _____ Div _____ Competition _____

Home Team – Goals: _____

Away Team – Goals: _____

Scheduled Kick Off time: _____

Actual Kick Off time: _____

If late Kick Off; Team at fault _____

Match Duration; (Each Way) _____ Minutes

Extra Time; (If Played) _____ Minutes

Assistant Referees

Name (Home) _____ Mark _____

Name (Away) _____ Mark _____

Part C: Referee Marks.

To be completed in ink by Both Managers **following** completion of Part B by the referee.

Home Team Marks (from 100) _____

Away Team Marks (from 100) _____



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Non Competitive Mini Soccer Team Sheet

To be completed in ink by the Both Team Managers and sent by the Home Team Manager to the appropriate Divisional Secretary on the day of the match. Enter the names of all players who played regardless of matches played. Names should be entered **in block capitals below**.

Date: _____

Age: Under _____

Home Team

	FC
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	

Away Team

	FC
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	

I certify that the above players took part in this match.

Signed: _____ Home Manager

Qualified First Aider (PRINT) _____

I certify that the above players took part in this match.

Signed: _____ Away Manager



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FAIR PLAY POINTS

TEAM RECORD CARD

CLUB..... AGE GROUP..... DIV.....

DATE	OPPONENTS	MARK /100
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

This card to be used for recording the Fair Play Marks of your opponents. It must be kept up to date by either the Club Secretary or Team Manager and returned to the League when it is requested sometime in APRIL



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MATCH CANCELLATION/POSTPONEMENT FORM

Match Date..... Age Group..... Division.....

HOME TEAM AWAY TEAM

Venue

Club Calling Off Game

Reason for Cancellation/Postponement

.....
.....
.....
.....
.....
.....
.....
.....

Players Unavailable (if applicable)

Name	Reason	School

Signed - Manager / Club Secretary **Date**

When a request is being made for a match to be postponed, the Secretary MUST sign

Club

This form MUST be completed and sent to the Divisional Secretary within 48 hours of the cancellation by both teams, failure to do so will result in a fine as per schedule. Along with any other penalties decided by the Executive Committee for the cancellation.



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A GUIDE FOR CLUB SECRETARIES AND TEAM MANAGERS

These notes are a guide to help Club Secretaries and Team Managers to an effective and efficient running of Youth Football. However, this guide is not a substitute for the rules.

CLUB SECRETARY

The Club Secretary is responsible for the Club administration in the Peter Houseman Youth League as well as ensuring the good behaviour of players, officials and supporters both on and off the field of play.

1. Affiliate Club and teams to the relevant County Football Association, this should usually be done before the end of June.
2. Clubs must not compete in any unsanctioned competition or with any unaffiliated clubs/teams.
3. Apply to join the Peter Houseman Youth League by the 15th May, late applications are considered if there are available places in the appropriate age group.
4. Attend the Annual General Meeting where you are responsible for your Club's voting on matters that take place and any discussions that occur during the meeting.
5. A player can only register for one team, and eleven players for each team must be registered with the League before the 20th August. Extra players can be signed up to the 31st March. A self-addressed envelope must be sent with registrations.
6. A player may not transfer to another Club before 31st December or after 31st January. No club will be allowed to transfer more than a total of four players over all ages in the current season. No Club is permitted to approach another Club more than twice in any season, and these approaches must be twenty eight days apart. Rule 8(1) must be followed.
7. A list of all registered players must be kept along with a record of games the players have played in.
8. Ensure that the teams wear their registered colours and shirt numbers 1 to 11 must be used at the start of each game. Any shirt sponsorship must be approved by the Club's appropriate County FA.
9. The home team confirms with the opponents and the appointed referee the venue, kick-off time and colours at least 5 clear days before the match is due to be played. If the away team has not received details from the home team by 7pm on the Wednesday before match day, please contact Div Sec by 9 pm on the Wednesday so the league is aware of the situation.
10. Ensure all team managers are conversant with League rules.

11. If no referee is appointed by the League, then the home team should find a neutral referee, if possible. If this is not possible then a person acceptable to both managers should be chosen. Referees and Assistant Referees should not coach whilst officiating.
12. Only the Club Secretary can contact the Referee's Secretary about match appointments.
13. Any postponements must be agreed by the appropriate Divisional Secretary, be they for weather or any other reason. Clubs must fill in the appropriate form.

The Divisional Secretary will then, at the next Executive committee meeting, inform the Executive Committee of all postponed games, who will then decide on the appropriate action to be taken, if any is required.

14. Any fines awarded against your Club must be paid within 14 days, otherwise the club will be liable for a further fine.
15. Trophies that may have been won, must be returned to a League Official by the 1st February, in good condition and properly engraved.
16. The Club should ensure the availability of players for the League representative teams.
17. Do not telephone any League official after 9 pm unless you have been invited to do so.
18. Do not call at any League official's home unless a prior agreement has been made.
19. Ensure that the Club Secretary, Team Managers and Qualified First Aiders have completed and returned, to the League Secretary, the form regarding child protection.
20. Keep the League Secretary informed of any change of details regarding the Club Secretary, Chairman and Team Managers.
21. Ensure the Club has £2million minimum of public liability insurance.
22. HYFA County Cup - The Club Secretary must notify the HYFA Cup Secretary if a referee has not been appointed to your game (if at home) 7 days prior to the match.
23. Ensure that the League agreement is signed by the persons and returned to the League Secretary.
24. League Diary at front of Handbook is a quick reference of deadlines & dates; the rule book then expands on requirements & instructions.

TEAM MANAGER

The team manager acts on behalf of the Club Secretary at matches and is responsible to the Club Secretary for the good behaviour of players, officials and spectators both on and off the field of play.

1. Ensure that you (or another responsible adult) are at the match to look after the team.
2. Home team managers must contact away team with details of game (ie time, venue) 5 days before match or at least by 7 pm on the Wednesday before the game. If the away team has not received communication by this time, they must ensure the Div Sec has been advised by 9 pm on the Wednesday.
3. On match days at home, ensure that the match sheet is completed by you, the opposition manager and the referee. We recommend that the referee's marks be entered after referee has completed their appropriate section.
4. If you are the home team, you must provide at least 2 match balls, 2 assistant referee's flags, a whistle, an adequate first aid kit and a qualified first aider in attendance. Also that nets, corner flags and pitch markings are adequate.
5. All Team Managers must ensure that players equipment is not dangerous.
6. Away Team Manager must ensure completion of team sheet and return it to the home Team Manager.
7. Ensure that substitutes that have played in a match are entered on the team sheet as having played.
8. Both managers must check each others League registration cards.
9. Ensure substitutes names are given to the referee prior to kick off.
10. Where Assistant Referees are not appointed, each team must provide a competent person to run the line. This person must not coach whilst acting as a match official.
11. Play registered players only and a game cannot commence if one team has less than 7 players at the start of the game. No game shall continue if one team has less than 7 players on the field of play.
12. All teams should be ready to start 15 minutes prior to the kick off time. If you are late, still endeavour to get to the ground up to 15 minutes late. The opposition should wait for 30 minutes after the kick off time.
13. The duration of play - the maximum times must be used unless both managers and the match referee agree otherwise.
14. Results - League or League Cup – it is the home team that must inform the appropriate Divisional Secretary of results by telephone before 5.00 pm on the day of the match. For evening kick-offs results must be phoned in by 9 pm on the day of the match.
15. Results – County Cup – home or away, you must inform appropriate Divisional Secretary of county cup results by telephone before 5.00 pm on the day of the match. For evening kick-offs, results must be phoned in by 9 pm on the day of the match.

16. After the game, home team responsible for sending fully completed team sheet to the appropriate Divisional Secretary, to arrive within three days of the fixture.
17. Do not contact the Referee's Secretary direct, ask your Club Secretary to do so.
18. A game cannot be postponed without the appropriate Divisional Secretaries approval.
19. If you are dealing with a transfer, ensure you follow the transfer rules very carefully.
20. If you require further clarification of the League rules, seek guidance from your Club Secretary or your Divisional Secretary.
21. Do not telephone any League official after 9 pm unless you have been invited to do so.
22. Do not call at any League official's home unless a prior agreement has been made.