

The North West Counties Football League

Founded 1982



ADMINISTRATION GUIDE

SEASON 2025/26

ADVICE, DIRECTIVES & PROTOCOLS

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A Message from The League Chair



As the new Chair of The North West Counties Football League, I want to place a significant amount of emphasis on the importance of maintaining our high standards both on and off the field. The National League System is a highly regulated level of the game, so it is important that we run the League with integrity at all times.

The League Management Committee and Board of Directors are appointed by Member Clubs to ensure that the League is run fairly, equitably and within the Directives of the game on their behalf, providing independent and impartial decision making.

Just as on the field of play, where the Laws of the Game ensure that all participants are treated the same way; the League is also run on the same principle. We ensure that all clubs adhere to the relevant rules and regulations of the competition, in order not to gain an unfair advantage by not doing so. Where rules aren't followed, then the League has no option but to act against clubs and individuals who ignore those rules.

It is therefore vitally important that as a Club Administrator, you understand those rules and regulations. This guide is designed for administrators to gain an understanding of the processes and procedures behind the League.

History shows that our most successful clubs are those who are run well both on and off the field, while those who have sadly folded are the ones where administration is poor, resulting in additional costs and pressure on club administration staff to the extent that volunteers walk away and the pressure becomes more on those left.

Believe it or not, the League's target at the start of every season is for zero fines income. We would prefer clubs to invest that money within their own club but ultimately if rules aren't followed, a financial penalty is generally the outcome.

The role of the football administrator has changed considerably over the years, but one thing has remained consistent; the importance of understanding the rules, being diligent in completing the required administration standard, and being organised in the routine required. This document should be read by **Club Chairs, Club Secretaries, Match Secretaries** and anyone who is involved in administration at your club.

Please take the time to digest the information within this guide and as always, if in doubt, do not hesitate to ask. You can speak to the League Secretary, one of the League Management Committee or its officers or even Secretaries at other clubs, who are usually more than willing to help especially on a matchday.

Thank you for the work you do, and I wish you all the very best for the season ahead.

Chris Stirrup
Chair

Introduction

This guide is provided for anyone involved in club administration in The North West Counties Football League but is primarily aimed at Club and Match Day Secretaries.

All [Rules](#), [League Forms](#) & [Directives](#) can be viewed and/or downloaded from the League Website under the League Information section ('League info' on top navigation menu). These documents are also available through the [Club Admin](#) portal.

The Role of the Club Secretary is an important position as they are the main contact between The League, The FA, County FA and your Club. The Club Secretary must keep the Club Chair fully up to date with all relevant correspondence, and, ensure team management understand the League Rules & Regulations when signing players, completing paperwork, and how they should behave in the technical area. Many clubs have a Matchday Secretary as well as a Club Secretary, so it is vitally important they have a good understanding of the various requirements of the League.

All communications from the League will be sent to the Club Secretary. The Club Secretary should be the only person to contact League Officials concerning any item about League Rules and Procedures.

Official League communications will not be sent to Match Day Secretaries. i.e. minutes, invoices, charge notices etc. However, in the event of the Club Secretary being unavailable for any reason, an alternative contact should be notified to receive such notifications during any period of absence. This season, items such as fixture changes will be sent to Matchday Secretaries so ensure your Matchday Secretary contact details are up to date on the Club Admin portal.

Depending on how the club is structured, the Secretary and/or Matchday Secretary needs to have an understanding of; FA, County FA & League Rules. Do not take anything for granted. League Officials will assist in any query, but their opinion is not binding on a decision of the Management Committee or the Board of Directors. League Officials are also obliged to comply with League Rules, FA Regulations, Directives, and Instructions promptly, this includes everything (documentation, invoices, instructions, fines, questionnaires etc.) regarding League, FA and/or County FA. Delay in responding causes additional work for League Officers and could incur a fine on your club.

About the League

ROLE OF THE LEAGUE BOARD OF DIRECTORS & MANAGEMENT COMMITTEE

The League is a Limited Company by Guarantee, registered in England & Wales (Company Number 11407266)

The League Management Committee is appointed on behalf of Member Clubs to run the competition on their behalf. The Management Committee is made up of up to 12 individuals, all serving a minimum of 3 years, 4 retiring each year in rotation. Member Clubs can nominate representatives to sit on the Committee. The Management Committee deal with the matters of running the League and meet on a monthly basis, now the second Monday of every month. Only one representative of a club can be elected onto the Management Committee.

In turn, the Management Committee elect a Board of Directors of up to 6 individuals who are responsible for the running of the Limited Company. Each serving for a 3-year term in office, two retiring each year in rotation.

In addition, the Management Committee is also made up of Life Members, who have voting rights.

The League Emergency Committee, made up of the Chair of the Management Committee, Vice-Chair and

League Secretary, have the authority to make day-to-day operational decisions on behalf of the Management Committee. These decisions are ratified, or otherwise, at the next Management Committee meeting.

The League also appoints Officers to key positions in the League. Although Officers may attend meetings, they do not have voting rights.

Minutes of each Management Committee and Board of Directors meeting are published and are sent to Club Chairs and Secretaries. These documents are **private & confidential** and shouldn't be circulated beyond your own Club's Board or Committee, and they certainly shouldn't be published into the public domain.

Where a matter is of wider interest, The League Committee will often publish a statement highlighting the League's position or opinion on a matter or decision.

The League's Regulator is The Football Association, while clubs are regulated by the relevant County FAs, who deal with Club Sanctioning and Disciplinary Matters. The League regulate the running of the competition so deal with all matters relating to the running of the League.

MANAGEMENT COMMITTEE MEETINGS

The League's Management Committee meeting on a monthly basis, now on the **second Monday of every month**. It is important that if a club wishes to request a Management Committee decision on any item, then they should submit the request by the end of the previous month, for discussion at the meeting.

Where items require an urgent decision, this is referred by the League Secretary to the League's Emergency Committee for a decision, which is then ratified at the next Management Committee Meeting.

LEAGUE WEBSITE

The League website is the main source of information relating to the Rules and Regulations of The National League System (NLS) and The League.

All Rules and related information can be downloaded from the League Info section of the site as can all Directives and Forms. These are also available in the Club Admin Portal.

The website contains a wealth of information on the League and its clubs, including playing records, member records, archived information. It is also the main source of League and Club news, so clubs should inform the League's media team whenever an important news announcement is made.

LEAGUE PARTNERS & SPONSORS

The League has a number of partners and sponsors it works with, so it is important that Clubs support those partnerships where possible.

Headline Sponsor – Available

Technical Sportswear Partner – Macron

Macron is the Technical Sportswear Partner of the League and provides all clubs with branded Benchwear which is compulsory for Management Teams to wear in the Technical Area. Each club is allocated a Macron Store, who will liaise with them to deliver the Benchwear and can provide additional items such as team kits. Should your management team change during the campaign, the club is responsible for purchasing new Macron Benchwear and you should contact your allocated store.

Goalkeeping Partner – Paxsport

Paxsport is the Goalkeeping Partner of the League and is sponsor of the Goalkeeper of the Month and Year awards, providing Goalkeeper gloves and sponsorship as part of the deal.

Artificial Turf Pitch Partner – PST Sports

This is an exciting new partnership for the installation of artificial turf pitches and they are to sponsor the monthly Respect Awards.

Insurance Partner – Tysers

Tysers is the Insurance provider for the League and its clubs. The League has a compulsory insurance scheme which all member clubs must participate in. This is to ensure that all clubs have the right level of insurance cover in place to meet at least the minimum requirements as defined by The Football Association. Clubs can purchase additional products through Tysers, with the League receiving commission for doing so.

Trophy & Matchball Provider – Hereward Sports

Hereward Sports provide the League's Official Matchball through Mitre. They also provide medals and other trophies to the League.

Charity Partner – State of Mind Sport

State of Mind Sport is a mental health charity, working primarily in Rugby League but they have partnered with the League to undertake activities with Clubs.

Sponsor & Partner Requirements

All Clubs are required to carry partner adverts within Matchday Programmes. The adverts can be downloaded in high resolution print format from the League website. [Click here](#)

League Branding

The League is known as **The North West Counties Football League**, or **NWCFL** for short. We may change the name of the competition for sponsorship purposes.

The main League crest should be used on all materials relating to the Competition.

In addition, each Division has its own specific competition logo which can also be used where appropriate – e.g. match programmes.

Our Cup competitions also have specific branding which should be used during those games.

The League Challenge Cup should be referred to as The Macron Cup, and the First Division Challenge Cup as is as we do not have a sponsor currently – It is also referred to as the Edward Case Cup.

All branding materials can be downloaded from the League website [here](#).

League Crest



Competition Lock Ups



Cup Competition Logos



FA Disciplinary Procedures

FA Disciplinary procedures concerning cautions, sin bins and dismissals, and the responsibilities a club has to the County FA, need to be fully understood. Late or non-payment of fines to the County FA automatically raises a suspension notice from the County FA to the League, and, incurs a League disciplinary charge of Bringing the League in Disrepute by a failure to fulfil financial obligations to a Football Creditor (see League Rule 11). This usually incurs a £25.00 fine, so ensure that all payments are made within the required timescale. Any default causes extra work for League Officials as they need to ensure that a club is clear of suspension to be allowed play, as any fixture postponed would be considered as a non-fulfilment and render a club liable to a minimum £250 fine.

Clubs need to ensure that any player who is suspended serves the correct suspension (number of matches) and on the correct date of the suspension, you can't put the suspension to the next match. You can't pick and choose the suspension. All suspensions commence **7 days** after the event. Unless it is a misconduct charge and subject to a County FA hearing. Any mistakes should be notified to your County FA immediately, but the player and club may face an FA charge, and, if proved, a League charge for playing an ineligible player may follow. It is important to keep full player disciplinary records, and not just rely on FA or League systems. You can check cautions and dismissals from the League Website by going onto your club page:

Home > Club Pages > [Club Link] > Squad > [Players Name]

League records may not correspond with County FA records as they hold the player disciplinary records. However, as the information is taken off the match reports (submitted via your club portal) and cross checked against the referee's reports, it is most likely 100% correct for all NWCFL matches. The disciplinary records for players taking part in FA and/or County FA Competitions is reliant on the information provided by the club concerned, so it is very important that correct information is submitted on your match report.

Non receipt of paperwork from the County FA for a caution, sin bin or dismissal does not invalidate the **7-day period**. If no notification is received from your County FA in relation to the charge within 4 days of the event, please contact them a.s.a.p.

If you are unable to attend a game, ensure the person responsible for completing the match report should ensure that you are notified of any disciplinary items.

Notify the League Registration Secretary and Disciplinary Committee Chair of the outcome of any hearing as the suspension may differ from the charge.

Check the disciplinary record of any player signed from another club either pre-season or during the season. This should be done via your County FA, however, there has been occasions where players records have been duplicated and the information given has not been correct. Therefore, check with the Registration Secretary for the player details of matches played in this League.

This may still not provide a correct record as the player may have played in other Leagues, but it helps. Get any information from a County FA in writing as it has been known for a club to have played a player whilst under suspension but because they had a written clearance from their County FA no further action could be taken. Please do not rely on the FAs Whole Game System as players are known to have multiple FAN numbers, thus creating duplicate player records. If you are aware of this concerning any of your players, please contact your County FA and ask for their records to be

merged. If a player is no longer with your club, please contact your County FA and get them to remove the players link to your club. This is an important item as by not doing so causes considerable additional investigation work by League Officers and lengthens the League Weekly Disciplinary Statement.

The responsibility rests with the player and club.

FA Discipline re Cautions

If a Player receives 5/10/15 cautions (which includes sin bins, within the relevant time period) they will be suspended for either one, two or three matches respectively. Non-receipt of paperwork is not a defence if a Player plays under suspension. It is a clubs duty to notify the County Football Association if they do not receive correspondence relating to an incident following a fixture.

Match Official Cautions Player



Match Officials report received by County Association



Notification of caution sent to Club



Club deals with notification

Please note that sin bins are considered as cautions

The only appeal against a caution can be for Mistaken Identity.

For each caution issued a club will receive one penalty point against the club's disciplinary record

If a Player receives a set number of cautions during the qualifying period they will receive a suspension, this will commence 7 days from the date the 5/10/15 caution was received, ***even if the club has not received notification from their County Association.*** If you find that a caution has not been received from the County Association, please check Members' Service or contact your Parent County Association immediately.

5 CAUTIONS

If a Player receives 5 cautions between the first day of the season and 31st December they will be suspended for a period of **1 match suspension and be fined £15 by your County FA.**

If a Player receives their 5th caution after the 31st December they will be **warned as to their future conduct** and no suspension shall be imposed.

10 CAUTIONS

If a Player receives 10 cautions between the first day of the season and the second Sunday in April they will be suspended for a period of **2 match suspension and be fined £15 by your County FA.**

If a Player receives a 10th caution after the second Sunday in April they will be **severely censured and warned as to their future conduct** and no suspension shall be imposed.

15 CAUTIONS

If a Player receives 15 cautions playing between the first and last day of the season they will be suspended for a period of **3 match suspension and be fined £15 by your County FA.**

20+ CAUTIONS

If a Player is cautioned 20 times between the first and last day of the season they will be charged with continuing misconduct. For every 5 cautions they receive thereafter they will be charged with continuing misconduct.

The suspension is from the team the Player received the amount of cautions for. For the Player to be suspended they must receive 5/10/15 cautions for Saturday football **OR** Sunday football. The suspension will be completed when that team has played the appropriate number of games. **For example, a Player receives 5 first team cautions on a Saturday they will be suspended from Saturday football Only. If a Player exceeds the threshold on a Sunday, they will be suspended from Sunday football Only.**

If a Player receives 2 cautions on a Saturday and 3 cautions on a Sunday they will not be suspended as they have not received 5 cautions for the same type of football (i.e. Saturday only or Sunday only). The caution count is also categorised between Clubs outside of the National League System and those between Steps 5-7.

Please note that if a player receives a caution whilst playing in team or another club in a County Feeder League (Step 7) that caution is included in the overall total.

Temporary Dismissal - Sin Bin FAQ

The FA is continuing with temporary dismissals for all Leagues, Clubs and Teams within the National League System from Step 5 and below.

A temporary dismissal is a timed period away from playing the game if a player receives by the referee a yellow card for dissent (C2). This will be managed by the Referee and he will manage this process.

At the minute this process is only for cautions that are received for dissent (C2).

This process applies only to players and not substitutes or coaching staff.

The referee will show a yellow card and point to the touchline. The player but remain off the pitch for a period of 10 minutes for all matches of 90 minutes and the time commences when play restarts.

The player will be allowed back onto the field of play when the referee confirms he can, but there doesn't need to be a stoppage in play.

A player cannot be substituted until the temporary dismissal has expired and not at all if all substitutes have been used. The player can warm up during this sanction.

If the sanction was given in the first half or before extra time, the player will recommence the Temporary Dismissal at the start of the next game period. If the game concludes before the sanction has expired, the sanction will end; there is no requirement for the player to serve the remainder of the time at the following match.

If there are kicks from the penalty mark at the end of extra time and the sin bin has not expired the player will be allowed to participate.

If a team go down to less than 7 players as a result of a Temporary Dismissal and it is the player's second sin bin and not permitted to return – the game will be abandoned.

The referee will still report this to the County FA who will process the caution for the purpose of it being on the participant's record, and the club will still be required to acknowledge this.

For a simple Temporary Dismissal of one offence in a game, there is no £12 administration but it will tally in accordance with the regulations for caution total regulations.

If a player commits another offence (red or yellow card) during the sin bin period they cannot take any further part in the game and cannot be substituted. This also includes the period between being informed that he/she is temporarily dismissed i.e.: on the field of play as well as the time he/she leaves the field of play and begins the sin-bin period.

If the player commits a non-dissent caution at any time on the field of play in addition to the sin bin period will continue to play.

If the player commits a 2nd dissent caution (and no other offences) will receive a 2nd period in the sin bin. At the end of that period, the player can take no further part in the game but can be substituted.

All other Laws of the Game remain unaffected, so if a player receives two cautions for a non-dissent caution they will be sent off in the normal manner.

TEMPORARY DISMISSALS SANCTION TABLE

Caution Offence 1 Caution Offence 2 Caution Offence 3 On field sanction

Dissent	-	-	Sin Bin
Dissent	Non Dissent	-	Sin Bin, Caution Recorded (No Send Off)
Dissent	Non Dissent Caution	Non Dissent Caution	Sin Bin, Send Off for S7
Dissent	Dissent	-	Sin Bin x2, unable to rejoin, but can be substituted after 2 nd Sin Bin if not all substitutes used
Dissent	Non Dissent Caution	Dissent	Sin Bin, Caution Recorded, Sin Bin, unable to rejoin and CANNOT be substituted
Non Dissent Caution	Dissent	-	Caution Recorded, Sin Bin
Non Dissent Caution	Dissent	Non Dissent Caution	Caution Recorded, Sin Bin, Send Off for S7
Non Dissent Caution	Dissent	Dissent	Caution Recorded, Sin Bin, Sin Bin – unable to rejoin, and CANNOT be substituted after 2 nd Sin Bin

Club Admin Web Portal

The Club Admin portal will be used so that clubs can select their line-ups for a match, print teamsheets, send in results plus add post-match information such as goalscorers, cautions, Respect Report, awards submission etc. This season we will also again be administering disciplinary charges through the Club Admin portal where charges will be raised, and clubs are required to respond within 7 days using the portal otherwise the charge decision will be taken on the information at hand.

The Club Admin area will notify of any tasks that require undertaking so login regularly to make sure nothing is missed.

LOCATION AND LOGIN

The Club Admin area can be found at <https://admin.nwcfl.com/> with each user having their own individual login which is their email address.

Clubs can have more than one user as well as the Club Secretary, and it is the Club Secretary's responsibility of keeping track of who has access to the area from their club.

To add a new user, the Club Secretary should email martin.fallon@nwcfl.com asking for an additional user for their club and letting him know the person's email address to add.

When Martin has added that user, they will receive an email with a link then add that user and let them know when it has been done.

The new user will go to the above area, click on Reset Password and type in their email address. This will forward an email with a link on it so that the person can verify themselves. Users should click on that link and put in a new password which will have to be at least 8 characters long with at least one uppercase, lowercase and number. Passwords are securely encrypted. They will then gain access.

To delete a user, the Club Secretary should email martin.fallon@nwcfl.com asking for a user to be removed. Martin will then remove that person.

HOME PAGE

Users will see various options which are as follows:

- **Tasks.** These are things that need to be done. Upcoming matches will appear one week before the game. Club Award Nominations will appear one week before they are due. Other information required such as Annual Accounts will appear six weeks before they are due. Invoices will be on this area for 2024/25, and they will appear when they are available with the due date.
- **Club Info.** This is where you update the information that the league holds on your club.
- **Images.** This is where you can see the images we hold on your club that appear on your Club Page on the website. If you need any adding or removing, please message Martin Fallon. You can also download a zip file of all club logos.
- **Docs.** This is where you can find all of the league rules, forms, directives, resources and code of conducts, adverts and posters in one place.
- **Lists.** The latest up to date lists for Club Chairs, Secretaries, and League Officials. Note that this information is based on what is entered in your Club page, so please keep your information up to date.

- Players. You can enter a player's name and DOB, and the system will let you know if that player is currently signed on for anybody in the league. It will also display all appearances that player has made in the league since the 2016/17 season.
- Logout. Self explanatory that one!

Clicking on the league logo in the top of the screen will take the user back to the Home Page at all times.

TASKS

The main part of the Club Admin section is the Tasks area which contain all previous fixtures for the season that the club has played, any upcoming matches as well as all other tasks that you need to take action on.

There are four boxes. The first is the date and the most recent will be at the top. The second is a description of the task or it will describe the fixture. The third tells you what is required and will either be coloured green or red. Red means that action is needed whereas green means everything has been completed. The fourth is a button going into that task.

As an example, we will run through what is required on a matchday using a league match as an example.

SELECT MATCH AND VIEW LATEST PROGRESS

Go into your Tasks and select the match you require.

Tasks are sorted in time order, with the first thing you need to do at the top and the last thing at the bottom.

For all League Matches, Macron Cup and First Division Cup matches, the first thing to do is to Add a Teamsheet. Note that you should also use this for all FA and County Cup matches between NWCFL sides as it is the easiest way to provide the information to us.

For all games against opponents from other leagues, they will not have access. For those games the first thing to do is to Add Result, so you can skip ahead to that for these games.

SUBMIT TEAMSHEET

The first thing you will do on a matchday is to submit your Teamsheet. Find the game and then click More to go into the details. Now click on the Submit Teamsheet button.

Note that this needs to be completed **1 HOUR BEFORE KICK OFF**. Your opponents cannot see the lineup until that hour before kick off mark has passed, so you can go into this and make as many changes as you want.

Enter all of the information relating to your team. What is needed is:

Colours

GK Colours

Technical Area staff (although could be none)

Starting XI (automatically numbered 1-11)

Starting XI numbers if not 1-11 (just overwrite what is there)

Substitute Numbers

Substitute Names

Captain

Officials (Home sides only)

Match Sponsor (Home sides only) – optional but this will print what you put at the top of the Teamsheet

There is also buttons at the top for “Copy Last Home” and “Copy Last Away”, which will copy the teamsheet from the last home or away game that the team played. This is to make life easier if not much has changed from that match.

The list of officials and players in the dropdown lists is everybody who is signed on for that particular match. The Registration Secretary does try to clear new registrations before every game, however occasionally in the case of Matchday Registrations, this may not be possible.

If you are playing such a player that is not in your list, then select a different player from the dropdown and inform the referee and your opponents of the actual player that you are playing. Ensure you make comment in the notes section before submitting the match report.

When you are done, click Submit Teamsheet. This produces a summary of your Teamsheet.

If a pink page appears, then there is a problem with your submission. Read what it says, go back to make amendments and then resubmit.

If it is all OK, you will see this image...



...along with a review of your selections. If you are happy with them, click the “Save Teamsheet” button at the bottom. Note that your teamsheet IS NOT saved until you click the button!

CHANGE TEAMSHEET, PRINT TEAMSHEETS, CREATE TEAMSHEET IMAGES, ENTER NOTES

After you have submitted your teamsheet, if you go back into the fixture, you will see that the “Submit Teamsheet” button has changed colour to green, as this task is now complete.

The next four buttons will also have all changed colour. They will be green if your opponents have inputted their teamsheet, and orange if they have not yet inputted their teamsheet.

Once both teams have entered their teams and the 1 HOUR BEFORE KICK OFF mark has passed, you can access these four areas.

CHANGE TEAMSHEET

You can still make changes to your teamsheet after the 1 HOUR BEFORE KICK OFF mark, but you will do it here instead of on the Submit teamsheet page.

There are number of legitimate reasons for making changes, for example you may have an injury in the warm up, somebody who is named may be running late and needs replacing, somebody else may have turned up who needs going on the bench etc.

The Change Teamsheet screens are the same as the Submit Teamsheets page, except that any changes are highlighted before you Save Changes.

PRINT TEAMSHEET

This will create a PDF Teamsheet which will act as the official Teamsheet for the game.

It will contain all of the information you entered along with the competition logo, teamnames and the date of the fixture. Information will be the DATA personnel, Starting XI, Substitutes, Numbers for each player, Officials names and the Match Sponsor if there is one.

It is the Home Secretaries responsibility to print out this Teamsheet to present to the Match Officials.

Around 45 minutes before kick-off (or earlier if both teams are ready), the Home Secretary and Away Secretary should liaise and go and see the Match Officials. They should present the Teamsheet to the referee and receive any instructions on the game to pass on to their DATA Personnel.

CREATE TEAMSHEET IMAGE

This will create images of both teamsheets that can be copied and pasted directly into Social Media (Facebook, Twitter or Instagram) on a matchday. These are optional but feel free to use them if you want to do so.

ENTER NOTES

Notes will be available for each game for you to put notes as you wish. Any notes that you make here can be seen afterwards when you are entering the result.

ENTER MATCH RESULT

This is required for ALL GAMES, including all Cup games against outside opponents, whether you are the home or away team.

Adding Results should be your NUMBER ONE priority at the end of the game. This is because the league have strict deadlines to get results sent out for inclusion in media publications, particularly on a Saturday. We also cannot update league tables etc until all results have been submitted.

After the game has finished, click the "Enter Match Result" button.

In the event of a cup match going into extra time, please wait until the end of the game or penalty shootout. Only complete the details on the Club Admin area once the match is complete.

Select the score of the match for both teams, and if applicable, the score after extra time or on penalties. Home teams need to put the attendance, as well as Away Teams who are facing outside opponents. Click "Add Result and Attendance" when done.

Based on the information you put on the previous page, you now need to enter the goalscorers.

Select your goalscorers from the dropdown list. This will be a list of all players that you selected for the fixture. Select the minute and tick the box if it was a penalty. If you are playing another NWCFL team, they will do the same for their goalscorers. For games against outside opponents, type in their goalscorers, select the minute and tick the box if it was a penalty.

Click “Add Goalscorers” when done.

If it is all OK, you will see this image...



Review the information you entered, and click the “Save Result” if everything is OK.

REPORTING OF MATCHDAY INFORMATION TO THE LEAGUE

Within 24 hours of the game finishing, you will need to pass the league the information relevant to your game. This is once your result has been entered for the game.

GAMES AGAINST OPPONENTS FROM OTHER LEAGUES

Please note that for games against outside opponents – whether home or away – this option is not available on the Club Admin area as your opponents will not have the ability to do this.

You will need to send in a completed **Match Report Form** to the email address matchreports@nwcfl.com

For FA Competition and County Cup matches between two NWCFL sides, you will also have to send a completed Match Report Form if you decided not to use the Club Admin area to select your teams.

This form can be downloaded in PDF format from League Forms tab within the League Info dropdown tab. Alternatively visit <https://www.nwcfl.com/league-forms.php>

Note that information is required on the Match Report Form for **BOTH TEAMS**.

GAMES AGAINST NWCFL OPPONENTS WHERE TEAMSHEETS WERE DONE VIA CLUB ADMIN

Go back into the fixture and click the “Enter Match Details” button. The Starting XI, Substitutes and Technical Area information is populated by what you entered before the match.

Under the starting XI, tick simply select from the dropdown the number of goals scored, whether they were sin-binned, whether they received a yellow card and whether they received a red card. Goals scored should be pre-populated from when you put the goalscorers in.

Note that if a player received a yellow card followed by a second yellow card, or if a player received a yellow card followed by a straight red card, simply tick both the YC and RC boxes.

Under substitutes, do the same as the above but also tick the box to say whether that player came on from the bench or not.

Under the technical area staff, only tick if they received a yellow or red card in the match.

Under Other Information, note any own goals scored. For League Games only, select a Man of the Match. For Home Clubs only, add the officials' expenses. If there were no substitutes used, confirm this by ticking the box. If there were cards at all in the game, confirm this by ticking the box. If you want to add any notes about the game for the league, type them in here.

Once you have done, tick the "Add Details" button.

If there are errors, it will appear in a pink box. This will generally be for your goals not adding up to the correct number, not selecting any subs or ticking the no subs box, or not selecting any cards or ticking the no cards box.

If it is all OK, you will see this image...



Review the information you entered, and click the "Save Details" if everything is OK.

RESPECT REPORT

Within 24 hours of the game finishing, you will also need to pass the league your Respect Report.

Go back into the Club Admin area and click on Enter Respect Report. Go through and answer the questions.

Please take time to consider your submission as this is important as the data is used to try and improve standards across the League. It is not used for any disciplinary process so its important that the information submitted is correct and gives a fair reflection on your match day experience.

If there are errors, it will appear in a pink box. If it is all OK, you will see this image...



Review the information you entered, and click the "Save Details" if everything is OK.

ANY SUBSEQUENT CHANGES

If you have correctly followed the above, then if you go back in to the tasks, you will see that it says 'All Submitted' next to the game and that the writing and More box are now green. This is to indicate that there are no further tasks to do for that game.

If you go into the fixture by clicking More, you will see all the buttons are now green. Nothing can be edited further, although you can see information such as you result, match details and respect report by going into them.

Underneath all of the buttons is a Data Audit. This is timestamps showing what you did and the time in which you did it.

If you need to make any subsequent changes, such as if you have missed a caution, please email matchreports@nwcfl.com and they will make the change. Any changes will also appear in your Data Audit.

POSTPONEMENTS AND ABANDONMENTS

In the event of a game being postponed, simply go into the Club Admin area and go into the fixture concerned.

Click on the light blue button that says "Postpone Game" which is at the very top of the page.

On the next screen, enter the reason for the postponement

This will then postpone your fixture on the NWCFL website and send an email to the Fixture Co-ordinator.

You will also need to complete the certificate of postponement form which can be downloaded from the League Website [click here](#). This should be completed by the inspecting or match referee, scanned and emailed by the home club to: matchreports@nwcfl.com

In the event of a game being abandoned, please get the minute of the Abandonment which you should obtain from the match referee and telephone the Results Co-ordinator Martin Fallon on **07808 737773** to inform him of the abandonment. He will need to be aware of it when sending out the information to the press about that day's results.

In the event of an emergency or technical difficulty on a match day, call Results Co-ordinator Martin Fallon on **07808 737773**, League Secretary John Deal on 07394 585388 or Assistant Secretary Debbie Jessop on **07779 904552**.

Registrations

Players must be registered at least 4 hours before the scheduled kick off time for League and League Cup matches.

FA Competitions Player Registration Rules differ, as players MUST be registered by 12 noon on the Friday (or 12 noon on the Monday before a scheduled midweek ties not postponements) prior to the scheduled date for playing the tie. This registration period applies to postponed, abandoned and replayed matches.

Check your County FA Cup Competition Rules as player eligibility may be different from FA and League Cup Competitions.

Five substitutions are allowed for each team in all NWCFL League and Cup matches, the substitutions can be done separately. This may differ from FA and County FA Competitions so please check their Competition Rules. Only 3 substitutes per team can warm up at any one time.

7-DAY NOTICE OF APPROACH, INTERNATIONAL CLEARANCE & PLAYER ELIGIBILITY

It is important to understand:

- the 7-day notice of approach rule;
- requirements for international clearance;
- clearance for non-English Nationals;
- cancellation of registration and transfer procedures;
- How to register short term loan players, trainees, scholars or work experience players from professional clubs - they are not eligible to play in the FA Vase matches. To be eligible to play in the FA Cup permission MUST be obtained from the professional club and approved by The Football Association.
- Please note that contracted, trainees or scholarship players from Premier League or the EFL Clubs are not allowed to Club's below Step 4 in the National League System. Therefore, they are not allowed in this League.
- To register short term loan, trainee, scholar or work experience player from a professional club you must also submit the FA confirmation with the League Registration form to the League registration email address registrations@nwcfl.com please note the League Rules concerning their eligibility.

CONTRACT & NON-CONTRACT PLAYERS

When signing a player on a contract, the club has to be registered for PAYE and that the player is aware of his liability for paying Income Tax and National Insurance.

If the contract players only income is the employment from his football contract, then separate

Personal Accident Insurance is required to the League minimum of £125 per week, as such players are not covered by the League Insurance Scheme. Proof of insurance should be forwarded onto the League Secretary.

If this source of income is not the players main employment, then he is covered by the League Insurance Scheme.

When paying non-contract players expenses or any other payment, keep expenses claim forms records for the player concerned. The FA has produced an information sheet entitled "Payments to Contract and Non-Contract Players. Guidance for Semi Professional Football Clubs".

Clubs need to understand this, as not only could a club face FA charges and points deductions, but could also find themselves in trouble with HMRC.

REGISTRATION PROCEDURES 2025-26

The registration period opens on the **1st July 2025 and closes on the 31st March 2026 at 5pm.**
(Subject to emergency ruling)

Please note that the eligibility of a player rests with the Club who should conduct due diligence on all players before submitting a registration form.

It is recommended that any player new to your club should be checked via your County FA for any suspensions that may be carried over from last season. It is also recommended that any player who has previously played for a club abroad submits a copy of their International Clearance Certificate with the registration. If a player does not have one, please contact the FA Registrations Department for clarification. Any loan or work experience players must have the FA approval with the registration form.

The onus is on the Club.

Registration and transfer forms must have been emailed to the Registration email address at least 4 hours prior to kick-off.

Registration email address for 2025-26 is: registrations@nwcfl.com All forms can be downloaded from the League website [here](#)

Registering a Player

- a. Download a registration form the League Website - [Click here](#)
- b. Complete the registration form electronically in **CAPITALS** or written in **BLACK INK**.
- c. Ensure you enter your Club name and that there are no alterations.
- d. Enter the players full name, as per passport and/or birth certificate.
- e. Enter the players last Club and any other Clubs that he may have played for during the season.
- f. Ensure all sections of the form have been completed correctly.
- g. It is important that all players have a valid email address otherwise the registration will be rejected.
- h. The player must sign the form and must agree to the League controlling and processing his personal data under the General Data Protection Regulations (GDPR).
- i. The form also requires a witness signature.
- j. For safeguarding reasons, all registrations for players under 18 must be accompanied by a completed parental / guardian consent form. This form must be submitted with the players registration form – [Click here](#)
- k. Email the form as an attachment to the registration email address at least 4 hours before the game.

- l. Ensure the **club name and the players full name** is entered in the subject line of the email, failure to comply will mean the players registration will **not** be accepted.
- m. Please note that you must have 16 players registered 14 days before the start of the playing season (Saturday 12th July 2025).
- n. Note that clubs cannot submit bulk registrations prior to the start of the season – each registration must be sent by separate email.

How do I know he has been registered?

- a. You will receive an auto response to your email acknowledging receipt, please retain this receipt for your records.
- b. Once a player has been registered on our system, an automatic email will be generated by our system and will be sent to the Club Secretary and the player, not the person who has submitted the form.
- c. You can check on the website for the player's name via the club pages > squad list.
- d. You can phone the Registration Secretary on 07850 470306 and if he is not available send a text, as he is in work during the day Monday to Friday.
- e. Please note that it is the **responsibility of the Club** to ensure that the registration form and all supporting documentation if appropriate is correct. If there is a problem with the registration form or supporting documentation, then the player may be **not** be eligible to play.
- f. If a form is incorrectly completed (has minor errors,) then the registration will be processed on a 7-day temporary registration at the sole discretion of the Registration Secretary - clubs will need to submit the correct form within 7-days otherwise the player will **not** be eligible to play.
- g. If any form is submitted without the player ticking the General Data Protection Regulations (GDPR) box, the registration will be rejected.
- h. It is better to register a player when the checks can be made rather than at the last minute.

What is International Clearance?

- a. A player who has played football outside of England, including Scotland, Wales, ROI and Northern Ireland, (but NOT the Channel Islands or the Isle of Man) will need to be checked with the FA that he is eligible to play in England. To do this, complete the ITC form on the FA website and submit which can be found [here](#). You will also need to submit a copy of the Players ID along with the form.
- b. All **Non-English Nationals** who have been in England since the age of 10, regardless of whether they have previously played in this Country or not need to be checked for international clearance through the FA Registrations Department who refer this to the Home Office for immigration checks.
- c. Once the confirmation of international clearance is received from the FA, email it to the correct registration mailbox for your division with the registration form. The player will then be eligible to play, as long as a player registration form has been accepted by the Registration Secretary.
- d. It is the club's responsibility to check for international clearance and you must receive confirmation from the FA Registrations Department which you must also retain for your records. See FA Player Status (below) for more details.

What is a Contract Player?

- a. This is a player who is under contract to play and is paid.
- b. The relevant form can be downloaded from the League Website. [Click here](#)
- c. The contract must be lodged with the FA Registrations Department, using a downloaded form from their website.
- d. The contract, player registration form, player accident insurance notice (if appropriate) and FA acceptance of the player's contract must be emailed to the Registration Secretary, in order for the player to participate within the League.
- e. Ensure the players name is entered in the subject line of the email, failure to comply will mean the players registration will **not** be accepted.
- f. Clubs who register Contract players need to be registered for PAYE and NI under HMRC rules.

Suspensions

- a. This information is available on the FA Discipline Portal.
- b. You can check on the League website on the players page. This is automatically updated from the match report form and is also updated weekly from the information provided by the relevant County FA's.
- c. If in doubt **DO NOT** play the player until you have checked with the relevant County FA. Phone the Registration Secretary if unsure.
- d. Please note it is the Clubs responsibility to ensure the player is not under suspension before playing him.
- e. It is also the Clubs responsibility to keep an accurate record of players cautions and dismissals. **DO NOT SOLEY RELY ON ANY OTHER SYSTEM.**

7 Day Notice of Approach

If you wish to sign a player who is registered with another Club, but **NOT** a contract player, then the following applies:

- a. Email the Club Secretary a 7 day notice of approach letter. (I advise you that I intend to approach Mr. B Bloggs with a view to securing his signature for our club, 7 days from the date of this email.) along with a copy to the Registration Secretary,
- b. On the 8th day after sending the approach request, you may approach the player.
- c. For clarity – the day you submit the 7 day notice of approach letter is counted as Day 0. For example, if you place a notice on a Monday (Day 0) then you cannot approach the player until the following Tuesday (Day 8).
- d. If you decide to sign the player then you must if registered for a club in this League, complete a transfer form, this can be downloaded from the League Website and email this to the holding clubs secretary for completion of the clubs section, on receipt of the form back from the holding club forward it as per the registration procedure. If the player is registered with a club in another League, the submit a normal registration form.
- e. Ensure the players name is entered in the subject line of the email, failure to comply will mean the players registration will **not** be accepted.
- f. You do not have to complete a new registration form for a transferred player.
- g. You must sign the player within 28 days of the date of the 7 day notice of approach.
- h. You can only approach a player from the same club 28 days after a 7 day approach.

- i. You may not approach the same player twice in a season.
- j. You can only approach one player from the same club at a time.
- k. You can only approach players from the same club at 28 day intervals during the same season, unless mutually agreed otherwise and written agreement from both clubs is submitted to the Registration Secretary.

Transfer Form

- a. The relevant form can be downloaded from the League Website. [Click here](#)
- b. Section 1 is for the player to complete, section 2 is for the new club to complete and section 3 is for the club the player is coming from to complete.
- c. The completed form is to be emailed to the Registration Secretary.
- d. Ensure the players name is entered in the subject line of the email, failure to comply will mean the players registration will **not** be accepted.
- e. The club that the player is coming from must sign the form upon receipt from the approaching club and return it back to them (within 24 hours). If the club do not agree with the transfer, then the matter must be taken up with your respective County FA along with the reasons for your refusal to complete the form. The Registration Secretary must be copied into the communication.
- f. Please be aware that the only reason acceptable for not completing the transfer form is, if the leaving player holds a financial obligation to the club.
- g. The North West Counties League will not take lightly to any club dragging out the completion of the transfer paperwork without a legitimate reason. Any club deemed to do so, may find the matter being dealt with by the League Discipline Committee as a failure to attend to the Business of the League.

Cancellation Form

- a. To cancel a player's registration you must complete a player cancellation form, this can be downloaded from the League Website. [Click here](#)
- b. The completed form is to be emailed to the Registration Secretary, with the players name in the subject line of the email.

Termination of a player's contract

- a. Following a club or player's notice to serve 14 days' to terminate a contract, should the Club or Player not agree with the termination then they would be required to appeal to the Member League within 7 days of the notice. This is in line with clause 17 of the player contract:

17. If a club or player has committed a serious or persistent breach of the terms and conditions of this Agreement, the Club or Player may terminate this Agreement on giving 14 days' notice to the (Club to player or Player to Club) and to The Association and to the League(s) in which the Club's first team participate. The Club or Player shall have the right of appeal as set out in Clause 16(a) mutatis mutandis (exercisable within 7 days of the receipt by the Club or Player of such notice from the Club or Player) and the Club or Player as the case may be shall have a further right of appeal as set out in Clause 16(b).

16(a). (a) Either may appeal to the Management Committee of the more Senior League of which the Club is a member who shall hear the appeal within 14 days of receipt of the notice of appeal. Please note the appeal fee as per the fees tariff.

16(b). either the Club or the Player may appeal against the decision of the Management Committee to the League Appeals Committee as defined in the Rules of The Association and such appeal shall be made in accordance with the Rules of the said League. The Club may at its discretion waive its right under this Clause and take action under the provisions of Clause 18.

- b. If the League have not received a notice within those 7 days, the player's contract will terminate after the 14th day.

DATA Permission

- a. All Club personnel who wish to enter the dugout/technical area throughout the season must complete the [DATA authority form](#) and submit it to the Registration Secretary, along with a completed [DATA registration form](#).
- b. If a member of the technical area wishes to participate on the field of play, then a registration form must also be completed and emailed to the Registration Secretary as per item 1 on this procedure.
- c. Please ensure that any DATA forms and registration forms are sent on two separate emails.
- d. It is an FA requirement that all Medical/First Aid qualifications are captured on the DATA registration form so all qualifications must be listed and copy of the relative certification forwarded with the DATA registration form. (Please note that this information is also a requirement under the terms of the League Insurance scheme).
- e. This season The FA require clubs to have at least one First Aider having a valid Emergency First Aid in Football (EFAiF) qualification as per standardised rule 25.

Name Changes

- a. When a player, for whatever reason decides to change his name, he must immediately inform the Registration Secretary. This must be done in writing, and the following included:
- b. His permission for the information, to be passed to the FA and County FA. So that it can be entered on to the database.
- c. Proof of the name change showing the date it happened.
- d. Non-compliance may lead to the player not being insured and classed as an ineligible player.

Data Protection

- a. Details of players will only be given to the Secretary or Chairman of the League, the County FA and or the FA by request.
- b. The registration forms and are destroyed immediately after the AGM each year.

Signatures

- a. Player registration forms should be signed by the player in person. Electronic signatures will be rejected.
- b. Witness signatures should also be signed in the presence of the player to witness it is a true and correct registration. Electronic witness signature will be rejected.

Procedure Acknowledgement

- a. To avoid any confusion surrounding the registration process the procedures have been detailed as above. All clubs must complete the declaration below to confirm that they fully understand the registration procedures.
- b. Club Chair's have the responsibility to ensure that all persons submitting any registration form is fully aware of the above procedures.

Customer Service Platform for FA Player Status

- a. The FA Player Status team manages the administration of registration-related queries and submissions through playerstatus.thefa.com. This dedicated customer service platform includes an extensive self-help portal, allowing clubs to access guidance on common queries or submit a ticket for personalised assistance.
- b. The FA team handles a large number of enquiries across various areas and stakeholders, which can present challenges in managing volumes and ensuring swift resolution and ownership of issues. The customer service platform expedites the team's query handling processes while empowering clubs with self-service capabilities to swiftly address their concerns and reduce unnecessary traffic.
- c. Instead of sending emails to registrations@thefa.com, clubs should submit a ticket via the platform. This streamlines the query submission process, ensuring prompt routing to the appropriate team member for resolution based on the information provided. This approach guarantees timely and accurate responses within a traceable timeframe, with all tickets subject to target processing times.
- d. This platform enables the Player Status team to deliver quicker and more effective service. Clubs will receive a satisfaction survey upon resolution of their issues, and clubs are encouraged to complete it to help the FA continue enhancing the handling of queries.

Registration Secretary

Rob Goodwin-Davey

Mobile no: 07850 470306

Email: rob.goodwin-davey@nwcfl.com

Registrations email address

Email: registrations@nwcfl.com

Match Officials

REFEREEING LEVELS

The referee levels reflect terminology consistent with levels used in the National League System to allow greater understanding of the refereeing pyramid across the football community.

The levels within the refereeing pyramid are as follows:

Step	Referee Level	Assistant Referee Level
Step 1 List	2A	3E
Step 2 List	2B	3F
Step 3/4 List	3A	4B
Step 5/6 List	4A	5/6/7

THE NORTH WEST COMBINED COUNTIES REFEREES POOL (NWCCRP)

Referee appointment to all three Divisions will be undertaken by The North West Combined Counties Referees Pool, which appoints to the NWCFL, The Cheshire League and Liverpool County Premier League – 5 Divisions in total.

Alex Gray is the Referees Appointments Officer for the combined pool matchofficials@nwccrp.co.uk

ASSISTANT REFEREE APPOINTMENTS

The appointment of Assistant Referees will be done by the League with Debbie Jessop continuing with this role as Assistant Referees Appointments Officer – Debbie.jessop@nwcfl.com

MATCH OFFICIALS FEES 2025/26

Referees fee for all Divisions is:

£50 match fee plus **40p** per mile travel expenses

Assistant Referee fee is **£38** match fee plus **40p** per mile.

REFEREES MARKING THROUGH MOAS 2025/26

The referee's marks for all Divisions are to be submitted on MOAS within the required timescale (currently within 7 days of the playing of the game). Clubs need to register with The FA, contact moas@TheFA.com

MATCH OFFICIALS APPOINTMENTS

All appointments for are done through MOAS (Match Officials Administration System).

You can access MOAS at: <https://moas.thefa.com/login.htm>

Login is via your email address and the password associated with your FAN number, i.e. the one used for Whole Game System.

If you require an additional user to be set up for MOAS, please email moas@TheFA.com with the name, role, email address and either date of birth or FAN number of the individual who requires access.

In normal circumstances the monthly appointments cannot be started until on or around the 21st of the month when the Contributory League appointments are issued to the League. It then takes a couple of days to finalise our appointments which we hope to publish on or about the 23rd of the month.

Any refereeing issues please contact Alex Gray for Referees and Debbie Jessop for Assistant Referees.

Home Club Secretaries should confirm the match with all 3 match officials at least 5 days prior to the fixture and that you receive acknowledgement. If not received 3 days prior to the fixture, please contact the relevant appointments officer.

Referees marks are to be submitted via MOAS. Again, please make sure to submit the marks within the timescale as if reported late the League is obliged to issue a fine.

For more information on MOAS, download the Club User Guide from the League website [here](#)

General Information

LEAGUE PASS CARDS

League Rule 8.7 applies to League Passes:

“The Board shall determine the policy of the Competition for the issuing of match day passes. A home Club cannot refuse the admission into the ground of an away Club Official, as defined in the Rules of the Association, save for that individual being subject to a suspension or banning order from the Association or Competition.”

League Policy on Passes:

Each club receives 12 match day pass cards for the use of their Directors or Committee Members. They are NOT transferable to other parties. Those pass cards also allow concessionary admission to all other NWCFL Fixtures (NOT CUP TIES) at a rate of £2 entry.

Each Club will also receive 24 additional pass cards for the use of team management and players. These are only valid for the game in which a club participates and should be given up on entry into the ground and returned by the home club to the visiting club at half time. Please note that if the visiting team has more than 24 persons then they are expected to pay the full admission price for additional persons.

The League Board of Directors, Management Committee and Officers are also issued with pass cards and are allowed 1 guest each. These pass cards also include all League Cup Ties and clubs are expected to allow free admission into their ground for any FA or County FA Cup tie for the holder of any such pass.

The Board of Directors also issue pass cards to Sponsors, League Partners and other guests to which the same conditions apply.

CLUB & PLAYER MONTHLY AWARDS

The League run monthly awards for Clubs, Players & Goalkeepers on a monthly basis from August through to April inclusive.

Club of The Month Awards

Club Awards are based on the playing record of clubs during a calendar month across all three divisions and are calculated using a points system for each game played, as follows:

Away win against a team from a higher division – 6 points

Home win against a team from a higher division – 5 points

Away draw against a team from a higher division – 3 points

Home draw against a team from a higher division – 2 points

Away defeat against a team from a higher division – 0 points

Home defeat against a team from a higher division – 0 points

Away win against a team from the same division – 4 points

- Home win against a team from the same division – 3 points
- Away draw against a team from the same division – 2 points
- Home draw against a team from the same division – 1 point
- Away defeat against a team from the same division – 0 points
- Home defeat against a team from the same division – minus 1 point
- Away win against a team from a lower division – 3 points
- Home win against a team from a lower division – 2 points
- Away draw against a team from a lower division – 1 point
- Home draw against a team from a lower division – minus 1 point
- Away defeat against a team from a lower division – minus 1 point
- Home defeat against a team from a lower division – minus 2 points

When cup ties end in a draw and are decided on a penalty kicks, the result used in the calculations will be the drawn game - a penalty kicks win or defeat will not be used as a win or defeat in the calculations.

Once the points total has been accumulated, the total is divided by the number of games to arrive at the final figure used to identify the winner.

A club must play a minimum of three games during a month to qualify for the award.

In the event that there is a tie between clubs, the final decision regarding the award shall be at the discretion of the League Management Committee.

Once a winning club has been nominated using the above procedure, the award can be withdrawn at the discretion of the League Management Committee if the club has had disciplinary action taken against them during the course of the month in question.

PLAYER & GOALKEEPER OF THE MONTH AWARDS

Each club should submit their Player and Goalkeeper nomination by 3rd of each month e.g. 3rd November for October awards. Clubs are required to submit the rationale for selecting the player and goalkeeper, providing as much information as possible in order for the awards co-ordinator to be able to make an informed decision.

The awards submission should be made through the 'Club Admin Portal'. If you are not nominating anyone for an award, a submission still needs to be completed stating 'no nomination' from the drop-down menu.

PRIZES

This season's Club of the Month winners will receive a framed certificate.

Paxsport Goalkeeper of the Month winners will receive a pair of Paxsport goalkeeping gloves. This season the winning clubs will be able to order the gloves through the Paxsport online store – details will be provided to the winners at the time.

Awards Co-ordinator Contacts Details

Martin Fallon
Mobile no: 07808 737773
Email: martin.fallon@nwcfl.com

MATCH PROGRAMMES

The home Club is responsible for publishing a full match programme acceptable to the Board for each of its Competition matches. **A full match programme available electronically only shall be acceptable providing that each Club has approval from the Board before the commencement of the Playing Season and must be continuous for the whole of that Playing Season.** A Team Sheet will not be considered sufficient to comply with this Rule.

For season 2025/26 the Home Club is required to submit a copy of their match programme via their club admin portal within 3 days of the match.

The rationale being: Printed programmes. Clubs send a copy by email to their printer and even those printing their own will have this information on their computer system/s.

FINANCIAL PAYMENTS TO THE LEAGUE

All financial payments should be made by direct bank transfer from the **Clubs Official Bank Account**. Details as per invoice, charge notice or League Services Scheme. Payments from personal accounts should **NOT** be made unless prior permission has been approved by the League Treasurer.

Please note the League no longer accepts cheques or cash for League payments.

Each item should be individually itemised with the reference as to what it is for and paid separately. Do not make multiple payments in one transaction.

League Current Account Banking Details:

Lloyds Bank

Sort Code: 30-96-26

Account Number: 40090468

Please ensure that all direct bank transfer payments are CORRECTLY REFERENCED i.e.: Fine LC2300, Lge Services, Reg Bill, Invoice 1899, Subs, Cup receipts etc

GUIDE TO ADMISSION CHARGES AND SEASON TICKET PRICING

Rule 20: Admission Charges

[The minimum charge shall apply pro-rata to any Season Ticket albeit with a discount of up to 15%. A Club may provide its Sponsors with complimentary tickets at any time but the value of the said complimentary tickets shall not exceed 10% of the value of the relevant sponsorship per season]

To assist in calculating how to price season tickets please refer to the table below which is based on each division having 20 teams. In the event of any division having a different number of teams the season ticket prices should be adjusted pro-rata. Clubs are reminded that they can have 3 promotional days when free admission is allowed. This can be taken into consideration when setting the season ticket pricing.

Price of Admission No of League Total 15% Discount Minimum Season Ticket For League
games Games Price at Club Discretion

£2	19	£38	£5.70	£32.30
£3	19	£57	£8.55	£48.45
£4	19	£76	£11.40	£64.60
£5	19	£95	£14.25	£80.75
£6	19	£114	£17.10	£96.90
£7	19	£133	£19.95	£113.05

Season Tickets are valid for home League Games only, not for any Cup Competition match, although concessions are allowed for Seniors and Juveniles for all matches. In Cup ties the admission charges should be agreed with your opponents.

Medical Emergency Action Plan

The HOME Club is required to display in each dressing room their Medical Emergency Action Plan (MEAP). It is also recommended that it is also displayed in each dug-out.

Publication of ownership

League Rule 2.13

Each Club shall publish its legal name, form (e.g. unincorporated association, company limited by shares or guarantee etc) and any identifier (e.g. company number). In addition, for those Clubs that are owned, then the Club shall also publish the identities of the ultimate owner/s (i.e. the name of an individual) who holds the significant Interest in the Club. Such information shall as a minimum be published on the Club's official website on a page accessible directly from the home page of that official club website and within the Club's official matchday programme.

Respect

Ensure that all Team Management and players are aware of the League Respect Policy and that the Respect Match Report Form is submitted through the Club Admin Portal within 3 days of the playing

of the match. Please note that any person dismissed from the technical area, the club concerned may face a charge of Bringing the League into Disrepute by a failure to comply with the League Respect Code of Conduct.

Technical Area Policy

The only persons allowed in the technical area / dug out are the 5 substitutes and a maximum of 3 persons involved in the team management. Ideally the team manager, assistant manager and physio / medical person. If there are less than 5 substitutes additional team management may be allowed in the technical area. However, there must be no more than 8 persons in total. Please note that the physio / medical person must have the appropriate certification and public liability insurance.

Dismissals from the Technical Area Policy

The FA has introduced sin bins for dissent cautions, please ensure that your Chair instructs the team management on the requirements and that they are fully understood. The FA have also introduced red and yellow cards for technical area offenses. If the person concerned cannot be identified the team manager will receive either a yellow or red card. The responsibility for behaviour in the technical area now fully rests with a nominated individual.

Club Chairs must submit a report within 7 days of a County FA Disciplinary decision on action taken by the Club if any person is dismissed from the Technical Area.

Failure incurs a £50-00 fine.

Cooling Off Period Protocol

Ensure that all Team Management and players are aware of the League Cooling Off Period Protocol. Match Officials MUST not be approached whilst leaving the pitch at half time or full time and not until at least 20 minutes after the completion of the match. It is not compulsory for any match official to discuss any point that may have arisen during the match.

The above instruction is not meant to stop any after match handshake, but to defer any derogatory comment made to any of the match officials during the cooling periods mentioned.

General Behaviour Standards

It is not acceptable for players to urinate in a spectator area or any area that can be viewed by spectators, there are toilets in all dressing rooms, please ensure players use them. Any such behaviour will result in a minimum £50.00 fine and consideration by the League Disciplinary Committee to report the offender to the Police and cancel the players registration.

It is not acceptable for any person connected with your club to make derogatory remarks using social media concerning The FA, County FA, the League, Match Officials, Opponents or any other member club that may be considered to bring the League into Disrepute.

Our thanks to several Club Secretaries with their assistance in complying the above guide. If you have any comment or wish for an item to be added please inform the League Secretary.

Photographing, Videoing and Live Streaming of Matches

Fixtures are copyright of the League.

The Management Committee has no objection to the taking of photographs or the recording of matches by official club personnel as long as the opposing team have agreed, and copies or access is provided. Child safeguarding measures should be applied by gaining permission from parents or guardians of any players or match officials under the age of 18.

Any person not officially attached to the Club and taking such, also needs permission as above, and are required to have public liability insurance. This for their own safety and possible litigation. Clubs should check the same.

The Management Committee have no objection to such being available to the public from a club's official media outlets or from an individual duly approved by the League.

Live streaming of clips or of the whole game are not allowed during blocked broadcasting hours on a Saturday of between 2-45pm and 5-15pm, except on days when the block broadcast hours rule is relaxed (usually international weekends)

Match officials have the right to view any incident recorded so that may have a bearing on any disciplinary process.

Live streaming of a full match or in-match highlights needs the permission of the League and opposing club. If the broadcast is for commercial reasons, a percentage is payable to the opposing club and League. That amount should be agreed in advance.

MATCH DAY PROCEDURES

Home Matches

League Rule 8.13

The home Club shall advise the visiting Club and the Match Officials of the date and time of kick off at least 5 days prior to the scheduled date of the match and the visiting Club and Match Officials must acknowledge receipt to be received at least 3 days before the match.

If you do not receive acknowledgement from your opponents, please contact the League Fixture Coordinator.

If you do not receive acknowledgement from any of the appointed Match Officials contact the relevant Referees Appointment Officer (Appointing Authority).

- Confirm the game with all the Match Officials, in writing. Do NOT leave a message on an answer phone or with another person.
- Confirm the game with your opponents, informing them of your team colours, (including that of the goalkeeper) and asking how many of their Directors or Committee will be accepting hospitality at half time and full time. Check for any dietary requirements and cater accordingly. Please note that half time hospitality for the visiting team is required for bone-fide Directors/Committee Members to a maximum of 12. Hospitality for FA/County FA and League Officials is also expected.
- Request from your opponents a Club history, probable team, colours and any other relevant information that is required for inclusion in your match programme. This should be available from the League Website Club Pages, info.
- Ask them to confirm that their players will or will not be accepting the after-match hospitality. Please note that if the away team confirm hospitality and do not accept, they may be subject to reimbursing the home club with costs and face a possible disciplinary charge.

Clubs should check that their playing kit is correct, and that it is not likely to caused confusion with the outfits worn by the match officials, that no shirts are missing and that all shirts and/or shorts (where applicable) are numbered correctly. Undergarments and sock tape must all be the correct colour.

For clarification: Shirts must be numbered 1-11, substitutes 12-16 or 17 were 13 is not used.

In the event of inclement weather, a pitch inspection may be required, please ensure that the correct level of referee does such inspection and fully complies with the FA Guidelines. It is suggested that clubs have a list of local referees who are willing to undertake pitch inspections. If your club is in an area where there are few or no referees of the required level, you must obtain permission from the Appointing Authority to use a less qualified referee. Do not leave arrangements to the last minute.

Please submit a fully completed match postponement form which can be downloaded from the League website and email it to matchreports@nwcfl.com.

In the event of the game being postponed please ensure that the match officials, visiting team, appointing authority and results service are notified immediately. It is the appointed referees' duty to notify any observer appointed to the fixture.

ON THE DAY OF A HOME FIXTURE

- Ensure that you arrive at the ground in plenty of time. (2 hours before the game)
- Open up Home/Away/Officials' dressing rooms.
- Check that these are clean and tidy.
- Check the bell from the match officials changing rooms to the players changing rooms is working.
- Ensure goal nets and corner flags are in place.
- Ensure pitch markings are straight and clear.
- Ensure the correct match balls are used and inflated to the manufacture's recommendations.
- Open up clubhouse/pavilion.

When the match officials arrive, one and a half hours before the kick off, ensure they know where their changing rooms are. Ask if they would like a drink and indicate where this will be served. Confirm the fees and expenses so that these are available for payment immediately after the match. Ask that the referee does not start his discussions with the observer (if there is one) after the game, until he has been paid and completed the paperwork you require.

When the Away team arrives, (usually an hour and a quarter before the game), check player/official passes. Show the team where the changing rooms are. Tell the club officials where the half time hospitality will be served. Advise the manager/coach of any warm up arrangements, which must be the same for both teams. Advise the Club Officials of any after match hospitality and where it will be served.

If there is one, greet the Observer, and show them the hospitality area. Ask them to do you the courtesy of not starting the post-match discussions with the referee, until after you have paid the referee and have had the completed after match requirements.

Ensure that the turnstile is open and that Match Day programmes are available. If producing an electronic programme, ensure spectators are able to find out how to access these on a matchday.

Register the match day attendance.

Note: A formal exchange of teamsheet not required 45 minutes before kick off. However, the HOME club secretary should ensure the teamsheet is printed off and a copy given to the referee and opponents and check as to whether the match official wishes to address the team managers and/or captains for any pre-match instructions. Team sheets need to be submitted through the Club Admin Portal at least 45 minutes prior to kick off.

Ensure that the required number of match balls, (3 minimum) are available and acceptable to the referee. They must be the balls authorised by the League and inflated to the correct pressure. Use a pressure gauge. Do not over inflate. The current recommended pressure is 10 - 12psi.

Ensure that player walkway/tunnel arrangements are in place approximately 10 minutes before kick-off. Players are required to enter the field of play 5 minutes before kick-off.

Announce the teams/sponsors prior to kick off.

At Half Time

Have the preparations for half time hospitality in place.

Try to have at least two committee members available for half time hospitality and don't leave visiting officials to just look after themselves.

At Full time

At the end of the game submit the result and information through the Club Admin Portal within 15 minutes of the final whistle in order to aid communication to the Media.

Ensure that Away Team food is available shortly after the end of the match. It is not acceptable to serve food in dressing room areas. This should be done in the clubhouse and/or boardroom.

Pay the officials. MATCH OFFICIALS MUST BE PAID IN CASH IN THE PRIVACY OF THEIR CHANGING ROOM.

Please note that the Club Secretary takes precedence over any Observer when entering the Referee's dressing room. Please ensure that if an Observer is appointed to the game that he/she is aware of the precedence.

Within 24 hours of the match finishing, the league requires a copy of your teamsheet. For League Matches, Macron Cup and First Division Cup matches, you will need to log on to the Club Admin area and submit YOUR team, substitutes used, cautions, sin bins, dismissals. For league matches, you will also need to submit your Man of the Match nomination. Home teams must put in expenses for the officials.

For FA Competitions and County Cup between two NWCFL side, you will need to log on to the Club Admin area and submit YOUR team as you would a league fixture.

For FA Competitions and County Cup against an opponent from a different league, you will need to send a copy of a full teamsheet through to matchreports@nwcfl.com. Using the [Cup Match Report Form](#) This must contain both sets of players, substitutes used, cautions, sin bins, dismissals.

In the event of cautions being different when receiving the paper work from the County FA, investigate within your Club. If any differences arise to the match report already submitted, please notify the Match Reports Co-Ordinator immediately.

IN ANY EVENT, THE REFEREES MARKING MUST BE SUBMITTED WITHIN 3 DAYS OF THE MATCH.
(League Rule 12)

Any corrections to the match report should be notified within 3 days of the match otherwise a disciplinary charge may follow.

Away Matches

Acknowledge receipt of the Home Clubs confirmation of the game

- Provide a Club history, probable team. Notify the colours that you intend to play in (including the goalkeeper) and any other relevant information that is required for inclusion in the

match programme at least 5 days before the scheduled date of the fixture. Please note that it's the duty of the away team to change any item which may be considered to clash with the registered home colours worn by the home team and match officials. This includes goalkeepers.

- Confirm the number of Directors and/or Committee Members attending the match and advise of any special dietary requirements.
- Confirm that your players will or will not be accepting the after-match hospitality.

Clubs should also check that their playing kit is correct, that no shirts are missing and that all shirts and/or shorts (where applicable) are numbered correctly.

For clarification: Shirts must be numbered 1-11, substitutes 12-16 or 17 where 13 is not used.

Ensure you, or in the event of your nonattendance, a club representative checks the above and knows the requirements of the teamsheet exchange and match report procedures.

When playing in a FA or County FA Cup Competition the same procedures above should apply. It is important that when playing away to a Club from another League you notify the result as per the requirements as the home club will not be contacting the League with the result.

General Information

At any time, you have a query, your first point of reference is the League website. (League Info- League Rules or League Cup Rules) you can also view the FA National League System Regulations and all Grading Accreditation Documents. All forms are available to download and so are all League and Partnership Adverts.

If you are unsure or seek a point of clarification, please ASK the Officer concerned or the League Secretary.

Fixtures

The role of the **Fixture Co-Ordinator** is to manage the fixtures for all three Divisions (Premier, First North & First South), to ensure that any postponement or abandonment (due to FA / County FA Cup Competitions or weather, not discipline) is arranged to be played **on the first available date** within 35 days of the postponement. Clubs are required to re-arrange such postponed fixture with 7 days.

In the event of the clubs not arranging such, the fixture will be re-scheduled by the Fixture Coordinator and both clubs charged accordingly with a breach of League Rule 8.39. In certain circumstances less than 6 day's notice may be given to the clubs concerned.

Once a rearrangement is in place the Fixture Co-Ordinator MUST confirm with both clubs, the referee's and assistant referee's appointment officers and the media team. Confirmation should be received from all parties.

It is recommended that any fixture re-arrangements due to a club participation in a FA or County FA Competition due to a replay, postponement or progress into the next round are made and notified on the following Sunday (4pm-6pm).

Saturday fixtures should not be brought forward unless it is by request of both clubs as this will cause a problem later in the season.

Long distance fixtures requiring a re-arrangement (in excess of 100 miles between grounds) will take priority over any other fixture.

Any mid-week fixture, where the grounds are in excess of 50 apart, the away club has the right to request an 8-00pm kick off. Any such request must be made to the Fixture Co-Ordinator at least 7 days prior to the scheduled date.

The Fixture Co-Ordinator shall have the authority to approve such requests and instruct the home club accordingly.

Clubs in groundshare agreements are required to notify of any re-arranged fixture from a League at a higher Step within the National League System immediately. Any fixture postponed due to such a clash is required to be played on either the Friday evening or Sunday afternoon. If the clubs do not agree the fixture is to be played on the Sunday with a 3-00pm kick off.

It is important to remember that if a game does not have a date placed for it, then that game will not take place. The Fixture Co-Ordinators role is to try and prevent a fixture backlog at the end of the season and therefore has been instructed by the Management Committee to ensure that all postponed fixture are re-scheduled a.s.a.p.

It is recommended that all Club Secretaries make themselves fully aware of League Rule 8 concerning the playing of matches.

NOTE: League Rule 8.5 will also apply to the FA Vase

NOTE: The conference date of the Senior County FA Competition to which the club is eligible will take preference over League fixtures (Parent County FA only). However, in the event of such a fixture being postponed for any reason a club may be required to play such re-arranged game in the same mid-week as a scheduled League fixture.

[Guidance concerning hosting of matches especially with an expected large visiting support.](#)

Whilst health and safety is entirely a risk of the Home Club the League Management Committee make the following comments:

The Home Club should satisfy themselves that they can safely host the match on their own ground and be able to fully comply with the requirements of Martyn's Law which was approved by Parliament and came into effect as a Law in April 2025. There may be occasions when it is appropriate to arrange the match on ground with a larger spectator capacity i.e.: EFL or National League Clubs ground. That is a decision solely for the Home Club.

1: The Home Club should seek a view from the relevant authority that issues the ground safety certificate concerning the capacity of their ground and provide a copy of the documentation from them, including any adjustments made to current capacity as a result.

2: The Home Club should also seek a view from their local police as there may have to be restrictions on car parking etc.

3: The Home Club should liaise with their opponents and establish the approximate numbers of expected away supporters,

4: Once the above items have been considered and a decision made, further consideration should be given to admission charges and whether or not to make the game all ticket.

5: In the event of the game being all ticket the Home Club should agree with their opponents the ticket allocation.

6: If the game is all ticket both clubs should agree to the terms of payment to the Home Club.

7: It is expected that both Clubs work together on match day stewarding. It is recommended that the Home Club should seek advice from their local professional clubs safety officer and view the Football Associations guidance videos on stewarding.

Regardless of crowd size, all clubs are expected to undertake a risk assessment prior to each game to ensure plans are in place to host the game.

3G PITCHES

Please note that under the provisions of the 3G pitch Rule, the away Club is entitled to have access to the pitch 2 hours before KO. (1 hour for NWCFL matches).

In the event of a complaint we would like to think the Clubs can reach some sort of agreement, however, if not, the home club would either have to a) make suitable alternative arrangements which are acceptable to their opponents, b) find an alternative venue to play the match which has FA or League approval OR c) forfeit home advantage and play the match at their opponents ground (FA Competitions only).

Please also note that the away club is entitled to a 1 hour training session, free of charge, on the pitch with full use of the facilities the day before or on a mutually agreed date prior to the game.

For clubs with 3G pitches that are on complexes, with multiple adjacent football pitches, no other games should take place on adjacent football pitches while NWCFL matches are taking place.

League Respect Code of Conduct

Note: This document should be provided to ALL club officials, Management and Players as it is a requirement to have read and understood the Respect Code of Conduct prior to signing registration forms with the League. A link to the Code is included in the electronic player and DATA registration player forms.

The League Management Committee has decided on a Zero Tolerance on Resect Offences

The League Respect Code of Conduct can be viewed on the League website [here](#)

League Directives

League Directives are instructions from the League Management Committee which clarify items not covered in detail by League Rules or NLS Regulations. Any breaches of Directives will lead to sanctions.

All Directives can be downloaded from the League website [here](#). Please note the ones that should be displayed in dressing room areas in home and away and/or match officials.

TECHNICAL AREA DIRECTIVE

Note: This is to be displayed in all dressing rooms and a copy to be provided to DATA registered individuals.

COOLING OFF PERIOD PROTOCOL

Note: This is to be displayed in all dressing rooms and a copy to be provided to all management, players and club officials.

DISMISSALS FROM THE TECHNICAL AREA

Note: This is to be displayed in all dressing rooms and a copy to be provided to DATA registered individuals.

WARM UP AREA DIRECTIVE

Note: This is to be displayed in all dressing rooms

OFFICIAL LEAGUE MATCHBALL DIRECTIVE

Note: This is to be displayed in all dressing rooms

ENTITY & MEDIA GUIDELINES

Note: This directive should be provided to Club Directors and club media personnel.

PITCH INSPECTIONS

Note: This is to be displayed in all match officials' dressing room

ADDED TIME DIRECTIVE

Note: This is to be displayed in all dressing rooms

GROUND REGULATIONS

(A copy of this notice is required to be displayed at the turnstile or paybox at all entrances into the ground and be clearly visible to all spectators. It can be downloaded from the League Website. Please note that this will be checked by the Ground Grading Committee on Official Grading visits and by any Member of the Management Committee or League Officer who may visit your ground)

The ground regulations can be downloaded [here](#)

A designed version of the regulations can be downloaded here for printing [here](#)

AWARD PRESENTATION CRITERIA

Note: This is for information for noting

DISCLAIMER

It is a Club's responsibility to ensure it is aware of and fully compliant with its legal, regulatory or other obligations as set out in the Guide to Safety at Sports Grounds, any safety certificate, contingency plans and event risk assessments as required by any Government legalisation. It is recommended that a regular safety audit of the ground and risk assessment to its club activities and match day procedures is carried out by properly qualified and competent personnel except in cases whereby law liability cannot be excluded or limited, The North West Counties Football League Limited excludes all liability in respect to the safety of the ground or risk assessment, how so ever arising and whether in contract, tort or otherwise.

The above guidance is compiled without prejudice and the North West Counties Football League Limited will not accept fault for, or admit to, any liability whatsoever for any claim in connection with any accident or event that may occur in the playing of any game or club activity.

APPENDIX 1

FC ISLE OF MAN – ADVICE TO VISITING TEAMS

We thought that it would help visiting teams if some of the general arrangements for your visit to the Isle of Man are provided well in advance. More detailed information will be sent out before every fixture in our pre-match information. This information will be sent out as soon as possible before your fixture takes place on the Isle of Man, but we wanted to send a few general points over to you in advance of that.

If you have any questions, please do not hesitate to ask. As you will appreciate things may change as the season progresses but we will do our best to share as much information as we can at the earliest available opportunity.

ISLE OF MAN

The Isle of Man is a self-governing crown dependency. This means we ARE part of the British Isles but NOT part of the UK. We have our own Government and therefore our own laws, some of which are slightly different, and we are proud of the fact our parliament (Tynwald) is the oldest in the world with an unbroken existence. It is worth being aware that we do have our own currency which is effectively the same as the British Pound. We do therefore accept the British Pound in its various forms on Island however please note that Manx notes and coins ARE NOT accepted when you return to England.

We hope that everyone thoroughly enjoys your trip to the Island and fixture against us. It is equally important that your trip to the Island is seen as a positive by our local community and we trust you will ensure all those connected with your club will do their absolute best to create a wonderful atmosphere and build positive connections with the people you meet during your trip.

We will include some additional information to help you prepare for your trip over in the pre-fixture information pack but in advance of that we are pleased to share the following information:

FLIGHTS

Flights will be booked and paid for in advance by FC Isle of Man from either Liverpool or Manchester airports. Depending on flight availability at the time of booking we may not be able to provide you with a choice of airports. Please note ALL of your travelling party will be booked on the same flight, from the same airport in one group booking.

FC Isle of Man will book and pay for a maximum of number of 23 people (e.g. 16 players, 4 team management and 3 club officials). You do not have to use all 23 places available to you and we request that only people with a direct link to the team or those who hold official roles at your club are included in those 23 seats.

To book your flights you will deal directly with our Travel Partner. This process will be explained in the pre-match information we will share prior to your fixture on the Isle of Man. The names of your travelling party will need to be provided at least three days before you travel (Wednesday at 12 noon) with any late changes before 9am on Friday morning.

TRAVEL AND KICK-OFF TIMINGS

On the majority of occasions travel to the Isle of Man will be on Saturday mornings for an 18.00 kick off.

Evening Kick-offs are part of our agreement with the IOMFA and the NWCFL and are arranged at that time to minimize the impact on our local club games.

Return travel will be on Sunday late morning / afternoon.

BAGGAGE

Baggage allowances will be determined by which airline the flights are booked with. If you wish to add more hold baggage capacity over and above that provided by FC Isle of Man as part of the booking these costs will need to be paid for directly with the Travel Partner before travel.

TRANSPORT

It will be the visiting teams responsibility to arrange and pay for transport to the UK departure airport and any associated airport parking costs.

FC Isle of Man will arrange and pay for the transport from Isle of Man Airport to the ground and accommodation.

TRANSPORT FOR CUP MATCHES

For FC Isle of Man home cup matches, visiting teams will have travelling costs to UK airports and associated airport parking costs paid for by FC Isle of Man. For cup matches, the cost of flights and hotels are considered a legitimate match expense, so any share of the profit from these games will be after these costs are deducted.

ACCOMMODATION

3-star hotel accommodation will be arranged and paid for in advance by FC Isle of Man for one night. Accommodation will be in rooms with twin beds.

FC Isle of Man will provide a pre-match meal at the hotel for players and team management (a maximum of 20 persons) also food post-match before you return to the accommodation. Pre-match food will be provided for club officials at the ground.

BALLS, BIBS AND CONES

Will be provided by FC Isle of Man for your use in the pre-game warm-up

MEDICAL EMERGENCY ACTION PLAN (MEAP)

Our MEAP will be shared with you as part of our pre-fixture information pack.

For reference, the hospital A&E department is 5 minutes journey from the pitch and in the unfortunate event of a serious injury or accident any persons will be treated as a patient (free at the point of care) in the same way as they would at any hospital in England.

INSURANCE

FC Isle of Man, as part of our agreement with the NWCFL, will provide medical insurance (injuries that need hospital treatment) and related travelling arrangements to supplement visiting teams insurance and individual personal insurance.

Further information: secretary@fcisleofman.im