

Guidelines & Rules for Managers of Teams at Mountbatten School

Venue considerations

- The goals are provided by the School, but may need to be wheeled into position, if so please ensure they **ARE NOT** dragged but moved properly with the wheels down.
- Pitches will be numbered 1 to 3, see map.
- A spectator viewing area is provided, under no circumstances are spectators/parents allowed onto the 3G Surface. Please do not stand behind the goals.
- Correct footwear is to be worn on the playing surface, boots are to be of the studded variety (non metal).
- There is plenty of parking at the School, please park in the bays provided and do not block school vehicles or entry and exit points.
- Dogs are strictly banned from this venue and alcohol may not be consumed near the pitches. Smoking is not permitted anywhere in the venue.
- Please ensure all rubbish is placed in bins provided.
- Under no circumstance should you contact the School directly, all contact is with age group co-ordinator - **Mike Moreton on 07585441744** In case of injury requiring hospital treatment, refer to the Emergency Action Plan for the venue.

Match Day Reminders

- Unless a FA Referee is appointed, the home team should supply a referee to cover the whole game, if agreed by managers the away team may also supply a referee, if so the referee should swap over at halftime. Referees guidelines are on the EDMSL website, but please remember time is not added on for injuries or ball recovery, this is because all matches must be completed on time so as not to delay later games, teams should change ends at Half Time. All matches are to be played in 4 Quarters.
- Goal post safety is paramount, managers are to check security before the game and ensure no swinging on cross bars.
- Always have a suitable medical kit available with a qualified first aider. If an ambulance is called notify duty caretaker immediately so that the bollards can be removed to allow access to the pitch. Please also keep a copy of **Mountbatten School Emergency Action Plan (EAP)** with your medical kit, along with the medical details and emergency contact details for your team
- The Home team is responsible for ensuring a qualified 1st Aider is present for the match.

- Ensure you take 2 match quality footballs of the relevant size to enable the game to flow if the match ball needs to be retrieved or replaced.
- Players can be freely substituted during the match this must be done during a break in play and with the referee's permission. As a principle, each player brought to the match is to have equal playing time in accordance with FA Charter Standard policy.
- Respect handshakes are exchanged before and after the match session.
- The manager/coach and substitute players should be on the opposite side of the pitch to parents, with one parent assigned the role of Match Delegate, to ensure Respect guidelines are adhered to, particularly by parents!

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- Only Managers and Coaches shown on the Whole Game system and linked to the team are allowed on the Team side of the pitch. A team squad list is available from Whole Game and must be available to prove the registration of players and team officials. EDMSL officials will conduct spot checks on all teams to ensure registration and qualification status.
- Substitute players must wear a Bib to differentiate them from players on the field
- You must provide a Match Day Delegate who must wear the Respect jacket supplied, their role is defined in the Managers Guidelines, but essentially they are responsible for ensuring Respect guidelines are observed by your own contingent of supporters, players, coaches and manager. They are not expected to control the opposing contingent, but can liaise with their opposite number in the event of problems arising.
- Please be aware of the team colours for your opponent where possible you should have an "away" shirt to avoid clashes. Bibs should not be worn unless absolutely necessary.
- Please remember we are expecting Managers and Coaches to set a good example by their own behaviour.
- In the event of Bad Weather please check the Website and EDMSL App for updates, do not contact the venue directly.

Administration

- Each match will consist of four quarters of 15 mins (10 mins for U7 & U8) per quarter with 5 min breaks. Results, Fair Play, Respect and Referee marks are collected via the FA Full-time system.
- The Fair Play marks judge the behaviour of players/managers/parents overall. See guidelines on website/app for determining mark. A mark of 4 or less requires a report to be submitted to the age group Fixture Secretary.
- Results and marks must be submitted on the Match day before 7:00pm this is to be done via the FA MatchDay App.
- Failure to submit marks and results will result in your own Fair Play mark being deducted and the opposition being awarded maximum marks. Repeat offending will result in a fine for your club and your team's chance of winning a Fair Play award will be seriously affected.
- If you are unhappy with an appointed referee's performance you should mark accordingly. Parent referees are not marked but should be named as parent and given a score of 100.

- In the event of a complaint, please refer to our complaints procedure on the website, it must be made by the CLUB Secretary only. It is important to understand the league has no power to discipline offenders, serious offences will be directed to Hants FA, and minor offences will be dealt with between clubs, via Club Secretary's or CWO's and the League. Respect violations will be dealt with by the League.
- Please notify the League of any changes in managers or contact details, a form for this purpose is on the Managers Page of the League Website.
- Should you wish to cancel a match because of a school or similar event, including Remembrance Sunday a minimum of two weeks notice is required. If you have to call off a match with short notice due to sickness and not being able to field a minimum number of players, you must notify the opposition immediately, together with the League, this will normally result in a charge for failure to fulfil a fixture unless 2 weeks notice is given.