



Midland Junior Premier League

Guide to General Administration
2019/2020 Season

Contents

Player Registrations	2
Transfers.....	4
Arranging the Game	5
Match Day	6
Reporting Results.....	7
Match Reports	8
Contact Details	9

Player Registrations

1. All player registrations must be completed in the Whole Game System (WGS).
2. A digital photo of the player must be included with the player registration.
3. If online consent is not requested for the player a registration form should be downloaded from the WGS and signed by the players parent. You must keep this for your records. The league may ask to see a copy of these.
4. It is the club secretary's responsibility to check player ID. Please be aware that the league can ask to see this if required.
5. Once your players are registered in the WGS they need to be allocated to the teams, this is done by ticking the players and assigning to a team from the top menu.
6. Once assigned to their team the players can be submitted to the league for approval. To do this select the players and then click submit to league.
7. Once your Divisional Secretary has approved your players they will be visible in Full Time.
8. If for any reason a player is rejected, once you have rectified the problem you will need to resubmit the player for approval.
9. Please be aware that it is the club's responsibility to ensure that any player that last played in a team based in any other country than England (this includes Scotland, Wales and Northern Ireland) **MUST** have an International Clearance Certificate before the player can be registered with the MJPL.

ANY QUERIES please contact your Divisional Secretary or the League Secretary.

A detailed guide to registering players is available on the Player Registration Tab of the Whole Game System.

Once your players are registered all teams must print off a squad list from the WGS, these should be laminated and made available at ALL games if requested. This request cannot be refused.

10. DEADLINES

All teams playing 7 a side must have registered a minimum of 7 players 14 days before the start of the season (23rd August 2019)

All teams playing 9 a side must have registered a minimum of 9 players 14 days before the start of the season (23rd August 2019)

All teams playing 11 a side must have registered a minimum of 11 players 14 days before the start of the season (23rd August 2019)

Any teams failing to register the required number of players will have their fixtures withdrawn until such time as they have registered the minimum number of players.

During the season player registration details **MUST** be received by the Friday lunchtime at 1.00pm in order for them to play on the Saturday morning.

Transfers

- All transfers will be dealt with through the Whole Game System.
- Before entering any transfer into the WGS a Notice of Approach must have been served on the players current club. You must wait until the 8th day to enter into WGS unless the seven days has been waived.
- If the club holding the players registration has a dispute regarding the transfer these must be sent to the League Secretary within seven days otherwise the transfer will be approved by the league.
- Any disputes over notices of approach must be lodged with your County FA, if evidence of this is provided to the League Secretary the transfer will be cancelled.

Arranging the Game

1. The home team must contact the away team and referee by 9pm on the Wednesday evening. This should be by email. When contact is made by email the away team must confirm receipt of the details.
2. If you are the away team and have not heard from the home team please contact the home team to obtain details before contacting the League Secretary.
3. If a 3G pitch is to be used the away team must be informed a minimum of 24 hours before the game.
4. In the event of likely bad weather please ensure you have confirmed the time the away team will leave to travel to your ground.
5. If the game is called off please inform the away team before they begin to travel. If possible the game should be called off on the Friday evening.
6. Remember if the game is called off you must also inform the referee, failure to do so will mean the referee may need to be paid for his attendance.

Match Day

1. It is the home teams' responsibility to ensure that if a permanent pitch barrier is not present then a respect barrier must be in use. The barrier must run the FULL length of the pitch and be a minimum of two meters from the touch line. Painted lines or cones are NOT acceptable.
2. All spectators must remain behind the barrier. No spectators should be on the technical area side of the pitch. If spectators are found within this area they will be asked to move and the club will have to explain themselves to the management committee.
3. The only people allowed in the technical area are the substitute players and a maximum of three QUALIFIED coaches. The minimum number of coaches is two.
4. The away team and match officials should be greeted and offered hospitality on arrival. They should be shown to their dressing rooms and not left to find their own way.
5. It is the home teams responsibility to provide post-match hospitality of a hot or cold meal and drinks for the players, coaches, match officials and any league representatives.
6. All players and officials are expected to attend the post-match hospitality failure to do so will result in disciplinary action being taken.
7. Both teams must complete their team sheet and copies must be handed to the referee and opposition at least 15 minutes **BEFORE** the game. Shirt numbers must be completed on the team sheets. Players name should be wrote in block capitals to ensure that they can be read. Please keep your copies of the team sheets as they will be required later. Please note this are NOT posted to the league.

Reporting Results

1. Both teams will receive a text message during the game asking for the result of the game. To return the score simply enter the home score then the away score e.g 1-1. If the game is postponed then you would enter p-p. No other text should be entered on the text.
2. After the game both teams have until 10pm on the Monday evening to enter the details of the game onto the fulltime site. Please select results from the menu once logged in and follow the prompts. Before you can enter the match details you must answer a few questions regarding the match venue.
3. When entering substitutes that have played during the game please only mark them as a used sub. If they have not been used mark them as an unused sub. If a player was not in the squad of 16 leave these players options blank.
4. Both teams have until 10pm on the Friday evening to check the details entered by the opposition on the system with the team sheet you have been given. Any discrepancies must be emailed to the league secretary before the 10pm deadline.
5. Failure to complete all areas of match reporting will be monitored by the Divisional Secretaries and will result in disciplinary action.
6. Referee's mark are out of 100 NOT 10.
7. Any mark of 60 and below, a report must be completed in Full Time at the time of entering the match statistics.

Match Reports

1. Match report is voluntary and can be entered by either team.
2. When writing the match reports please remember that the players read these reports.
3. Do not use this facility as a means of complaining or criticising the league, match officials or opposition. Any complaints must be sent to the league Secretary as detailed in rule 7.
4. Any complaints regarding the match reports should be sent to the league secretary by the Friday 10pm deadline.

Contact Details

League Secretary	Louise Hughes	mjplsecretary@mjpl.org.uk
Under 10 Divisional Secretary	Craig Blaxland	mjpl11division@mjpl.org.uk
Under 11 Divisional Secretary	Craig Blaxland	mjpl11division@mjpl.org.uk
Under 12 Divisional Secretary	Stuart Spence	mjpl12division@mjpl.org.uk
Under 13 Divisional Secretary	Paul Hughes	mjpl13division@mjpl.org.uk
Under 14 Divisional Secretary	Mark Burge	mjplreferees@mjpl.org.uk
Under 15 Divisional Secretary	Ian Grand	mjplfixtures@mjpl.org.uk
Under 16 Divisional Secretary	Steven Solomon	mjpl16division@mjpl.org.uk
Under 18 Divisional Secretary	Chris Stowe	mjpl18division@mjpl.org.uk
Under 19 Midweek	Jason Gibbons	mjpl19division@mjpl.org.uk