



KEW PARK RANGERS FC

CHARTER STANDARD COMMUNITY CLUB

Enjoy the game

**National FA Charter Standard Community Club of the year 2015.
Finalist Best Football Community Scheme - Non Premiership 2015
Finalist Best Football Community Scheme - Non Premiership 2016
Finalist Best Marketing initiative - Non Premiership 2016**

MATCH DAY GUIDE FOR MANAGERS

2017/18 Season

General Matchday

Where age appropriate (U11 upwards), each team needs to provide a Linesman. (The home team provides the linesman's flags). Try to enlist a volunteer before match day, as experience shows that parents can be reluctant and understandably nervous to undertake this responsibility.

Please ensure that your First Aid Kit is up to date and immediately to hand. Familiarise yourself with the location of the changing rooms/layout should you need to use (injured player) and the location of the defibrillator.

ALL teams to provide a Respect Marshall who should liaise with the Referee.

There are further guidelines reference Roles and Responsibilities of the Respect Marshall shown: <http://www.wsyl.org.uk/respect-marshall-education/>

Home Pitches

To organise a home pitch you need to email Alex Duncan: alex.duncan@savills.com.

This should be done the weekend before the fixture by Friday or Saturday. You need to state: Your team name, Opposition team name, age group and Competition (League or cup Event).

On Monday or Tuesday you will receive the allocation of pitches for the following Sunday. You must then contact the Opposition and inform them of the Kick Off time and the Venue (see below on how to obtain the information for your opponents). I have also attached a matchday information sheet for you to send out to your opposition.

Using the matchday sheet is simple for sending details to your opponents. By clicking on the venue it will bring you a drop down list of all of our home venues, this when selected will change the map details and facilities available on site automatically. You must hit the create PDF button after adding the details for a new fixture, this ensures that any opponent can read the file as PDF readers are free and work on all PCs/Macs and mobile devices. The PDF button will save a file called Match.pdf to your standard documents root directory. (Can you check the phone number I used for you in the match day sheet).

Around Thursday you will receive another mail, this time from Manoz (manoz.lochab@mac.com) that will have the allocation of Referee's.

The Home Team pays the referee immediately when the game has finished in cash. The fee is



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dependant on age group (see attached). You can then claim the ref fees back during the season (see below for instructions on how to do this).

There are some very specific rules that are enforced by the league so please note what to do for Home Matches. The first team to play on the Pitch that Sunday must set up the Spectator lines (as per below), Corner flags and the Goals. The last team to play on the pitch on a Sunday must put the Spectator Lines and Goals away.

Spectator Lines / Barriers.

Rule 10 (i) outlines that : Each home club shall make arrangements for the provision of designated areas for spectators. This area can be marked by an additional painted line, the use of cones, a roped off area or use of a temporary spectator barrier. The area for spectators should ideally start TWO (2) metres from the touchline on both sides of the pitch but this can be ONE (1) metre from the touchline where it cannot be achieved. Each area should run the full length of the pitch. It is recognised, however, that the alignment of some public pitches does not allow for this arrangement in which case other appropriate arrangements should be made. Failure to comply with these provisions may incur a fine not exceeding TWENTY FIVE POUNDS (£25.00) or otherwise be dealt with as the Management Committee see fit. The league see this as a vital part of allowing the children to enjoy their football. We accept it's not always possible with the layout of some grounds but we do expect every club to make an effort with this.

Fines are definitely doled out every season so please adhere.

You must present your player cards to the opposing team prior to kick off. There is a form attached that can be used when either you have forgotten your Player cards or the opposition have. (I would not suggest handing the cards out to the children, you need to keep them so that you can present them each match, we keep them in the medical bag).

No ID Cards

The following process must be strictly followed:-

- (i) Each player, including all substitutes, MUST print their own name, fill in their date of birth and sign the Form;
- (ii) No player information can be completed before or during the witnessing of this by anyone other than the player(s);
- (iii) The completed Form MUST then be fully completed by the OPPOSING team's Club Representative (witness) and any comments must be made in the comments box, including any doubts about a player authenticity.



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Matches Cancelled

The club will email if Home matches are cancelled due to the weather. If your Sunday match does get cancelled due to the weather then it is the manager's job to contact the referee to advise him. Home ref's numbers are all on the fixture spreadsheet and Manoz puts league ref's numbers on once he has done ref allocation. Obviously you must also inform your opponents (see below for obtaining their details). You still need to log into Prawnsandwich and report that the game was cancelled (see reporting results below). Failure to do so will result in a fine.

Prawn Sandwich

You have access to www.prawnsandwich.com

This is the leagues administration site to allow you to get key information. Your usernames are your email address (the ones on this email) and the password is kpr (lower case).

Fixtures and Contacting the Opposition

To see your upcoming fixtures you go to - <http://www.prawnsandwich.com/fixtures.php> (this can be reached from the menu system once you have logged in). You then filter the fixtures down by selecting the League - Surrey Youth League, the Club - Kew Park Rangers and the Team - Kew Park Rangers Reds U12.

To find out the contact details of your opposition you go to - <http://www.prawnsandwich.com/whoswho.php> (again this can be reached from the menu system). Again Filter by the League - Surrey Youth League and the Club and Team details of your opposition.

This will bring up the details of two contacts, you can then email them both with the Time of the Kick off and the details of the Venue. Attaching the Matchday sheet is the easiest way as it gives special instructions for each venue.

Remember that you need to contact them and let them know the details as early as possible (as soon as you have had your pitch allocated by Alex).

There is a section on the site that can show you where the club is based if you are playing away, <http://www.prawnsandwich.com/howtogetthere.php> However, I always wait for the confirmation email from the opposition as quite often they have more than 1 location (like us).



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Reporting The Result

Only the Main Team manager can report the result (or someone logged in as him)

You need to go to the Managers Area from the

menu <http://www.prawnsandwich.com/managersarea.php>

After a game it will have a link to report the match. It must be reported by midnight on the match day (good practice to do it immediately). Failure to do so will result in a fine to be paid by the Manager.

These are the SYL Rules about reporting.

Result Information on Prawn Sandwich

As you are aware every team is required to submit a result form electronically after each match, there are a number of questions on this sheet which takes about 3-5 minutes to complete properly. The league have found that the questions relating to the opponents behaviour and the presence of spectator line, ID cards and prior match information have often been completed in error, this causes a huge waste of league officers time trying to establish the facts of what did actually happen. We will be applying the rule below to ALL those cards found not to be correctly filled in whether they are submitted on time or not. You have been warned please make every effort to comply. The relevant part is highlighted. Please take the time to answer the questions correctly and honestly.

11. (A) The League must receive by 23:59 on the match day the result of each Competition match in the prescribed manner. This must include the forename(s) and surname of the team players (in block letters) and also the Referee markings required by Rule 13, or any other information required by the Competition. Failure to do so will incur a fine of FIVE POUNDS (£5.00) for the first offence and TWENTY POUNDS (£20.00) thereafter and/or the Club being dealt with as the Management Committee decide Note: The prescribed manner means entering the full details required onto the online system operated by the league. Referees names must be completed correctly and a first name or abbreviation will not suffice and fines imposed. (For example H Davies would not suffice and would result in a fine).

Claiming Expenses (Toby Seth) toby.seth@partners-cap.com

1. I'd prefer to reimburse expenses each half year. But if you'd like to claim more frequently you can do.
2. Use either of the Expense forms attached (spreadsheet or pdf version)
3. If you are only claiming referees fees just list the dates, opposition, referees and amounts paid. You can then email this to me.
4. If you are claiming for purchases or other expenses and have receipts you can either scan these and email them with the expense form.
5. Always include your bank account details. This help me to pay the expense more quickly.

Finally... "Enjoy the game"!