



- FOUNDED 2006 -

WESFA POCKET GUIDE

AN ENGLAND FOOTBALL ACCREDITED LEAGUE

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Organising a Fixture



1. Home team to confirm match details such as ground, kit colours and kick off time to their opposition and referee on or before Tuesday 9pm. If your fixture is a cup match then you should also advise your opponents of the required amount for the split costs on the day.
2. Away team and referee should acknowledge match details and confirm with home team by Wednesday 9pm.
3. If there is a kit colour clash then the *AWAY* team shall change.
4. If the home team has not sent match details by Tuesday 9pm then the away team should seek these details from the home team and inform the League Secretary.
5. If the referee has not received notification from the home team by 9pm on a Tuesday they should seek them out. If there are no details given they should advise the Referee Secretary
6. If the away team has not confirmed match details by Wednesday 9pm then this must be reported to the League Secretary
7. If for any reason the match is postponed by one of the teams and/or the ground, the Fixtures Secretary and the Referee Secretary are to be informed immediately.
8. No team can cancel a fixture, only the match referee or ground have that authority.



TEL: 01322 448383
EMAIL: INFO@SUPREMEENGRAVING.CO.UK



SUPREME
TROPHIES & ENGRAVING

A group of men in maroon shirts are celebrating, spraying champagne. The background is a light, textured grey.

Match Day League Matches

1. Both teams should aim to arrive at least 30 minutes before the scheduled kick off time for league matches. An hour would be preferred for home teams that play at public places that require nets to be affixed and corner flags to be set out.
2. Kick off times for league matches are 10:30 & 12:30
3. If you are the home team ensure that you have the following items with you; An available PDF squad list, 2 x ready to use size 5 match footballs, First Aid kit, Assistant Referee flags and a signed and completed team sheet (to be given to the referee 15mins before the game)
4. If you are the away team then ensure you have the following items; First Aid kit, team sheet (to be given to the referee 15mins before the game) Referee's fee (offer the referee the fee before the match)
5. If assistant referees are appointed then both teams are responsible for paying one each. Teams should confirm before the fixture how the match officials are going to be paid
6. A mandatory registration card check is to be completed by both teams. Once the registration check is completed, via the PDF squad list, sign your opponents team sheet and hand it back. Submit your top team sheet to the referee ensuring that it is complete with all substitutes and club officials listed. Swap the middle team sheet with your opponent and keep for your own records in case of player eligibility query.
7. A maximum of 30 minutes beyond the scheduled kick off time can be allowed by any member club however any delay beyond that will not be permitted. All late kick offs will be reported by the referee to the competition and fines are levied in line with the fines tariff listed in your League Handbook.

Team Sheet Procedure

It is very important the information on your team sheet is accurate. **An incorrect team sheet can lead to fines and other consequences** so please ensure this is correct.

Fill out the white team sheet ensuring that both yellow sheets are behind the white team sheet. Use the divider provided and place it behind the second yellow team sheet.

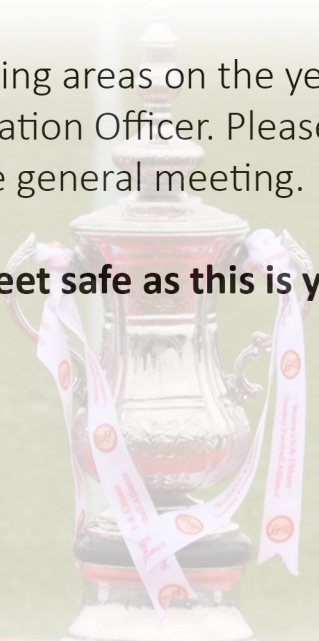
Fill out the following areas on the sheet:

Competition
Match date
Home team
Away team
Subs shirt number
Shirt numbers pertaining to your starting 11
Printed Names
Captains Shirt No
Referee Name
Technical Area Occupants

Then get your opposition to sign your sheet, please ensure you also sign there's and carry out a registration check with them to ensure all players are eligible from both sides. Once this is complete hand your white Team sheet to the referee.

After the game fill out the remaining areas on the yellow Team sheet and scan this through to your Divisional Registration Officer. Please ensure they also get the physical copy on or before the next league general meeting.

Finally, keep the yellow team sheet safe as this is your copy to keep should you need it.





WOOLWICH & ELTHAM SUNDAY FOOTBALL ALLIANCE

TEAM SHEET / MATCH REPORT

TEAM SHEET IS **TO BE SIGNED BY YOUR OPPONENTS** PRIOR TO KICK OFF



COMPETITION:						
MATCH DATE:				TEAM SHEET	SCORE	
HOME TEAM:				H:		
AWAY TEAM:				A:		
SUBS	SHIRT NO:	NAME (PLEASE PRINT)	REG NO:	DETAIL	HOME	AWAY
				Date Notified:		
				Kick Off Due:		
				Actual Kick Off Time:		
				Who was late:	H	A
				First Aid Kit:	H	A
				Assistant Referee:	H	A
				2 x Match Balls:	YES	NO
				Captains Armband:	H	A
				Numbered Shirts:	H	A
				Corner Posts & Flags:	H	
				No of players used:	/16	/16
				No: of named substitutes:	/05	/05
				Sportsmanship mark:	/100	/100
				Assistant Referee's mark:	/100	/100
				Were you paid on the day:	YES	NO
				Team Sheets:	YES	NO
				Match Balls:	YES	NO
				First Aid Kit:	YES	NO
Captains Shirt No:						
Technical Area Occupants						
Position within club:			Name:			
Position within club:			Name:			
Position within club:			Name:			
Position within club:			Name:			
Position within club:			Name:			

WESFA is a Certified RESPECT League

OPPOSITION TO PRINT FULL NAME AND SIGN _____

BELOW FOR MATCH OFFICIAL'S USE ONLY					
Match Official use: Are there any fines levied to this team for the above match?					<input type="checkbox"/> YES <input type="checkbox"/> NO
MISCONDUCT - Send all misconduct reports to relevant County FA within 2 days of match completion					
REFEREE'S NAME: _____					
NAME	CODE	NAME	CODE		
				Any problems with 'off the field' problems, such as supporters and/or substitutes behaviour?	
				YES	NO



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COMPLETED FORM MUST BE RETURNED TO THE REFEREE'S SECRETARY WITHIN 2 DAYS OF THE MATCH

REFEREE'S COPY - send via email to assistantrefsec@wesfa.co

Match Day Cup Matches

Same procedure applies to cup matches as they do in league games apart from the following guidance:

Home team is responsible for ensuring payment to the match officials occurs on the day.

The result of all drawn WESFA cup matches will be determined by penalty kicks. Only at the semi final and final stages of the cup competition will extra time be played. The exception to this is if any cup competition is played over 2 legs, the first leg would be contested over 90 minutes only.

All internal cup matches played at Meridian Sports will have a kick off time of 10am. This allows for afternoon kick offs to run to time also.

Emergency registrations are a WESFA product only, they cannot be used in County cups or any other outside competition.

Emergency registrations CANNOT be used in any divisional cup match nor any cup competition from the quarter final stage and onwards.

All players MUST have been registered for your team for a minimum of 14 consecutive days to be eligible for any quarter final tie.

All players MUST have been registered for your team for a minimum of 14 consecutive days AND played in 3 league and/or cup matches to be eligible for any semi final or final tie.

Plumstead Challenge Cup- All players MUST have been registered for your team for a minimum of 14 consecutive days to be eligible for any quarter final or semi final tie.

Plumstead Challenge Cup – A player MUST have played in a previous round in the competition in the same season to be eligible to play in the final tie.

Supreme Trophies & Engraving Fair Play Invitational Cup – there are no qualifying rounds for the competition. This cup final is awarded to the 2 member clubs with the best disciplinary record during the qualifying period.

For all cup competition rules, please refer to rule 24 in your league handbook.



Where to find us



wesfa.co

Head over to wesfa.co for all the up to date news, fixtures, results, tables, player transfers, gallery, cup competitions, historical data plus much more from the Woolwich & Eltham Sunday Football Alliance.

Also see how we are contributing in the local community and see what charities we're supporting this season.

Advertising opportunities are available on the website, please ask the Management Committee for more details or email leaguesecretary@wesfa.co

Post Match Admin

Confirm all misconduct (if applicable) for your team with the match referee so that you can record it on your team sheet.

Reply to the FA Full Time text message with your match result by 7pm. If no text message is received send your match result via text to 07961 484941 confirming your team name.

Complete the yellow team sheet ensuring that all details are correct and to the best of your knowledge.

Complete the team sheet on the FA Full Time website ensuring that it replicates your yellow team sheet including goals, misconduct and sin bins

You will not be able to add an emergency player to the FA Full Time website. The Registration Secretary will complete that task when received.

If you have used an emergency registration then this player must be added to the Club Portal.

A copy of the physical emergency registration card, both halves if they've become separated, must be sent to the registration secretary (photo is suffice) to be received by Tuesday

If you have any issues with an emergency registration card then you need to contact the Registration Secretary immediately via email at jennyverrillo@icloud.com or telephone 07795 966021.

The registration team requires the completed yellow team sheet to be submitted by Thursday. You may either:

- Scan and email the sheet to the divisional officer, or
- Photograph and send it via text or WhatsApp to the divisional officer.

Please ensure all team sheets are brought to the next league general meeting for record-keeping.

If you have scored your match referee 60 or less (out of 100) then you are required to send in a report explaining why the low mark to refsec@wesfa.co.





Are you a referee that is ambitious, experienced and needs a new challenge?

- W** We develop, mentor and monitor our officials for continuous improvement with assignments available for any level and promotional matches to 'level up'
- E** Engage with our referee panel; bi-monthly meetings to discuss match scenarios
- S** Support and guidance readily offered to add value to your game and the game itself
- F** Fun and enjoyment, to enhance the Alliance and promote a professional ethos
- A** Administration is a key skill for any referee and advice is always available

Interested? Contact our referees' secretary

Danny Gibson
07960 204726



**ACCREDITED
LEAGUE**
PART OF ENGLAND FOOTBALL



The Woolwich & Eltham Sunday Football Alliance
is a certified Respect League
LFA "Respect" League of the Year 2012

SIN BINS

Temporary Dismissals - otherwise known as 'sin bins' - are mandatory for acts of dissent across all of grassroots football.

HOW DO YOU FIND YOURSELF IN THE SIN BIN?



Players will only go into the sin bin for dissent cautions



For use of words, gestures, questioning or undermining the referee's decisions



EXAMPLES OF DISSENT:

Shouting at the referee, questioning the referee's ability, slamming the ball into the ground and sarcastically clapping a decision

DURATION OF A SIN BIN



For matches of 90 minutes, players spend 10 minutes in the sin bin



For matches of all other lengths, players spend 8 minutes in the sin bin



If the sin bin period has not expired at the end of:
1st half: Continues into the 2nd half
2nd half: Continues into extra time
Extra time: Players can participate in the penalty shoot out

THE MATCH DAY PROCESS



Dissent



Dissent caution: Referee issues a Yellow Card and directs the player to the touchline



Whilst in the sin bin, if the player commits a Yellow or Red Card offence they are sent off and can not be substituted



A player can only return to the field of play with the referee's permission at a stoppage in play



If a player receives a second Yellow Card for any type of offence, they will be shown a Red Card and dismissed from the field of play

Sin bins only apply to a player's first Yellow Card. If they receive a second Yellow Card they are dismissed from the field of play.

Offensive, insulting or abusive language and/or actions is still a Red Card offence!

Useful Contacts

Referee Secretary Danny Gibson : 07960 204726

Results Secretary, Danny Cunningham: 07961 484941

Fixtures Secretary Jason Verrillo: 07795 956379

Registrations team

Jenny Verrillo: 07795 966021 (Division 5 and Division 6)

Dave Fone: 07957 376392 (Division 2, Division 3 and Division 4)

Michael Howe: 07837 235406 (Premier, Championship and Division 1)

Committee members may not be able to respond immediately. Kindly allow a few minutes for them to reply before reaching out again. On match days, all committee members are actively involved, whether supporting teams, officiating, or fulfilling WESFA responsibilities, so responses may be delayed.

At WESFA please respect your opposition/coaches/referee/team players/supporters.

