

# Fixture Guidance



| Item                                  | Required by       | Details  |
|---------------------------------------|-------------------|--|
| Questionnaire                         | 23rd July         | This form gives details of home pitches, KO times, referee info and problem dates.   |
| Kick off times                        | By 24th Aug       | Inform Fixtures Secretary and Referees Secretary of home pitch venue and kick off times for season. If times vary, send in details for September and month by month thereafter. Also need to inform your opponents at least 28 days in advance of the kick-off, except in the case of re-arranged games.   |
| Confirm game with Appointed Referee   | By Friday evening | Referees will be appointed by the League for U11 & older plus other games if required. An email is sent to Club Fixture Secretary each Tuesday. If appointment list shows a game which is postponed or if the kick off time is incorrect, please let the Referees Secretary know asap.<br><br>You must contact the Referee to confirm venue and kick off time for each game. This can be done by phone or email. Referees will not turn up if not contacted.   |
| Late change of venue or kick off time | Immediately       | If the venue or kick off time change, please contact Referees Secretary and also the Appointed Referee with details of the change. Don't forget to also inform your opponents! If less than 7 days' notice you must phone your opponents to make sure they receive details of the change.  |
| Postponement                          | Immediately       | If the game is postponed for any reason, please contact Referees Secretary, your opponents and also the Appointed Referee as soon as possible. Both teams must inform Referees Secretary of the reason for the postponement.<br><br><b>If the home team pitch is unplayable, the game must be switched wherever possible. No postponement will be authorised until it is confirmed that there is no alternative venue.</b><br><br>Do not attempt to arrange a new date. The Fixtures Secretary will do this for you. |
| Postponement form/email               | Within 7 days     | If the game is postponed for any reason, please send an email to <a href="mailto:fixtures@oyfl.org.uk">fixtures@oyfl.org.uk</a> giving the fixture detail (home team v away team, fixture date, league/cup, age group, club  |

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|                   |                                     | responsible for postponement and reason for postponement). If it is postponed due to lack of players, the email must be accompanied by letters/emails from parents/guardians or medical practitioner.  |
| Cup Games         | One month in advance where possible | If you are the home team, please contact Fixtures Secretary with details of venue and kick off time for Cup games.   |
| Re-arranged Games | ASAP                                | If a game has been rearranged due to a previous postponement, the home club should contact the Fixtures Secretary with new details ASAP, as well as the opposition.  |
| Match Results     | By 1700 hrs on match day            | Match results must be sent in by Managers/Team Admins by responding to the Full-Time SMS.<br>Development Games for U7 - U11 will not be published but results must be reported.  |
| Match statistics  | By 1800 hrs on match day            | Both teams must complete match statistics on Full-Time:<br><br>Respect questions/marks<br>Referee mark (out of 100)<br>Starters<br>Subs (those who were subs at kick-off)<br>Goal scorers ( <b>mandatory for U12- U16</b> , optional U7-U11)<br>Own goals (if any)   |
| Match Reports     | By 1800 hours every Sunday          | A match report is optional.<br>Either team can submit a match report.<br>A match report is a brief description of the match, including highlights, goals (see <b>note</b> ), great play, etc, for both sides.<br>NOTE: under FA rules, only match reports for U12-U16 games can contain details of goals, scores and anything that points to the result of the game. |