



# OXFORDSHIRE YOUTH FOOTBALL LEAGUE

## Information Guides

### Entering Match Statistics in Full-Time (2021-2022)

Under League Rules, all teams must submit a match result via Full-Time SMS (see Submitting SMS Result Guide) and full match statistics for all matches played within the OYFL (apart from U7 and U8 Trophy Events) must be entered in Full-Time.

The following are notes on entering match statistics. If in doubt, please ask. The main thing is to do everything required and to avoid getting fines which take money away from your club.

#### Deadlines



**6.00 pm matchday** - all match results must be sent by replying to the Full-Time SMS Results text (**9.00 pm for midweek matches**).

**7.00 pm Monday** – all match statistics for weekend matches (played on either Saturday or Sunday) must have been entered in Full-Time (**within 48 hours for midweek matches**).

#### FA Matchday App



Managers and Team Admins may use the FA Matchday App for entering match statistics. However, remember that, under League rules, the definitive system is Full-Time and all the statistics must be present there by the above deadlines. If not, then this will lead to fines.

There have been problems reported in previous seasons with data input via the Matchday app not being saved correctly in Full-Time so, if using the app for this task, admins are recommended to check Full-Time to make sure everything has got through.

#### Access

**To access Full-Time, users must be set up as a Manager, Coach (or assistant) or Team Secretary by their club in the Team Officials tab in Whole Game System (WGS).**

Team Secretaries are those that will be doing match admin but who are not managers and coaches. There is no need to set up managers and coaches as team secretaries – this is just duplication.

Please make sure each team admin has a mobile phone and email address attached to their FA profile and these are kept up-to-date.

Once set up, they will be sent an email from the system, inviting them to create a username and password. They may also get an email verification request which must be completed in order to receive Full-Time emails, e.g. fixture notifications, referee appointments, etc.

If you had a working username/password from last season, that will work once the new season has been set up and made live in Full-time.



# OXFORDSHIRE YOUTH FOOTBALL LEAGUE

## Information Guides

### Login

To login, access <http://fulltime-admin.thefa.com/gen/Login.do> or use the Sign In link on the League Full-Time screen.

When you log in for the first time, you will be asked to accept the FA Full-Time terms and conditions of use. Please tick the box and press Continue.

When you log in future, you will see a standard login page asking for your username and password.

Sign In to Full-Time

Username

Password

Remember Me

I'm not a robot

SIGN IN

Forgot Password

### Entering Match Statistics

Once logged in, you will see the fixtures for your team from the last seven days and for the next seven days (if you are a team admin for several teams, then you will see the fixtures for each of these teams).

Select the match for which you want to enter match statistics.

The match result will have been entered automatically from the SMS Results text message that you will have sent in earlier (or at least should have!). To start entering statistics, press the blue Statistics button next to your team name.

SM25

Status: Normal

Half-time

Full-time

Statistics

Team	Started/ Bench	Goals	Cards	Other Stats	FA Marks	League Marks	Referee Marks	Fixture Note
...	0 / 0	0	0	0	0	0	0	
...	0 / 0	0	0	0	0	0	0	

View Match Returns

Note the summary table under each match which will show whether the required statistics have been entered in each section.



# OXFORDSHIRE YOUTH FOOTBALL LEAGUE

## Information Guides

The match statistics are in three tabs. You must enter the requested information in each of the tabs.

### TAB 1 – FA Marks

**FA Marks**

League Team Marks

Player Statistics

Here you must enter the following (both teams to enter unless noted otherwise):

- Referee name**      **home team only**      If the referee was not appointed by the League or if the referee appointed did not officiate on the match (if appointed, the referee name will appear on screen)
- Referee mark**      **both teams**      Overall decision making (out of 40)  
Judgement on major decisions (out of 30)  
Overall control (out of 30)

For guidance on the referee mark, see **Appendix 1**.

- Referee report**      **both, if required**      If the total mark is below 61, you must include your reasons for this in the box provided.

There is no point putting 61 to try to show you did not like the referee's performance and avoid entering a report. If you think there is room for improvement, then be honest and enter a report, but remember to be constructive in your comments.

Just saying something like "The referee was biased because they were a home parent" is not acceptable.



# OXFORDSHIRE YOUTH FOOTBALL LEAGUE Information Guides

Below the referee section, you will find the **FA Respect Marks** and the **Pitch Marks** section. Please answer both questions for the Respect Marks and select the appropriate answers regarding the pitch.

**RESPECT**

**Respect Marks**

How would you describe the behaviour shown on the pitch today? Think about players from both teams towards each other and match officials

Behaviour was positive and consistent with Respect guidelines throughout

There were occasional incidents of poor behaviour

There were regular incidents of poor behaviour

How would you describe the behaviour shown around the pitch today? Please consider all coaches and spectators

Behaviour was positive and consistent with Respect guidelines throughout

There were occasional incidents of poor behaviour

There were regular incidents of poor behaviour

**Pitch Marks**

Please rate the pitch - considered feedback on the quality of facilities will assist the Football Association and Football Foundation in their investment decisions for the future.

Pitch Type?

Grass  3G AstroTurf  Indoor  Other

Pitch Mark?

Very Poor  Poor  Satisfactory  Good  Excellent

**Update** **Clear All** **Back**

Enter all the required information, press **Update** and then press the **League Team Marks** tab.

## TAB 2 – League Team Marks

FA Marks

**League Team Marks**

Player Statistics

Next you need to answer some quick questions to help the League ensure rules are being followed and to help us monitor behaviour across the League.

1. Was the opposition squad list available for inspection in printed form? [Answer Yes or No](#)  
*[If you did not ask to see the squad list, enter Yes]*
2. Was a respect barrier (designated spectator area) used at the match? [Answer Yes or No](#)
3. Were technical areas available and used by managers/coaches and subs? [Answer Yes or No](#)
4. Did your team use a Power Play during the match **(for U7s and U8s only)**? [Answer Yes or No](#)
5. Was the League appointed referee wearing appropriate kit? [Answer Yes or No](#)  
*[If you had a League appointed referee]*





# OXFORDSHIRE YOUTH FOOTBALL LEAGUE Information Guides

- 6. How would you rate the behaviour of the opposition players? [Enter mark from 0 to 10](#)
- 6. How would you rate the behaviour of the opposition team officials? [Enter mark from 0 to 10](#)
- 7. How would you rate the behaviour of the opposition parents/spectators? [Enter mark from 0 to 10](#)

If teams enter marks below 5, they may be requested to provide information on their reason(s). Do not enter any misconducts, complaints or issues in the comments box. These should be sent to the Fixtures Secretary ([fixtures@oyfl.org.uk](mailto:fixtures@oyfl.org.uk)).

Enter the required information, press Update and then press the Player Statistics tab

## TAB 3 – Player Statistics

FA Marks
League Team Marks
Player Statistics

Finally, you need to enter the player statistics. Teams should use the [Quick Stat Entry](#) option for this.

### Quick Stats screen

The list of eligible players for your team will appear on the left, with various columns next to them.

### Statistics

FA Marks
League Team Marks
Player Statistics

[Results](#)

**Quick Stat Entry - Old Magdalenians**  
SAT 21 SEP 2019 13:00

[Switch to Team Sheet Wizard](#)

	Started	Bench Used	Bench Unused	Captain	Goal	Own Goal Conceded	Penalty	Yellow Card	Sin Bin	Second Yellow Card	Red Card
Mark Cook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benny Cook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Jackie Jay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Connor Jordan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Jacky Cook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Samuel Jay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mark Jay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thomas Jay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paul Jay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Harvey Ross Thomas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mark Jay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thomas Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mark Walker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mark Walker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Jacky Ross Jay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mark Jay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# OXFORDSHIRE YOUTH FOOTBALL LEAGUE

## Information Guides

Below is a summary of what must be entered (**mandatory**) and what is up the team (optional). Note that match statistics and tables for U7 to U11 will not be displayed on public pages on Full-Time.

Started	– <b>mandatory for all teams*</b>
<i>* This should not be more than the format of your match, e.g. for 5v5, the starters should not total more than 5</i>	
Bench used	– <b>mandatory for all teams**</b>
<i>** These should be just those that were substitutes at the start of the match and came on as subs</i>	
Bench unused	– optional
Captain	– optional
Goal	– <b>mandatory for U12-U21</b> , optional for U7-U11
Own goal conceded	– <b>do not use</b> (see below on <b>entering own goals</b> )
Yellow card	– U12-U21 age groups only to enter
Sin Bin	– <b>mandatory for all teams</b>
Second yellow card	– U12-U21 age groups only to enter
Red card	– U12-U21 age groups only to enter
Player of Match	– for your own team, U12-U21 only (optional)

*Note: if you include any stats in the "Penalty" column, and the penalty was scored, remember to enter the goal in the goal column as well (penalties can be missed or saved as well as scored).*

When you have entered all the stats, press

**Update Stats For Players**

After you press the update button, a summary table will appear to allow you to double check.

## Entering Opposition Player of the Match (U12-U21) - optional

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Each season, we name a player of the season at U12 to U21 age groups, voted for by managers, coaches, referees, league officers, etc. If teams enter Opposition Player of Match during the season, this would help with that decision.

To enter, press **Switch to Opposition Team Stats** at the top of the table

Select the opposition player of the match from the dropdown and press

**Create**

Remember to press **Finished** before logging out.

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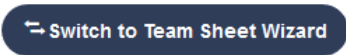
# OXFORDSHIRE YOUTH FOOTBALL LEAGUE Information Guides

## Entering own goals

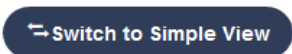
These should be entered by the team that benefits from the own goal and should NOT be entered as “Own Goal Conceded” by the team that scored them, as the reporting system enters these incorrectly.

If you need to record an own goal scored by the opposition in the match,

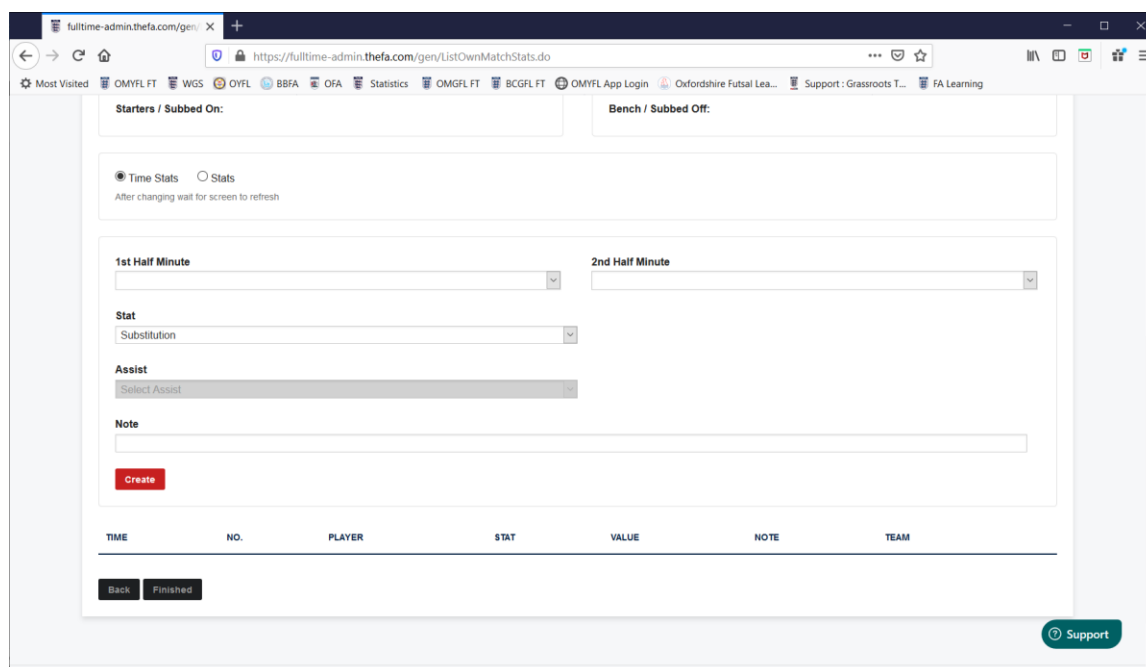
click



then click



The screen should then look like the image below.



Make sure **Time Stats** is selected.

Select **Opposition Own Goal** in the Stat dropdown box and press



You can include the time if you wish, but this is not important.

If there are more than one own goals by the opposition, do this as many times as required, e.g. if there are two own goals scored by the opposition, you create two “opposition own goal” entries.

When you are happy that everything has been done, then log out of the system

## Version history

1.0	Original document	9 Sep 2021



# OXFORDSHIRE YOUTH FOOTBALL LEAGUE

## Information Guides

### Appendix 1 – guide to referee marks

#### Referee Marking Guidance

When marking a referee, clubs are advised to take the following into consideration

#### Overall Decision Making

- Did the Referee:

- Recognise patterns of play and not invade player/game space
- Correctly recognise and award throw-ins, goal-kicks and corners
- Demonstrate consistent and credible recognition, detection and interpretation of 'normal' Law 12 offences i.e. but not limited to; foul tackles, holding, aerial challenges, handball etc.
- Recognise Law 11 + 12 offences and advantage application opportunities, not merely possession, applied in credible areas and/or applied without detriment to match control
- Demonstrate awareness of when appropriate to use the range of management techniques available, before resorting to formal disciplinary action i.e. the STEP process
- Recognise where player(s), teams(s) are using time consuming tactics and takes positive appropriate action i.e. preventative actions
- Demonstrate high levels of fitness and work rate throughout the entire game to meet the demands of the game

#### Judgement of Major Decisions (Cautions/Non-Cautions, Send Offs/Non-Send Offs, Penalties/Non-Penalties, Goal Awarded/Disallowed or other significant game changing decisions)

- Did the Referee:

- Demonstrate identification of 'significant game impact' incidents and offences with appropriate action(s) applied
- Demonstrate the ability to recognise the importance of potential key match decisions and effectively move towards/gain an optimum viewing angle to (a) judge, (b) enhance credibility and (c) adds value to the decision

In the highly unlikely event of there being no major decisions, a standard mark of 15 should be awarded to the Referee.

#### Overall Control and Player Management

- Did the Referee:

- Act in a positive manner in their Pre-match Communication and Off-Field Behaviour
- Lead their team, ensuring all officials worked in harmony without contradictory decisions (where ARs are appointed)
- Display empathy for the game, managing game situations in an empathetic manner recognising the ever-changing ebbs/flows, nature and temperature of the game and adapts refereeing style to suit
- Recognise when/how to raise his/her profile to aide their match control and remain in self-control of emotions, demonstrating composure
- Recognise when appropriate to enter face-to-face dialogue with the Assistant Referee(s) (where applicable), to aide visual co-operation and major decision making
- Effectively manage, when appropriate, two-way interaction with players, technical staff etc.
- Demonstrate a natural authority/confidence – not influenced by players, spectators or team officials