

TANDRIDGE YOUTH FOOTBALL LEAGUE



New Managers MEETING

Monday 2nd Sept 2024

This Slide Presentation will be sent to everyone who signed the Register and is on the Website under Downloads



**WELCOME TO OUR
ANNUAL MEETING
FOR EVERYONE WHO IS
‘NEW’ TO THE LEAGUE**



TOPICS to be covered tonight

Part One: Topics of General Information.

**Part Two: Topics related to PLAYING
FOOTBALL MATCHES**

**Closing Topics: Registration deadlines and
Standards of behaviour**

REGISTRATION HELP DESKS

i) Mini Soccer registrations ii) u11-u17/18 registrations

APP HELP DESK and a GENERAL DESK



TOPICS to be covered tonight

Part One: Sources of INFORMATION

(1) The Website

What Information can be accessed via the website?

Where to download various forms.

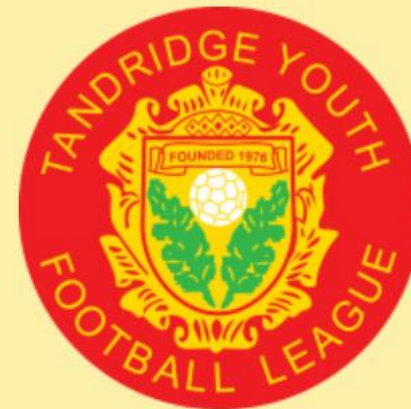
Tasks performed via the Website

(2) General Information - Handbooks, Rules, Meetings, Fines



Welcome to the Tandridge League

An England Football Accredited Sunday Youth Football League that provides affiliated football to both boys and girls aged 6 years to 18 years old.



Season: 2024-25

Clubs:

0 1 3 3

Teams:

0 9 3 4

Games:

0 0 0 0

Goals:

0 0 0 0



League
Fixtures



League Tables



Cups



Tournaments



Players
Wanted



Coaches
Wanted



Secretary's
Note



Meeting
Minutes



News



FAQs

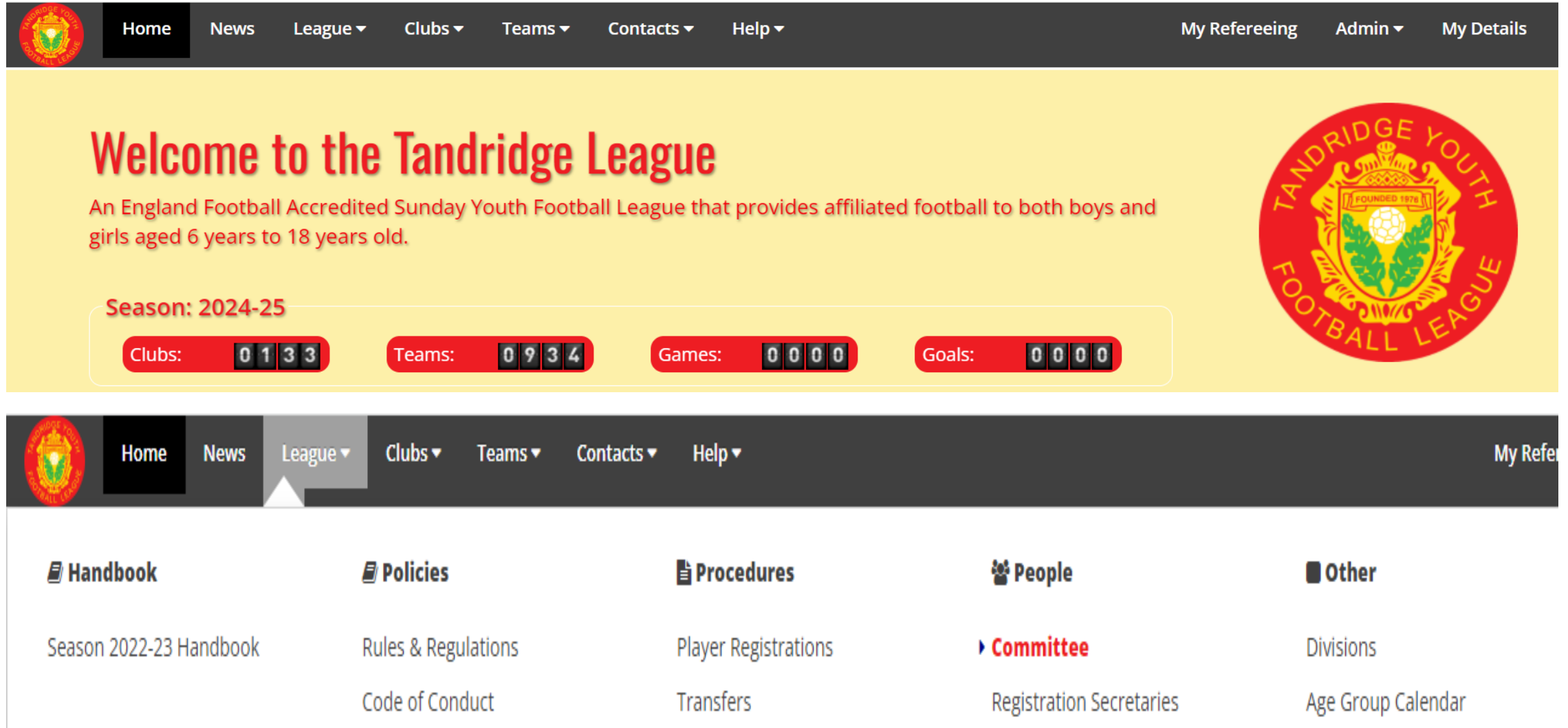


Fixture
Schedules

<https://www.tandridgeleague.co.uk>







Have you been set up for access to your team or club's pages?
If not, speak to your Club Secretary.

- **League Officers:** A full list of League Officers/Committee can be found on the Tandridge League website - and also in the League Handbook.



The screenshot displays the Tandridge Youth Football League website. The top navigation bar includes links for Home, News, League, Clubs, Teams, Contacts, and Help, along with user-specific links for My Refereeing, Admin, and My Details. The main content area features a large red heading "Welcome to the Tandridge League" and a description of the league as an England Football Accredited Sunday Youth Football League. A large red circular logo for the Tandridge Youth Football League is positioned on the right. Below the welcome message, a section for the "Season: 2024-25" displays statistics for Clubs (0133), Teams (0934), Games (0000), and Goals (0000). The bottom section shows the "League" dropdown menu expanded, revealing a grid of links categorized into Handbook, Policies, Procedures, People, and Other. The "Committee" link under the People category is highlighted in red.

Handbook	Policies	Procedures	People	Other
Season 2022-23 Handbook	Rules & Regulations	Player Registrations	Committee	Divisions
	Code of Conduct	Transfers	Registration Secretaries	Age Group Calendar

<div>  <div> Home News League ▾ Clubs ▾ Teams ▾ Contacts ▾ Help ▾ </div> <div>My Refereeing</div> </div>				
 Handbook	 Policies	 Procedures	 People	 Other
Season 2022-23 Handbook	Rules & Regulations Code of Conduct Safeguarding Children Laws of Mini-Soccer Spring Trophy Rules Spring Trophy Rules U7s	Player Registrations Transfers Referees App Match Card Emergency Match Card Reporting Results	Committee Registration Secretaries Fixture & Result Secretaries Former Tandridge Players	Divisions Age Group Calendar Courses and Workshops Downloads Meeting Minutes

Document **Downloads**

These documents can be download.

This slide is just to show where these forms can be found – not to explain each form.

- [**Notify 1 - Late notification of game**](#)
[**TAN 5 - Notification of un-played game**](#)
[**TAN 8 - Referee report**](#)
- [**TAN 4 - Player Transfer Form \(between different Clubs\)**](#)
[**TAN 6 - Allegation of illegal approach**](#)
[**TAN 9 - Request for Fixture Break \(21 day notice\)**](#)
- [**TAN 4 for Internal \(same club\) transfers**](#)
[**TAN 7 - Notification of incident**](#)

Log on and
find
information
and FORMS
in the
**Download
Files.**
Go to
‘League’ >
Downloads

Document Downloads

The following documents are available for download:

Tandridge Forms

- Clarification of Player Name
- Emergency Match Card
- Notify 1 - Late notification of game
- TAN 2b - Compliance Declaration (Codes of Conduct)
- TAN 4 - Player Transfer Form (between different Clubs)
- TAN 4 for Internal (same club) transfers
- TAN 5 - Notification of un-played game
- TAN 6 - Allegation of illegal approach
- TAN 7 - Notification of incident
- TAN 8 - Referee report
- TAN 9 - Request for Fixture Break (21 day notice)

Other

- How to Report incidents of poor behaviour
- League Handbook 2023-24
- New Mini Soccer Laws for U7-U9 (season 24/25)
- Pitch layout map - Ashburton Playing Fields
- Pitch layout map - Purley Way Playing Fields
- SCORY 2024-25 Rationale
- Slides from New Managers Meeting 5th Sept 2022
- Tandridge players who went on to professional careers

League Website:

<https://www.tandridgeleague.co.uk>

We use the website for these key tasks:

- **Registering Players**
- **Fixture Lists**
- **Individual Match arrangements - venue, k.o.time etc**
- **Reporting Results**
- **League Tables**
- **Matchday App**

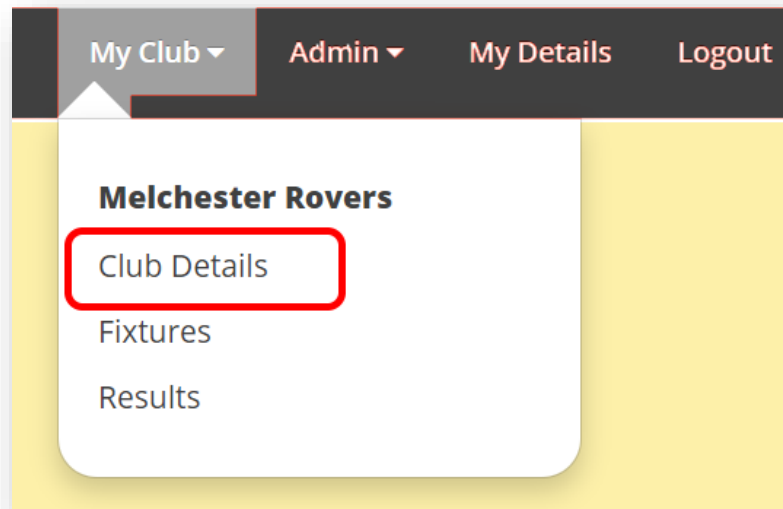
CLUB HOME PAGE

<https://www.tandridgeleague.co.uk>

Club Secretaries can and should update your own club's details.

And the League requires you to please add the details shown here as a matter of urgency.

- **Club Colours**
- **Club Officials**
- **Club Managers**
- **Your Grounds**



Full guidance on each of these aspects is given in the Website Download called: **Setting Up and Editing Club Details**

[Home](#)[News](#)[League ▼](#)[Clubs ▼](#)[Teams ▼](#)[Contacts ▼](#)[Help ▼](#)[Website Guides](#)

Website Guides

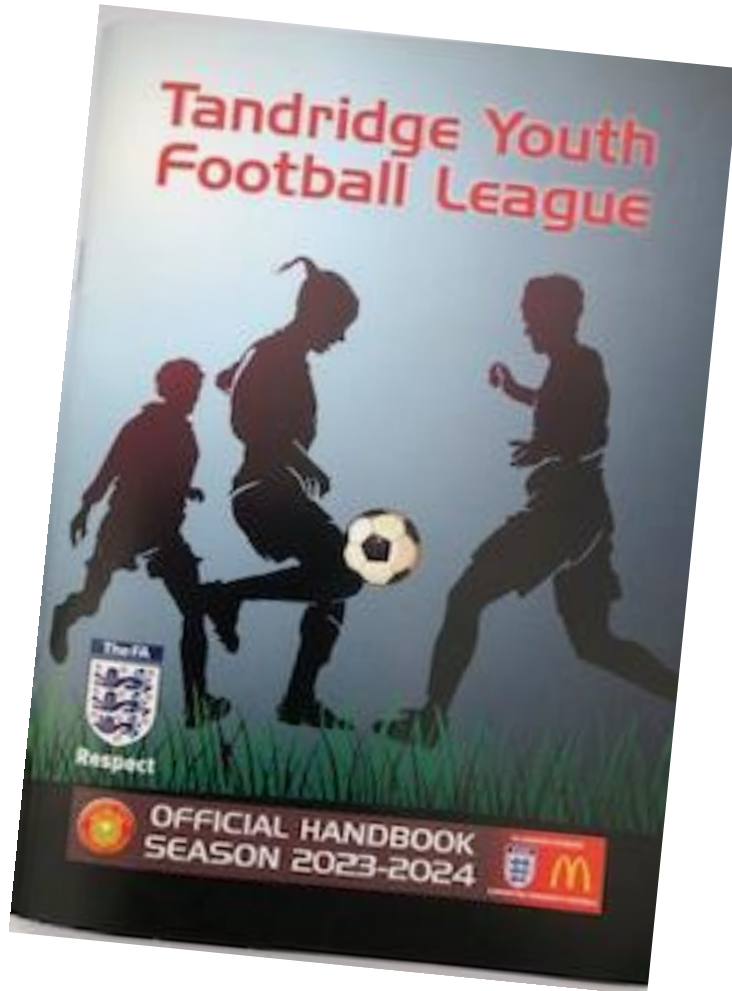
The following guides are available for download.

- [Guidance - Editing Club Details](#)
- [Quick Guide - Adding a New Person](#)
- [Quick Guide - Changing a Club Official or Manager](#)
- [Quick Guide - Changing Someones Contact Details](#)
- [Quick Guide - Creating a Login Account](#)
- [Quick Guide - Entering a Wanted Notice](#)
- [Quick Guide - Entering Fixture Details](#)
- [Quick Guide - Issuing Code to Manager for App](#)
- [Quick Guide - Reporting Results](#)
- [Referee Details](#)
- [Setting Up an Account](#)
- [Tandridge Matchcard App](#)
- [U7-U10 Registrations](#)

Log on and
find more
information
about a
variety of
subjects in
the
**WEBSITE
GUIDES**

League Handbook:

The League's Handbook for the new season will be available for collection by your Club next week.



League Rules



- ▶ Virtually every aspect of the League is governed by a set of Rules.
- ▶ These have evolved over many years and are based on the FA's Standard Code of Rules. The Handbook includes the full Rules.

Meetings for ALL Clubs -

- Only 3 compulsory meetings per season.
- Clubs **must** be represented.
- **9th September** at HSBC Sports & Social Club in Beckenham.
- **2nd Monday in September, February and June** (for the AGM).
- Any other meetings will be advertised during the season and occasionally an 'on-line' meeting might be called for a specific purpose.

Fines

Encouragement for everyone to do what we should do, when we should do it.



❖ **Fines** are an integral part of all football administration from the Football Association, down through County Associations to Leagues. Some Counties and Leagues often accrue half their annual income from fines.

❖ **League Fines** are an unpopular but vital tool in the League's efforts to ensure that the League can operate efficiently and that League Officers and Club Officials are not spending and wasting considerable time chasing or waiting for information.



❖ Once collected, fines form part of league funds and amongst other things are used to keep our subscriptions as low as possible.

- ❖ **Fines** are issued to Club Secretaries via email with the invoice attached. The email explains what to do if you have a query about the fine. **See also Fines Tariff in the Handbook.**
- ❖ **Once issued, ALL fines must be paid within 14 days.** If not they are liable to be **doubled** - and if still ignored, **fixtures can be withheld** not only from the offending team but from the whole club.



TOPICS to be covered tonight

Part TWO: Fixtures

Results and the

Tandridge APP

League Chairman **John Plummer** to lead next part of meeting.

League Fixtures & Results Secretaries:

Under 7 to Under 8 - Joe Picciano

Under 9 to Under 11 - Paul Carter

Under 12 - Chris Tucker

Under 13 - Rae Morrison

Under 14 - Rumel Jahur

Under 15 - Gayle Bennouir

Under 16 and Under 17/18 - John Plummer

Girls all Ages - Vacant - Derek Harris - looking for a volunteer to take over this job.



Fixtures and Results

The Playing Season

From the **third Sunday in September** - 15th Sept 24
until the **second Sunday in May** - 11th May 25

Games after 11th May 25

What breaks are there during the season?

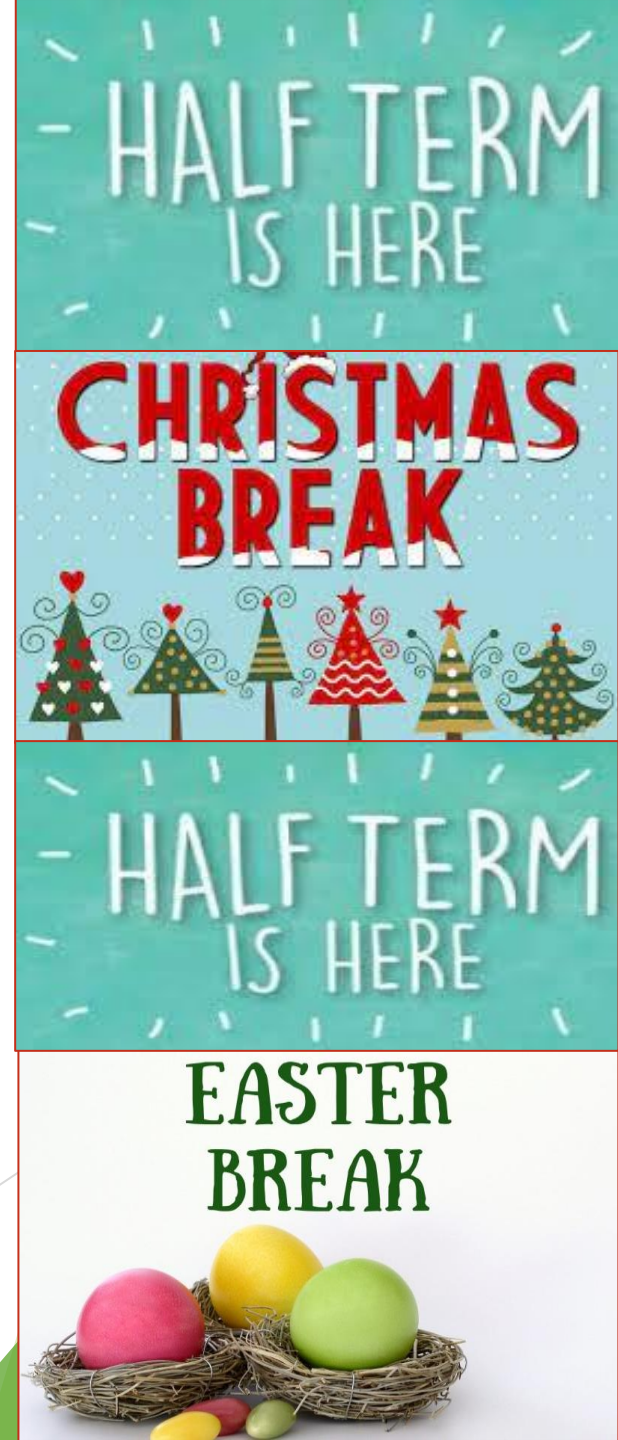
October Half Term - 20th Oct 24*

Two Sundays closest to Christmas - 22nd & 29th Dec 24

February Half Term - 16th Feb 25

Easter Sunday - 20th April - fixtures may be necessary on
13th April depending on any backlog due to bad weather.

*Take care with the October Half Term where some schools
now take a two week holiday.



The Playing Season

Can we request a fixture break?

Conditions:-

- 1) 21 days advance notice - using form TAN 9
- 2) (a) **A school trip** or **club tour** has been arranged
OR (b) **Any other situation**

Each Team can only request a maximum of TWO fixture breaks per season and only one of these can be for “Any reason”.

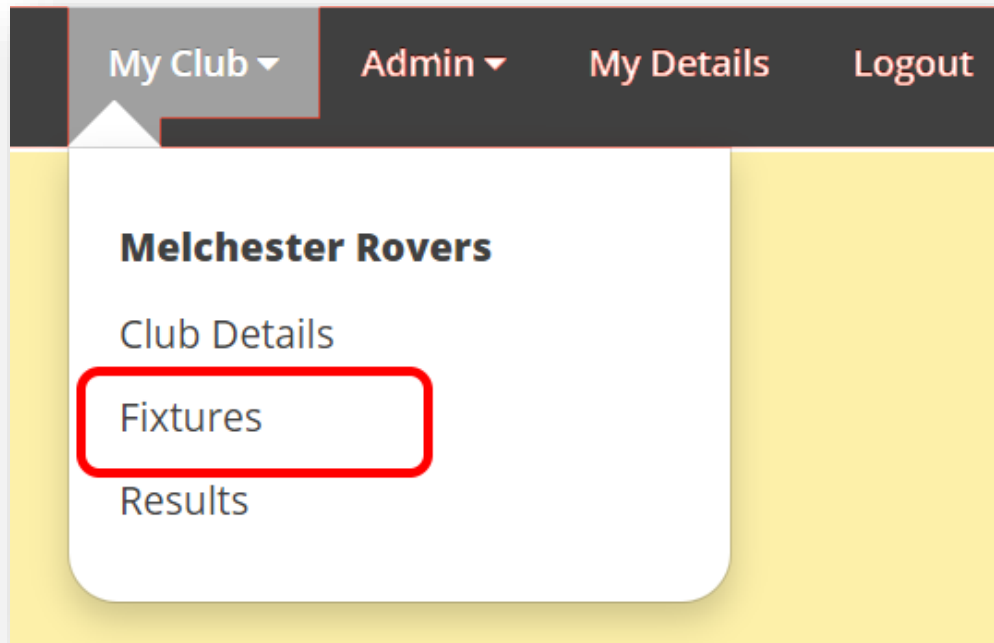
Illness of players is not a valid reason for a game to be postponed.

Fixtures:- Arranging a Fixture on the website

Q:- Who casts (allocates) fixtures for my team?

A:- **The Fixture Secretary** for your age group - (see website)
who can be contacted by email message -
These details are also in the League Handbook (issued next week).

Q:- How do I view my fixtures on the website?



Melchester Rovers :: Fixtures

Team:

All Teams ▼



Mini



9-a-side



11-a-side

 Print ▼

Jump To:

[20/09/15](#)

[27/09/15](#)

[04/10/15](#)

[11/10/15](#)

20/09/15

Under 7s Home Carford City Under 7 Central

Status: ☐ Details? ☐ Confirmed? ☐ Referee?

Actions: [Enter Details](#) [Contacts](#) [Details](#)

Under 7s Away Carford City Under 7 Central

Follow-on game to above

Under 12s Home Weston Villa Under 12A

Status: ☐ Details? ☐ Confirmed? ☐ Referee?

Actions: [Enter Details](#) [Contacts](#) [Details](#)

Under 21s Away Weston Villa Under 21

14:00 - Weston Playing Fields

[Notes](#)

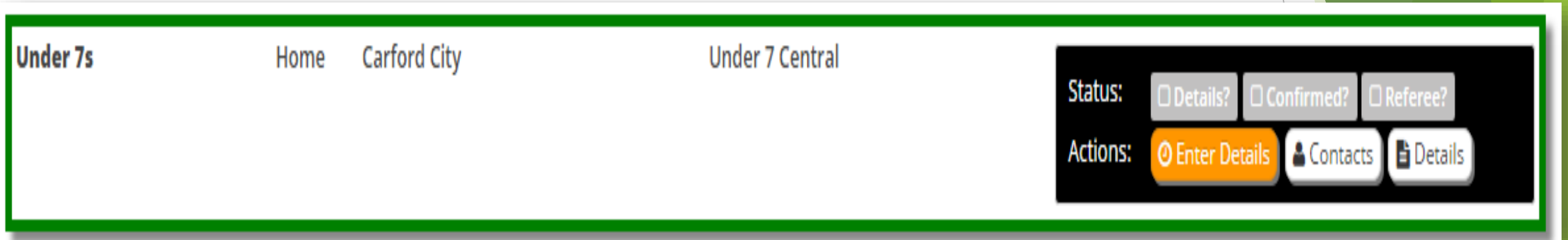
Park Avenue, Weston, WS9 8ZZ

Status: ☒ Details? ☒ Confirmed? ☐ Referee?

Actions: [Confirm](#) [Contacts](#) [Details](#)

Arranging a Fixture on the website

How do we communicate details of fixtures to the opposition?



The screenshot shows a web interface for managing fixtures. At the top, there are navigation links: 'Under 7s', 'Home', 'Carford City', and 'Under 7 Central'. On the right side, there is a 'Status' section with three checkboxes: 'Details?', 'Confirmed?', and 'Referee?'. Below this is an 'Actions' section with three buttons: 'Enter Details' (highlighted in orange), 'Contacts', and 'Details'.

On or before the Tuesday - **ORANGE BOX** - Enter Details

Add - Location (ground) from a pre-populated list of your grounds

Add - Kick Off time

Arranging a Fixture on the website

How do we advise details of fixtures to the opposition?

On or before the Tuesday - **GREEN BOX** at the bottom of the page.

Add information to help visitors

Under 7s : Under 7 Central : 20/09/15

Melchester Rovers: U7
Fixture Secretary: Sam Barlow, sam@melchester.org.uk, 07878 121212

Carford City
Fixture Secretary: Albert Allen
Email: albert@carfordfc.co.uk
Telephone: 07410 014 258

Time: 10 : 30

☒ Mel Park, Ablott Street, London, SE1 1AA
☐ Other:

Additional Information:
Changing room key available on request from inside the club house.
No parking inside the ground.

Cancel

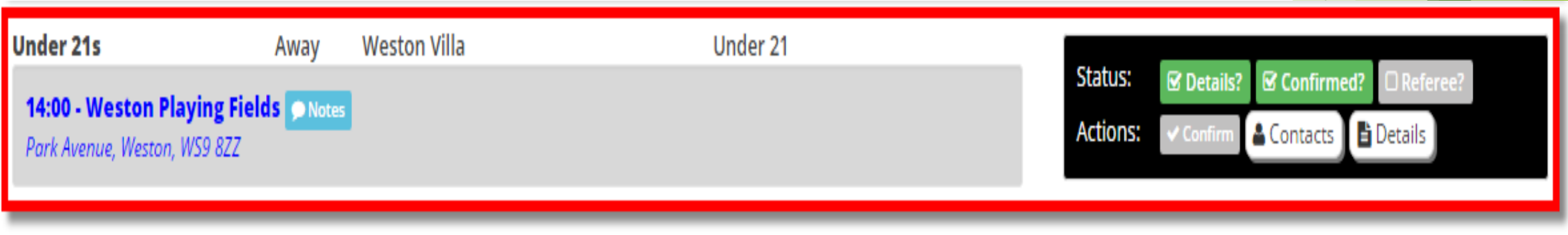
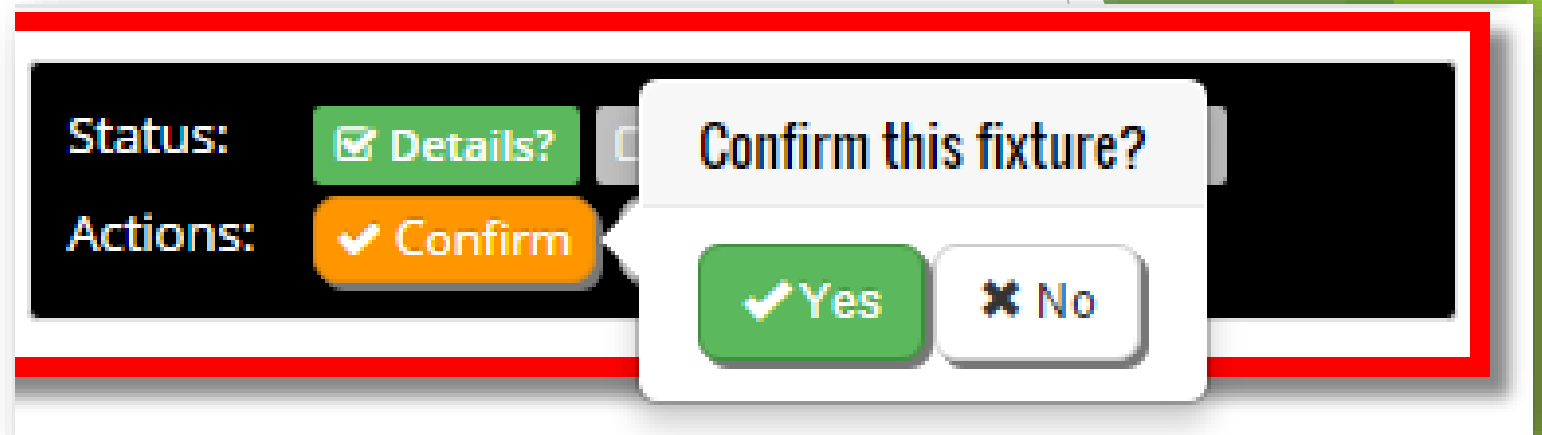
Send the above details to both the Opposition Club and the League.

Arranging a Fixture on the website

We are the AWAY team
How do we acknowledge details of fixtures to the Home Team - and confirm we are attending?

Click the Confirm button

The “Confirmed?” status label changes to green



Arranging a Fixture on the website

- You should not assume that the opposition has received the relevant match information. **Have they confirmed?**
- **Nothing yet on the website:-**
Do not assume that you do not have a game.
- When is the latest a fixture can be cast for the following Sunday?

What kick off times are acceptable?

The Home team decides

(Unless mutually agreed)

British Summer Time

Greenwich Mean Time

Earliest time*

10.00 am

10.00 am

***BUT - Subject to
conditions for clubs playing
3 games on same pitch**

9.30 am

9.30 am

**Latest Time -Without
floodlights**

3.00 pm

2.00 pm or 1.30 pm for
cup games and Double
Headers

**Latest time - With
Floodlights**

3.00 pm

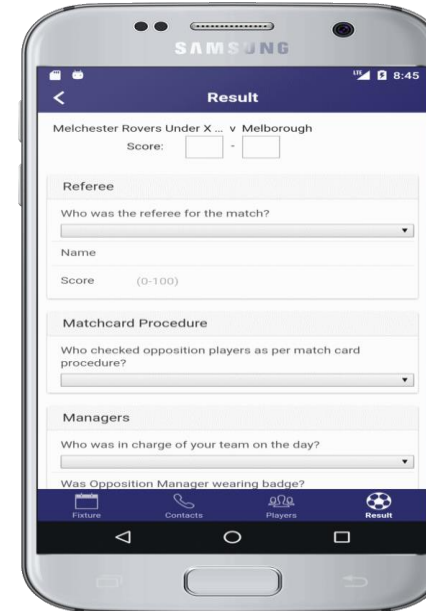
3.00 pm



RESULTS

SCORES of a completed match:-
Use the APP
(more details to follow)

To report an **UN-PLAYED GAME**
add the reason why un-played
directly to the website.



**Add
SCORE
and other
details
AFTER
the match**

Think of the APP as an electronic match card. You would not use a match card for an un-played game - so don't use the APP if the game not played in full.

Results: Reporting a Result (or unplayed game)

Deadline for reporting results?

The completed APP (including the result) should be submitted **as soon after the match as possible**.

If the APP cannot be used then the result can be added to the website at any time after the game has ended.

ALL RESULTS (by APP or by entering on the website) **MUST** be added to the website **no later than 6.00 p.m.** on the Sunday of the match.

What if I miss the deadline for reporting results?

You are likely to receive a fine.

Results: Reporting a Result (or unplayed game)

County Cup results?

All Tandridge League teams irrespective of whether their opponents were from this or from another League,

MUST report their County Cup result (or unplayed game) directly to the WEBSITE.

(Not to the APP because we don't want a match card for a County Cup game.)



MATCH CARDS

and the

TANDRIDGE APP

League Officer **Debbie Heale**



MATCH CARDS and the TANDRIDGE APP

We will move fairly quickly through the slides about the APP - to give an overview
BUT

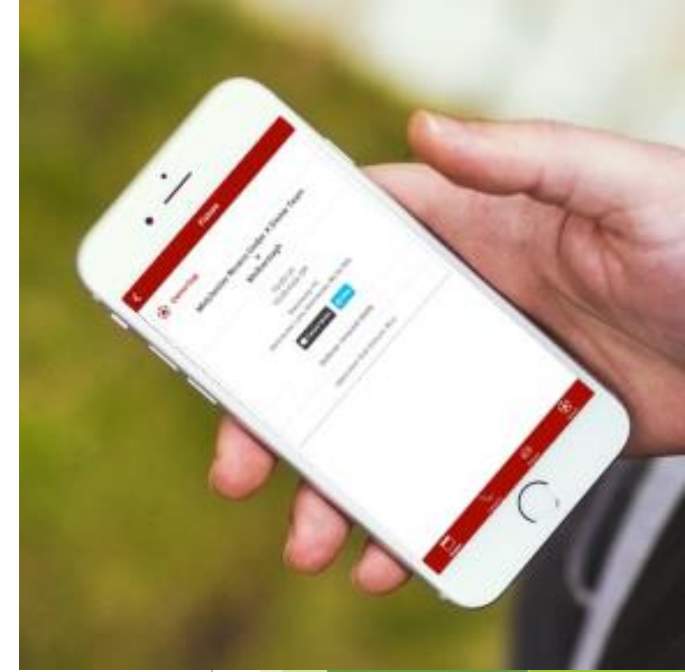
To learn more about the APP in detail and to answer any questions you may have, please go over to the **APP Help Desk** at the end of the main Presentation

Tandridge APP Setup

- Go to your phone's App Store
- Find and install the Tandridge App
- **Ask your club secretary** or club fixture secretary to email you with your registration code.
- Run the App and from the "My Teams" page, click the white 'plus' at the top
- Enter your email address, select your club, enter your registration code you got via email and select your team.
Click the green "Add" button

If you are the manager, or assistant manager, of more than one team, **you will need a code for each team** to register it on the App

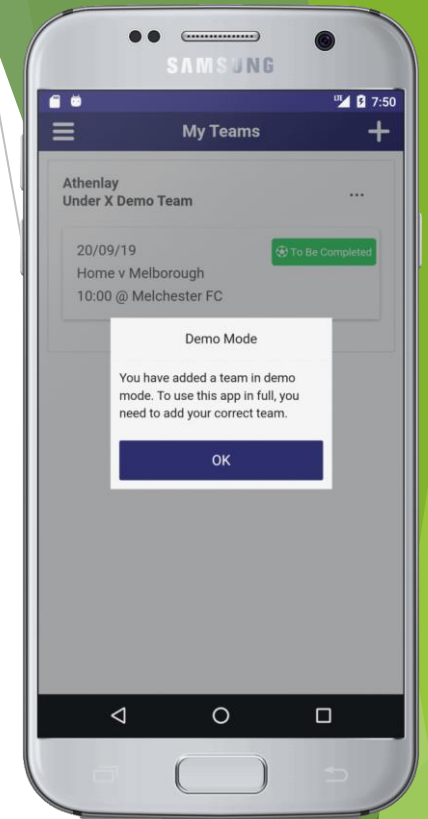
The registration code is unique to you **and the team.**



Tandridge App Demo Mode

- To allow you to have a play with the App before the season starts, you can add a team in “demo mode”.
- To do this, run the App and from the “My Teams” page, click the white ‘plus’ at the top.
- Enter anything for the email address (this will be completely ignored) and pick any club and team (again, these are ignored).
- **For the registration code enter “demodemo”.**

This will now give you a fictitious team to have a play with. A series of prompts will show as you move through the app (these won't appear when you use the App for real) and you can go through the whole process including submitting the matchcard for the fake fixture.

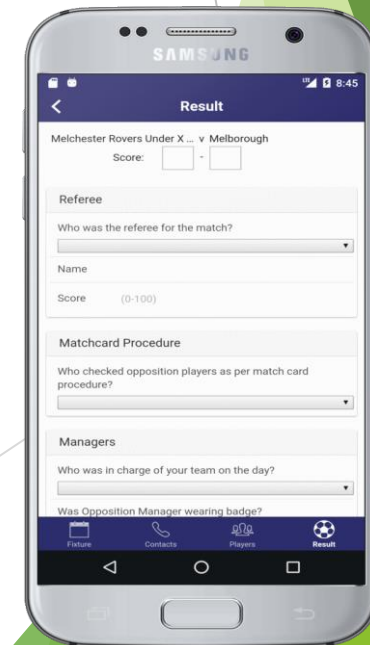
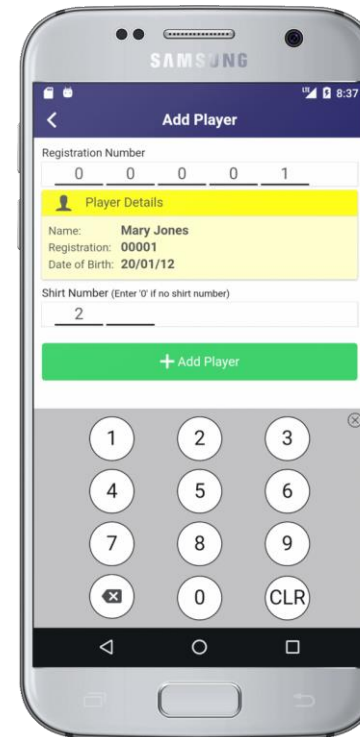
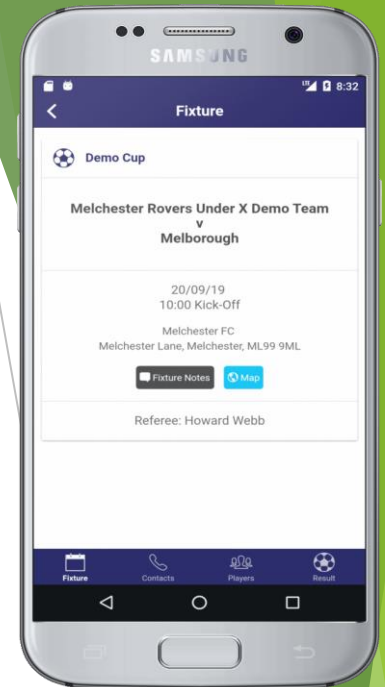


Tandridge App More Information

- From the Website Home Page: **Go to > Help > Website Guides**

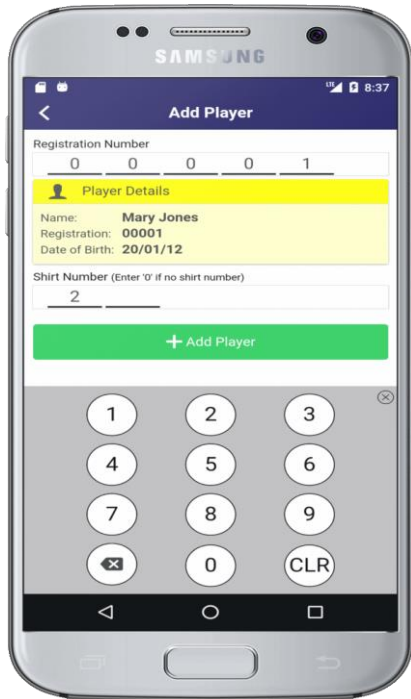


- The App Guide will explain these topics:
- **Viewing Match Details**
- **Entering Players**
- **Entering Results**
- **Submitting the Result and Matchcard**
- **Settings - add regular helpers names**



MATCH CARDS

- A match card must be completed by your team, on the APP, for every match you play **in the League**.
- Usually this will be an 'electronic' matchcard which is completed and submitted via the **TANDRIDGE APP**



Insert
Opposition
Numbers
BEFORE
Kick Off

- Emergency Match-cards can be downloaded from the website via “League” then under the sub heading of **Procedures** select “Emergency Match Card”
- Every team should download an Emergency Match Card and have it available in their kit bag for use in an emergency.



PRE-MATCH PROCEDURES

Using the APP

League Compliance Officer

Sue Whittaker.

PRE-MATCH PROCEDURES

Using the APP

This involves -

- 1) The inspection by a Manager (or deputy) of
 - (i) the opposition's Player Registration Cards (u11 to U17/18)
or
 - (ii) The inspection of a printed Squad List (u7 to U10)

- 2) The addition of every player's 5 digit registration number to the Tandridge APP

Rule 20 (L) (i) **Before every match**

Each individual player **must present their I.D. card** or for Mini Soccer the team **must present their Squad List** to the opposition manager to verify their identity.

The I.D. cards should be presented separately by each player and not offered for inspection in, a photo album or similar.

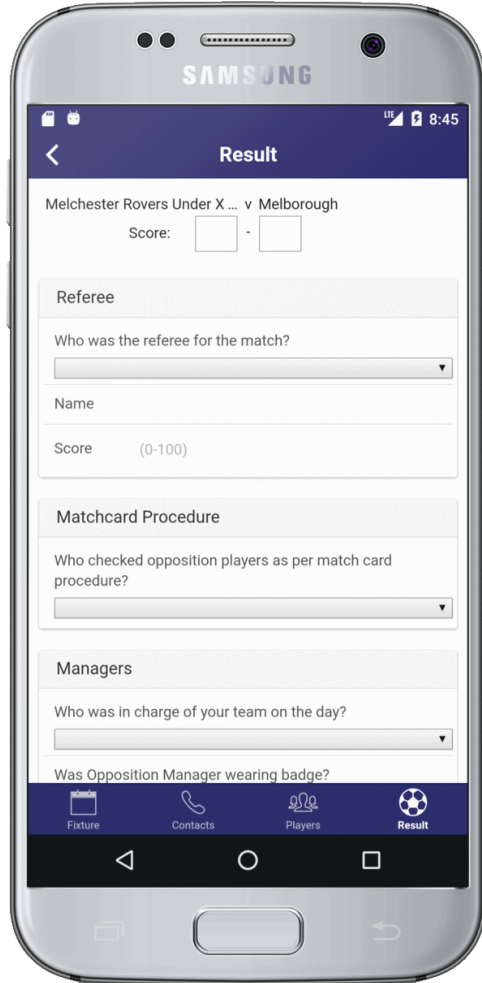
A team arriving to play without being in possession of their ID cards or without a printed Squad List which includes the League Registration Numbers - is unable to play a qualifying competition match unless they have the prior written permission of the Management Committee. *(Any game that is played may be deemed to have been a friendly and the originally cast league fixture, may be awarded).*

Players at a game without an ID card
or
who are not named on the printed Squad
List, with a registration number added,
are not eligible to play in the game.

No ID Card
or No accurate Squad list = No PLAY

Only exception if written permission given by League in advance

Completing the APP before the game begins.

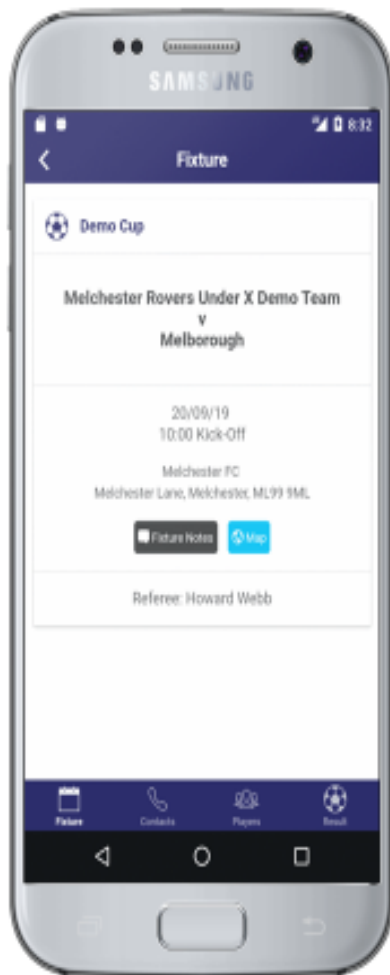


Feedback from APP users strongly recommends that team managers recruit an 'assistant' to help deal with the APP

You can allocate 3 people to use the APP for your team.

Many teams now use a **Parent ADMIN helper** specifically to help with the APP

Viewing Match Details



The App will show your fixtures the day before the game. The details needed to complete the matchcard have been downloaded to your phone and **you do not** need to be online at the match itself.

Entering Player NUMBERS



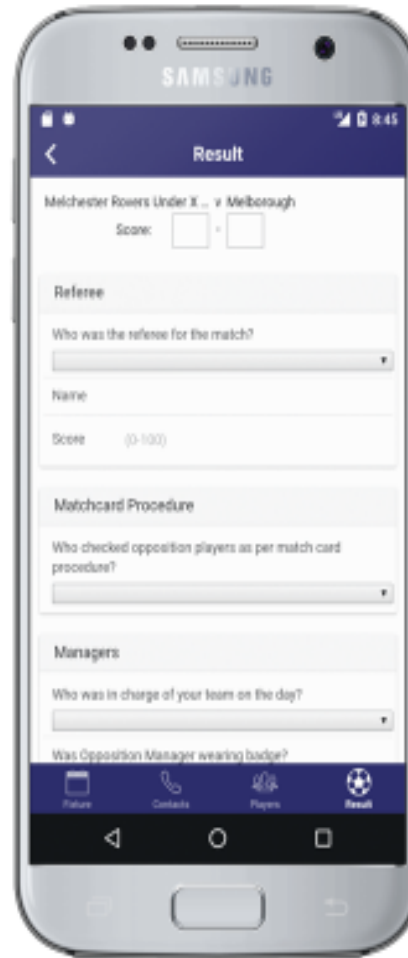
Tap the green “Add Player” button to get started. Enter the Registration Number. Assuming the number is valid, the player’s name and date of birth are displayed and you should double-check this against the registration card. Then enter their shirt number and tap the green “Add Player” button at the bottom.

Entering Player NUMBERS



As per League rules, this needs to be done **immediately before kick-off**. If the players are not added shortly before Kick Off, the match could subsequently be declared Void. (Data input is recorded)

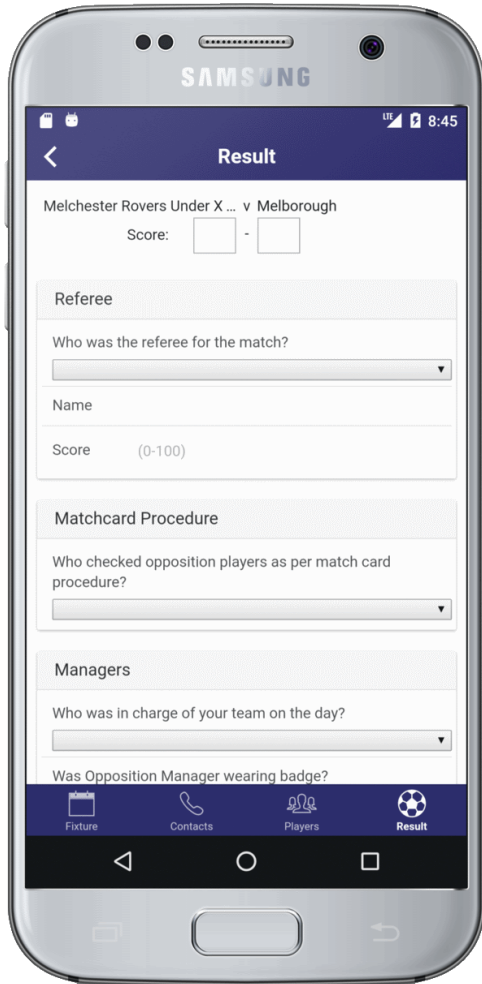
Entering a Result



After the game, return to the App and go to the **“Result” tab** for the fixture. You need to complete **all the requested fields** such as: **The score. Referee Name & Mark Sportsmanship Marks** for the Opposition Players, Officials and Supporters. **When done, click the “Send Matchcard” button at the bottom..**

NB: Add the player numbers immediately before Kick Off - Not after the game - Not the night before.

After every match – complete the APP and prepare to submit the information to the League.



Information you need to provide when reporting results includes:

the **scores**,
the **name of the referee** (ask if needs be)
a **mark for the referee**,

Sportsmanship marks of the opposition officials, players and supporters (between 1 and 10).

- **Tick** to confirm whether or not the match was played in full
- **Tick** to confirm that you have followed matchcard procedure for each of the opposition players
- **Enter any comments** you wish

Submitting the APP information (i.e. the match card)

When done, **click the “Send Matchcard” button** at the bottom.

If you have a data connection at the game, the matchcard should go straight away. Otherwise it will tell you that it failed to be sent.

If it failed, run the App a bit later when you have a signal and it should then go.

Once the matchcard has been sent, the fixture will disappear from the App.

Make sure you submit the result by 6pm!

We have moved fairly quickly through the slides about the APP - to give an overview

BUT

To learn more about the APP in detail and to answer any questions you may have, please **go over to the APP Help Desk** at the end of the main Presentation



REFEREES

John Plummer.

Referees

- ❖ **Unless there is an officially appointed Referee**, the Clubs shall agree upon a referee. An individual thus agreed upon shall, for that game, have the full powers, status and authority of a registered referee.
- ❖ **The Home team should supply a referee**, preferably qualified and currently registered, but if unable to do so the Away team must be invited to supply one. Both teams must provide a Club Linesman for 9v9 and 11v11 games.
- ❖ **If the Away team has an available qualified referee** he will take precedence over a Home team referee who is not qualified and likewise an available and currently registered referee will take precedence over a non-registered referee.

Referees

League Appointed Panel Referee

Small Panel of qualified and currently registered Referees

League appointed Referees are shown on the League's website against the Fixture, but cannot usually be published before Wednesday because clubs have until Tuesday to confirm the games.

Managers **should make contact** with the appointed Referee and not just assume the Referee can see the details on the website.

The Home team is responsible for paying the Referee.

Payment should be made in cash before the game kicks off.

Scale of Referee Fees shown in the League Handbook.

Referees

- ❖ **Mini-Soccer** - the referees are considered to be 'game leaders'
Any person who referees a game of Development Football has the authority to apply the Laws of Mini-Soccer. **The referee should always help the players to learn the game by explaining their decisions.**
- ❖ **The Laws** of the game should be a guide for the referee in Mini-Soccer with the spirit of the Laws being more important than the letter of the law. Appreciation of the needs of the child is essential.
- ❖ **Minimum age to act as referee is 14.**
Referees between the ages of 14 and 16 are only eligible to officiate in games where the Players' age band is at least one year younger than the age of the Referee.
For example, a 15 year old Referee may only officiate in competitions where the age banding is 14 or younger.

Referees - ALL AGE GROUPS

After every match, a **Mark must be given to the Referee.**
The Referee's Name and Mark is added to the APP as part of the Result Notification process.

Marks are given out of 100 – See the Guide to marking in the Handbook.

Where a total mark of 60 or less is awarded. an explanation must be sent to the League on form TAN 8 within seven days of the game. If a referee is consistently given low marks, his Club (if any) will be notified and could result in the league asking for him/her to be withdrawn from the role pending further training or attending a referee course.

Referees

Where you have volunteer, parent or unqualified referees, they can brush up their knowledge of the Laws of the Game, with this free **IFAB APP**.

ALL THE LAWS OF
FOOTBALL – NOW
AVAILABLE IN
ONE APP

WITH THE **OFFICIAL APP OF THE IFAB**, YOU CAN ALWAYS
ACCESS THE LAWS OF THE GAME WHEREVER YOU ARE -
ONLINE AND OFFLINE!





REGISTRATION of PLAYERS

League Officer - Debbie Heale

We will not attempt to describe the process to register your players in this main presentation

BUT

To learn more about the Procedures and to answer any questions you may have, please **go over to the REGISTRATION Help Desk at the end of the main Presentation**

Registration Secretaries

Addresses & Phone numbers in Handbook and on Website - Forms & Documents Downloads

Under 7 to Under 9 - Michelle Parker (Bletchingley)

Under 10 - Shelley Kebir (South Croydon)

Under 11 - Kevin Russell (Putney)

Under 12 - Eddie Leroux (Putney)

Under 13 - Sarah Tacon (Selhurst)

Under 14 - Kevin Buge (Coulsdon)

Under 15 - Beverly Sesay (Kennington)

Under 16 - Adam Ward (New Addington)

Under 17/18 - Hazel Buge (Coulsdon)

Senior Registration Secretary - Debbie Heale (Croydon)

REGISTRATION OF PLAYERS

- **Registration Deadline** to qualify for the first game of the season - **This Friday, 6th September.**
- If you have not managed to register your players by now, then you have a problem.
- If you need more information about the correct procedures for registering players, then please speak to the **REGISTRATION DESK** next door and we will explain the process and answer your questions.

REGISTRATION OF PLAYERS

After the first game of the season, a player must be **registered SIX days prior to playing** in a match.

Six days is the Monday prior to the game - but we will accept documents that arrive by Royal Mail on a Tuesday Morning.

Registrations and Transfers

can continue up to the 28th February for Age Groups U12 to U17/18.

For U7 to U11 they can continue to the season's end.

TRANSFERS of **PLAYERS** from one club to another.

League and FA Rules govern transfers. (League Rule 18(H)

STRICT Football Association **RULES** about the action to be taken **BEFORE** a player can even be spoken to about a transfer. The FA Rules do apply to Youth Football.

FA Rules C88-96

Notice of Approach - A Club must give 7 days written notice to the Secretary of the existing Club, that they intend to approach a player with a view to a transfer.

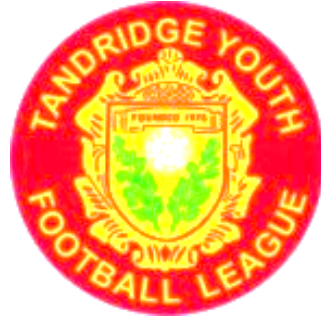
Illegal Approach - where the 7 day Notice is not given, is a matter dealt with by County FA.

A parting Message From The Chairman

- ▶ How you behave and how you control your team and supporters sets the tone for the match and your club.
- ▶ There are number of simple contributions you can make that will make the atmosphere on game day more enjoyable.

A parting Message From The Chairman

- ▶ Positive Encouragement of players.
- ▶ Personal behaviour - set a good standard.
- ▶ Support not question the match referee.
- ▶ Encourage fair play.
- ▶ Control the crowd, its your responsibility.
- ▶ Adhere to the league rules - they are there for a reason.



Next Clubs Meeting – for ALL Member Clubs

Monday September 9th at 8.30 pm
Venue HSBC Sports & Social Club,
Lennard Road, Beckenham,
BR3 1QW



When and where to collect your Handbooks if applicable

**Monday 9th September at the League
Clubs Meeting.**

**Meeting starts at 8.30 pm - so arrive
before then to collect your Handbooks.**



THE END

of the Main Hall Presentation

BUT

**PLEASE GO TO THE NEARBY HELP
DESK**

For questions and more detail about

REGISTRATIONS

or

The APP

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**REGISTRATION SLIDES FOLLOW
BELOW IF NEEDED**

BLANK SLIDE

**REGISTRATION SLIDES FOLLOW
BELOW IF NEEDED**



PLAYER REGISTRATION REQUIREMENTS



PLAYER REGISTRATION REQUIREMENTS

**New this Season, we have different
registration procedures for**

Mini Soccer teams (u7 to u10)

and

All other teams from u11 to u17/18



PLAYER REGISTRATION REQUIREMENTS

**However – the procedure for ALL
AGE-GROUPS BEGINS THE SAME
WAY**

**EVERY PLAYER MUST BE ADDED TO
YOUR CLUBS WGS PLAYER
REGISTRATION PORTAL (Club Portal)**


Registration Check list

Every player – (1) **Must be added to your Club Portal** on the FA Whole Game System.

Note the FA Number (FAN) for each player – add to the cards mentioned below

(2) **Submit each player's record to the League's Competition Portal**

Yellow is the Players FA Number; Red do not use on Registration Cards; Green - the Player is ready to be submitted



CLUB
PORTAL

PART OF ENGLAND FOOTBALL

Club Admin

Dashboard

My Club

Players

Teams

Officials

Payments

Back to Whole Game

Players

All PlayersPending Actions (32)Player Email Addresses (88)

Search by Name or Reg key

Show Filters (1)

Notification Emails On

New Registration

32 Pending Actions

<input type="checkbox"/>	Player Name	Age	Status	Request Type	Teams	Requirements
<input type="checkbox"/>	<div>EA</div> <div>74692115</div>	18 25 Jan 2005 Male	Awaiting Action	New Registration 18853445	(Youth) U18	<div><div>Consent</div><div>Team Assigned</div></div> <div><div>ID Verified</div><div>Player Info</div></div>
<input type="checkbox"/>	<div>AA</div> <div>74623415</div>	16 21 May 2007 Male	Awaiting Action	New Registration 18900021	(Youth) U18	<div><div>Consent</div><div>Team Assigned</div></div> <div><div>ID Verified</div><div>Add Player Info</div></div>
<input type="checkbox"/>	<div></div> <div>68174615</div>	17 11 Feb 2006 Male	Ready to submit	New Registration 19510235	(Youth) U18	<div><div>Consent</div><div>Team Assigned</div></div> <div><div>ID Verified</div><div>Player Info</div></div>
<input type="checkbox"/>	<div></div> <div>74401583</div>	16 06 Mar 2007 Male	Awaiting Action	New Registration 18915684	(Youth) U18	<div><div>Consent</div><div>Team Assigned</div></div> <div><div>ID Verified</div><div>Add Player Info</div></div>
<input type="checkbox"/>	<div>JA</div> <div>74497123</div>	17 06 Nov 2005 Male	Awaiting Action	New Registration 19340086	(Youth) U18	<div><div>Consent</div><div>Team Assigned</div></div> <div><div>ID Verified</div><div>Player Info</div></div>



PLAYER REGISTRATION REQUIREMENTS

All teams from u11 to u17/18

Registrations: League Requirements:

(A) Two fully completed Player Registration Cards

Name,

Club / Team

Age Group - Under

TANDRIDGE YOUTH LEAGUE PLAYER REGISTRATION CARD 2023/24	
<p>AFFIX YOUR F.A. APPROVED CURRENT PHOTO HERE</p> <p>A COPY OF THE PHOTOGRAPH PROVIDED LAST SEASON <u>WILL NOT</u> BE ACCEPTED</p>	<p>DO NOT COMPLETE THIS BOX - LEAGUE USE ONLY</p> <p>REGISTRATION DATE</p> <p>LEAGUE NUMBER</p> <p>NAME:</p> <p>CLUB/TEAM:</p> <p>2023/24 SEASON AGE GROUP: UNDER</p> <p>TEAM LAST SEASON IF DIFFERENT FROM ABOVE:</p>

We confirm that:

- This player's WGS record is "pending League" on the FA's Registration portal under the below FA Number (FAN)

PLAYERS FAN

CLUB OFFICERS SIGNATURE

**CLUB SECRETARY / CHAIRMAN / REGISTRATION OFFICER / MANAGER ** DELETE AS NECESSARY

We confirm that:

- This player's WGS record is "pending League" on the FA's Registration portal under the below FA Number (FAN)

PLAYERS FAN

CLUB OFFICERS SIGNATURE

**CLUB SECRETARY / CHAIRMAN / REGISTRATION OFFICER / MANAGER ** DELETE AS NECESSARY

**FA Number written
on back of card.
Cards Counter
signed by Club
Officer. Indicate who
signed.**

Registrations: League Requirements:

(B) Photos – Two identical passport size photos.

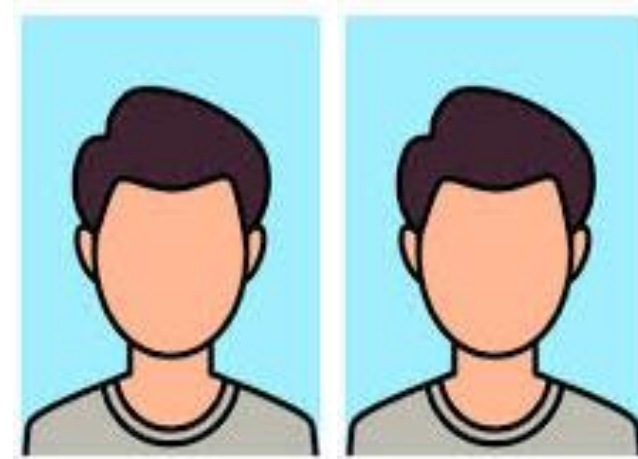
Current (i.e. up to date and not taken at an earlier age)

Not the same photos as last year

Photos need to be similar to Passport requirements with the face or head not obscured in any way, for example not wearing hats, hoods, sunglasses or scarves.

The two photos should be glued to the Registration Cards.

To reduce duplication, you do not need to also upload a photo to WGS, unless you wish to.



Registration Check list

(C) Was the player registered in the League last season?

If No – send copy of Birth Certificate or Passport

If Yes – send Last Season's ID cards with your new registrations

(D) Stamped Addressed Envelope – must be enclosed with each batch of registrations

Ensure a sturdy envelope is used to send and return your cards and provide adequate postage (e.g. large letter stamp).

Don't: send your cards by Registered, Recorded or Tracked Delivery as this may delay your registrations.

REGISTRATION OF PLAYERS

Submission Procedure:

The following must be sent by post to the appropriate Registration Secretary

- ❑ The two fully completed, signed and counter-signed, Blue Registration Cards, each with a photograph attached.
- ❑ The previous season's laminated I.D. card for all players who were registered in the Competition for the previous season.
- ❑ A sturdy (fit for purpose) 'Stamped Addressed Envelope' (for the return of the laminated I.D. cards). The correct postage, adequate for the number of cards to be returned, must be affixed to the envelope.
NB – beware the thickness of your envelope – (the 'depth' as it's called by the Post Office. Even a light envelope needs a 'large stamp' if it's more than 5 mm deep). See next slide.
- ❑ **Evidence of the player's age** – For new players to the league typically a copy of a Birth Certificate or a copy of a Passport - **unless they were registered for a team last season.**

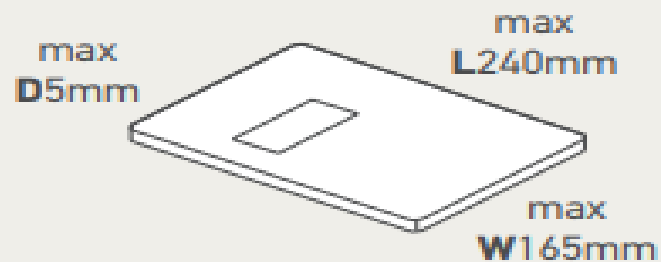
UK Standard

Our Standard services offer a range of reliable delivery options for your non-valuable items.

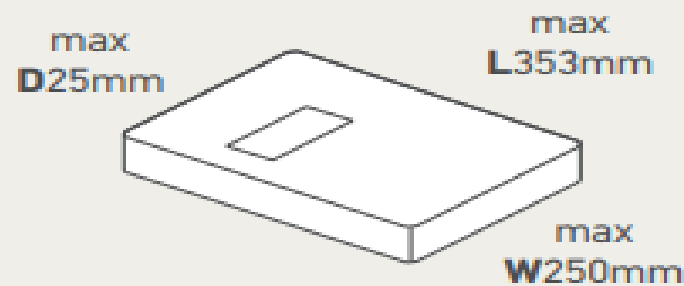
Format	Weight up to and including	1st Class	2nd Class
		Price	Price
Letter	100g	95p	68p
Large Letter	100g	£1.45	£1.05
	250g	£2.05	£1.65
	500g	£2.65	£2.15
	750g	£3.30	£2.70
Small Parcel	2kg	£4.45	£3.35
Medium Parcel	2kg	£6.95	£5.35
	10kg	£7.95	£6.95
	20kg	£12.95	£10.45

All prices in the above table are exempt from VAT.

Letter up to 100g



Large Letter up to 750g



These prices have increased



PLAYER REGISTRATION REQUIREMENTS

Mini Soccer teams (u7 to u10)

Trial Registration Process for Clubs

Select the new option from the “My Club” menu:

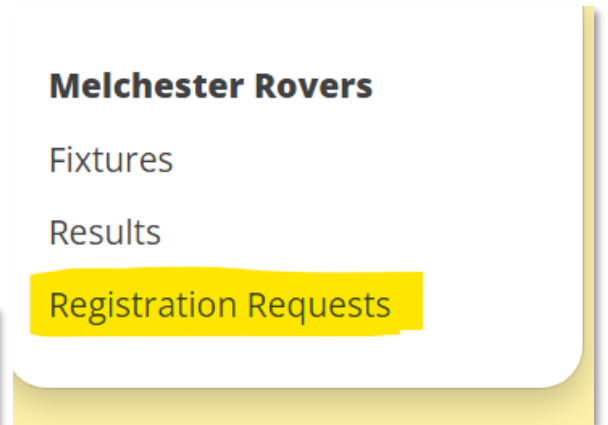
This will take you to this page:

Melchester Rovers :: Registration Requests

Team: Under 8s Athletic 1

Add New Registration Requests 2 View Link

No registration requests have been submitted for this team.



- 1 Select the relevant team; only mini-soccer teams can be selected at present.
- 2 Click the green button to add a new “Registration Request”.

Melchester Rovers Under 8s Athletic Registration Requests

5

1

Delete Player

Forename:

3

Surname:

Date of Birth:

☐ New Player

☐ Previous Tandridge Player

Tandridge Reg Number:

+ Add Another

4

Submit Registration Requests

6

On submitting the request, you will be told if you have any missing information. You will need to correct this information or delete the player before the details can be submitted.

Melchester Rovers Under 8s Athletic Registration Requests

Please fill in all fields correctly, or delete this entry if not required.

1

Delete Player

Forename:

Surname:

Date of Birth:

☒ New Player

☐ Previous Tandridge Player

Tandridge Reg Number:

+ Add Another

Submit Registration Requests

Once submitted you will be returned to the first page and you will see listed your Registration Request:

Melchester Rovers :: Registration Requests

Team:

Under 8s Athletic



Add New Registration Requests

8

9

View Link

Submitted Date

06/07/24 16:14:07

View Details

7