

Midland Junior Premier League (MJPL) Handbook

This handbook should guide team administrators and coaches through the key procedures and expectations on match day in the MJPL. Following these guidelines will help ensure a smooth and compliant experience throughout the season.

MIDLAND JUNIOR PREMIER LEAGUE (MJPL) HANDBOOK

PRE-MATCH PREPARATION

PRIMARY CONTACTS

- Ensure the team's primary contact information is up-to-date at all times.
- Reference: [Grassroots Technology Guide - Updating Primary Contacts](#)

FIXTURE NOTIFICATIONS

- Verify all email addresses in Full Time to ensure fixture notifications are received.

PLAYER REGISTRATIONS

- Submit player registrations by 1 PM on the Friday preceding a Saturday game.

CONFIRMING THE MATCH

TIMING OF CONFIRMATION

- **Deadline:** Confirm the match by **9 PM on Wednesday evening** before the match day. This is crucial to ensure that all parties are prepared and aware of the match details.
- **Information to Include**

In your confirmation message, include the following details:

- **Match Location:** Provide the exact address of the venue where the match will take place.
- **Kit Colours:**
 - Specify your team's kit colours, including the goalkeeper's kit.
 - Request the opposition to confirm their kit colours, including the goalkeeper's, to avoid any potential clashes.

SENDING THE CONFIRMATION

- **Recipients:** These will be found on the fixture notification email from Full Time.
 - Send the confirmation to the opposition team's primary contact.
 - Send the confirmation to the referee assigned to the match.
- **Method of Communication:**
 - Use email for formal communication.
 - It may be helpful to follow up with a phone call or text message to ensure the message has been received and understood.

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RECEIVING CONFIRMATION

- **Opposition Response:** Ensure that the opposition confirms receipt of your match confirmation. They should also provide their kit colours in response.
- **Action if No Response:** If you do not receive confirmation from the opposition, proactively reach out to them again. If you still don't receive a response, report the issue to the league to avoid any potential issues on match day.

HANDLING A COLOUR CLASH

- If a colour clash is identified (based on the kit colours provided), the **away team** must change their kit.

RECORD KEEPING

- Keep a record of all communications related to the match confirmation. This can be useful in case of any disputes or misunderstandings later on.

SAMPLE MATCH CONFIRMATION EMAIL

```
plaintext Copy code
Subject: Match Confirmation for [Your Team] vs [Opposition Team] on [Match Date]

Dear [Opposition Team Contact Name],

I am writing to confirm our upcoming match scheduled for [Match Date].

Details are as follows:
- Location: [Exact Address of the Venue]
- Our Kit Colors: [Your Team's Kit Color], Goalkeeper: [Your Goalkeeper's Kit Color]
- Referee: [Referee's Name, if available]

Please confirm receipt of this email and provide your kit colors, including the goalkeeper's.

Looking forward to a great match.

Best regards,
[Your Name]
[Your Team Name]
[Your Contact Information]
```

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MATCH DAY REQUIREMENTS

FACILITIES

- Ensure changing rooms are available and accessible for the duration of the game.

PITCH SETUP

- Set up a Respect Barrier along the length of the pitch on the side opposite the technical areas.
- Mark out technical areas clearly on the pitch.

TEAM SHEETS

- Use the league-supplied carbon copy (carbo) team sheet.
- Distribute copies to the referee and the opposing team at least 15 minutes before kick-off.
- Ensure the team sheet includes:
 - Shirt numbers.
 - Full names of all starting players and substitutes.
 - Names of all individuals occupying the technical area.

SQUAD LIST

- Bring a printed squad list from the club portal to every game.
- Be prepared to present it to the opposition if requested.

REPORTING RESULTS

- Update SMS contacts as necessary.
- Reference: [Grassroots Technology Guide - Adding an SMS Result Contact](#)
- Report the score by replying to the SMS message received. Enter the score home team – away team. If the game is postponed enter P-P.
- Results must be reported by 6pm on Saturday.

REFEREE PAYMENT

- The home team is responsible for paying the referee in cash. In cup games, the cost of match officials is shared between both teams.

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POST-MATCH RESPONSIBILITIES

- Reference [Completing Match Returns on Full Time](#)

To properly mark stats for a match in the Midland Junior Premier League (MJPL), follow these steps:

ACCESSING THE FULL-TIME SYSTEM

- Log in to the Full-Time system using your credentials.
- Navigate to the specific match for which you need to input stats.

INPUTTING BASIC MATCH DETAILS

- **Final Score:** Enter the correct final score for both teams.
- **Starting Players:** Mark all players who started the match.
- **Substitutes:**
 - Identify which substitutes were used during the match.
 - Mark those who remained unused.
- **Unused Players:** Do not include any players who were not listed on the official team sheet.

REFEREE EVALUATION

- **Referee Marks:**
 - Provide a score for the referee's performance.
 - This is out of 100, any mark below 61 will require a report to be submitted.

FA RESPECT SCORES

- Answer the FA Respect questions, which may include:
 - The behaviour of players.
 - The conduct of coaches and spectators.
 - Overall adherence to the Respect program during the match.

LEAGUE-SPECIFIC QUESTIONS

- Complete all league-required questions in full.
- Include detailed responses, especially for questions concerning:
 - **Technical Area Occupants:** List all the individuals present in the technical area, as shown on the team sheet. Simply writing "Manager," "Coach," or "N/A" is not acceptable.

UPDATING AND REVIEWING

- Ensure that all pages and sections are fully updated before moving on.
- Double-check your entries for accuracy and completeness.

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SUBMISSION

- Submit the completed stats by 10 PM on the Monday following the match.
- By carefully following these steps, you'll ensure that all match stats are accurately and timely recorded, adhering to MJPL standards.

MIDLAND JUNIOR PREMIER LEAGUE OFFICERS DIRECTORY

POSITION	NAME	EMAIL
League Secretary & Welfare Officer	Louise Hughes	secretary@mjpl.org.uk
League Chairman	Peter Kemp	chairman@mjpl.org.uk
League Treasurer	Paul Hughes	treasurer@mjpl.org.uk
Player Registrations Secretary	Jason Gibbons	registrations@mjpl.org.uk
Referees Secretary	Mark Burge	referees@mjpl.org.uk
Groundshare Secretary	Ian Grand	groundshares@mjpl.org.uk

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DIVISIONAL SECRETARIES

AGE GROUP	NAME	EMAIL
Under 8	Jen Burge	jen@mjpl.org.uk
Under 9	John Drinkwater	john@mjpl.org.uk
Under 10	Katrina Pritchard	kat@mjpl.org.uk
Under 11	Callum Finnegan	callum@mjpl.org.uk
Under 12	Craig Blaxland	craig@mjpl.org.uk
Under 13	Paul Hughes	treasurer@mjpl.org.uk
Under 14	Mark Burge	referees@mjpl.org.uk
Under 15	Ian Grand	groundshares@mjpl.org.uk
Under 16	Scott Chalkley	scott@mjpl.org.uk
Under 18	Chris Stowe	chris@mjpl.org.uk