



Bingham Town Football Club

Team Weekly Routine



December 2024

Introduction

This guide to the **Team Weekly Routine** is intended to provide the relevant team lead with the key actions required and useful information for before, during and after match day.

Guidance from the Notts Girls and Ladies Football League can be found at [NGLFL Team Weekly Routine 2024-2025 | Nottinghamshire Girls and Ladies Football League \(Charter Standard League\)](#)

Guidance from the Young Elizabethan League can be found at [Managers and Coaches - Useful Information - Young Elizabethan League](#)

The following provides a summary of the key stages in the weekly routine for teams and also information and requirements that are specific to BTFC Teams. This should be read in conjunction with the guidance provided by the leagues above.

Appendix 1 includes a table summarising for each age group: format, ball size, minimum number of players for a fixture, game length and cup extra time.

If you have any queries on this guidance, in the first instance please contact the club secretary - secretary@binghamtownfc.com

The club chairman can be contacted at – chairman@binghamtownfc.com

Summary of Key Actions/Information for BTFC Teams

Pre-Match - Preceding two weeks

1. BTFC Secretary sends **Provisional Pitch Bookings** e-mail to identified team lead on the Tuesday of the week before fixtures are due to be played. This identifies pitch bookings and kick off times for home fixtures – any omissions/corrections must be sent back to the club secretary before the following Wednesday. Note, games can be scheduled at any time between 10.00 and 2pm depending on pitch availability and the number of games allocated at home on any given weekend.
2. BTFC Secretary sends **Confirmed Pitch Bookings** e-mail to identified team lead on Wednesday before the fixtures are due to be played confirming pitch allocations, kick off times and also the person responsible for opening and closing the clubhouse and car park gate.
3. **Check player availability** as soon as possible in the week ahead of the fixture – if you need to postpone the fixture as you are unable to field the minimum number of players you will need to notify the league as soon as possible under the relevant league protocols. Apps such as Teamer, Matchday and Spond can be used to manage player availability.
4. The league will notify you via FA Full-Time e-mail of any **changes to fixtures and referee allocations** as per their protocols.
5. If home match, **contact opposition lead** (by Monday evening preceding the fixture – by 9pm for NGLFL) and provide details of venue (details for Butt Field and other venues are made available to share by the club) kick off time, pitch type and kit colours (if a clash, away team would change unless otherwise agreed).
6. If home match, **contact referee appointed** by league (by Monday evening preceding the fixture - by 9pm for NGLFL) to provide match details and confirm they are available... may need to find local referee if not allocated.
7. If away match await **contact from opposition team lead** and confirm details. If they don't contact you by the time specified by the league contact them.
8. Prepare **team sheet, player positions/substitutes and captain**.
9. If the match is **cancelled** before match day you will need to submit the relevant league cancellation form for home and away games, notify the club secretary if a home game - secretary@binghamtownfc.com and notify the kitchen if you have booked food.

Match Day

1. Home team ensures pitch, corner flags, respect barriers, goals etc are to **league standard** (responsibility of the club grounds person). Set up the goals as required if you are first on the pitch.
2. **Pitch condition – Waterlogged Pitch** - The club officers will determine if the fixture needs to be postponed if the pitch is waterlogged – a message will be received by the team lead usually by 8.30 on the day of the match. (If a match is cancelled in the preceding days it may be possible to reverse the fixture with the opposition or find a suitable alternative pitch).
3. **Pitch condition – Frozen Pitch** - If the pitch is frozen it is the team manager's responsibility to determine if they need to cancel on safety grounds. It may be possible to delay the start but only where this does not impact on later matches.

It is suggested that at least two people (e.g. two Managers from separate teams or manager and coach) inspect the pitch together – inspection should establish if the surface is frozen/too hard to be played safely – this can generally be established if the surface does not take studs or a key. The whole of the pitch must be safe - pay particular attention to areas where there is less grass, i.e. goal mouths, penalty areas and centre circle, where the ground is rutted and also areas in shade.

If there is any doubt, then the game must not be played - health and safety of the players must take priority.

Irrespective of your decision if the referee subsequently determines the fixture cannot be played this is final (referee fees are still due).

4. If a match is **cancelled/postponed** notify the referee, opposition team and parents as soon as possible to avoid unnecessary travel. Submit the relevant league cancellation form for home and away games, notify the club secretary if a home game - secretary@binghamtownfc.com and notify the kitchen if you have booked food.
5. **Arrive in good time** for team warm up, match preparation and to welcome the opposition if a home match.
6. **Check pitch** for dog fouling and other debris and remove.
7. Follow club advice to protect the pitches and **warm up** where possible off the pitch and specifically away from the goal mouths – push the goal back to protect these areas. Notify this to the opposition team.
8. If home match **pay referee** the relevant fee before the match. Note 5v5 format will not be allocated club funds for a referee and will need to use a volunteer.
9. **Exchange Squad List** (to check player ID - printed or downloaded) before the match in accordance with league rules. (Players must be registered to play)

10. If the **game does not proceed** due to insufficient player numbers (see Appendix 1 for minimum player numbers to constitute a fixture) /pitch condition/squad list not provided (can play a friendly), this needs to be communicated, as required, to the league – club fines can be payable if not.
11. During the match **record** score/scorers and any other information required by the leagues on FA Full-Time e.g. referee performance, team and spectator behaviour, pitch condition etc.
12. After match...**thank** referee, opposition team and manager/coaches.
13. **Put goals away** as required.
14. If there have been any **welfare issues** that have arisen during the match please contact welfare@binghamtownfc.com .
15. Any **lost property** will be held in the clubhouse.

Post Match

1. Both team leads respond to **FA Full-Time text** after match with result.
2. Complete **full details of match only on FA Full-Time** within the league timeframe required...players, scorers, captain, referee scores, respect scores, pitch condition etc. Failure to do this in line with league requirements will incur a club fine. Do not use other apps to submit details.

Appendix 1

Age Group	Format	Ball Size	Minimum Players to Constitute a Fixture	Game Length (Minutes)	Extra Time in Cups (Minutes)
Under 8	5v5	3	4	40	10 (5/5)
Under 9	7v7	3	5	50	10 (5/5)
Under 10	7v7	3	5	50	10 (5/5)
Under 11	9v9	4	5	60	10 (5/5)
Under 12	9v9	4	6	60	20 (10/10)
Under 13	9v9	4	6	70	20 (10/10)
Under 14	11v11	4	7	70	20 (10/10)
Under 15	11v11	5	7	80	20 (10/10)
Under 16	11v11	5	7	80	20 (10/10)
Under 18	11v11	5	7	90	20 (10/10)
Senior	11v11	5	7	90	20 (10/10)