

KPFC Coaches

Handbook

Boys Section



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2026/27 V1.0b



RESPECT

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Who's who

OUR PEOPLE

Honorary President	Bob Poad
Chairman	Chris Nelson
Secretary	Gordon Johnson
Treasurer	
Welfare officer	Steve Crofts
Secretary (Juniors)	Keith Porter
Media & Programme editor	Lee Hicklin

Coaches

U8 Mini Red	Mixed	Vacancy
U8 Mini Blue	Mixed	Vacancy
U8 Red	Mixed	Luke Walker Kavan Smith
U9 Red	Mixed	Simon Harrison, Gareth Allsop
U10 Blue	Mixed	Simon Elliot, Barry Griffin
U10 Red	Mixed	Jake Outram Adam Butcher Will Hutchison
U11 Red	Mixed	Vacancy
U12 Blue	Mixed	Stacey Sutton Matt Henwood
U12 Red	Mixed	James Colley Ian Robley Scott Waller
U13 Blue	Mixed	Richard McMillan Chris Mason
U13 Red	Mixed	Jamie Godfrey Darren MarsdenJames Whysall
U14 Red	Mixed	Ryan Wallace, Jamie Wilson Robert Spinks
U15 Blue	Mixed	Rob Deakin Mark Taylor
U15 Red	Mixed	Dave Jonas Matthew Plant James Radford
U16 Red	Mixed	Darren Brown
Sunday	Male	Andy Lofthouse, Nick Smith Steve Crofts
First Team	Male	Daniel Stewart Regan Musgrave
Over 35	Male	John Thompson Marc Buxton Neil Froggatt
Over 45	Male	Chris Nelson Patrick Dunleavy
U8 Yellow	Female	Vacancy
U9 Yellow	Female	Vacancy
U10 Yellow	Female	Lee Lester Robert Marsden
U11 Yellow	Female	Louise McKenna Andrew Marriott
U12 Yellow	Female	Georgia Wearin Kirk Jackson Chris Ogg
U13 Yellow	Female	Matt Broadhurst Rob Deakin Mark Leary
U14 Yellow	Female	Carl Buxton Ian Pyper
U15 Yellow	Female	Matt Spencer Alex Clark Lee MacAllister
U16 Yellow	Female	Craig Turner Adam Drinkwater Chris Phoenix
U18 Yellow	Female	Simon Harrison
Women	Female	Gordon Johnson Luke Smith
Womens Reserves	Female	Lee Hicklin Sarah Powell
Walking Football	Mixed	Steve Crofts

Player Registration Process

- **Registration will be done through the TeamFeePay app available through the app stores. It is also available on the website at app.teamfeepay.com**
- We will need a **digital** photo of each new player. The player's photo must be from the shoulders upwards.
 - No photo will be accepted without some sort of shirt on
 - No baseball caps etc to be worn
 - Individual photos will **not** be accepted if cut from a team photo or copied from a passport.
 - The photo should be up to date.
 - Photos should be uploaded when registering on the app along with ID (passport or birth certificate).
- **The membership fee will be collected by the app when registration is completed, and the first subs payment will be taken on 1st September. There will be alternative payment plans available**
 - a) paying in full on September 1st, or**
 - b) paying in 8 monthly payments starting September 1st (last payment April 1st), or**
 - c) as previously paying in 9 monthly payments starting September 1st (last payment May 1st)**

	1st Child	2nd Child
Membership fee to be paid on registration	£45.00	£27.00
Subs payment up front (September 1st)	£235.00	£165.00
8 Monthly subs payments (Sept 1st to Apr 1st)	£30.00	£16.00
9 Monthly subs payment (Sept 1st to May 1st)	£27.00	£18.00

- The details of each player will be entered onto the FA Club Portal and submitted to the age group registrar for approval.
- Each team has to have at least enough players for a full team (ie 5,7,9,11) registered by the 15th August each year. Failure to do this will result in teams being fined £25. This means that forms and photos need to be with the secretary by the 1st August to allow time for the information to be entered.
- Players can still be registered after this date, but there is no guarantee that they will be able to play in the first game of the season.

NOTE: Coaches should download the TeamFeePay app. There are more facilities in the app that you will be able to use. You can enter fixture details and send timed invites and reminders to parents to keep a check on who is available for a particular game.

Advertising for players (From the league rules)

- Clubs must not advertise for players or hold trials until after the 31st May each year except in the under 7 age group for the following season.
- Advertising for players is permitted from the 1st June to the first Saturday in September without the words “must not be registered with any other Sheffield & District Junior Sunday League team”.
- **After the first Saturday in September, adverts for players MUST contain the words “must not be registered with any other Sheffield & District Junior Sunday League team”.**
- After the last day in February no advertising of any kind is permitted. (Only adverts for the following season’s under 7’s are permitted). *There may be a concession for U17s and U18s on this rule.*
- **The minimum fine for a breach of the advertising rules is £100 with a maximum fine of £250.**

*******Postponements (from the league rules) – this is important*******

- Any Club wishing to cancel a fixture shall, not less than 4 weeks prior to the fixture (14 days in the case of the first two fixtures of the season) request permission from the Management Committee via the League admin website. (<https://www.league-manager.co.uk/sheffieldjunior/index.php>) The request must include a £2.00 administration fee.
- If permission is granted, the Competition Secretary will inform both clubs involved and the age group registrar.
- However if both managers are agreeable, only 7 days notice is required. If cancelling after 28 days and 7 days before the fixture both teams must send an email to the League secretary confirming this. (Note the postponement request must still be done on the admin website and the administration fee paid.)
- The league to have the power to have discretionary input when a case presents exceptional circumstances to grant a postponement if both teams are in agreement 6 to 1 day before the fixture.
- Teams are only allowed to put in a maximum of 2 requests per season.

(It is worth checking at the start of the season if there are any Sundays where you are unlikely to be able to field a team because of holidays/school trips etc, and getting these postponed early).

*******You will not be able to postpone a match within 7 days of the fixture just because you do not have enough players.*******

Arranging the Match

- The **HOME** team manager must contact the opposition manager (contact details are on the league's website) **at least 5 days in advance** to arrange kick off time for the match ie by TUESDAY NIGHT AT THE LATEST. When you contact the opposition please send the links for how to find us (<http://www.kivetonparkfc.com/find-us/>) and club details (<http://www.kivetonparkfc.com/visitor-information/>)
- If you are the away team and you haven't heard from the home team manager, PLEASE CONTACT THEM YOURSELF. Details can be found in the address book on the league admin website (<https://www.league-manager.co.uk/sheffieldjunior/index.php>)
- The opposition manager must be made aware if the home team ground does not have toilet facilities and must indicate where the nearest facilities are located.
- If the home team pitch is unplayable, the match must be played at the away teams pitch if playable and available – at anytime during the season. If you intend to play the match on a 3 or 4G surface, the opposition must be made aware of this at the time of arranging the match – this also applies to reversal of fixtures.
- Kick offs should be arranged on Sundays between 9:30am and 2pm, although it is possible to play outside these times if both sides agree. Older teams can play at a later time.
- You should also get an email from Full Time every Monday giving you any fixtures in the next 14 days. This will also have contact details on it. This will be sent to the email address that you use to log on to the FA systems. If you don't start getting these emails, please let me know as it may not be set up correctly on full time. You can find the link to these on the [coaches page](#) on the club website.

Referees

- Referees have to be appointed by the home team. Make sure you are on the club's boys' referees WhatsApp group as this will be used to try and organise referees, and I also publish pitch and kick off details in this group. Let me know if you are not on the group.
- The home team must pay for the referee – our referees will be paid by the club by BACS.
- Please note for friendlies the club does not pay and this needs to be funded by each individual team.
- *If you switch grounds due to weather etc, the side due to be at home should normally pay the referee. If you have to do this please pay the referee yourself and claim the fee back from the treasurer. If you switch an away match to play at Kiveton, please make sure that the referee is paid by the opposition.*

Squad Sheets

- Squad Sheets can be downloaded and printed from the Club Portal once all your players have been submitted and approved. All team managers or secretaries can access the squad lists by logging into club portal.(<https://clubs.thefa.com>)
- The squad sheet will need to be shown to the opposition manager at EVERY game. The sheet can be downloaded from the portal. They can be shown electronically from a phone. It should be downloaded before the game – a lack of phone signal will not be accepted as an excuse not to show it. **If a team is unable to show a squad sheet the game should not be played.**
- If you register additional players during the season a new squad list will need to be produced before the player can take part in a game. If a player leaves a new squad sheet should be produced.
- ANY PLAYERS NOT ON THE SQUAD SHEET ARE NOT ELIGIBLE TO PLAY.
- **A team sheet listing all players taking part in the game must be given to the opposition manager before kick off. (This is in addition to the squad sheet). This should be checked against the squad sheet.**

Power Play Rule for mini-soccer (5v5 & 7v7)

- *If during a match the goal difference reaches 4, the losing team may field an additional player. If the goal difference reaches 6, the losing team may field another additional player (taking the total up to 2 additional players). At the point the goal difference falls to 5, the losing team must withdraw one of their additional players. At the point the goal difference falls to 3 the losing team must withdraw their final additional player (this does not need to be the same player that was put on as the additional player).*

New heading rules for mini soccer (U7-U10)

Deliberate Header Restart:

- Deliberately heading the ball is an offence punishable by an indirect free kick. The indirect free kick is taken at the point where the ball was deliberately headed, except:
- Where a player deliberately heads the ball within their own penalty area, the referee will stop the game and restart with an indirect free kick to the opposition from the nearest side line of the penalty area where the offence took place

Touchline Restart:

- *When the whole of the ball passes over the whole of the touchline, on the ground or in the air, instead of a throw-in, a pass-in/dribble-in is awarded*
- *The kicker that takes the pass-in/dribble-in may touch the ball again before it is touched by another player*
- *At the moment of delivering the ball:*
- *The ball must be stationary on the touchline at the point where it left the pitch; only the kicker may be off the pitch*
- *All opponents must stand at least five yards from the point on the touchline where the pass-in or /dribble-in is to be taken from*
- *A goal cannot be scored directly from a pass-in. The ball is in play when it is kicked and clearly moves.*

Sanctions in the event of a deliberate header in a match:

- *From the start of the 2024-25 season, there will be no disciplinary sanctions applied for a deliberate header in a match, unless the action is considered a persistent deliberate offence, which could then result in a caution.*

What do I need with me on match days?

- Player Squad Sheets.
- League Rules (available on the club website – please download on to your phone)
- First Aid Kit
- A respect barrier/cones/ rope that prevents spectators from standing on the touchline and to mark out a technical areas, all managers (max of 3) must remain in the technical area
- Team sheet - A list of players present, who are playing in the game. The team sheet can be handwritten or printed - most teams print off a list of their players and have it in their bag, on game day - cross off anyone not present and hand it to the opposition manager.

Reporting Results

- The result must be entered onto FA Fulltime by 10pm on the Sunday, and the match statistics and team marks must be entered as soon as possible and by Wednesday evening at the latest. ****If you can enter these on the Sunday it would be appreciated as I try to check that everything has gone through on a Monday morning.**** The league will issue fines if anything is missing and I will try to send reminders if I spot anything.
- If you use the FA Matchday app during the game to record the team and events this can be submitted to the Fulltime website from within the app. A video on the process is available at <https://youtu.be/KYyFDAHD7AQ>. As this did sometime cause problems, it is worth checking on Fulltime that your statistics and marks have transferred successfully.
- If you give respect marks below 50 you must send a report to your age group registrar giving the reasons for this. This again should be submitted by Wednesday at the latest. Respect marks are given for the opposition players, coaches and spectators. You must send a report for each if you have marked them below 50. The Matchday app strangely has space to give the report for the players, but not the coaches and spectators so these will have to be emailed to your registrar. (Please cc secretary-juniors@kivetonparkfc.com and welfare@kivetonparkfc.com in any report). You should also fill in a report if you give the referee less than 60 marks.

Guide to marking referees

When completing the match return for your game on either Full-Time or The FA MatchDay App, there is a section to mark the referee.

This can be very subjective. What we are looking for is your objective view as to whether the referee applied the laws of the game – **not whether you agreed with their decisions**. You should not be influenced by the score or the way your team or the opposition played. Laws of the game include giving throw ins, corners and goal kicks correctly, called fouls correctly, applied the advantage law correctly, made correct decisions in and around the penalty area etc. Regardless of the result, please mark the referee objectively.

35-40 - Made good, positive decisions throughout

30-34 - Occasional indecision but generally good positive decisions

25-29 - A lot of indecision but a few good positive decisions

20-24 – Generally poor decisions but occasional good decisions

19 or less – Poor decisions throughout with no good decision making

JUDGEMENT OF MAJOR DECISIONS (out of 30)

This is a hard one to be consistent on as some games are very easy matches to referee with no major decisions whilst others have lots of major decisions. Referees should NOT be penalised if there are no major decisions. It is also very subjective. **You may think it was the wrong call when, in fact, the correct decision has been made**. Unless a referee has got every decision wrong, they should not be receiving a mark of less than 15 out of 30.

25-30 - Referee made a good call on all major decisions OR if there were a lot of major decisions, they made an incorrect call on one OR there were NO major decisions

20-24 - Referee made an incorrect call on one or two major decisions where there were less than five major decisions in the game

15-19 – Referee made the majority of major decisions incorrectly where there were a number in the game to be made

14 or less – Referee made all major decisions incorrectly where there were a lot of major decisions in the game

OVERALL CONTROL (out of 30)

This is a relatively straightforward section. The questions that needs asking of yourself are: ‘Did the referee maintain effective control of the game at all times? Did the referee have empathy with the game allowing it to develop in accordance with the tempo of the game?’

Did the referee effectively control the temperature of the game – ie if tackles became excessive, if players started to become overly aggressive, if managers/parents became overly confrontational – did the referee calm the game down by asserting their authority by awarding more fouls, taking players on one side, stopping the game and speaking to the managers? Control of a game is not just applying the laws!

25-30 – Referee demonstrated good/excellent control throughout the game and communicated with all participants effectively

20-24 – Overall control was reasonable. Referee attempted to address control issues

15-19 – On several occasions, the referee was not in control and did not attempt to address the issues

14 or less - The referee displayed no control and made no attempt to address issues

Postponing Games

- If the home team pitch is unfit for play (this decision can only be made by the groundsman or referee) , and the home team is unable to provide an alternative pitch, you should make every effort to ensure the game is played on the away team's pitch if available.
- **Notification of the reason for any cancelled game must be sent (emailed) to the registrar.** The cancelled game must be rearranged and the new date submitted to the registrar, by **both** Clubs, within **fourteen days** of the postponement of the fixture date. Any Club failing to comply with this Rule shall be liable to a minimum fine of £10-00 or otherwise dealt with at the discretion of the Management Committee. If you have problems agreeing a date with the opposition contact your registrar for advice. (Please cc me in any emails to the league (secretary-juniors@kivetonparkfc.com)

Respect Barriers/Spectator Areas

- Some form of barrier should be used at all matches. The home team is responsible for providing them and ensuring supporters adhere to them. There also should be technical areas for both teams marked out on the coaches side of the pitch. (Obviously these are not necessary on the 3g pitch)
- No spectators should be stood near or behind the goal area. (Impossible to apply this rule on the 3g!)

Training equipment

- All basic equipment – Balls, first aid kits, Cones and Bibs will be provided. These are your responsibility. Things such as balls may be passed on to younger teams when you require the next size up.
- We need sponsors to fund kits.
- Training slots will be allocated based on pitch space, this is especially during winter training.

Charges and Fines

League charges

These are usually for admin errors – eg not completing full time, missing low score reports, not fulfilling a fixture (which would include postponing a match without following the correct procedure).

When a charge is issued, it will be forwarded to the team admin who should respond quickly to the charge.

The options for a response are:

- a) Accept the charge with written mitigation
- b) Deny the charge with written mitigation
- c) Accept the charge and request a hearing for mitigation
- d) Deny the charge and request a hearing

The last two involve payment for the hearings and are rarely worth it.

I will then respond to the charge on the league admin site. If I do not get a response from the team within 5 days, the charge will be accepted with no mitigation

In the first two cases, we will hear the result of the charge and if found guilty, a fine will be applied and I will inform the team. The fine should be paid into the club account and it will then be paid to the league by the treasurer.

Note: If the opposition call off a match with little notice (other than pitch problems), both teams are charged with failing to fulfil a fixture. This is just the protocol that the league follow. We would still have to answer the charge, so if this happens please keep any evidence eg screenshots of text messages to show that the opposition are to blame, and that our team was ready and willing to play. The charge is usually dropped as soon as we supply this evidence.

FA Charges

This means red and yellow cards and misconduct charges and are more serious than the league fines. Not responding to a charge can result in a further fine and possibility of suspension (player, team or even the club!)

If you are expecting a charge, please let the discipline officer know so that they can look out for them.

For yellow cards the only appeal is for mistaken identity; for red cards it is also possible to appeal for wrongful dismissal. Any possible appeal must be lodged within 2 days of the issue of the card even if the referee doesn't get their report in immediately. For this reason, you should report any red/yellow cards to the club secretary straight away and include it in your match report. Referees should not be asked to not report any cards issued as they can be suspended for this.

For misconduct, we can plead guilty with a written statement, guilty with a personal hearing, not guilty with a written statement, or not guilty with a personal hearing. There is a fee (£45 at present) for a personal hearing.

When we get informed of the charge, I will forward the details to the relevant team admin. This will also have details of any possible suspension and fine. The manager will have to inform the discipline officer as to how they wish to proceed. They will need to provide any mitigation, evidence and personal statements to back up their case if they do want to appeal against a misconduct charge.

When we respond to a red/yellow card charge, the FA will issue an invoice. The player/parent will be informed of the amount and the fine will then be taken a couple of days after notice has been given through TFP using the card registered on the system. Parents accept this process during the registration process (although it is likely that most don't read it!)

Once the club receive the payment, the treasurer will pay the fine. The FA will increase the fine if it is not paid by the club within 14 days of receipt – this additional cost will be passed on to the player/ parent if they have not reimbursed the club within the 14 day timescale. The FA will also look at suspending the player/team or even the club if the fine remains unpaid.

Useful links

League Admin Website

(<https://www.league-manager.co.uk/sheffieldjunior/index.php>)

Club Portal

(<https://clubs.thefa.com>)

Full Time

(<https://fulltime-admin.thefa.com/b2c/signInLanding.html>)

KPFC Website

(kivetonparkfc.com)

Coaches Page

(<https://www.kivetonparkfc.com/coaches-information/>)

The FA Matchday app is available in your app store.

Useful contacts

Chris Nelson – Chairman

07917 032358 chairman@kivetonparkfc.com

Gordon Johnson – Secretary

07795 201090 secretary@kivetonparkfc.com

Keith Porter – Secretary (Juniors)

07980 966504 secretary-juniors@kivetonparkfc.com

Steve Crofts – Welfare Officer

07853 278025 welfare@kivetonparkfc.com

Treasurer

treasurer@kivetonparkfc.com

Age group information

Age group	Format	Minimum time per half	Maximum time per half	Maximum playing time in a day	Minimum number of players to constitute a team	Maximum players to be registered	Ball Size	Minimum to be registered days before start of season	School year	School year if playing up year
Under 7							3		Y2	Y1***
Under 8	5v5	10	20	40	4	10	3	5	Y3	Y2
Under 9	5v5	10	20	40	4	10	3	5	Y4	Y3
Under 10	7v7	20	25	60	5	12	3	7	Y5	Y4
Under 11	7v7	20	25	60	5	12	3	7	Y6	Y5
Under 12	9v9	20	30	80	6	14	4	9	Y7	Y6
Under 13	9v9	20	30	80	6	14	4	9	Y8	Y7
Under 14	11v11	25	35	100	7	16	5	11	Y9	Y8
Under 15	11v11	25	35	100	7	16	5	11	Y10	Y9
Under 16	11v11	25	40	100	7	16	5	11	Y11	Y10
Under 17/18	11v11	25	40	100	7	20	5	11	Y12/13	Y11

*** A Child born on or after 1st September 2020 is eligible to play once they have attained the age of six but can only play in the Under 7 age group. A child who has not attained the age of six shall not play, and shall not be permitted or encouraged to play, in a match of any kind. This means that children who are 6 during a season cannot play until their 6th birthday. They can train with the team. Children that fall into this category can not play up in the season they are 6. This would be the case if an U7 team is playing as an U8 team.

Under 21 players must be over 16 when they play, and under 21 as at the 1st September 2026

Our Pitches

We intend to have a 9v9 pitch marked out on the small pitch at Hard Lane to give a bit more flexibility in match allocation.

	Max Format	Ball size	Pitch size			Recommended Goal Size	Single 3g	Two 3g	Full 3g	HL11/2	HL14/15	HL2	HL1
			Recommended	Min	Max								
U7	3v3	3	15x10	15x10	20x15	4x2.5							
U8	5v5	3	37x27	27x18	37x27	12x6	y						
U9	5v5	3	37x27	27x18	37x27	12x6	y						
U10	7v7	3	55x37	46x27	55x37	12x6		y					
U11	7v7	3	55x37	46x27	55x37	12x6		y					
U12	9v9	4	73x46	64x37	73x46	16x7		y		y			
U13	9v9	4	73x46	64x37	73x46	16x7		y		y			
U14	11v11	5	82x50	82x46	91x55	21x7 or 24x8			y		y		
U15	11v11	5	91x55	82x46	100x64	24x8 or 21x7			y		y	y	
U16	11v11	5	91x55	82x46	100x64	24x8			y		y	y	
U17	11v11	5	100x64	91x46	118x91	24x8			y			y	y
U18	11v11	5	100x64	91x46	118x91	24x8			y			y	y
Open	11v11	5	100x64	91x46	118x91	24x8			y			y	y

Our pitches	
HL11/2	73x46
HL14/5	82x50
HL2	94x60
HL1	103x66