

SURREY YOUTH LEAGUE

SYL Full-Time Website <https://fulltime.thefa.com/index.html?league=863411662>

SYL Website <http://www.wsyl.org.uk/>

FULL-TIME: HOW DO WE SUBMIT RESULTS & MATCH REPORTS

What will Teams be required to do on a Match Day?

- ⇒ **Submit Results via SMS:** Home Teams will need to provide results via SMS before 23:59 (11:59pm) on the day of the match. Away Teams do not need to provide results via SMS
 - ⇒ **Submit Match Reports via Full-Time:** Both the home Team and away Team will need to provide a match report via Full-Time before 23:59 (11:59pm) on the day of the match.
-

Does the League Recommend Clubs/Teams to use The FA's Match Day App?

No. From feedback we have been provided, the League does not recommend that Clubs/Teams use The FA's Match Day App. If you decide to use the app, please ensure you double check that your match report has been submitted fully to avoid a fine.

Do Clubs/Teams need to provide half-time scores?

No, the League do not require you to send in the score at half-time. This is a feature of The FA's Match Day App that the League do not recommend Clubs/Teams using.

How does the Home Team submit Results?

Results must be submitted via SMS by the home Team. The one or two people that have been set up as an SMS administrator in Full-Time, will receive an SMS on the morning of the match, which looks like the below:

FA Full-Time Results: SYLU v SYLO, Wed 02 Aug 00:00.
Reply home and away scores in format: H-A SYLU e.g. 3-2 SYLU

Notes about the above

- ⇒ **SYLU** is the SMS Short Code that Full-Time has assigned to the home Team.
- ⇒ **SYLO** is the SMS Short Code that Full-Time has assigned to the away Team.
- ⇒ **SMS Short Codes** have been provided for each Team; you can find your SMS Short Code on the League's website here <http://www.wsyl.org.uk/full-time-short-codes-2023-24/>. The SMS Short Code is a unique code for each Team and must be used when the home Team submits their results to the League via SMS, please.

After your match has taken place, and before 23:59 (11:59pm) on the day of your match, at least one of the home Team SMS administrators, who received the SMS that morning, must reply with the score to avoid a fine. If you do not receive an SMS on the morning of the match or are unable to submit the result via SMS, you are able to submit the result via Full-Time when you complete your Match Report.

Please ensure that you use the following formats when submitting your SMS:

Score followed by Short Code, for example.

0-0 SYLU

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Postponement followed by Short Code, for example.

P-P SYLU

Abandonment followed by Short Code, for example.

A-A SYLU

Abandonment should only ever be used if the match started but was abandoned by the referee and didn't finish. If a pitch is unplayable and you are unable to reverse the fixture or your opponents couldn't fulfil the fixture as they didn't have enough players etc, then it is postponement, please, not an abandonment.

Please do not include anything in addition to the above examples otherwise the result will not process correctly. Please make sure there is a space before entering your unique SMS Short Code!

How does the Away Team submit Results?

It is not required for the away Team to submit results via SMS. It will be the responsibility of the home Team to provide the result via SMS. The one or two people from the away Team that have been set up as an SMS administrator in Full-Time, will receive an SMS on the morning of the match, but this can be ignored.

When is the deadline to submit results via SMS?

23:59 (11:59pm) on the day of the match to avoid a fine please.

Do the Home & Away Team need to submit a Match Report on the day of the Match?

Yes, by both the home and away Team must submit a Match Report before 23:59 (11:59pm) on the day of the match please.

Who can submit Match Reports via Full-Time?

Anyone assigned to your Team in the Club Portal, who have verified their email address and accepted the admin access email sent by the League via the Full-Time system, can submit Match Reports via Full-Time.

SYL U16 Orange



Team Secretary
Frank Thompson

From: 01/08/23 - Until: 30/06/24

Notes about the above

⇒ For the Team, SYL U16 Orange only Frank can submit a Match Report as he is the only person assigned to this Team.

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SYL U16 Purple		
<input type="checkbox"/>	Team Secretary Karen Bailey	From: 01/08/23 - Until: 30/06/24
<input type="checkbox"/>	Team Coach Robert Dick	From: 01/08/23 - Until: 30/06/24
<input checked="" type="checkbox"/>	Team Secretary Vicki Lowndes	From: 01/08/23 - Until: 30/06/24
<input type="checkbox"/>	Team Secretary Frank Thompson	From: 01/08/23 - Until: 30/06/24

Notes about the above

⇒ For the Team, SYL U16 Purple, even though Vicki is assigned as the Primary Contact, Frank, Karen, and Bob, as well as Vicki, can submit a Match Report for this Team.

How do the Home and Away Team submit Match Reports to the League?

Match Reports are submitted via Full-Time by accessing the Team Admin Result Entry section of Full-Time here <https://fulltime-admin.thefa.com/league/fixture/resultEntry/maintainTeamAdminResults.html>. Once you have logged in you will see something like the below:

Team Admin Result Entry

+/- 7 days Only show fixtures with missing: Results Marks Statistics

Update

Test SYL U16 Purple v SYL U16 Orange - Thu 31/08/23 00:00

Status: Normal Latest Score ?

SYL U16 Purple Half-time Full-time **Statistics**

SYL U16 Orange Half-time Full-time

Notes about the above

- ⇒ If you are the Home Team and have submitted a result via SMS, the result will already be populated.
- ⇒ If you are the Away Team and the result isn't already populated, please add it manually on this page. You do not need to enter half-time scores, just full-time scores. Please make sure you click on the update button once you have added the scores.
- ⇒ Once the result is showing, please click on the Statistics button next to your Team to enter the Match Report.
- ⇒ The Statistics button will only appear next to the Team you are assigned to in the Club Portal. So as Vicki is assigned to the SYL U16 Purple Team in the Club Portal but not SYL U16 Orange Team, she will only be able to enter statistics for the SYL U16 Purple Team.

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FULL-TIME: HOW DO WE SUBMIT RESULTS & MATCH REPORTS

⇒ Results

Marker's Team - SYL U16 Purple

Thu 31 Aug 2023 00:00 SYL U16 Purple v SYL U16 Orange

i The following marks and responses are all required by the Football Association and are used for measuring and shaping the various progra

[View guidance document](#)

▲ Please complete questions on this page before you can enter statistics

i Official Marks

⊗ No referee has currently been recorded

Enter referee name if not appointed or is different from appointed referee

First Name: Last Name: Role

Overall decision making (1-40) Judgement of major decisions (

Overall mark: **⊗**

Reasons for mark of 60 or below:

Registered Referee
Club Official (Sec, Chair etc)
Team Official (Manager, Coach etc)
Lapsed or previously registered Referee
Parent/Helper
Spectator

Notes about the above

- ⇒ If you are the home Team, you will need to enter the referee's First Name, Last Name and Role type (you can see in the drop-down which role type you can choose from). If you are the away Team, you do not need to enter the referee's details so this option will not be there.
- ⇒ If you are the Away Team and the Home Team haven't yet submitted the referee's details, you will see the message "No referee has currently been recorded". You do not need to wait for your opponents to add the referee's name before you can complete your Match Report, so please just continue.
- ⇒ Both the home and away Team must enter marks for the referee, there are 3 boxes as per the below.

Overall decision making (1-40) Judgement of major decisions (1-30) Overall control (1-30)

Overall mark: **⊗**

Reasons for mark of 60 or below:

Only required if mark is 60 or below

Notes about the above

- ⇒ Please enter a mark in each of the 3 boxes. When you click on update the overall mark will populate
- ⇒ If you have entered an overall mark of 60 or below, you must include a reason in the box.
- ⇒ Please remember that as per League Rules, you must submit a report via your Club Secretary to the League's General Secretary, Frank Thompson, if your overall referee mark is 50 marks or below. You must do this in addition to completing the Match Report, please, and within 7 days of the match.

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Once you have completed the Referee information, you can move on to the FA Respect Marks section, which looks like the below. Please choose one option for each of the questions.

? 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	<input type="radio"/>
There were occasional incidents of poor behaviour	<input type="radio"/>
There were regular incidents of poor behaviour	<input type="radio"/>

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	<input type="radio"/>
There were occasional incidents of poor behaviour	<input type="radio"/>
There were regular incidents of poor behaviour	<input type="radio"/>

You then provide information about the Pitch. Please complete this section and click on update.

? Pitch Marks

i 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**

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You can now click on the League Team Marks tab at the top of the page.

Statistics

FA Marks

League Team Marks

Player Statistics ?

Home Team Questions	Away Team Questions
<p>Team Marks</p> <p>Team Sheets Checked? * ..</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Please confirm if you checked your opponent's Team Sheet before the match commenced</p> <p>Opposition Rude To The Officials? * ..</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Please confirm if coaches, players and/or spectators were rude to the officials</p> <p>Opposition Using Bad Language? * ..</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Please confirm if coaches, players and/or spectators were using bad language</p> <p>Opposition Confrontational? * ..</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Please confirm if coaches, players and/or spectators were confrontational</p> <p>Opposition On The Pitch During The Match? * ..</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Please confirm if coaches and/or spectators were on the pitch during the match</p> <p>Issues To Report To The League? * ..</p> <p><input type="text"/></p> <p>Please also submit a full report via your Club Secretary to frank.thompson@btinternet.com</p>	<p>Team Marks</p> <p>Team Sheets Checked? * ..</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Please confirm if you checked your opponent's Team Sheet before the match commenced</p> <p>Match Info on Time? * ..</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Please confirm if you received the match details five days before the match</p> <p>Corner Flags * ..</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Please confirm if corner posts were provided</p> <p>Spectator Line? * ..</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Please confirm if a spectator line was provided</p> <p>Opposition Rude To The Officials? * ..</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Please confirm if coaches, players and/or spectators were rude to the officials</p> <p>Opposition Using Bad Language? * ..</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Please confirm if coaches, players and/or spectators were using bad language</p> <p>Opposition Confrontational? * ..</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Please confirm if coaches, players and/or spectators were confrontational</p> <p>Opposition On The Pitch During The Match? * ..</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Please confirm if coaches and/or spectators were on the pitch during the match</p> <p>Issues To Report To The League? * ..</p> <p><input type="text"/></p> <p>Please also submit a full report via your Club Secretary to frank.thompson@btinternet.com</p>

Notes about the above

⇒ If you are the Home Team, you will have 6 questions to answer yes or no to. If you are the Away Team, you will have 9 questions to answer yes or no to.

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- ⇒ Please answer all questions. In the final question please state yes or no. If you have issues to report to the League, please ensure that a full report is submitted via your Club Secretary to the League's General Secretary, Frank Thomson by email.
- ⇒ Once you have answered the questions, please click on update.
- ⇒ You can now click on the Player Statistics tab at the top of the page (please note, you cannot move on to this section, if you have not completed the FA Marks and League Team Marks section)

Quick Stat Entry - SYL U16 Purple

Thu 31 Aug 2023 00:00 SYL U16 Purple -v- SYL U16 Orange

[Switch to Team Sheet Wizard](#)

Statistics

FA Marks League Team Marks **Player Statistics**

Results

	POSITION	STARTED	BENCH USED	BENCH UNUSED	CAPTAIN	GOAL	OWN GOAL CONCEDED	PENALTY	YELLOW CARD	SIN BIN	SECOND YELLOW CARD	RED CARD	PLAYER OF MATCH
Lowndes, Vicki	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Update Stats For Players](#) [Back](#)

Notes about the above

- ⇒ All players that appear on your FA Club Portal Squad List that you took to the match, will appear on this page.
- ⇒ The only information we require is who was in your match day squad please.
- ⇒ Please tick the started box next to the name of every player that was part of your match day squad, whether they started the match or came on as a substitute.
- ⇒ Maximum match day squads are 16 players for 11v11, 13 players for 9v9, 10 players for 7v7 and 5v5. Please do not take more players to a match than the maximum match day squad allows.
- ⇒ Please do not include information about position, bench used, bench unused, captain, goal, own goal conceded, penalty, yellow card, sin bin, second yellow card, red card, or player of match.
- ⇒ Once ready, please click on Update Stats for Players
- ⇒ Please ensure you see the below green button at the top of the page before proceeding any further



Your changes were successful

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Now you are ready to click on the black Back button that appears next to the red Update Stats for Players

POSITION	STARTED	BENCH USED	BENCH UNUSED	CAPTAIN	GOAL	OWN GOAL CONCEDED	PENALTY	YELLOW CARD	SIN BIN	SECOND YELLOW CARD	RED CARD	PLAYER OF MATCH
Lowndes, Vicki	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL CUMULATIVE FIXTURE TEAM STATS	VALUE
Started	1

Notes about the above

⇒ You can see that only the started button has been ticked, this is all the information that the League requires from you.

You will now return to the first page that you landed on

Team Admin Result Entry

+/- 7 days Only show fixtures with missing: Results Marks Statistics

1 records displayed

Test SYL U16 Purple v SYL U16 Orange - Thu 31/08/23 00:00 Details of an approved ground will be provided by the Home Team

Updated

Status: Normal Latest Score

SYL U16 Purple Half-time Full-time

SYL U16 Orange Half-time Full-time

Fixture Half Duration: Normal time

SYL U16 Purple Note:

TEAM	STARTED/ BENCH	GOALS	CARDS	OTHER STATS	FA MARKS	LEAGUE MARKS	REFEREE MARKS	FIXTURE NOTE
SYL U16 Purple	0 / 0	0	0	0	✓	✓	100	⊗
SYL U16 Orange	0 / 0	0	0	0	N/A	N/A	N/A	N/A

Notes about the above

⇒ You can see that all information has been entered for the SYL U16 Purple Team and the Match Report is now complete and has been submitted correctly to the League.

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What do the Home & Away Team need to do if their fixture is Postponed?

If your match does not take place (start) for whatever reason, the most common reasons being your opponents couldn't field a team or the pitch was unplayable and no reverse fixture was possible, then the Home Team must submit a postponement result via SMS please.

To do this the Home Team respond to the SMS message with P-P and a space followed by their SMS Short Code. Both the Home & Away Team also need to access the Team Admin Result Entry section of Full-Time system by clicking on this link:

<https://fulltime-admin.thefa.com/league/fixture/resultEntry/maintainTeamAdminResults.html>

Once you have logged in you will see something like the below:

Test SYL U16 Purple v SYL U16 Orange - Sat 09/09/23 00:00 📍 Details of an approved ground will be provided by the Home Team

Status: Postponed Latest Score ?

SYL U16 Purple Half-time Full-time

SYL U16 Orange Half-time Full-time

Fixture Half Duration: 40 Normal time

SYL U16 Purple Note:

TEAM	STARTED/ BENCH	GOALS	CARDS	OTHER STATS	FA MARKS	LEAGUE MARKS	REFEREE MARKS	FIXTURE NOTE
SYL U16 Purple	0 / 0	0	0	0	⊗	⊗	⊗	⊗
SYL U16 Orange	0 / 0	0	0	0	N/A	N/A	N/A	N/A

Notes about the above

- ⇒ You can see that the status is showing as Postponed. This is because the Home Team have submitted the SMS result as a postponement (P-P Team Short Code).
- ⇒ You do not need to complete the Statistics information.
- ⇒ In the box where it says SYL U16 Purple Note, please include information about why the fixture was postponed, three examples are below. Please make sure you click on the update button at the top of the page after entering the information.

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FULL-TIME: HOW DO WE SUBMIT RESULTS & MATCH REPORTS

EXAMPLE 1

Test SYL U16 Purple v SYL U16 Orange - Sat 09/09/23 00:00

Status: Postponed Latest Score ? [History](#)

SYL U16 Purple	<input type="text"/>	Half-time	<input type="text"/>	Full-time	Statistics
SYL U16 Orange	<input type="text"/>	Half-time	<input type="text"/>	Full-time	

Fixture Half Duration: Normal time

SYL U16 Purple Note:

EXAMPLE 2

Status: Postponed Latest Score ? [History](#)

SYL U16 Purple	<input type="text"/>	Half-time	<input type="text"/>	Full-time	Statistics
SYL U16 Orange	<input type="text"/>	Half-time	<input type="text"/>	Full-time	

Fixture Half Duration: Normal time

SYL U16 Purple Note:

EXAMPLE 3

Status: Postponed Latest Score ? [History](#)

SYL U16 Purple	<input type="text"/>	Half-time	<input type="text"/>	Full-time	Statistics
SYL U16 Orange	<input type="text"/>	Half-time	<input type="text"/>	Full-time	

Fixture Half Duration: Normal time

SYL U16 Purple Note:

SURREY YOUTH LEAGUE

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FULL-TIME: HOW DO WE SUBMIT RESULTS & MATCH REPORTS

What do the Home & Away Team need to do if their fixture is Abandoned?

If your match kicks off but is abandoned by the referee before the final whistle, then the Home Team must submit an abandonment result via SMS please.

To do this the Home Team respond to the SMS message with A-A and a space followed by their SMS Short Code. Both the Home & Away Team also need to access the Team Admin Result Entry section of the Full-Time system by clicking on this link:

<https://fulltime-admin.thefa.com/league/fixture/resultEntry/maintainTeamAdminResults.html>

Once you have logged in you will see something like the below:

The screenshot shows the Full-Time system interface for a match between SYL U16 Purple and SYL U16 Orange on Saturday, 09/09/23 at 00:00. The match status is 'Abandoned'. There are input fields for 'Half-time' and 'Full-time' scores for both teams, and a 'Statistics' button. A 'Fixture Half Duration' dropdown is set to '40' with 'Normal time' selected. There is a text area for 'SYL U16 Purple Note'. Below this is a table with columns: TEAM, STARTED/ BENCH, GOALS, CARDS, OTHER STATS, FA MARKS, LEAGUE MARKS, REFEREE MARKS, and FIXTURE NOTE. The SYL U16 Purple row shows 0/0 goals, 0 cards, 0 other stats, and red 'X' marks in the FA, League, and Referee marks columns. The SYL U16 Orange row shows 0/0 goals, 0 cards, 0 other stats, and 'N/A' in the FA, League, and Referee marks columns. A 'View Match Returns' button is visible on the right side of the table.

TEAM	STARTED/ BENCH	GOALS	CARDS	OTHER STATS	FA MARKS	LEAGUE MARKS	REFEREE MARKS	FIXTURE NOTE
SYL U16 Purple	0 / 0	0	0	0	X	X	X	X
SYL U16 Orange	0 / 0	0	0	0	N/A	N/A	N/A	N/A

Notes about the above

- ⇒ You can see that the status is showing as Abandoned. This is because the Home Team have submitted the SMS result as an abandonment (A-A Team Short Code).
- ⇒ The League would like you to include what the score was when the match was abandoned, so please enter this in the two Full-time boxes and click on update at the top of the page.
- ⇒ Please include a note in the section SYL U16 Purple Note
- ⇒ You MUST complete the Statistics information in the same way as you would for a normal match, please, as the League require the FA Marks, League Team Marks, and Player Statistics for when they forward details of the abandonment to the County FA as part of the League's sanction/accreditation.
- ⇒ Please remember that a full report must be submitted, via your Club Secretary, to the League's General Secretary, Frank Thompson by email.

When is the deadline to submit Match Reports?

23:59 (11:59pm) on the day of the match to avoid a fine.
