

## HOME PITCHES ADDRESS

Hazlemere Recreation Ground,  
Amersham Road, Hazlemere, HP15 7QW

## CONTACT DETAILS

**Paul Baldock (Chairman):**  
T 01494 716591, M 07891 443108  
paul@pbaldock.freemove.co.uk

**Kevin Bennett (Secretary):**  
T 01494 568689, M 07788 658721  
kevin.bennett@freysinet.co.uk

**Catherine Oliver (Treasurer):**  
T 01494 534366  
catherine.oliver@tinyworld.co.uk

**Karen Barr (Head of Girls' football):**  
T 01494 814744, M 07976 562583

**Alan Cecil (Web Master):**  
T 01494 814470, M 07776 381626  
alancecil@gorsewalk.freemove.co.uk

**Russell Thomas (Club Welfare Officer):**  
T 01494 527903, M 07787 426424  
russellgthomas@btinternet.com

**FA / NSPCC Child Protection Helpline:**  
T 0808 800 5000

## WEB ADDRESSES

The club: [www.htjfc.org](http://www.htjfc.org)  
Full-time: [www.thefa.com/full-time](http://www.thefa.com/full-time)  
CCJFL: <http://ccjfl.pitchero.com>  
The FA: [www.thefa.com](http://www.thefa.com)  
Berks & Bucks FA: [www.berks-bucksfa.com](http://www.berks-bucksfa.com)

## CC LEAGUE

**Dave Putman (Results Secretary):**  
T 01494 444117  
ccjfleague@btinternet.com



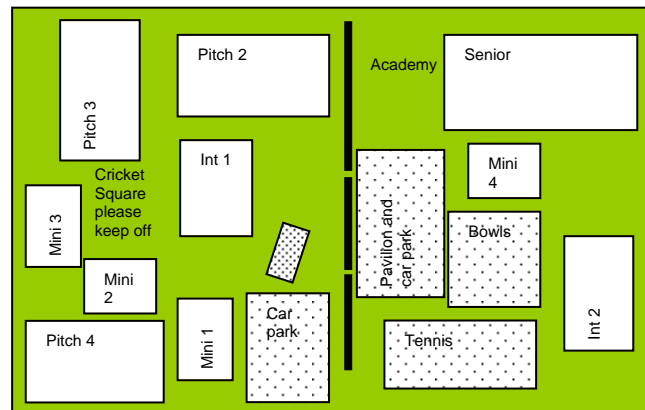
**In case of emergency:**  
**Phone 999 and give them the above address.**  
**Then phone Kevin Bennett on 07788 658721.**  
**Then station someone at the bottom of the drive to direct the ambulance.**

## MATCH-DAY RISK ASSESSMENT

Car park - players to keep clear of the car park.  
Pitch - free of stones, glass, needles, dog mess, etc?  
Conditions - pitch too frosty, dry/hard, waterlogged?  
Objects around the pitch to be a safe distance away.  
Goals - stapled down safely?  
Stop players swinging/pulling on cross-bar.  
Proper warm-ups.  
Players - jewellery/watches removed?  
Boots safe?  
All wearing shin pads?  
Player medical details at hand?  
Are qualified first aiders nearby?



## Managers' Information



2012-13

Issue 1b

# Managers' Duties, Chiltern Church Junior League Season 2012-13, issue 1a

## Pre-match

1. For instructions on how to use the Full-time web site, go to [www.thefa.com/full-time](http://www.thefa.com/full-time). Select "FT user guides" from the home page. Then type "CHI" in the find your team box at the top, and select "Chiltern Church Junior League. This website is used for fixtures, player registrations and results. In News Items at the bottom of the home page is a link to the Pitchero website, <http://ccjfl.pitchero.com>. This web site contains the contact details, news items, downloads, etc.
2. Check your fixtures on-line at the Full-time web site. From the home page, select your division in the top box, then "Fixtures" from the menu bar. Check whether a referee has been assigned using "Refs" from the menu bar.
3. The **Home Manager** is to phone the Opposition Manager and the Referee (if assigned) by 9pm on the Wednesday before the match. Confirm the venue, kick-off time and team colours (home team changes if a clash of shirt colours). Contact details for refs and opponents are in League News items. *The penalty for infringing this rule is £10, rule 10E.*
4. Matches may only be postponed due to a school event. If you need to postpone a match, this should be done as soon as possible using the form downloadable from the Pitchero's League Info section (see General, note 2). Should the postponement be due to a school event you will additionally need to supply a letter confirming the event from the school. Should your match be called-off due to the weather, Kevin Bennett will submit the form on behalf of HT home teams. *The penalty for infringing this rule is the awarding of the match to your opponents, and any other penalty deemed appropriate, rule 10F and appendix D.*

## The match

1. All players taking part in the match are to be registered with the League before the match. Players are registered ONLY if they are on the Full-time website which you achieve by getting the Registration form to Geoff Hutchinson before noon on the Friday before the match. However, you can sign up to 3 players each match day using form F. Remember, the opposition manager needs to counter sign each form when players are signed on match day and such forms are to be submitted to Geoff Hutchinson within 2 days (Sundays excluded) of the match. There are further restrictions for cup matches, refer to Cup Rules F. The signing/transfer window closes on 1<sup>st</sup> March. *The penalty for infringing this rule is £60, possible points deduction and other sanctions, rule 8M. For cup matches you additionally face exclusion from the competition, Cup Rules G.*
2. Don't forget player emergency contact details.
3. Check which pitch has been allocated to you on the site plan at the end of the changing rooms (facing the car park).
4. For 11-a-side; corner flags from the green shed behind the Pavilion, nets from the changing rooms in grey wheelie bins. U12-14 play to blue lines, U15/16 play to white lines.
5. For Intermediate Pitch 1; goals from the green shed behind the Pavilion in red goal-bags. For Intermediate Pitch 2; nets in blue bin marked 21x7 from the green shed.
6. For mini-soccer; goals from the green shed behind the Pavilion in blue goal-bags – check they are properly stapled down.
7. Duration of play. U7/8 2x15 minutes, u9/10 2x20 min, u11 4x15 min, u12 2x30 min, u13/14 2x35 min, u15/16 2x40 min. In cup matches, extra time where required will be 2x5min for mini-soccer & 9v9 and 2x10min for all 11-a-side.
8. Ensure the referee (if allocated) is paid *before* the match. £12 for u7-u10, £20 for u11-u12, £25 for u13-16 (and £10 for allocated assistant referees).

## Post-match

1. Both the **Home and Away Manager** must register the result with Dave Putman by 7pm on match day by one of the following methods. *The penalty for infringing this rule is £20, rule 11B.*
  - a. Phoning the result to Dave on 01494 444117.
  - b. By email to [ccjflleague@btinternet.com](mailto:ccjflleague@btinternet.com) (you MUST put the teams and score in the email title so Dave doesn't have to open the email).
  - c. Entering the result directly onto the full-time website.
  - d. By text, in reply to the SMS message you receive during the match from the automated on-line system (contact Kevin Bennett if you wish to be registered for this).
2. Except for u7 and u8, whether **Home or Away**, submit your match stats by one of the following methods by the Wednesday after the match. *The penalty for infringing this rule is £20 plus possible other sanction, rule 11A and C.*
  - a. Enter your stats onto the Full-time website (remembering the ref's mark and opposition sportsmanship mark).
  - b. In the event that you cannot get onto Full-time, send the required information by email or post to Dave Putman.

## General

1. Forms, where used, should be submitted by post to Dave Putman, 18 Grove Road, Hazlemere, Bucks, HP15 7QY or by email to [ccjflleague@btinternet.com](mailto:ccjflleague@btinternet.com). Dave can be contacted on 01494 444117 but remember, under normal circumstances, all such communication should be conducted via Kevin Bennett.
2. The above notes are for guidance. You are advised to refer to the **League Rules** (downloadable from Pitchero > League Info (blue panel at the bottom of home page) > Downloads > Rules) for full details which, in the event of conflict, take precedence.