**NKYFL Match Day Guide**

The following has been written to ensure that managers are ready for their fixture to kick off

Firstly, the game should not be arranged with any manager but it should be sorted out by the secretaries/ fixture secretaries before Monday at 9pm. The secretaries will also notify each team if a referee has been appointed.

The manager must ensure that he has got the squad sheet printed on the whole game system before every fixture.

On a match day it is down to the home team to ensure that the pitch is playable and if not they must notify the opposition as early as possible to avoid the opposition from travelling. Please find the handbook on the League website [www.nkyfl.co.uk](http://www.nkyfl.co.uk) for opposition managers contact information.

10 minutes before kick off the manager needs to check and swap with the opposition their squad list. This process must be done by lining the players up and handing the squad sheet to the opposition. This will then allow enough time to iron out any issues and to ensure that the fixture kicks off on time. If a player is not on the squad sheet they cannot play in that fixture. Please report to Brian Burridge if there is any problems.

Before kick off a respect handshake must take place between both teams

At the end of the fixture the Match card must be exchanged for the other team to sign. Then a photo must be taken and sent to [nkyfl.resultcard@gmail.com](mailto:nkyfl.resultcard@gmail.com) before Wednesday at 9pm. All parts of the card must be filled in to avoid a fine.

The referee must be paid by the home team unless it is a cup fixture (away team will then pay) the following fees.

U7, u8, u9, u10 - £20.

U11, u12, u13 - £30.

If you are unsure then please check with your secretaries before the day.