



**LEICESTERSHIRE WOMEN & GIRLS  
FOOTBALL LEAGUE**

# **COACHES HANDBOOK 2025-2026**

**Youth Football  
Under 12 - Under 18**

# Coach requirements

## **All coaches must ensure they have:**

A valid and in date DBS

An in date FA Safeguarding Children qualification

Completed the FA EE Playmaker qualification (minimum)

Details listed on the squad sheet for the team (with a photo)

Read the rules (SCOR/SCORY) for the relevant format/age group

## **Each team must have at least one coach with:**

An FA Level 1 or Introduction to Coaching qualification (or higher)

An in date FA First Aid in Football qualification

## **Coaches have the responsibility to ensure that before playing, all players on their team are:**

Registered with their Club and the FA to the correct team

Showing with an up to date photo on the teams FA squad sheet



# Team manager

Each team should allocate someone in the registered coaching team as Team manager.

## **Team managers have responsibility for:**

Ensuring their email is up to date and verified on FA systems

Ensuring their mobile number is up to date on FA systems

Receiving email updates from Full-Time regarding team fixtures

Regularly checking Full-Time for changes to fixtures

Sharing published fixtures / fixture changes with parents/players

Gauging player availability for each fixture as early as possible

## **Team managers must visit our League website to:**

Download and share a copy of the League Fixture Calendar with all team coaches and parents/players

Download and read our League rules on postponements

Submit required postponement requests (in line with our rules)



# Weekly admin

## Monday / Tuesday

Review the weekly fixture email from FA Full-Time to check:

- Kick off time and venue for the next match
- Contact details for the opposition coach/manager
- Referee appointment and contact details

If you are the **home team** manager you must contact the opposition to confirm (SCOR/Y 20c):

- Venue (full address and postcode) and pitch location
- Meet time (time of access to pitch / site)
- Kick off time
- Nearest toilet facilities / changing rooms
- Kit colours for home team (check for a clash)

Confirm match details with coaching team and parents/players

## Wednesday

If you are the **away team** manager and you haven't had confirmation of the match by Wednesday, you can chase up the home manager for details. Alternatively you can ask your Club Secretary to make contact with us at the League.



# Weekly admin

## **Friday / Saturday**

Ensure you have an up to date squad list downloaded from the FA showing names and photos of all players registered to play in the team. Photos of all coaches must also be showing.

## **Sunday**

Respond to the Full-Time text message by 6pm with the final score from the game. (SCOR/Y 21b)

Complete Full-Time match report online and submit within 2 days of the game (SCOR/Y 21a). Report must include:

- Starting players
- Substitutes used
- Goal scorers
- FA marks
- Referee name (add if club appointed)
- Referee mark (failure to provide this will result in a fine)
- League marks

**If you are not receiving emails or text messages from Full-Time please speak to your Secretary**



# Matchday kit

## Checklist of matchday kit requirements:

- ☐ Footballs (including 2 match balls)
- ☐ Bibs (2 colours)
- ☐ Spare goalkeeper gloves and shin pads
- ☐ FA squad sheet
- ☐ Cones
- ☐ Notepad and pen

## First aid kit including:

- ☐ Ice pack or instant cool packs
- ☐ Plasters
- ☐ Tweezers
- ☐ Tape in a variety of sizes (elastic and zinc oxide)
- ☐ Protective disposable gloves (2 pairs)
- ☐ Rescue type scissors
- ☐ Printed address / location of nearest defibrillator



- ☐ Gauze swabs (sterile & non sterile)
- ☐ Crepe bandages (individually wrapped so sterile)
- ☐ Triangular bandages (individually wrapped so sterile)
- ☐ Sterile adhesive dressing (individually wrapped so sterile)
- ☐ Sterile eye pads or suitable dressing
- ☐ Sterile water pods
- ☐ Sterile pads for serious wounds
- ☐ Yellow clinical waste bags (or similar)
- ☐ Foil space blankets or ambulance-type blankets
- ☐ Printed address and postcode of nearest A&E
- ☐ Postcode of your venue (for Emergency Services)
- ☐ Mobile phone
- ☐ Sanitary towels and tampons (for U12 upwards)

It can also be useful to carry:

- ☐ Spare match shirt, shorts, and socks
- ☐ Hair bobbles (ties)
- ☐ Subsuits or long sub jackets (in winter)



# Matchday respect

## Checklist:

- ☐ Fence or respect barrier for spectators
- ☐ Marked technical areas for coaches (opposite spectators)
- ☐ Maximum of 3 coaches pitchside for your team
- ☐ Introduce yourself to the referee and officials
- ☐ Introduce yourself to the opposition manager and coaches
- ☐ Show your squad sheet to the opposition manager
- ☐ Encourage the two captains to shake hands before kick off
- ☐ Respect the referee and the decisions they make
- ☐ Adopt respectful behaviour and communication at all times
- ☐ Work in partnership with opposition coaches and the officials to keep the game respectful and fair
- ☐ Shake hands with and congratulate the referee and opposition (regardless of the result)
- ☐ Ask players of both teams to give 3 cheers to the opposition
- ☐ Leave the pitchside tidy and clear of rubbish/belongings





# Playing formats

Age groups	Player numbers	Half MINS	Ball size	Offside	Retreat rule	Power play
u8	5v5	20	3	✗	✓	✓
u9 & u10	7v7	25	3	✗	✓	✓
u11 & u12	9v9	30	4	✓	✗	✗
u13 & u14	11v11	35	4	✓	✗	✗
u15 & u16	11v11	40	5	✓	✗	✗
u18	11v11	45	5	✓	✗	✗

**Offside** - All youth agegroups play the offside rule. Each team will be asked to provide a **club assistant referee** to support the appointed referee with:

- Indicating offside offences
- Indicating for throw ins (and which team has possession)
- Indicating for goal kicks and corners

# Fixture calendar

**Table FC1** – LWGFL fixture weekend calendar – Season 2025-26

<b>1</b> <b>7<sup>th</sup> September</b> <b>No PP permitted</b>	<b>2</b> <b>14<sup>th</sup> September</b> <b>No PP permitted</b>	<b>3</b> <b>21<sup>st</sup> September</b> <b>No PP permitted</b>	<b>4</b> <b>28<sup>th</sup> September</b> <b>No PP permitted</b>	
<b>LC1</b> <b>5<sup>th</sup> October</b> <b>No PP Permitted</b>	<b>5</b> <b>12<sup>th</sup> October</b> PP request on or before 5 <sup>th</sup> Oct	<b>19<sup>th</sup> October</b> No League Fixtures	<b>26<sup>th</sup> October</b> PP request on or before 19 <sup>th</sup> Oct	
<b>LC2 / 6</b> <b>2<sup>nd</sup> November</b> PP request on or before 26 <sup>th</sup> Oct	<b>7</b> <b>9<sup>th</sup> November</b> PP request on or before 2 <sup>nd</sup> Nov	<b>8</b> <b>16<sup>th</sup> November</b> PP request on or before 9 <sup>th</sup> Nov	<b>9</b> <b>23<sup>rd</sup> November</b> PP request on or before 16 <sup>th</sup> Nov	<b>10</b> <b>30<sup>th</sup> November</b> PP request on or before 23 <sup>rd</sup> Nov
<b>LC3 / 11</b> <b>7<sup>th</sup> December</b> PP request on or before 30 <sup>th</sup> Nov	<b>12</b> <b>14<sup>th</sup> December</b> PP request on or before 7 <sup>th</sup> Dec	<b>21<sup>st</sup> December</b> No League Fixtures	<b>28<sup>th</sup> December</b> No League Fixtures	
<b>13</b> <b>4<sup>th</sup> January</b> PP request on or before 28 <sup>th</sup> Dec	<b>14</b> <b>11<sup>th</sup> January</b> PP request on or before 4 <sup>th</sup> Jan	<b>15</b> <b>18<sup>th</sup> January</b> PP request on or before 11 <sup>th</sup> Jan	<b>16</b> <b>25<sup>th</sup> January</b> PP request on or before 18 <sup>th</sup> Jan	
<b>LC4 / 17</b> <b>1<sup>st</sup> February</b> PP request on or before 25 <sup>th</sup> Jan	<b>18</b> <b>8<sup>th</sup> February</b> PP request on or before 1 <sup>st</sup> Feb	<b>15<sup>th</sup> February</b> No League Fixtures	<b>22<sup>nd</sup> February</b> PP request on or before 15 <sup>th</sup> Feb	
<b>LCSF / 19</b> <b>1<sup>st</sup> March</b> PP request on or before 22 <sup>nd</sup> Feb	<b>20</b> <b>8<sup>th</sup> March</b> PP request on or before 1 <sup>st</sup> Mar	<b>21</b> <b>15<sup>th</sup> March</b> PP request on or before 8 <sup>th</sup> Mar	<b>22</b> <b>22<sup>nd</sup> March</b> PP request on or before 15 <sup>th</sup> Mar	<b>29<sup>th</sup> March</b> <b>PP request on or before 14<sup>th</sup> Dec</b>
<b>5<sup>th</sup> April</b> No League Fixtures	<b>12<sup>th</sup> April</b> <b>Submitted on or before 14<sup>th</sup> Dec</b>	<b>19<sup>th</sup> April</b> <b>Submitted on or before 14<sup>th</sup> Dec</b>	<b>26<sup>th</sup> April</b> <b>Submitted on or before 14<sup>th</sup> Dec</b>	
<b>3<sup>rd</sup> May</b> <b>Submitted on or before 14<sup>th</sup> Dec</b>	<b>LC Final – 15-18</b> <b>10<sup>th</sup> May</b> <b>Submitted on or before 14<sup>th</sup> Dec</b>	<b>LC Final – 12-14</b> <b>17<sup>th</sup> May</b> <b>Submitted on or before 14<sup>th</sup> Dec</b>	<b>24<sup>th</sup> May</b> <b>Submitted on or before 14<sup>th</sup> Dec</b>	<b>31<sup>st</sup> May</b> <b>Submitted on or before 14<sup>th</sup> Dec</b>

Primary fixture weekend (for initial fixtures published)

Secondary fixture weekend (to accommodate rescheduled games)



# Postponements

Teams should plan for fixtures on all primary and secondary fixture weekends as detailed in table FC1.

Postponed or un-played fixtures may be reallocated to any other free playing Sunday within the season (up to 31st May 2026).

No free weekend postponements will be permitted for any teams in September 2025.

Up to two free weekend postponements will be approved per team during the season subject to the following:

- A.** For fixtures between 1st Oct 25 and 22nd Mar 26 a postponement request must be submitted at least 7 days in advance
- B.** For fixtures from 29th Mar 26 to 31st May 26 a postponement request must be submitted on or before 14th Dec 25.

Failure to play published League fixtures without a prior approved postponement:

- A.** First occurrence - £20 fine
- B.** Second occurrence - £25 fine
- C.** Third occurrence - £50 fine
- D.** Fourth occurrence – Walkover awarded to opposition



# Tournaments

Teams may be permitted to attend one external festival or tournament in April or May 2026 subject to the following:

**A.** A written request (by email to [fixtures@lwgfl.uk](mailto:fixtures@lwgfl.uk)) is provided of a team's intention to attend including the name and date of the festival / tournament. This must be received no later than 14th December 2025.

**B.** A postponement request for the festival / tournament date is submitted via the LWGFL website on or before 14th December 2025.

**C.** The team has at least one free weekend postponement available which will be applied to the date of the festival / tournament. If both free weekend postponements have been used the request will be declined.

*The League Committee reserves the right to decline any requests if attendance is likely to impact the team (or any other teams) ability to effectively complete the LWGFL playing season).*



# Requests to postpone

All requests to postpone matches must be submitted online at:

<https://lwgfl.com/teampostponementsnew.php>

The form must be completed in full and in line with League rules for postponements in the 2025-26 season.

## Postponement reasons

Catagory	Reason	Evidence*	Allocation**
A	Fixture clash Pitch unplayable School activity Severe weather	Yes	No
B	Lack of players Other	No	Yes
C	Tournament	No	Yes

*\*We may ask for evidence to prove the reason specified.*

*\*\*Approved postponements will count as 1 of a maximum of 2 permitted free weekends for the 2025-26 season.*

We will usually aim to process and respond to all postponement requests within 48 hours (subject to volunteer availability).



# Rescheduled games

A published fixture may be rescheduled for the following reasons:

- A. Approved postponement for the home or away team
- B. Severe weather causing game(s) to be postponed by LWGFL
- C. Fixture clash for team(s) involved (League or County Cup)
- D. Unapproved postponement where a team fails to / cannot play

The League Fixture Secretary will reschedule games as required. This will usually be to the first available LWGFL playing weekend that both the home and away side are available.

Please be aware that we cannot always accomodate pitch share arrangements for rescheduled games.

## **Reschedule a postponed game by mutual agreement:**

Teams may agree to reschedule a postponed match to a different and mutually convenient date. Requests should be emailed to the Fixture Secretary showing the agreement of both sides.

**This only applies to already postponed fixtures.**



# League Cup fixtures

Specific League Cup rules will be sent to all competing clubs prior to the first round in October.

## Round dates for the 2025-26 League Cup:

Round	Date
One	5th October 2025
Two	2nd November 2025
Three	7th December 2025
Quarter Finals	1st February 2026
Semi Finals	1st March 2026
Final (U12 - U14)	17th May 2026
Final (U15 - U15)	10th May 2026

Depending on numbers in an age group, all round dates may not be required.

## Draw:

A random draw will be completed using Full-Time before each round. Rounds are not pre-drawn and there is no way to seeing your route to the final prior to draws taking place.

All League Cup draws will be recorded and available on request.

**LWGFL do not administer the County Cup.**



# Social media

All social media posts should adhere to FA guidelines:

**<https://www.thefa.com/football-rules-governance/safe-guarding/section-11-the-complete-downloads-directory>**

LWGFL U12 - U18 match reports for social media can contain:

- Sponsor's details
- Player of the match
- Team work
- Effort made
- Skills used
- Final score
- Goal scorers (not by full name)

Posts must not include

- Full name of players or officials
- Criticism or other negative comments about officials
- Criticism or other negative comments about the opposition

## Photos and videos

Please ensure that you have permission/consent from all featured individuals before sharing photos or videos to social media.





# Player registrations

Player registrations/transfers should be completed using the online form. Player registrations should be submitted by no later than the Wednesday of the week they are to play.

A player not registered is not permitted to play (SCOR/Y 18n).

Photo's must be:

- Clear and of passport standard
- Have been taken on or after 31st August 2022

We will not accept photos:

- That are not clear or easily recognisable
- That is a “selfie” or taken on a day/night out
- In fancy dress
- That are not head and shoulders only



# Welfare

As an FA Accredited League, LWGFL acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members.

A child or young person is anyone under the age of 18.

We subscribe to The Football Association's Safeguarding Children Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

If you are worried about a child, then you need to report your concerns to your Club Welfare Officer. If the issue is one of poor practice they will either:

- Deal with the matter themselves or
- Seek advice from the CFA Welfare Officer

If the concern is more serious, or possible child abuse, they will, where possible:

- Contact the CFA Welfare Officer
- Contact the Police or Children's Services



If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern.

Let your CFA Welfare Officer know what action you have taken

If at any time you are not able to contact your Club Welfare Officer, or the matter is clearly serious then you can either:

- Contact your CFA Welfare Officer directly
- Contact the Police or Children's Social Care

You can also call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).





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