

HARROW YOUTH FOOTBALL LEAGUE (FA CHARTER STANDARD LEAGUE)

OPERATIONAL GUIDANCE NOTES

(A) Match Result Form

This guidance is applicable for Under 7 to Under 18 age-groups; please also refer to the User Guide.

After every match (league, league cup or league trophy) played in the Harrow Youth Football League & Harrow Soccer Combination BOTH teams must complete an on-line match result form. This form is NOT to be used for County (i.e. Middlesex FA) cup competitions.

These forms are accessed via: www.hyfl.website

ALL parts of the form must be completed (including):

1. Please insert the correct 'date' of the game
2. Insert the name of the correct 'opponents'
3. Insert the correct 'score'
4. Mark only those players who 'actually played' in the game
5. Answer all necessary Respect / additional questions
6. From the drop-down box add the name of the match referee (if he/she was appointed by the home club then please obtain and insert the name of the person who refereed the game)
7. Mark the 'referee' out of 100 (if you mark 60 or less you must provide a detailed report; if you mark greater than 60 you may still add in any comments you wish to do (this is new for season 2017/2018 at the request of member clubs); this part only applies to HYFL matches (not HSC). Separate guidance is provided for marking the referee.
8. For HSC matches (only), please obtain and insert the name of the person who refereed the match and then provide a qualitative assessment on them as required on the form.
9. Insert any 'additional comments' you would like to advise the League/Combination about; we welcome all comments/reports

Once submitted, forms cannot be amended; so please check all your entries before pressing the submit button.

All forms MUST be submitted no later than the Tuesday following the Sunday game.

(B) Unplayed/Defaulted Fixture Form

This guidance is applicable for Under 7 to Under 18 age-groups; please also refer to the User Guide.

After every match that was NOT played in the Harrow Youth Football League & Harrow Soccer Combination (for 'whatever reason') both teams must complete an on-line unplayed/defaulted fixture form.

These forms are accessed via: www.hyfl.website

ALL parts of the form must be completed (including):

1. Please insert the correct 'date' of the game
2. Insert the name of the correct 'opponents'
3. Provide 'full details' as to why the game was not played

All forms MUST be submitted no later than the Tuesday following the Sunday game.

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