**FULLTIME REPORTING**

**All teams are required to use full-time reporting. Non-compliance will result in fines being issued directly to the team involved**. If you cannot complete the reporting by the deadline, you must inform your age group secretary of the delay and provide a new expected completion date. **This notification must be sent before the deadline.**

**What is fulltime**

Fulltime is the FA website we use to report all fixture-related information. Clubs will assign a team administrator for each team. To access the site, go to <https://fulltime.thefa.com/home/index.html> and sign in using your credentials, which will grant you the necessary access to file a report after every game.

The role required is called "Team Administrator." Teams can have one or more administrators. Your club secretary will set up this role for you in the system, and you will receive an email to respond to. From there, you can set up your username and password (keep it simple). Once this is done, you will have access to report each week.

**Sunday fixtures must be reported no later than 5pm that day, where any scheduled Midweek fixtures within 24 hours of the game being played**

**If you fail to report correctly or text your secretary for a extension you will be subject to e a fine for any non** **compliance as per league rules highlighted below:**

* 23 (H) FAILURE TO PROVIDE REFEREE’S MARK
* 20 (C) FAILURE TO PROVIDE DETAILS OF A FIXTURE
* 21 (B) FAILURE TO PROVIDE RESULT

(**please see handbook for the actual amount charged** )

**21 (B) FAILURE TO PROVIDE RESULT**

Results should already be populated on Fulltime when you respond to the SMS automatically sent by the FA to both teams requesting the result.

However, conflicts can occur, so please check the Fulltime score and modify it if necessary. Additionally, in the event of a penalty shootout, the information must be entered here. SMS notifications can be set up for a maximum of two people per team.

**23 (H) FAILURE TO PROVIDE REFEREE’S MARK**

Page 1 when you enter the STATISTICS PAGES – The referee scores are split in to 3 key areas totalling 100 points

**20 (C) FAILURES TO PROVIDE DETAILS OF A FIXTURE**

Covers all other information on pages 1-3 of the report process

**NOTE always save before moving onto a new page**

Details on page one are RESPECT MARKS AND PITCH MARKS –

Page 2 YES/NO Reply to the question did you exchange squad lists

This is an extremely important question to answer and answer honestly, You must as per league rules always share the squad lists prior to kick off. **Only players listed are eligible to play**

Page 3 is Players Stats **only report the players present and eligible**

All goal-scorers **must be annotated** along with the number scored

The team Captain **must be annotated**

Any card issues shown by the match officials must be recorded against the correct player

Man of the Match

*Note: Missing or incorrect data is considered non-compliance and will be treated accordingly. Always ensure your information is entered correctly and saved before signing out on the main page.*

On the main page you can see your team name, result, number of players, goals, official(s) marks, stats, green ticks for respect and league marks. Once you can see **GREEN IN ALL FIELDS**  and the numbers add up you are 100% compliant so please **always check**

**EVERY TEAM MUST USE FULLTIME FOR REPORTING MATCH RESUTLS**

**NO ONE IS TO USE THE MATCHDAY APP –It looks brilliant but is not a suitable tool for this purpose.**

The information you enter into the system must be accurate, as fines may be imposed for incorrect data. Many fixture secretaries report the following errors:

* Incorrect score/no score entered- **FAILURE TO PROVIDE RESULT**
* Teams winning 7-0 with no one credited for scoring - **FAILURE TO** **PROVIDE DETAILS OF A FIXTURE**
* Incorrect players recorded (**you only list the starting line up and the subs )** **FAILURE TO PROVIDE DETAILS OF A FIXTURE**
* Incorrect names entered - **FAILURE TO** **PROVIDE DETAILS OF A FIXTURE**
* Pitch marks missed **FAILURE TO** **PROVIDE DETAILS OF A FIXTURE**
* FA marks missed- **FAILURE TO** **PROVIDE DETAILS OF A FIXTURE**
* No referee score-**FAILURE TO PROVIDE REFEREE’S MARK**
* League Question not answered **FAILURE TO** **PROVIDE DETAILS OF A FIXTURE**
* Referees report of yellow cards to find no reporting at club level **FAILURE TO** **PROVIDE DETAILS OF A FIXTURE**

All of these mistakes could be avoided if you check your work before submission

**HER**