**GUIDANCE NOTES FOR TEAMS/CLUBS**

1. **Pitches (Newport Teams Only)**
* Parks pitches are allocated by the League based on scheduled fixtures. These are notified to clubs in advance and where possible posted onto the League website. Changes to home grounds will be made on COMET, when possible, but in the case of late changes (e.g. Sunday morning) this may not always be possible.
* NCC has advised that “one game per pitch per day” and pitches will be allocated on that basis. Note that clubs allowing U10s and U11s to play on/across full size marked pitches will be deemed as “one usage” and if found to be doing this by NCC will be invoiced for the use of the pitch.
* If your allocated pitch is declared unfit by NCC on Friday you will be notified if an alternative pitch is available.
* The rules do state “pitch inspection at the time of play” but it is recognised it is unfair for teams to travel to find a pitch is unfit. When a club perform a Sunday morning inspection and declare the pitch unfit you do **not** assume the match is off without checking with the fixture secretary if an alternative pitch is available.
1. **Team Listings/Rosters**
* All competitive age group rosters, if not yet completed must be completed on COMET immediately.
* Teams failing to do this by 1st September will be unable to play Round 1 matches which will be declared as broken fixtures.
* Rosters must be completed separately for Cup and League competitions.
* The purpose of rosters is to ensure that only eligible players can be selected and retain the integrity of FAW rules 59 and 62 regarding the principle of “one player, one team”.
1. **Match Day Team Sheets/Listings**
* Please do not do team listings too early. If they are completed on a Saturday and CONFIRMED by the team manager the team runs the risk of having players withdraw on Sunday morning. Clubs **cannot** then change the selected team only the Competition Manager can re-set this – on Sunday mornings I am often **not** available to do this.
* COMET rules state that team listings must be completed and marked as CONFIRMED 20 minutes before kick off. We appreciate this is not always possible due to late arrivals and, generally, as long as this is completed before kick off there is no issue with this.
* Do not forget to mark all your substitutes as played otherwise they will not appear as having participated in the match.
* If you have a player suspended COMET will not allow you to select this player.
1. **Match Day COMET Processes.**
	* For timings etc all home team managers have to do is start the match day clock, stop it at half time, restart it for the second half and finally stop it at the end of the match.
	* The only scores to be entered, by the home team, are 1-0 for a home win, 0-1 for an away win and 1-1 for a draw. Any other scores will be amended by the Competition Manager. This is because COMET will not ignore scores for league tables and consequently takes goal difference into account. League rules state goal difference does not matter and the score lines above remove this from the system.
	* Do not enter goal scorers onto COMET as these will be ignored and/or removed.
	* Clubs cannot change the match status to PLAYED, the Competition Manager will perform this function in due course.
* In the event of a match being abandoned this must be reported to the League immediately for due process to be enacted. Mid week matches played under Newport League rules are generally set for Wednesday evenings but the option is there for Tuesday – Thursday – as long as both teams agree. Monday or Friday evening matches will only be granted **exceptionally**. If a compromise over the day cannot been reached then the home side has the prerogative over choice of day.
* Please remember home sides must notify the opposition of the fixture arrangements **at least** 72 hours before the match. This can be done by electronic media (text, e mail, WhatsApp). In recent years failure to do this this has been a constant source of irritation for some clubs.