



**LEAGUE
PROGRAMME**
PART OF ENGLAND FOOTBALL

Life as a fixture secretary

GROW YOUR WAY

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Introduction

The role of the fixture secretary or organising the fixtures for the league is at times one of the most challenges roles. The person(s) performing this role have to take into account a number of different factors such as pitch sharing, pitch availability, midweek travel, County Cup dates and deal with the weather. It is not as simple as listing teams to play against each other a lot more planning and thought goes into this process.

Leagues should map out the fixture programme for the season and communicate this to clubs and teams. If a Youth League, there are certain rules around the competition structure, so please contact your County FA to make sure your fixtures comply with the regulations.

Leagues are encouraged to make sure they have considered County Cup dates and religious festivals in their fixture programme. County Cups take priority over league fixtures.

A top tip is to ask clubs/teams if they have any pitch sharing requirements so that they can be factored into the fixture programme. Using a fixture grid reference can assist with pitch sharing across multiply divisions and competitions.

A number of youth leagues have added Futsal as part of their winter offer in youth leagues.

FA Full Time software has a lot of tools to help with fixture management – see <https://grassrootstechnology.thefa.com/support/solutions/48000316008>

Fixture Programme Map

Leagues should map out the fixture programme for the season and communicate this to clubs and teams – this could be done relatively early in the process – it does not need to contain the actual fixtures, but indicated the fixture rounds. This is a good exercise to help leagues plan ahead, especially useful if you can map over school holidays and religious festivals etc.

If a youth league you may want to do several versions, one for each age-group so that you can stagger trophy events (U7-U11) and league cups (U12+) out to assist with fixture planning.

Fixture Programme Map - Example

U14 Divisions

Date	Fixture Round		Date	Fixture Round		Date	Fixture Round
3/9/2023*	R1		3/12/2023	R10		3/3/2024	R19
10/9/2023*	R2		10/12/2023	R11		10/3/2024	R20 / LC S-F
17/9/2023*	R3		17/12/2023	Blank		17/3/2024	R21
24/9/2023*	R4		24/12/2023	Christmas		24/3/2024	R22
1/10/2023	County Cup 1		31/10/2023	Christmas		31/3/2024	Easter
8/10/2023	R5		7/1/2024	R12		7/4/2024	Blank
15/10/2023	League Cup 1		14/1/2024	R13		14/4/2024	Blank
22/10/2023	R6		21/1/2024	LC-QF / R14		21/4/2024*	Blank / LC-F
29/10/2023	R7		28/1/2024	League Cup 3		28/4/2024*	Blank
5/11/2023	County Cup 2		4/2/2024	R15		5/5/2024*	Blank
12/11/2023	R8		11/2/2024	R16		12/5/2024*	Blank
19/11/2023	League Cup 2		18/2/2024	R17		19/5/2024*	Blank
26/11/2023	R9		25/2/2024	R18		26/5/2024*	Blank

* Teams encouraged to bring games forward or for re-arranged games to play midweek

Notes:

The maximum division size will be 12 teams, so divisions might have 10 or 11 teams within them. Therefore the maximum number of playing rounds is 22 for a 12 team division.

The first two rounds of both the league and the county cup and league cups are included. If teams have a bye or are knocked out then they are strongly encouraged to bring forward fixtures.

When it is allocated blank on the schedule this is a date where games will be re-arranged too if required.

Pitch Sharing

*Pitch-sharing often occurs across different leagues, and or age-groups and divisions with the same league. Therefore, all fixtures need to be compiled together. If they are done in isolation problems will occur. It's always advisable to use a **fixture grid** as having the same grid will allow for the pairings to be the same for everyone.*

Top Tips:

- Collate all pitch requests and then work with the teams/clubs with the most variables.*
- The collation of requests should normally take place at the point teams register with the league but always doublecheck if teams are still registering before commencing work on the fixtures.*

Add a sample pitch sharing form

Pitch Sharing - Example

To help the league with the fixtures, if you share your pitch with a team(s), then please complete this form below and return to <<INSERT OFFICIER ROLE>> by <<INSERT DATE>>. If this is not returned by the deadline then the home club will have to deal with any clashes that may occur.

Pitch Sharing	
<i>Club Name</i>	
<i>Age-Group</i>	
<i>Ground (include pitch number if the site has multiple pitches)</i>	
<i>Teams sharing the pitch</i>	<i>League & Division this team is playing in</i>

Fixtures Grid

Use this grid for all your fixtures and it will assist with any pitch-sharing issues. You must use this grid across all divisions for pitch-sharing issues to work, as the grid references are paired up. i.e. when Team A is at home Team L is always away. The paired positions are in the brackets in the above list. E.g. if two clubs share a pitch and they are in two separate divisions, then one should be Team A and the other Team L to avoid any pitch clashes.

Note: when compiling the fixtures, you may need to have to change a team's grid reference several times to make sure all, or as many as possible, pitch-sharing requests can be facilitated.

Round						
1 (reverse fixtures for round 12)	AvB	CvD	EvF	GvH	IvJ	KvL
2 (reverse fixtures for round 13)	CvA	DvB	GvE	HvF	KvI	LvJ
3 (reverse fixtures for round 14)	AvD	BvC	EvH	FvG	JvK	IvL
4 (reverse fixtures for round 15)	EvA	FvB	KvC	IvG	JvH	LvD
5 (reverse fixtures for round 16)	AvF	BvE	DvK	GvJ	HvI	CvL
6 (reverse fixtures for round 17)	GvA	HvB	IvC	JvD	KvE	LvF
7 (reverse fixtures for round 18)	AvH	BvG	DvI	CvJ	FvK	EvL
8 (reverse fixtures for round 19)	IvA	JvB	EvC	FvD	KvG	LvH
9 (reverse fixtures for round 20)	AvJ	BvI	CvF	DvE	HvK	GvL
10 (reverse fixtures for round 21)	KvA	GvC	HvD	IvE	JvF	LvB
11 (reverse fixtures for round 22)	BvK	CvH	DvG	EvJ	FvI	AvL



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