



# **Manual of Guidance for Recording Match Results & Statistics in Full-Time for Adult & Youth League Games**

**July 2025**

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## 1. Introduction

Member clubs of the Thurlow Nunn Eastern Counties League have from the commencement of the 2017/2018 season been required to enter information relating to the match results and statistics into the League's Full-Time administration system.

This Manual of Guidance is designed to assist club officials with no or limited experience of Full-Time who will be inputting the information.

## 2. Recording of Results and Statistics in the Full-Time League Administration System

The Full-Time system offers two options for recording results online, either the Fast Entry option which allows scores only to be entered, or the Results/Stats option which allows scores, match comments and statistics to be entered. It also has the facility for the League Administrator to "lock" the team statistics to prevent them being changed by Club Administrators at a later date.

The League has opted for the Results/Stats option.

## 3. Applicable Competitions

The League instruction is applicable to all leagues, i.e. in the Premier Division, First Division North, First Division South, U23 League, and all Divisions of the Youth League, including all Cup Competitions which come under the jurisdiction of the League.

## 4. Required Information

The information required for each game is as follows:

Home team and Away team score	(entered by SMS results process)
Mark for referee	(insert number for referee only)
Match Officials' Fees and Travel Expenses	(insert total)
Players started	(tick box facility)
Used Substitutes	(tick box facility)
Unused Substitutes	(tick box facility)
Red cards	(tick box facility)
Yellow cards	(tick box facility)
Second yellow cards	(tick box facility)
Opposition own goal	(drop down menu)
Goal scorers	(insert number of goals for individual goal scorers)

**There is no requirement to input assistant referee marks.**

Match Reports and Statistics have to be completed for every match played and within three days of the completion of the match.

## 5. Failure to Comply

The requirements of clubs will be detailed in a new League Instruction (see Appendix A). As well as giving information on what is required the instruction details the consequences of failure to comply with the Instruction.

In essence teams failing to comply with this instruction will be dealt with under the appropriate Standardised Rules. Charges will be raised by the League's IT Officer.

## 6. Help and Support

In addition to this Guidance Manual clubs can contact the following people for further help and guidance.

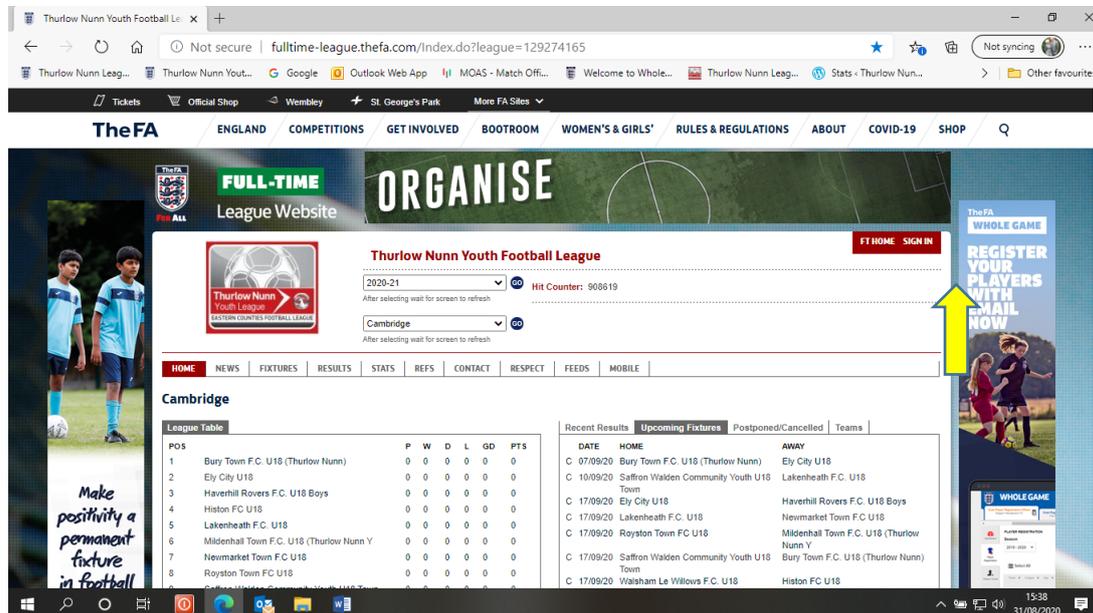
Heather Trevers, League's IT Officer, 01206 845176 – [heather.trevers@btinternet.com](mailto:heather.trevers@btinternet.com)  
Maurice Scrivener, Adult Leagues' Registrations Officer, 07796 322434

Phil Pemberton, Youth Leagues' Registrations Officer, 07429 116538  
Tony Trevers, Referees' Administration Officer, 01206 845176

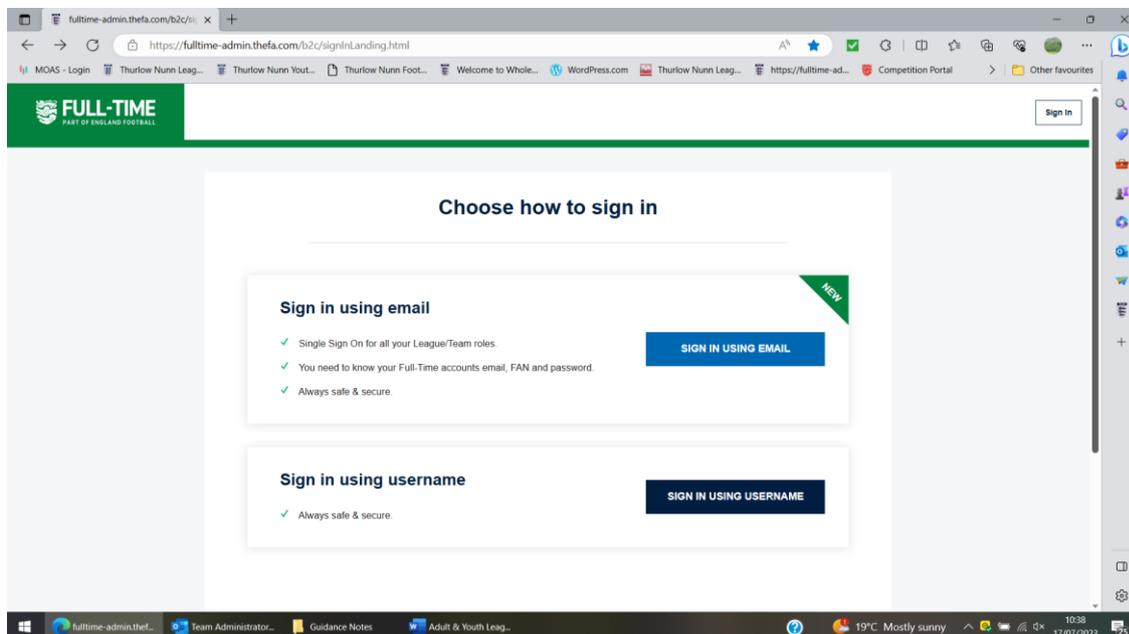
## 7. Entering Results and Statistics

### a) Signing in

Go to the Full-Time home page at <http://full-time.thefa.com> and click on Sign In.

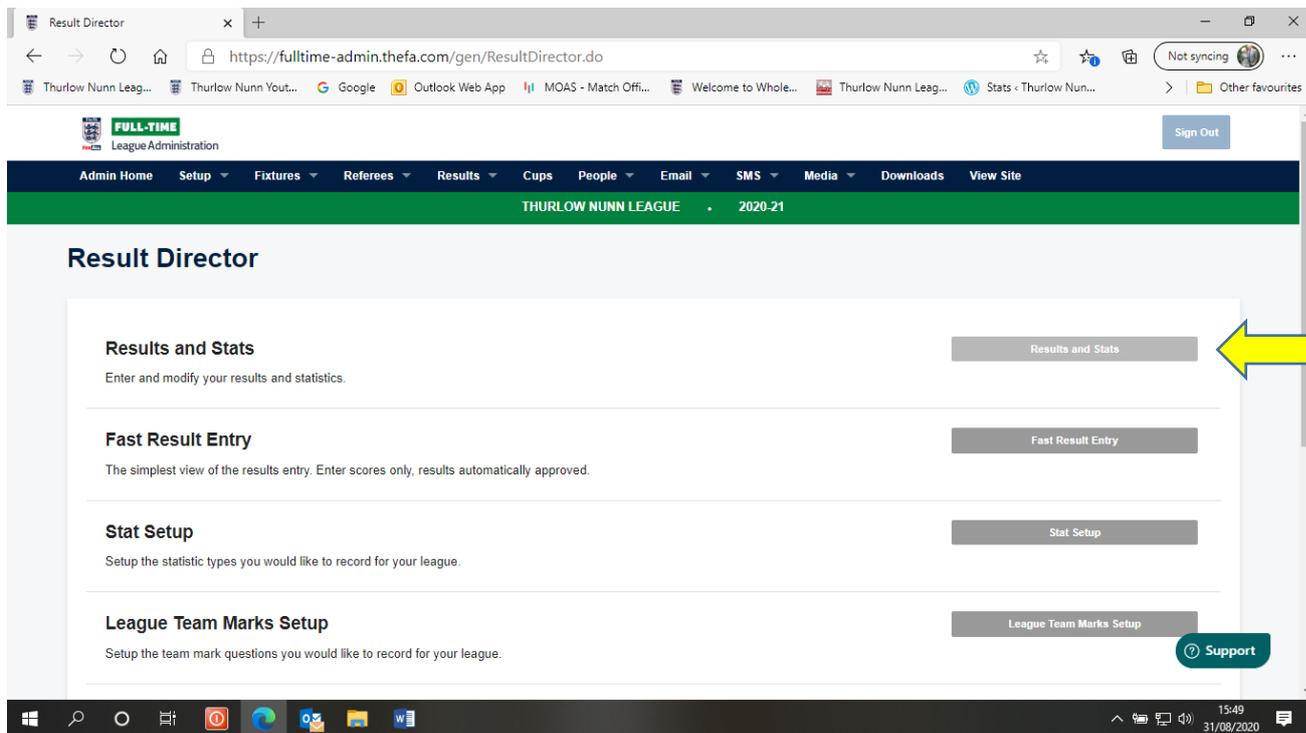


Then sign in with your User Name and Password which you will have been provided with by the League.

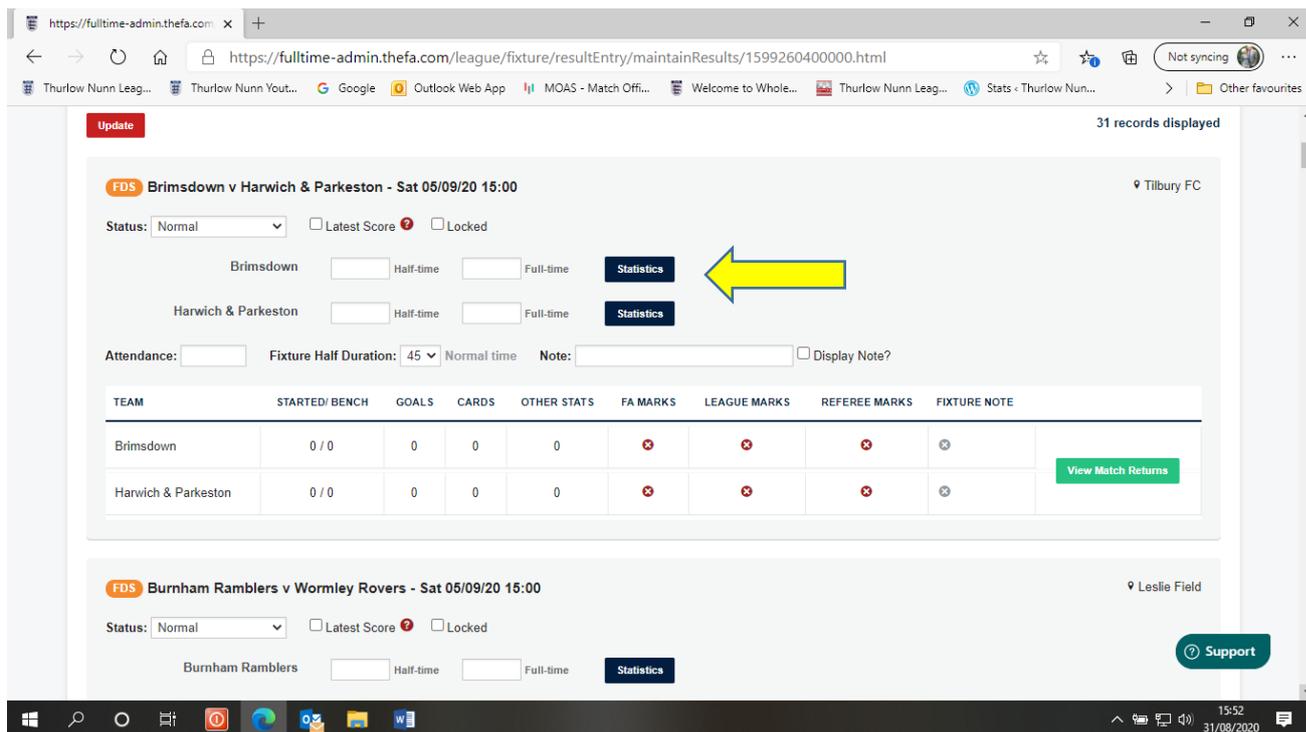


### b) Results Section

When you have signed in you need to click on the Results Section which is in the black bar at the top of the page, and then click on the Results/Stats button and this will take you to the games. Click on the Results button of the date of your game and scroll down to the relevant game.



Then click on Statistics next to your team name.

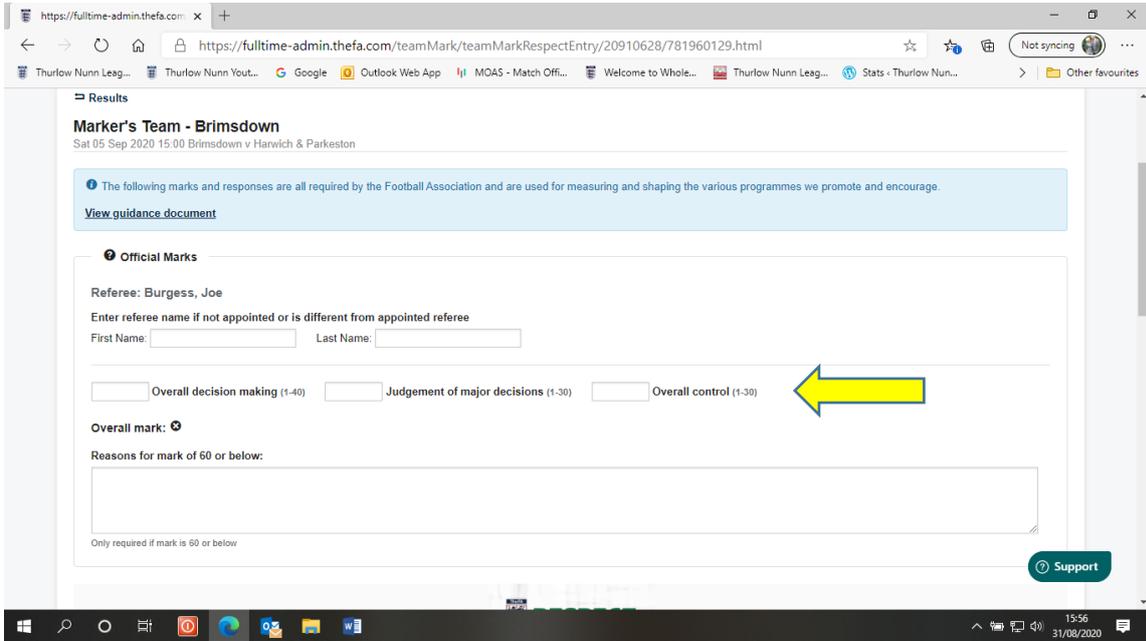


This will automatically take you to the section marked FA Marks on a tab near the top of the page.

c) Entering the referee's mark

You need to enter the referee's mark in the three competency boxes and the sum of these marks will be out of 100. If the referee's mark totals 60 or less please complete the appropriate box giving the reasons for the law mark. Alternatively if there is not enough space in the box you can send a report to the Referees' Administration Officer, Tony Trevers, at [t.trevers@btinternet.com](mailto:t.trevers@btinternet.com).

There is no need to enter the half-time result, and **do not enter the assistant referees' marks**.

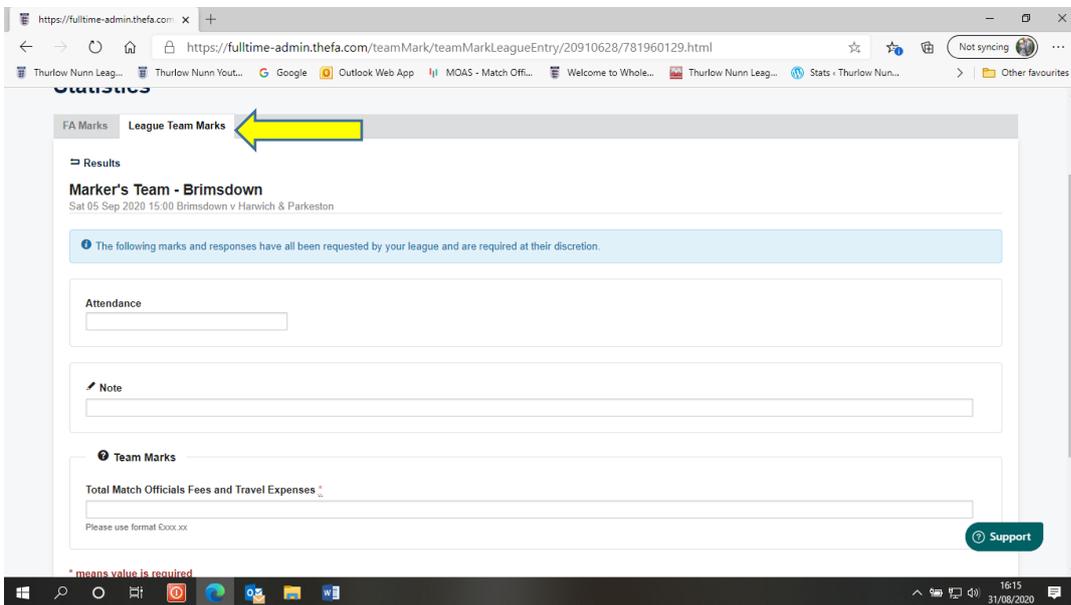


Then please complete the Respect and Pitch marks at the bottom of the same page.

Click on the red Update button in the bottom left hand corner. Note – if you do not do this your information is not saved and recorded.

d) League Team Marks

Click on the tab League Team Marks

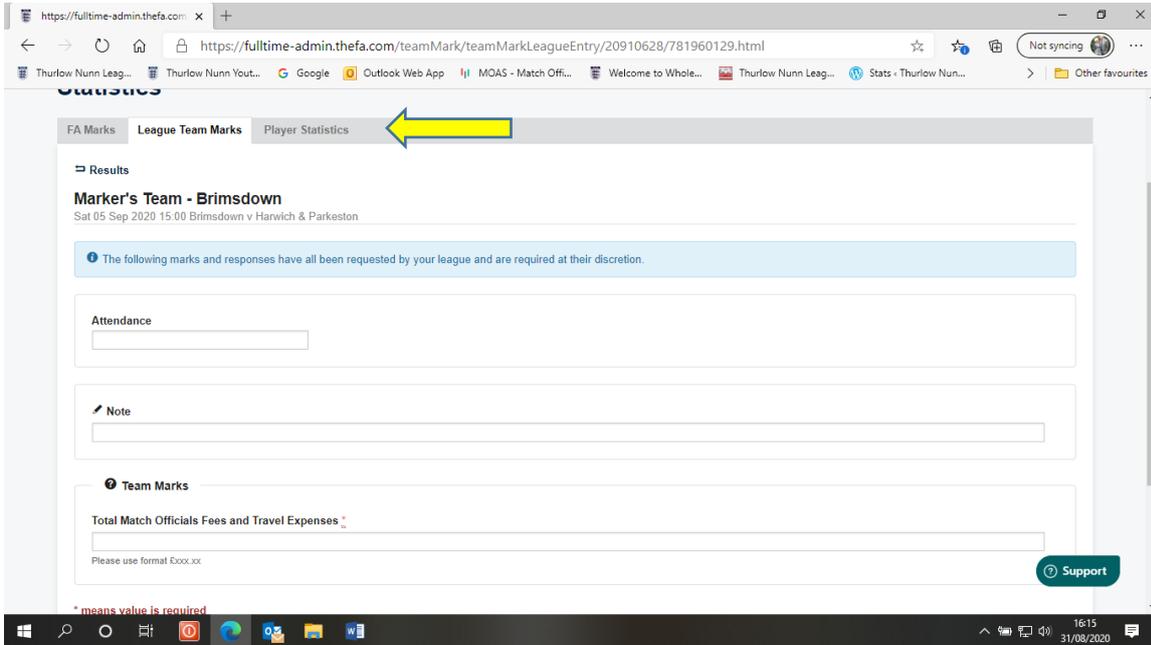


If you were the Home club you can enter the attendance numbers at your game. Also you must enter the total of the Match Officials' fees and travel expenses.

Click the red Update button at the bottom of the page to save.

e) Player Statistics

Click on Player Statistics tab.



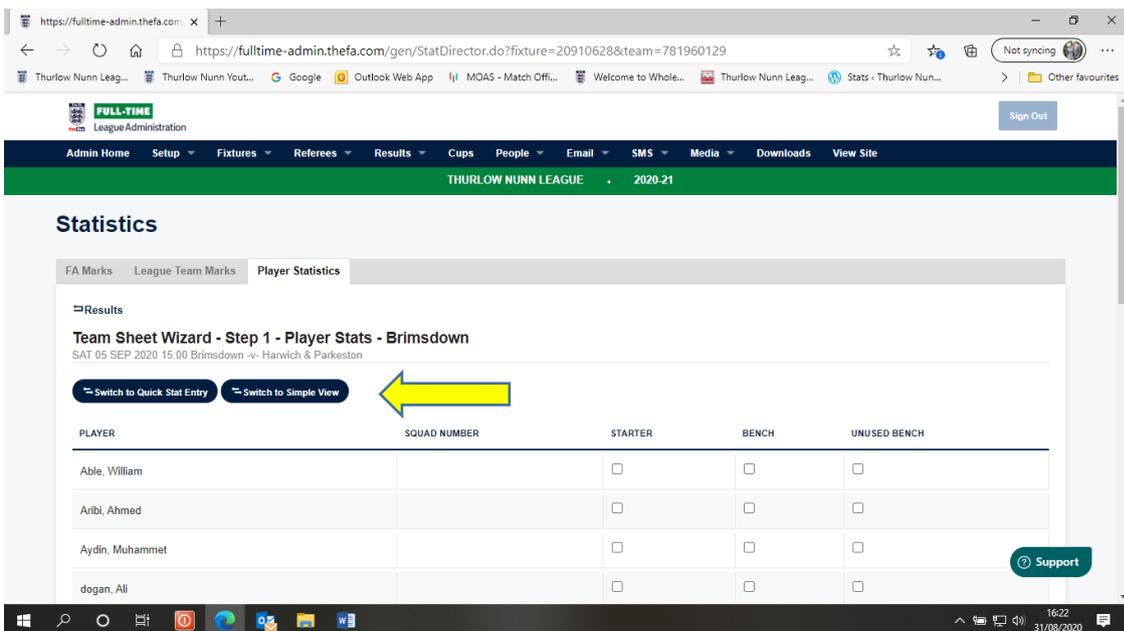
You now need to tick the appropriate boxes and insert the number of goals scored as appropriate. If a person did not play just leave his box blank.

When you have completed all the players' information, scroll to the bottom of the page and click the Update Stats for Players button in the bottom left hand corner. Note – if you fail to do this your information is not saved and recorded.

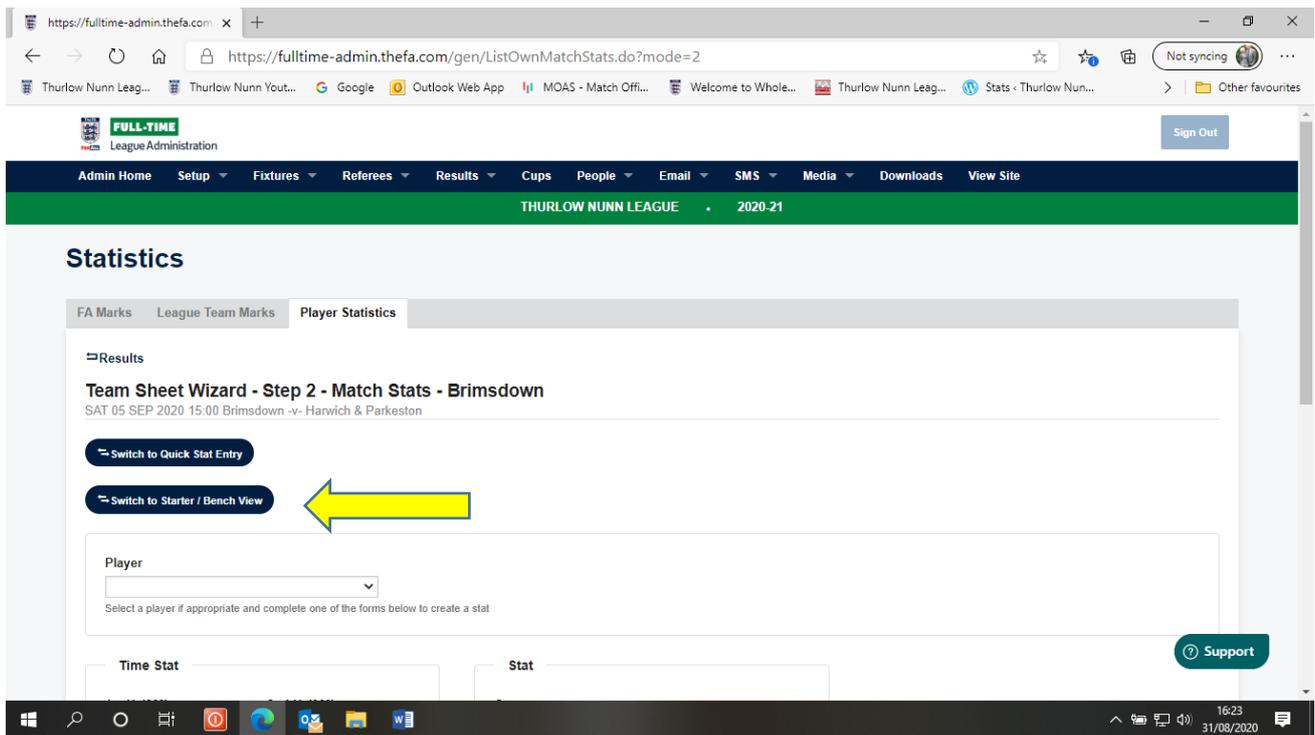
You will also see the Total Cumulative Fixture Team Stats for your team which are generated automatically when you put in the information for your players.

f) Recording Own Goals Scored by your Opponents

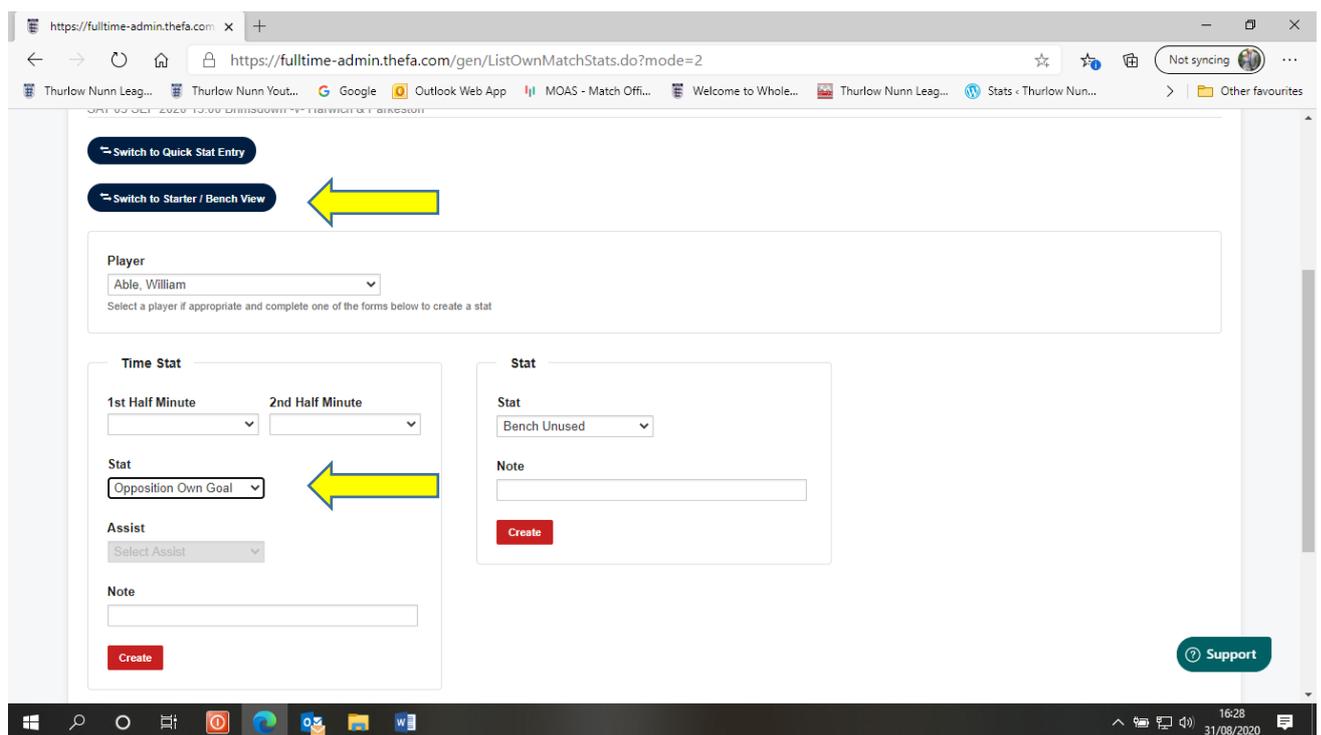
On the Statistics page click on Switch to Simple View.



Then click on Starter/Bench View



Then about halfway down the page go to Stat and choose Opposition Own Goal



Then press the red Create button and the black Finish button.

You have now completed all the entries so you can sign out at the top right hand corner of the page.

## 8. Updates to Document

This Guidance Manual will be updated if required. If there is any additional information that you feel should be included please forward your suggestions to Heather Trevers at [heather.trevers@btinternet.com](mailto:heather.trevers@btinternet.com).

### THURLOW NUNN EASTERN COUNTIES LEAGUE ENTERING RESULTS AND STATISTICS ON THE LEAGUE'S FULL-TIME LEAGUE ADMINISTRATION SYSTEM

This League Instruction details the information that clubs are required to provide the League via the League's Full-Time League Administration system.

The Instruction applies to all adult and youth leagues and cup competitions that come under the jurisdiction of the League.

The information required for each game is as follows:

Home team and Away team score	(entered by SMS results process)
Mark for referee	(insert number for referee only)
Match Officials' Fees and Travel Expenses	(insert total)
Players started	(tick box facility)
Used Substitutes	(tick box facility)
Unused Substitutes	(tick box facility)
Red cards	(tick box facility)
Yellow cards	(tick box facility)
Second yellow cards	(tick box facility)
Opposition own goal	(drop down menu)
Goal scorers	(insert number of goals for individual goal scorers)

**There is no requirement to input assistant referee marks.**

Match Reports and Statistics have to be completed for every match played and within three days of the completion of the match.

Adult teams failing to comply with this Instruction will be dealt with under Standardised Rules. Youth teams failing to comply with this instruction will be dealt with under the Standard Code of Rules for Mini Soccer and Youth Football Competitions.