



# www.kernowleague.com

## **ENTERING RESULTS & FIXTURE POSTPONEMENTS**

A GUIDE FOR TEAM MANAGERS

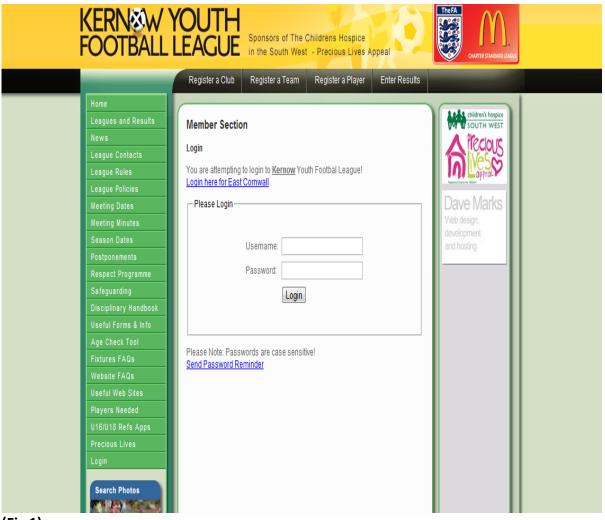
### **WEBSITE**

To enable you to enter results and fixture postponements you will need to log into the website at <a href="https://www.kernowleague.com">www.kernowleague.com</a> – your Secretary should have already supplied you with a user name and password.

You can change your password at any time

3 incorrect log-in attempts will result in you being locked out of the website and you will need to contact the League Secretary to unlock your account

Team Managers are able to enter match results and request postponements



(Fig 1)

### **ENTERING RESULTS**

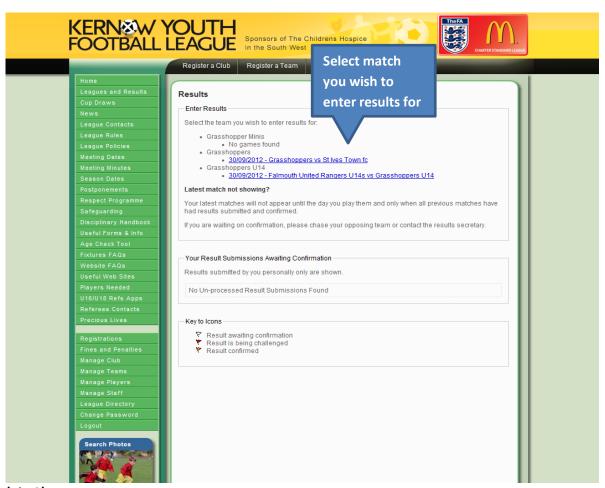
Clubs must enter match results on the league website within 48 hours of the scheduled match date

The scheduled match date is taken to be the Sunday of the relevant weekend

Failure to comply with this requirement causes the website to automatically generate a fine against the club(s) concerned

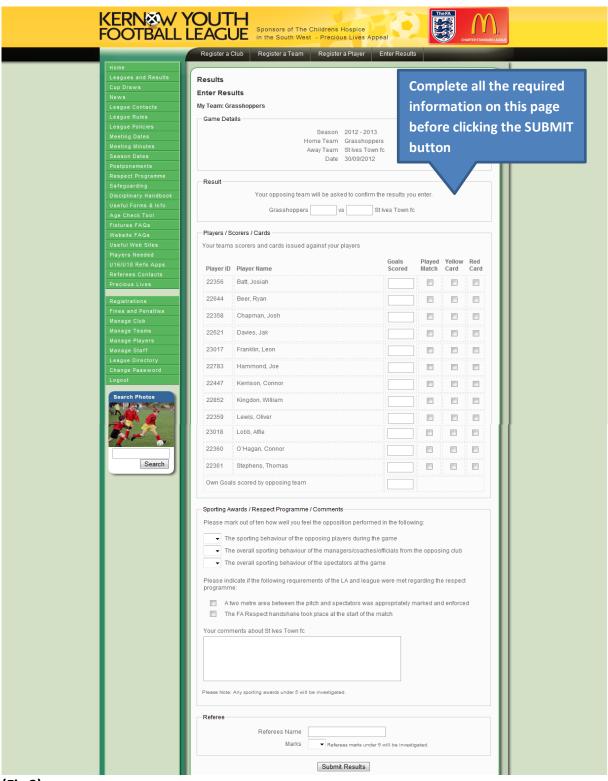
Please note that the '9 goals ahead' rule applies

Log-in and select the 'ENTER RESULTS' button at top right (the Team Managers view is shown (Fig 2 below) – the Secretary will see games from all relevant teams)

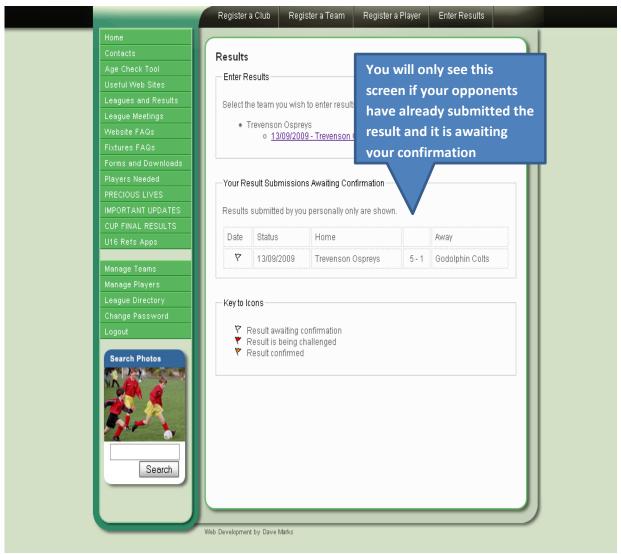


(Fig 2)

Fig 3 (below) shows the 'results' screen, which must be completed in full.



(Fig 3)



(Fig 4)

### FIXTURE POSTPONEMENTS

Fixtures are deemed to be accepted unless objections are received by the League Fixture Secretary within 14 days of publication.

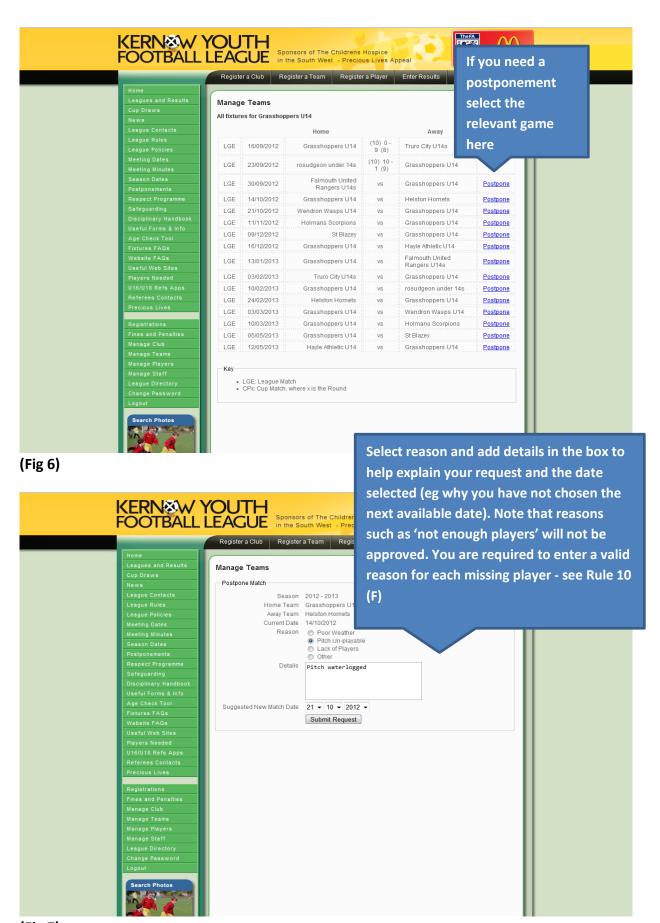
Failure to play a fixture without the correct postponement format will be referred to the Management Committee who may impose any penalty.

A team that cannot fulfil a fixture must notify (via email) the League Fixture Secretary (giving at least 7 days notice) and MUST request a postponement via the website. Full details are contained in Rule 10 (F).

In order to request a postponement via the website, log-in and select the 'MANAGE TEAMS' button from the left hand menu (the Team Managers view is shown (Fig 5) – the Secretary will see games from all relevant teams)



(Fig 5)



(Fig 7)

When a postponement is requested, an email is automatically generated and sent to the opposing Club Secretary & Team Manager with the proposed new date for the fixture.

In addition, the postponement is placed on a 'pending' list visible to the League Management Committee.

The LMC will review the list, assuming that you have pre-contacted the opposing team and agreed a future date (and that date is the next available in the schedule). The LMC can adjust the proposed date to the next available date if necessary.

Club Secretarys and Team Managers from both clubs will receive a response from the league website accepting or declining the proposal (with or without comments). All accepted requests will automatically update the fixture lists.

Unless this process is not adhered to, the fixture will remain as scheduled and neither club will be able to add result entries to the website.

It is important to note that the fixture is not postponed until you have received an acknowledgement!