

Matchday Squad Submission Instructions

To ensure smooth operations, player eligibility verification, and proper fixture administration, all participating clubs in the Thames Valley Walking Football League (TVWFL) must submit their matchday 'paperwork' in accordance with the league rules detailed below.

1. Overview of Required Documentation

For every scheduled match, team managers/representatives must submit two mandatory items to the TVWFL Management Committee:

- **FA Exported Squad Sheet:** An official export directly from the FA Club Portal / Player Registration System showing all registered players for your team.
- **Matchday Player List:** A nominated list containing a maximum of **9 players** selected for that specific fixture.

2. Submission Deadline

Both documents must be submitted to the committee **no later than 24 hours prior to the scheduled kick-off time** of the fixture.

Late submissions or failure to provide the required documentation may result in disciplinary action, including administrative fines or forfeiture of the match in accordance with TVWFL rules.

3. Step-by-Step Instructions

Step 1: Exporting Your FA Squad Sheet

1. Log into the **FA Club Portal** using your accredited club login credentials.
2. Navigate to the **Players** tab.
3. Filter/select the relevant team participating in the TVWFL.
4. Click **Export** (PDF format) to generate the official list of registered players.

CLUB PORTAL
PART OF ENGLAND FOOTBALL

Watford Wa...
Club Admin

My Club

Players

Teams

Officials

Discipline

Payments

Watford Walking Football

Accreditation: ★ 1 star ACCREDITED | Affiliated Association: Middlesex FA | Organisation Id: [REDACTED] | Active

Organisation profileDocumentationGroundsAccreditation

Contact detailsSponsorsLinked organisationsSocial mediaLegal structure

Club Secretary

Name

Holly Lovell

Roles

Secretary, Welfare Officer (Adult Teams),
Assistant Team Coach, Team First Aider,
Team Manager

Contact Number

[REDACTED]

Contact Email

[REDACTED]

Club Contact Details

Contact Name

Holly Lovell

Contact Number

[REDACTED]

Club Email

[REDACTED]

Club Website

https://www.watfordwalkingfootballclub.co.uk

Edit

CLUB PORTAL
PART OF ENGLAND FOOTBALL

Watford Wa...
Club Admin

My Club

Players

Players

All PlayersPending Actions (5)Player Email Addresses

Search by Name or FAN

Show Filters

Add player

Export

Cancel registrations

Detach

Add to team

136 Players

☐ Player name

Age

Status

Registered teams

Squad list

Medical information

Other clubs

Watford Wa...
Club Admin

My Club

Players

Teams

Officials

Discipline

Payments

Search by Name or FAN

136 Players

☐ Player name

[REDACTED]

[REDACTED]

[REDACTED]

Generate squad list

Please select the teams you wish to generate the squad lists for:

Select teams

Watford Walking Football Watford Ballers

or select all teams

This squad list is produced pursuant to [The FA's Privacy Policy](#) for the sole purpose of administering and organising affiliated football matches by Club and Match Officials (the Purpose). The information contained in this document is confidential personal data and copies of this document should not be held for longer than is necessary and should only be used for the Purpose.

CancelConfirm

CLUB PORTAL
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Club Secretary

The screenshot shows the 'My Downloads' section of the TVWFL Club Admin interface. The left sidebar contains navigation links for 'My Club', 'Players', and 'Teams'. The top navigation bar includes 'Organisation profile', 'Documentation', 'Grounds', and 'Accreditation'. Below 'Documentation', there are sub-links: 'My downloads', 'FA policies', 'Club policies', 'Safeguarding declarations', 'Accounts', and 'Other documents'. The 'My Downloads' section displays a table with the following data:

Document Name	Downloaded	Status	Actions
Watford Walking Football_SquadLists_11082026.zip	Tuesday, 11 Aug 2026 (14:45)	Completed	Download

Step 2: Preparing the Matchday Player List

1. Select up to **9 players** from your official **FA registered list** who will be participating in the fixture.

Step 3: Submitting to the Committee

Send an email to the TVWFL Committee with the following details:

- **Email Subject Line:** TVWFL Squad Submission - [Your Club Name]
- **Email Content and/or attachment(s):** List of players and FA Exported Squad Sheet
- **Send email to:** committee.tvwfl@gmail.com

4. Important Guidelines & Compliance

Requirement	Details
Player Limit	Maximum of 9 players allowed on the matchday list per fixture.
Cut-off Time	Strictly 24 hours before kick-off.
Player Eligibility	All players listed on the matchday sheet must appear on the official FA Exported Squad Sheet. Unregistered players are strictly prohibited.

If you experience any technical issues exporting your squad list from the FA portal, please contact your county FA and notify the TVWFL Committee immediately prior to the 24-hour deadline.