**MATCH DAY PROCUDURES.**

I like to outline the Match Day Procure which all clubs MUST follow:-

Prior to arriving at the fixture all clubs must ensure they have their teams ID Sheet that can be printed off the MY Team section of the website. As a backup, you can always logon via a mobile phone to your players. Only players who are on that MY Team list can play in any match.

All teams prior to Kick Off must complete a paper match return form listing all the players who will be taking part in the game. If you club display the players’ names on the public side of the website then the players name is sufficient. If the names are not displayed the form must contain the players name and his website ID number.

The paper match report MUST be exchanged with their opponents prior to kick off. This will enable to your opponent to cross check what you put on the online version is the same as the paper record. The paper must be retained for the season just in case the league needs to call them in.

Matches must not Kick Off until this procedure has been completed. The paper forms can be found on the website under INFORMATION / DOCUMENTS.

**MATCH RETURNS.**

All Clubs are advised that after each match each clubs is responsible to complete the online match return within 48 hours of the end of your match. Failing to do so clubs will be fined.

There are a large number of match returns from the early part of the season that are still to be updated. Can all clubs please ensure these match returns are updated within the next 7 days or fines will be issued.

**MATCH RESULTS.**

**This below rules MUST be adhered to.**

(B) The Home Club shall telephone/SMS/email/notify the result of each match to the League Manager with 2 hours of the completion of the match Clubs in default shall be fined (in accordance with the Fines Tariff).

**Clubs must inform the League Manager even if the game did not take place informing them why it did not take place.**

**League Managers are asked to email David Copeland all clubs who have not updated the result by the end of the two hours period.**

**KICK OFF TIMES.**

Clubs at U11 and U12 who the league allocates the match referee are asked if the change the kick off time to that shown on the website they MUST advised the league as soon as the new KO time is known. This is to ensure we obtain 100% coverage of these games**.**

**REFEREE’S.**

The league has been asked by the County FA to supply details of the names of referee’s that are doing your games each week. Plus we need to supply the coverage of games by affiliated Referees. The league can supply this info if match returns are correct. If the referee you use on your games is not in the drop down list please contact me to add his name. If the game uses a person who is not an affiliated referee such as a coach then we have added a new name at the top of the drop down list called “**A Non Affiliated Referee**” please select that name and this will help with the coverage figures.