

# LANCASHIRE AND CHESHIRE AMATEUR FOOTBALL LEAGUE



Established in 1909

## 2024-25 MATCH PROCEDURE

### PRE-MATCH

1. Match Confirmations must be sent by the Home Match Contact to the Away Match Contact and Match Official(s) by **MIDNIGHT** at the latest on the Wednesday prior to the scheduled fixture as per Rule 20.C.

The League recommends that Match Confirmations should be sent on the **MONDAY** prior to the scheduled fixture.

Fixtures are confirmed via automated email from Full Time on Sunday evening.

Contact details for all Club and Match Officials are provided on the 'L&C Contacts List' that is updated and circulated throughout the season.

The League also operates a WhatsApp group for Match Contacts (L&C Match Contacts).

Match Confirmations may be sent using email, WhatsApp or SMS text message to provide evidence in the event of a dispute.

Whichever method is used, the confirmation **MUST** include the following information as per Rule 20.C:

- Date and KO time.
- Venue with full address and post code.
- Home colours including Goalkeeper kit.
- Notification if filming or photography is planned to take place or if it is prohibited.
- Any other special instructions or information, such as a 3G / grass surface.

In addition, you **MUST** also request a preferred payment method for the Match Referee's fee.

Telephone calls may be used to follow up or provide updates on Match Confirmations.

Clubs are reminded that if a Match Official is **NOT** notified that a game has been postponed and travels unnecessarily, a **FULL** match fee is payable as per Rule 23.F.

2. Both the Away Match Contact and Match Official(s) **MUST** reply to acknowledge receipt of the Match Confirmation.

The Away Match Contact **MUST** confirm their colours and GK kit in their reply.

3. If there is any doubt as to whether the pitch will be playable, the Home Match Contact **MUST** contact the Away Match Contact at the earliest opportunity to notify them and ask whether it is possible to reverse the fixture as per Rule 23.D.

This should be arranged even if the teams have already met in the reverse fixture.

If this is a possibility, the Home Match Contact **MUST** contact the Match Official(s), Fixture Secretary and Referee's Secretary immediately.

The League will then confirm whether the fixture is to be reversed.

If it is proposed that a third-party facility is to be used, this **MUST** be cleared with either the Fixtures Secretary or League Secretary at the earliest opportunity to obtain clearance.

Where a Pitch Inspection is required, the Home Match Contact should contact the Match Referee as soon as possible to minimise inconvenience for all parties.

Apart from where a third party controls the use of a ground, **ONLY** the Match Referee can postpone a competition fixture.

This decision can be agreed verbally through a telephone conversation to minimise unnecessary travel, but the Match Referee **MUST** be consulted and agree **BEFORE** the postponement is confirmed.

In the event that a scheduled fixture **WILL NOT** take place, for any reason, the Home Club Contact **MUST** confirm this with the Away Club Contact, Match Official(s), Fixture Secretary and Referee's Secretary at the earliest opportunity. (RULE 20.E)

## **MATCHDAY**

4. On matchday, a representative from the Home team should meet the Away team and Match Official(s) and direct them to their dressing rooms, which should be clean, heated and secure, and provide any special instructions.

All participants **MUST** ensure they arrive with sufficient time to prepare for the game.

There must be a MINIMUM of **THREE** matchballs available.

It is **MANDATORY** that goal nets and corner flags are in place and the pitch is properly marked.

The Match Referee may refuse to start the game if these are not in place, and the LMC may treat this as a Failure to Fulfil.

Emergency Player Registrations are permitted providing the form is fully completed and countersigned by an Official from the opposition **BEFORE** playing. The number of such signings is unlimited up the end of September and limited to **FOUR** thereafter as per Rule 18.A.

The registration process **MUST** be completed within **TWO** days of the form being completed, and the player must **NOT** be used again until the registration is completed.

If the appointed Match Official fails to arrive at the ground, the two teams **MUST** agree on a replacement official as per Rule 23.B. Both Clubs **MUST** provide an Assistant Referee.

5. Completed Match Sheets should be exchanged, and a copy given to the Match Referee, at least **THIRTY** minutes before kick-off.

Both teams **MUST** photograph their team sheet and email to [matchsheets@landc.org.uk](mailto:matchsheets@landc.org.uk) **BEFORE** kick-off.

Any team failing to provide the Match Official with a copy of their match sheet may be fined as per Rule 21.

## **POST-MATCH**

6. Following the conclusion of the game, both teams must get their team sheets completed by the Match Referee.

The Home team **ONLY MUST** submit the result to Full Time via SMS text message within **THIRTY (30)** minutes of the end of the game.

If there are any issues with the automated SMS message, please text your result to the Fixture Secretary.

7. The Match Official(s) **MUST** be paid their fees using the method agreed at the conclusion of the game, if this is in cash, then this should take place in the privacy of their dressing room as per Rule 23.E.

8. All match details **MUST** be entered onto Full Time within **SEVEN (7)** days of the fixture as per Rule 21.