



Club Secretary – Notes for Guidance 2023

1. Confirm home fixtures with opponents – including directions, colours and especially details not as per handbook e.g., ko time, playing surface. Do this two days before the game. (N.B. Any details that are different to handbook **MUST** have had approval from the Hon. Sec.)
2. Confirm fixtures with match officials. This should be done by Thursday evening, latest (two days before ko). If your message/text/voicemail/email doesn't get a reply, repeat until you get one
3. Ensure your home teams have current season's teamsheet (LAL4) and that it is **completed correctly** (date/venue/division/team name/colours/capitals/full names/shirt numbers) and given to opponents and referee in good time before each match. The referee should fill in their section after the game and not be paid until it's returned duly completed. The home team is responsible for submitting the fully completed form before the end of Tuesday (Saturday games)
4. Ensure each result is texted to Full-Time as soon as possible following the match and before 5.15pm. Take care to use **the correct format** as requested on the received text or it may not register, and you could be fined. You are responsible for making sure the FT texts get to the right person(s)
5. County Cup results (HOME AND AWAY) must be texted the same way as (4)
6. If any match is postponed, **YOU STILL REPORT** the postponement as (4). Please do not enter anything other than P-P (the league will decide awarded/walkover outcomes)
7. If a 1st XI match is vulnerable due to adverse weather and the pitch landlord has not closed the pitch, clubs should only postpone following a referee's inspection
8. If a match is postponed (home or away) **for any other reason than an unfit pitch**, **BOTH CLUBS** must submit a fully completed LAL7 (Match Not Played report) to the Discipline Secretary explaining why. **FAILURE TO DO SO IS A FINEABLE OFFENCE**
9. If a match is postponed by the match official, he is entitled to half fee plus expenses. If it is postponed due to the fault of either club, **and** he attends, he must get full fee plus expenses. Clubs at fault for postponements should offer to meet the out-of-pocket expenses of their opponents without having to be asked!



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10. When/if a game is in doubt due to weather and a venue switch obligatory; do not advise a switch to your own ground is not possible only to offer one later
11. Submit LAL6 (referee's marks) for ALL games played – including away fixtures
12. Answer all league correspondence by the stated deadline (applies even if felt not relevant to your club). This relates to the League Secretary AND any officer of any LMC Sub-Committee
13. On matters relating to fixtures, their arrangement, rearrangement or postponement, communicate with the Fixtures Secretary. Don't contact different league officials trying to get an answer you're looking for
14. When issued with a Discipline Committee sanction, you must **either** send remittance to the League Hon Treasurer **or** submit an appeal in the prescribed manner found on the notice
15. Communications from your club to other clubs and the league should always, in the first instance, be from/to the Secretary
16. The deadline for registering players is midnight the day before a match. There is a transfer process when players are moving between LAL clubs. Clubs registering players are responsible for ensuring such players are not registered with another LAL club
17. The LAL is different and separate to the LFA – we have our rules (e.g. late kick offs, matches not played etc) and they have theirs (yellow, red cards etc)
18. It is important to remember the league exists to provide **for** our clubs (See separate Charter of Provision *to follow*) and if you are unsure about how to avoid penalties / sanctions PLEASE ASK FOR HELP