_____*Club Secretary – Notes for Guidance 2026-27*_____

1. Clubs must be represented at meetings – August MoC, February MoC and AGM (June)

2. Clubs will be levied for the League Presentation Dinner in May. This means even if they do not attend, they will be charged two tickets per team in that club.

3. Clubs must give notice of intention to leave the league by the March 31st deadline

4. Confirm home fixtures with opponents – including directions, colours and especially any details not in the handbook e.g., ko time, playing surface. Do this at least two days before the game. (N.B. Any details that are different to handbook e.g. venue, team colours, MUST have had approval from the League Hon. Sec.)

5. Confirm fixtures with match officials. This should be done by Thursday evening latest (two days before ko), ideally on Wednesday. If your message/text/voicemail/email doesn't get a reply, repeat until you get one

6. It is not permissible to postpone a match if there is no League appointed referee. If the home club is unable to source one, they must invite the visitors to provide one and if there is no agreement, each side must provide a stand-in referee for a half, decided by tossing a coin

7. Ensure your home teams have the 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)

8. Corner post/ flags must be provided in LAL fixtures. If a facility doesn't provide them, your club must

9. Please note. In the LAL we list alternate colours to change into if a visiting team clashes with the home team's kit. In these cases, the home team must change. There is no such thing as an 'away kit'. If one of your teams insists on using one, this must be listed in the handbook and be approved by the Secretary, (see also (4) above). You should inform home teams of these colours during the match confirmation process

10. Ensure each result is texted to Full-Time as soon as possible following the match and before 6 pm. 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) (each team can have two). New numbers can only be added, by the club, through WGS, and then notifying the Fixtures or Discipline Secretary. Some people are asked for a code, some not. Check the e.g. received. Do NOT write messages in the reply. Do not award games, the League will do this if necessary

11. County Cup results (HOME AND AWAY) must be texted the same way as above **and** sent to Mike Wilmore (Fixtures Sec) as per handbook

12. If Full-Time text prompts are not received, for whatever reason, the result must still be reported within the same timescale. This should be done by text to the usual Full-Time number

13. If any match is postponed, YOU STILL REPORT the postponement (as (11) above). Only enter P-P (the League will decide awarded/walkover outcomes)

14. 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 qualified referee's inspection

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15. If a match is postponed (home or away) for any other reason than an unfit pitch, BOTH CLUBS must submit a fully completed LAL7 (Failed Fixture report) to the Discipline Secretary explaining why. FAILURE TO DO SO IS A FINEABLE OFFENCE even if the failed fixture was not your club's fault

16. If a match is postponed by the match official, they are entitled to half fee plus expenses. If it is postponed due to the fault of either club, and they attend, they must get full fee plus expenses. Clubs at fault for postponements should offer to meet the expenses of their opponents without having to be asked!

17. When/if a game is in doubt due to weather and a venue switch obligatory (March and onwards); do not advise a switch to your own ground is not possible only to offer one later

18. Cup games must be switched (whenever they are scheduled) if the home pitch is unavailable and the away team can host the match

19. Submit LAL6 (referee's marks) for ALL games played – including away fixtures. Try to avoid a mark of 61 just to avoid writing a report. Keep in mind that huge disparities in marks for the same fixture may require an explanation. Match Official expenses equalisation depends on this submission.

20. Answer all league correspondence by the stated deadline (even if felt not relevant to your club). This relates to the League Secretary AND any officer of any LMC Sub-Committee

21. On matters relating to fixtures, their arrangement, rearrangement or postponement, communicate with the Fixtures Secretary. Don't contact different league officials trying to get the answer you're looking for

22. When issued with a Discipline Committee sanction, within 14 days, you MUST either send remittance as instructed or submit an appeal in the prescribed manner found on the notice.

23. Communications from your club to other clubs (including the confirmation of fixtures) and the league should always, in the first instance, be from/to the Secretary

24. 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

25. 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). Payments for FA Discipline Invoices are between the club and the FA, not the league.

26. NB. Ignorance of any detail herein will not be considered grounds for appeal to a league sanction

27. It is important to remember the league exists to provide for our clubs and if you are unsure about how to avoid penalties / sanctions, PLEASE ASK FOR HELP