

## MATCH DAY ADMINISTRATION GUIDE



### **PRIOR TO THE MATCH**

- The Home Team Secretary must ensure that a pitch is booked in readiness for the match.
- The Home Team Secretary must notify the referee and opponents at least 5 days prior to the match (i.e. for a Saturday match, notification must be given by **Monday** – for a Sunday match by **Tuesday**). Give the following details:
  - Exact location of ground and changing rooms
  - Name of Referee (*if no official referee, see note below*)
  - Colours - if there is a clash, the away team must change unless mutually agreed otherwise.
- If the League has **not** appointed an official Referee, please make sure that your opponents are aware of this. The two clubs must mutually agree on a replacement referee (do not leave this until the day of the match), two copies of the **Referee Mutual Appointment Form** (from the league website) must be completed and retained by each team, If the League appoints a Referee, the clubs **must** use this Referee – failure to do so will result in action against the club(s). Any mutually agreed referee will have the same authority of a qualified and registered referee, and his/her decisions will be final and binding. Such referees must report any incidents (cautions, sending off etc..) to the appropriate county association.
- The Away Team Secretary & Referee must acknowledge receipt of match details, do not rely on text messages if the Away Team Secretary & Referee have not acknowledged receipt of your match details, please pick up the phone and call them.
- If there has been any change to the scheduled kick-off time, by mutual agreement, please ensure your fixtures secretary has been made aware of this.
- If you are not playing at the ground stated in the directory, please ensure your fixtures secretary has been made aware of this.
- Full-Time must state the correct information for your match before it takes place, otherwise penalties could be incurred.

### **MATCH DAY**

- During winter months when the weather can be unpredictable you must ensure that your venue/pitch is payable well before your opponents or your referee begin to travel, common sense must prevail, if the pitch is unplayable, they need to be informed before setting off to your venue, in these cases a telephone call must be made to ensure they are aware, communication by emails or text messages without reply is not acceptable.

**Rule 23 (F) Please be aware that if the referee arrives at your venue and the match is postponed for any reason, they must be paid their full fee**

- The Home Team Secretary must arrange for a member of their club to meet the Referee and the opponents at the ground and ensure that they are aware which changing room and pitch are being used. The referee should be paid before the match by the Home team, where cup matches are being played, equally by both teams.
- If the Referee appointed by the League fails to arrive, the two clubs must agree a replacement referee and the match must be played.
- If the away Team fails to arrive by kick-off time, the Home Team and Referee must wait until half-time when, if the away Team still hasn't arrived, the Referee may declare the match to be postponed.
- Both Team Secretaries must provide the Referee a copy of their Team Sheet from the match day team sheet booklet supplied, at least 15 minutes prior to the kick-off.
- Team Secretaries must inspect the registration sheet produced from the FA's Competition Portal System of the opposing teams' players prior to the kick-off.
- Immediately after the match the Team Secretaries must exchange Team Sheets, fully and accurately completed – please ensure that names are clear, and scorers and man of the match are indicated on the sheet.
- Should the match be postponed or abandoned due to adverse pitch or weather conditions, the home team secretary must advise their fixtures secretary by phone call or text as soon as possible.
- Both Team Secretaries must complete the match statistics on the Full-Time website within two days of the match completion.

**Please remember that  
Good Communication is the Key to Success**