

# LANCASHIRE AND CHESHIRE AMATEUR FOOTBALL LEAGUE



Established in 1909

## IMPORTANT INFORMATION FOR MATCH OFFICIALS - SEASON 2025-2026

**Prior to contacting League officials for information, please refer to this guide and the League website's documentation.**

The contact details of the members of the Management Committee are on page 'Contact Us' on the league website [www.landc.org.uk](http://www.landc.org.uk), and correspondence relating to their particular responsibility should be with the member concerned.

All other correspondence must be by Referee Secretary ([refsec@landc.org.uk](mailto:refsec@landc.org.uk)) or the League Secretary ([secretary@landc.org.uk](mailto:secretary@landc.org.uk)).

Because of their importance, items from the Rules are emphasised in this Guide.

### REGISTRATIONS.

Emergency Registrations can be made on the day of any match but must be on the League's Registration Form (available on [www.landc.org.uk](http://www.landc.org.uk), counter-signed by a Club Official from the opposition.

A maximum of **FOUR (4)** emergency signings per team on any one day applies from 1<sup>st</sup> October each year.

**FIXTURES.** Once released, fixtures are displayed on the public pages of Full Time and include ground details and referee appointments. Match Officials will receive an automated email notification from FA Full Time.

All queries or questions must be addressed to the Referees Secretary [refsec@landc.org.uk](mailto:refsec@landc.org.uk).

NO fixture dates/times may be altered except where prior consent has been given by the Fixtures Secretary.

Requests for alterations are to be made only for exceptional reasons. All club secretaries and team managers should read and be familiar with **Rule 20**.

**MATCH CONFIRMATION.** Home club secretaries, or match secretaries where specified, are required by **Rule 20.C** to confirm match arrangements by PHONE CONVERSATION with the appointed Match Referee, establishing if the payment is by cash or if by BACS, and requesting the Referee's bank details where appropriate.

They must also confirm with the opposing club or match secretary, both with an absolute minimum of **THREE (3)** days' notice. The away club secretary must seek confirmation if he/she is not contacted.

**MATCHSHEET.** Both clubs must photograph their completed Matchsheet and email to [matchsheets@landc.org.uk](mailto:matchsheets@landc.org.uk) before kick-off, and then ensure that the Referee is given their completed Matchsheet **THIRTY (30)** minutes before the kick-off.

The Referee will complete the form after the match and use electronic delivery by scanning the report and emailing to [matchsheets@landc.org.uk](mailto:matchsheets@landc.org.uk).

If a substitute Referee officiates (per **Rule 23.B**) it is the responsibility of the home club to send the Matchsheets to the Match Reports Secretary. Clubs should retain their copies of the forms, to enable their secretary to deal with discipline sanctions within the tight deadlines.

**TIMES OF KICK-OFF.** For all Saturdays, 2:00 pm is the default kick-off time, however certain clubs may have alternate times throughout the season – check fixture details on Full Time. All evening matches are 6:15pm kick-off.

**LEAGUE RULES** can be found on [www.landc.org.uk](http://www.landc.org.uk). All correspondence relating to breaches of Rules is to be sent to the Discipline and League Secretaries. Any complaints or appeals, see **Rule 7**, to the League Secretary.

**CLUB DETAILS.** All Match Officials will receive a list of Club, Referee and League Contacts

**GROUND DIRECTIONS** including post codes are on Full Time, and viewable on the public pages, under the fixture details, and are not duplicated in the club details file.

**DRESSING ROOMS.** Your attention is drawn to League **Rule 20**, particularly concerning notice regarding belongings left at owner's risk and provision of First Aid equipment. Home clubs are responsible for ensuring that ALL dressing rooms are clean, warm and can be secured.

If you have any issues regarding your accommodation, please notify the Referee Secretary ([refsec@landc.org.uk](mailto:refsec@landc.org.uk)) or the League Secretary ([secretary@landc.org.uk](mailto:secretary@landc.org.uk)), providing photographs if possible, who will investigate.

**REFEREE FEES.** Referee's fees are paid by the home club for league games and shared by home and away clubs for cup games. The fee is **£45** for all matches. See **Rule 23.D** and **23.F** regarding matches not played due to the referee's decision.

**ASSISTANT REFEREES.** Each Club should provide an Assistant Referee at all matches for in/out flags only. The Referee will instruct the Assistants as to their duties but will always remain in sole charge.

#### COUNTY FA CONTACT DETAILS

Manchester Football Association	Tel. 0161 225 1966	Email: <a href="mailto:support@manchesterfa.com">support@manchesterfa.com</a>
Lancashire Football Association	Tel. 01772 624000	Email: <a href="mailto:info@lancashirefa.com">info@lancashirefa.com</a>
Cheshire Football Association	Tel. 01606 871166	Email: <a href="mailto:info@cheshirefa.com">info@cheshirefa.com</a>