

## **NOTES REGARDING THE ORGANISATION OF FIXTURES**

1. All correspondence with clubs regarding fixtures will be carried out via e-mail through the Club Fixtures Secretary who should also contact the League Fixtures Secretary (LFS) via e-mail so that they both have copies should there be any queries raised later.
2. As fixtures are scheduled they will be published on the website on a monthly basis. If no fixture is shown on a specific date that does **NOT** mean you will not be given one.
3. Once the fixtures for a month have been published, teams may arrange matches in outside competitions **ONLY** after receiving permission from the LFS. This does not apply to County Cup matches which will always take precedence.
4. Mid-week fixtures may be arranged throughout the season and if you have not closed a specific date you may get a fixture.
5. After the initial publication of fixtures for teams at a higher level in the National League system, it is the responsibility of teams sharing grounds with them to notify the LFS if their pitch becomes unavailable at short notice. If you share your facilities with teams from Junior Leagues our fixtures will take precedence although the LFS will try and accommodate these other leagues if possible.
6. If your facilities become unavailable for any reason, you must let the LFS know by the 1<sup>st</sup> of the month prior to the month to which the unavailability applies or risk being charged with failing to fulfil the fixture.
7. Please note the contents of League rule 8 (A)(ii) regarding the closure of dates. This rule will be strictly applied.
8. If you have not played your opponents at their ground already, **BEFORE** a fixture is postponed due to weather or other conditions, you **MUST CONTACT YOUR OPPONENTS** to see if they have a pitch available and the match will then be switched and become their home fixture. If you have already played them away, it would help if you agreed to switch in which case you will remain classified as the home team and have to make all the relevant telephone calls and payments. **Please note the Cup Rule 9 regarding postponed fixtures**
9. Please note that as per rule 10 (F) (iii) if a team cannot fulfil a fixture it is **THEIR** responsibility to make all the notification telephone calls. **E-MAILS OR TEXTS ARE NOT AN ACCEPTABLE METHOD OF CONVEYING THIS INFORMATION.**
10. Permission must be given by the LFS if you wish to play a match on a pitch/ground other than your normal pitch/ground or that of an opponent.
11. The LFS must be notified of any changes to venues or kick-off times as soon as they are made so that the website can be updated.
12. **THE LFS WILL NOT ACCEPT E-MAILS FROM OR ENTER INTO DISCUSSIONS REGARDING FIXTURES WITH TEAM MANAGERS.**
13. You are urged to get yourself a Twitter account as that is the first place information relating to fixtures is posted. You should also regularly look at the League website.