

New match confirmation procedure for season 20-21

The paragraph below is an extract from the document 'Important notices to clubs 20-21 which is on www.landc.org.uk on the club secretary documentation page.

MATCH CONFIRMATION. Home club secretaries are required by Rule 20(c) to **confirm match arrangements** by PHONE CONVERSATION with the appointed referee, requesting the referee to send bank details and fee to pay by BACS, by text. Also phone the opposing club secretary, with an **absolute minimum of 3 day's notice**. The away club secretary must seek confirmation if he/she is not contacted.

This procedure has always been important, by phone, but there is now an added importance due to the requirement for not handling cash by team managers or referees. The club will record the details of the referee's bank account (sent by secure message) on the Wednesday, ready for the payment to be made by BACS before or immediately after the match takes place on the Saturday.

If the club cannot guarantee sending the payment immediately, they should inform the league treasurer who will arrange payment to the referee and invoice the club.

Referees will be asked to report non-payment to the referee's secretary, who will arrange for the league to pay them and the league to charge the club along with issue a fine for non-payment.

Clubs should delete bank details for referees who they have paid, within 21 days (GDPR).