

## Team sheet Procedure for season 21-22

### Summary

1. 30 mins prior KO, complete teamsheet, photograph and give to referee
2. **Send photograph via email to [matchsheets@landc.org.uk](mailto:matchsheets@landc.org.uk)**
3. Referee completes the sheet post-match and returns yellow / blue copies.
4. **Player stats / ref marks entered on Fulltime within 7 days**

Note: Failure to comply with above will result in fines issues for non-compliance

### Detailed procedure

1. Each home and away club official completes their team sheet preferably prior to arrival at the ground and presents this to the referee a minimum of half an hour before the start of the game, preferably on a flat surface.
2. Club officials will then photo the form and immediately after the game send by e-mail to [matchsheets@landc.org.uk](mailto:matchsheets@landc.org.uk) , and if not sent within 7 days will be fined in line with the rules.
3. The referee can either photo the sheet or take whatever information he/she requires to take onto the pitch. The referee will retain the form.
4. At the conclusion of the game the referee completes all sections of both sheets.
5. Club officials must wait until the referee has completed the sin bin/caution/ sending off/misconduct sections of the sheets.
6. The referee will then hand the yellow and blue copies of each sheet to the club officials who retain their sheets.
7. As soon as possible after the match, the two team officials will enter up the player stats and referee marks onto Full Time. Within 7 days or fines will be issued.
8. Referees will complete the procedure by supplying the League with the match reports, confirming the result and all discipline matters and anything that may be relevant to the League committee, by sending to [matchsheets@landc.org.uk](mailto:matchsheets@landc.org.uk).
9. If anyone needs any assistance with these procedures, please ask.