



## Dublin & District Leagues and Cup 2022 / 2023 Season

### ROLE OF MATCH SECRETARY

- 1. The role of the Match Secretary is to arrange matches for the Club.**
- 2. Attend any meetings that have to be attended and to assist the Secretary of the Club with any help they may need.**
- 3. Each Match Secretary should liaise with all their opposing Clubs Match Secretaries by either phone or email as indicated in the Secretaries List.  
All Fixtures for the coming season should be arranged over the next 3 weeks**
- 4. The Match Secretary sends in all their Club Fixtures on the Fixture Lists given out by the Leagues & Cups Committee. This year the form has to be in by 31st October, which is approximately 3 weeks after the Issue of Booklet This gives the clubs time to sort out clashes of fixtures. After this date, Clubs, can only postpone Fixtures for the reasons within Rule 13:**
  - (i) Hall Unavailability**
  - (ii) Bevreavement of a Club Member**
  - (iii) Clashing with B.I. Events**
  - (iv) Severe weather conditions**
- 5. It is the Match Secretaries role to arrange matches both Home and Away for the Club Teams and not the CAPTAINS.**
- 6. Match Secretaries are the only member of the Club who will be able to postpone matches if there is a need to do so and should inform the Leagues & Cups Committee of any such postponements.**