



Dublin & District Leagues & Cups 2023-24

ROLE OF MATCH SECRETARY

The Role of the Match Secretary in a Club includes the following

- 1 Attend the "Secretaries Meeting" any meetings that have to be attended to assist the Secretary of the Club with any help they may need.**
- 2 Following the issue of Leagues and Cup Booklet - 16th October - make contact and liaise with opposing Match Secretaries to arrange all League and Cup Match Fixtures for the coming season**
- 3 It is the Match Secretaries role to arrange matches both Home and Away for the Club Teams and not the Team Captains**

(Note 1 : Where a Club has 2 teams in same Division & Section - their Home & Away matches to be played before any other Match)

(Note 2 : Try arrange at least 30 to 40% of League Matches before Christmas and not leave all till New Year)

- 4 To send in the final agreed list of all their Club Match Fixtures to the Leagues and Cup via this email : ddlresults@lbbui.ie
The form has to be in by 4th November - approx. 3 weeks from Booklet issue - this gives clubs time to arrange and agree all fixtures.
After this date Clubs, can only postpone agreed Fixtures for the following reasons:**

- Hall Unavailability
- Bereavement of a Club Member
- Clashing with B.I. Events
- Severe weather conditions

- 5 It is the Match Secretaries role to ensure all Team Captains are aware of the new changes to the Subs Rules in terms of Grade and No. of Times allowed to sub**
- 6 It is the Match Secretaries role to ensure all Team Captains are aware of the new Match Formats for the Knock-Out Cup Competitions**
- 7 It is the Match Secretaries role to ensure the Team Captains are aware of how to fully complete a Match Entry Result Sheet in terms of Players / Subs and Match Scores**
- 8 Match Secretaries are the only member of the Club who can postpone a match if there is a need to do so under the Rules and should inform the Leagues & Cups Committee of any postponements.**