****

**DPL Match Compliance Form**

 Date: ……………………………………………………………

 Home Team: ……………………………………………………………

 Away Team: ……………………………………………………………

 Match Official: ……………………………………………………………

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Home Team** | Y/N | **Away Team** | Y/N | **Match Officials** | Y/N |
| RISK ASSESMENT SENT |  | RISK ASSESMENT RECEIVED |  | RISK ASSESMENT RECEIVED |  |
| Players / Officials self-checks done  |  | Players / Officials self-checks done  |  | Officials self-checks done  |  |
| Track and trace done  |  | Track and trace done  |  | Track and trace done  |  |
| Drinks bottles and hand sanitiser available  |  | Drinks bottles and hand sanitiser available  |  | Drinks bottles and hand sanitiser available  |  |
| Sufficient match balls available and cleaning system in place |  | Sufficient match balls available and cleaning system in place |  | Sufficient match balls available and cleaning system in place |  |
| Half time cleaning procedure in place  |  | Half time cleaning procedure in place  |  | Half time cleaning procedure in place  |  |

***We confirm that the scheduled game can take place;***

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Home Team   | Print  | …………………………………………  |
|   | Signature  | …………………………………………  |
| Away Team   | Print  | …………………………………………  |
|   | Signature  | …………………………………………  |
| Match Official   | Print  | …………………………………………  |
|  | Signature  | …………………………………………  |

**HOME TEAM TO SEND COMPLETED SHEET TO THE DPL GENERAL LEAGUE SECRETARY BEFORE MATCH KICKS OFF, THIS CAN BE SENT ELECTRONICALLY VIA PHOTO OR EMAIL.**

**UPDATED Guidance Notes for Club Secretaries**

**2020/21** *(p10 Handbook)*

**COVID 19 Guidance**

Please ensure that ALL Correspondence is sent to the League General Secretary, unless otherwise instructed.

Please advise immediately of any changes of Address, Telephone numbers etc, regarding your Club, so that League Media can be updated.

Avoid the imposition of League fines, where applicable, by observing the following,

* **EACH CLUB MUST HAVE A DESIGNATED COVID 19 OFFICER IN PLACE WHO WILL BE RESPONSIBLE FOR CLEARLY COMMUNICATING ALL RELEVANT GUIDANCE TO ITS OFFICERS, PLAYERS, COACHES, VOLUNTEERS, SPECTATORS, OPPOSITION AND MATCH OFFICIALS.**
* Ensure that you are familiar with the Rules of the League & League Cup Competition.
* Ensure that you reply to all League Correspondence within the required timescale.
* Ensure that ALL Invoices / Fines are paid to the League Treasurer within the required timescale.
* Ensure that ALL your players are Registered with the League in accordance with the Rules.
* Ensure that your Club is represented at ALL Appropriate meetings.
* Start the Match with a Full Team.
* Be ready to Kick Off at the Scheduled time.
* Ensure that Team Sheets, containing the list of players, substitutes and persons occupying the Dugout / Technical area are exchanged at least 30 minutes prior to Kick Off. **PHYSICAL TEAM SHEETS SHOULD NOT BE SHARED BETWEEN THE OFFICIALS OR OPPOSITION WHERE POSSIBLE. THESE CAN BE SENT ELECTRONICALLY VIA PHOTO OR EMAIL IF REQUIRED.**
* Remember to text the HALF TIME SCORE ONLY to the League’s Press Officer within 15 Minutes Conclusion of the first Half *(Do not text the Half Time score to the FA FULL TIME Number)*
* Remember to text the FULL TIME SCORE to the prescribed FA FULL TIME Number within 30 minutes conclusion of the match.
* The Club Secretary or nominated person shall **E-MAIL ONLY** the league’s Press Officer by 5pm on the Day following the Match with a Match Report filled out as required by League Rule on a Match Report Pro Forma *(Available from League Web Site) ,*with Photographs, where possible, unless a report has been submitted in its place.
* Complete your Match Result online *(To be entered on the FA FULL TIME SITE within 2 Days of the match Being Played – Sunday excepted)*
* When playing at Home, advise the Away Club & Match Officials of the Match details at least 5 working days before the game. **AN UPDATED CLUB RISK ASSESMENT MUST ALSO BE SENT WITH THE MATCH DETAILS.**
* **MATCH OFFICIALS PAYMENTS MUST BE PAID ELECTRONICALLY USING THE PRESCRIBED FORM, PAYMENTS MUST BE TRANSFERRED WITHIN 24 HOURS OF THE MATCH ENDING.**
* The Home club Secretary must notify the League General Secretary, League Press Officer, Referee Appointments officer and the away Club Secretary of any Postponed fixture and fill out the Postponement form as per League Rule 23 D iii.
* NO Application for a Free date will be granted unless by Special permission from the league Management Committee
* Clubs without a published fixture may still receive a fixture at a later date, in line with League Rule 20 B, up to and including the closing date for the season as agreed at the A.G.M

**Spectators Code of Conduct**

In order to assist our Club Staff, and to help protect you and your fellow spectators, you are kindly requested to follow these guidelines;

* At ALL times and in ALL parts of the Ground, please observe social distancing protocols and avoid close contact with others not in your own Social Bubble *(Upto 6 Persons)*
* Arrive in good time and be prepared to go through ALL the required entry Procedures in relation to Track & Trace
* Be aware that your Temperature may be taken before entry into Ground
* Be aware that ALL payments inside the Ground may be Contactless
* If you need to access any of the Grounds amenities such as Toilets / Tea Bars / Clubhouse etc check in advance if any are not in use and plan accordingly
* Remain in your seat or standing location at ALL times wherever possible
* If you do need to leave your viewing position, wait for a time when pathway is clear and follow indicating signs if applicable avoiding face to face contact with other spectators
* If you are standing, please stay within your Social Bubble *(Upto 6 Persons)* remaining aware of the movements of others at ALL times
* Maintain Good Hand Hygiene – Use the sanitiser dispensers provided and avoid touching your face, handles, railings etc wherever possible
* Please observe respiratory etiquette – Always cover your mouth if needing to Cough or Sneeze
* Avoid hugs, high fives and any close contact with people who are not withing your own Social Bubble *(Upto 6 Persons)*
* Take care when shouting, singing or Celebrating
* If you are attending with other members of your own Social Bubble *(Upto 6 Persons)* please make sure they have read and understood these guidelines too

THANK YOU for your support and Co-operation

**Stay Alert ! – Stay Safe !**

Help us ALL – Your fellow fans, Your club, Your Sport, Your Community