

Holland Football Club

Match Day Procedures Managers / Coaches

All Managers /Coaches to Follow This Procedure.

1. Please make sure you have all relevant paperwork with you i.e. Registration Cards, Venue Risk Assessment / Goalpost Safety Form, Incident Accident Report Form, Copy of the Respect Codes, signed Copy's of Respect Forms, and Match Forms with you, all registration cards must be shown without fail and Paperwork Done. If cards are not shown games must not go ahead. Failure to show these cards will find the club liable to a fine. All of the above can be asked for at any time by a league official and a fine issued.
2. Please follow all instructions on all relevant paperwork especially Venue Risk Assessment and Incident Accident Report Forms, as failure to fill these in if anything happened could leave you open to prosecution.
3. Please arrive Early to Give Your Self Enough Time to Carry out Venue Risk Assessment / Goalpost Safety Form whether your Home or Away.
4. Please Raise Any Concerns before you start playing, inform relevant person i.e. Grounds man at Home Games or Away Manager to deal with.
5. Please make sure match day forms are filled in correctly. All match forms must be given to appropriate designated person on Sunday by 4pm or posted on Monday to the relevant league person. If posted by yourself you will be liable for any fine that is incurred for any mistakes to on that form.
6. If at home or in a away cup game Please inform your age group secretary of your results and goal scorers of each team at your allotted time. Lateness will incur a fine. And you will be held responsible for this fine.

Postponement of Home Games.

7. Please inform the Away Manager Straight away that the Game as been postponed
8. Any Postponement or abandonment of home games must be phoned in to your Age Group Secretary and Discipline Secretary, Referee Secretary, as soon as you have found out the game is postponed or abandoned with the reason why. Not at your allotted time.
9. Please inform the Referee, if you have one straight away.
10. Please inform your Squad that the game is postponed
11. Please inform club secretary that you have a postponed or abandoned game so the relevant paper work can be filled in. with times and who postponed or abandoned the match, times you let the away manager know. Time you informed the league and time you informed the Referee. Reason the match was postponed or abandoned,.
12. If Game is abandoned you still have to complete your match forms and write across them the reason why the game as been abandoned. All match forms must be given to appropriate designated person on Sunday by 4pm or posted on Monday to the relevant league person. If posted by yourself you will be liable for any fine that is incurred for any mistakes to on that form.