# Matchday Protocol

Clubs are reminded that failure to follow League rules including this Matchday Protocol will be regarded as a disciplinary matter and referred to a disciplinary panel.

## Confirmation of arrangements

Home clubs must confirm arrangements with their opponents (and referee) by the Wednesday prior to a Saturday fixture.

For midweek matches such confirmation should also be made at least 48 hours prior to the date of the match.

Team colours (including that of the goalkeeper), travel directions, kick-off time, type of pitch surface, post-match hospitality etc. should be confirmed. Should a club be unable to provide or attend post-match hospitality they must inform their opponents.

## Kick off times

Dates and times of fixtures may be changed with the agreement of both clubs subject to:

* Notification to the League Secretary at least six full days in advance of the proposed date and time;
* Provision to the League Secretary of documented evidence of agreement by both clubs; and
* Confirmation of agreement by the League Secretary.

Midweek matches will be scheduled for a 7.45pm kick-off but may be changed subject to the requirements above.

## Pitch inspections and postponements

Clubs must advise the League and their opponents if they think their pitch may be unplayable. Unless all involved have agreed differently, contact should initially be attempted by telephone. League rule G14 covers the procedure for cancelling a match.

Team Lines

Lowland League team lines must be used in all Lowland League and Lowland League Cup matches. These team lines should be passed to the referee and the opponent at least 45 minutes prior to kick-off. From these team lines a teamsheet should be produced for distribution to supporters and media representatives. Alternatively, the teams may be displayed on a board or similar accessible to all match attendees. No reproduction of team lines on social or other uncontrolled media is permitted to ensure that regulations regarding data protection are respected (e.g.to ensure addresses of trialists are not revealed).

Public Address Announcements

Prior to kick-off and as the team come on to the pitch the names of both sets of players and the match officials must be announced to the supporters. During the match the names of goal scorers and substitutions should be announced.

Fair Play Handshake

Both teams should be ready by at least 5 minutes before kick-off to line-up with the match officials in the tunnel. After walking to the half way line they should line-up either side of the officials, facing the crowd. The home team captain should then lead his team in shaking hands with the officials and then players from the opposing team.

## Live scores and match events

All clubs must fully support the live scores and match events service. Each club is responsible for entering their own squad into the App at least 30 minutes before kick-off and for entering their substitutions during the match. The home club is responsible for entering goals, the names of scorers, cautions and sending offs and any other update as required. The home club is also responsible for ensuring the game is ended on the App within a few minutes of the final whistle. Clubs must report any difficulties in the use of the system to pr@slfl.co.uk.

Match Programmes

A match programme should be produced which includes at the minimum, information about the home club, a listing of both team squads, the names of the match officials, the league table and the league sponsor’s logo/advert.

## Payment of fees to match officials

Clubs must obtain and keep receipts using forms provided by the League for all payments they make to match officials in connection with their fees and travel expenses.

Alcohol at grounds

Clubs are reminded that all Lowland League grounds are designated under the terms of the Sports Grounds and Sporting Events (Designation) (Scotland) Order 2014. In practical terms this means all clubs are subject to the same alcohol controls as clubs in the SPFL and the Highland League.