

LANCASHIRE AND CHESHIRE AMATEUR FOOTBALL LEAGUE



Established in 1909

INSTRUCTIONS FOR PAYMENT OF MATCH OFFICIALS - 2024-25 SEASON

The Home Club Secretary is required by Rule 20.C to confirm match arrangements by **PHONE CONVERSATION** with the appointed Referee with a minimum of **THREE (3)** days' notice, requesting that the Referee send bank details and fee for payment by BACS by text, or request cash.

The Home Secretary **MUST ALSO PHONE** the opposing Club Secretary within the same timescales.

The away Club Secretary **MUST SEEK** confirmation if he/she is not contacted.

The club will record the details of the Referee's bank account (sent by secure message) on the Wednesday, ready for the payment to be made by BACS before or immediately after the match takes place on the Saturday.

If the club cannot guarantee sending the payment immediately, they should inform the League Treasurer who will arrange payment to the Referee and invoice the club.

Referees will be asked to report non-payment to the Referee's Secretary, who will arrange for the League to pay them and the League to charge the club along with issue a fine for non-payment.

Clubs should delete bank details for referees who they have paid, within **TWENTY-ONE (21)** days (under GDPR regulations).