

## Délégué Checklist

August 2009

<b>BEFORE THE GAME</b>	1. Be there 45 minutes before K-Off. You must be a member and NOT suspended. Wear a <b>WHITE</b> armband for identification. The Captain should keep the Délégué armbands in the Team kitbag.
	2. Welcome Ref and Opposition and show them their Changing Rooms. Ref's <b>Room 8</b> has NO key (as they are all the same). Room allocations should have already been printed by Rosieres and posted on most of the doors.
	3. Get Ref a drink if he wants one and find out what/where he wants to drink at halftime. Show him our shirts if any doubt about a colour clash. Determine where the Ref will want to check the Player's boots and ID's and tell both Captains.
	4. If there is no Ref scheduled or he hasn't arrived 15 minutes before K-Off, come to an arrangement with visiting Délégué. We must offer it to them first, but we <b>MUST</b> do it if they decline, <b>BUT</b> always give preference to anyone 'half' qualified. We must sacrifice a player to do it if all else fails. Currently Substitutes <b>CANNOT</b> be the Délégué but they can referee. A Referee's shirt, cards, whistle, note pad should be found in a bag in our cupboard in <b>Room B</b> .
	5. The Pink sheet must be completed 15 minutes before K-Off. Collect valid ID/Players cards from all Players and Subs. The ABSSA Secretary (Alex) should pass <b>NEW</b> Players cards to the Captains on the Saturday or before.
	6. On Pink Sheet, Goalkeeper <b>MUST</b> be written in 1st slot, 5 Subs can be named in the 12 <sup>th</sup> slot onwards, but only 4 can be used. <b>PRINT</b> Name and Date of Birth (DOB) for <b>ALL</b> Players and Subs using those from the ID cards or the official Squad lists. Any <b>BLANK</b> DOB will lead to a forfeited match, whereas an incorrect one will only incur a small fine. <b>NO</b> Names can be added after the Sheet has been given to the Ref, although if he is generous he may allow a Player/Sub reversal if there is a warm-up injury or no-show. Captain should sign the Sheet <b>BEFORE</b> the match but <b>NOT</b> the Délégué. There is a slot at the bottom left for the Name and DOB of the Délégué. Any Assistants/Trainers must be printed in the slots below it. <b>ONLY</b> Named people on the sheet can stand in the 'Zone Neutre' i.e. inside the railings.
	7. Pink Sheet fixed data: <b>No Bloc: 588 Terrain: R.U.R. Rosieres Joué à: Rosieres No. Matriculé: 2201/001</b> Délégués should use <b>Room 6</b> which has a table and an example of a Pink Sheet on the wall, as well as this Checklist.
	8. Ensure your pitch has a First Aid kit, a <b>CLEAN</b> bucket of water/sponge and four 1.5 litre Water bottles for teams at halftime. The water (& Ref's drink) should be collected from the Bar in a 'panier' before the game.
	9. Ensure you have 4 good and correctly inflated footballs, and show (and/or give) Match ball to the Ref. 3rds & 4ths will open up the ground and should check the balls ( <b>Pressure 0.8-1.0 bar</b> ). Electric Pump is in <b>Room A</b> .
	10. All Players must wear shin guards, Black shorts/socks, with their Shirts 'tucked in'. All jewelry <b>MUST</b> be removed.
<b>DURING</b>	1. You <b>MUST</b> stay in the Zone Neutre during the whole match. Ask Subs or Spectators to retrieve lost balls.
	2. You may only enter the pitch, e.g. to tend to an injured Player, with the Ref's permission, <b>UNLESS</b> it is to protect him from any Player or Spectator.
	3. You are responsible for keeping all people/children/animals (not on the Pink Sheet) off the pitch and outside Zone Neutre.
	4. You <b>MUST</b> ensure that any excluded Player returns to the Changing Room immediately.
	5. Ask a Sub or a Spectator to get the Ref's hot drink (if he doesn't want water) 5 minutes before halftime.
	6. Basically you are there to help keep order and be the main interface for the Ref.
<b>AFTER</b>	1. You <b>MUST</b> accompany Ref back to his room. Do <b>NOT</b> dispute any of his decisions !
	2. Retrieve the Match ball from the Ref and pass <b>ALL</b> the balls to the next Team using your field unless you are the last. If you are the last users of the pitch ensure somebody returns the First Aid kit, Bucket/Sponge/Beaker and <b>ALL</b> the balls (in their bag/sack) to our cupboard in <b>Room B</b> .
	3. Offer to get the Ref another drink and minimize the number of people entering his room. He may want to take a shower before completing the Pink Sheet so ask him if he wants a breather.
	4. The Ref should complete the Pink Sheet with Bookings, Substitutions, Score and any Comments. Both Délégués can then sign the Sheet; give the bottom copy to the Visitors and the top two to our ABSSA or Team Sec.s.
	5. Suggest to the Ref that he be paid in the Bar (or after his second match), but pay him immediately if he so desires. Otherwise you, the Captain or Treasurer can pay him in the Bar. Reconcile money collected and paid with the Capt/Treasurer.
	6. The Ref's fee depends on his grade (approx €20-€30/match) plus travel expenses that can only be charged once. They depend on his total travel distance charged at €2.50/10 Km unit, with a minimum of 2 units (i.e. €5)
	7. Ensure €10 is collected from each Player and Sub/Subbed pair. Students/Unemployed may pay half this amount.
	8. Any injured Player needs to contact Alex Knott or Steve Mazurkiewicz within a couple of days of the incident to decide whether to file an online Ethias Insurance report. This insurance (for what it's worth) report must be submitted by the club within 8 days of the original incident to protect the player's rights. If a player needs Ice for an injury you will find frozen beakers and perhaps some ice packs in the fridge in <b>Room C</b> .
	9. Results must be phoned to ABSSA by 18.00 (02/7349232) and <b>ALL</b> Top copies of the Sheets delivered to ABSSA by 18.30, but the ABSSA Sec. will normally take care of this.
	10. Ultimately you are responsible for the safe conduct of the Ref until he leaves the ground and he is within his rights to report any incidents that occur up to his departure, to ABSSA.