



## **BERKS & BUCKS FA COUNTY CUP COMPETITION RULES ADULT SECTION**

### **1. APPLICATION**

The following Rules apply to all Adult County Cup Competitions.

### **2. OWNERSHIP**

The Berks & Bucks Football Association Limited shall be, for all purposes, the legal holder of all Adult County Cup Competitions

### **3. CONTROL OF THE COMPETITION**

The entire control and management of the Competition shall be vested in the Council of the Association. The Council shall have the power to formulate the Rules of the Competition and to alter or add to the Rules as they, from time to time, deem expedient. The Council shall appoint a Football Operations Committee to control and manage the Competition on their behalf and to make decisions on matters arising out of the Competition which, within the Rules laid down by the Council, shall be deemed decisions of the Council.

In any matter not specifically mentioned in these Rules, the Football Operations Committee shall have power to take such action and impose such penalties as it deems necessary. The Committee shall decide the interpretation of the Rules, and adjudicate upon any dispute, claim or protest.

### **4. LAWS OF THE GAME**

All matches shall be played in accordance with the Laws of the Game as decided by the International Football Association Board

### **5. ELIGIBLE CLUBS**

- i. All Competitions shall be open to Clubs affiliated to this Association, and shall be competed for annually.
- ii. Entries to all County Cups shall be confined to Clubs who play their matches in a League recognised by the Association.
- iii. All such matches shall be played within the boundaries of the County Association of Berks & Bucks. Subject to the permission of the Football Operations Committee, matches may be played outside the County boundaries.
- iv. A Club that is dual affiliated is permitted to enter another County's Cup Competition with the consent of the parent Association. In the event of a clash of fixtures the tie of the parent Association shall take precedence.
- v. Any Club not parented to the Berks & Bucks Football Association but duly affiliated and having entered one (1) of the Association's Cup Competitions, shall abide by the dates set by the Football Operations Committee.
- vi. The Senior Cup, Senior Trophy and Saturday Cups shall be open only to those Clubs who normally play their matches on Saturdays, although matches may be played on other days with the agreement of both Clubs and the Competitions Co-Ordinator.
- vii. The Sunday Cups shall be open only to those Clubs who play their matches on Sunday, although matches may be played on other days with the agreement of both Clubs and the Competitions Co-Ordinator.
- viii. The Women's Cups shall be open to those Clubs playing in affiliated Women's Leagues and shall be played on a Sunday, although matches may be played on other days with the agreement of both Clubs and the Competitions Co-ordinator.

The qualification for entry into the Competitions as detailed below:

**Senior Cup** – The Competition shall be restricted to those Teams in membership that compete within the Premier League, English Football League (EFL), and steps 1-5 of the National League System. This is The Premier League, EFL Championship, EFL Division One, EFL Division Two, National League, National League North, National League South, Southern League Premier Division, Southern League Division One Central, Southern League Division One South & West, Combined Counties Premier Division, Hellenic League Premier Division, Spartan South Midlands League Premier Division, United Counties League Premier Division, Wessex League Premier Division. The previous season's winner of the Senior Trophy may be invited to compete if they have relevant floodlight facilities.

**Senior Trophy** - The Competition shall be restricted to those Clubs in membership of the Association. This shall be the Reserve Teams of Clubs that compete in the Senior Cup, those Teams who in the current season that compete in the Combined Counties League Division One, Hellenic League First Divisions, the Oxford Senior League Premier Division, Spartan South Midlands League Division One, Spartan South Midlands League Division Two, United Counties League Division One, Wessex League Division One, Premier Division of the Thames Valley Premier Football League, selected Teams from the Aylesbury & District League Premier Division, the East Berks League Premier Division, the North Berks League Division One, the North Bucks League Premier Division, the Thames Valley Premier League Division One, and the Wycombe & District League Senior Division. The Team winning the Saturday Intermediate Cup in the preceding season may be invited to compete in the Competition. The Football Operations Committee shall then select such other Clubs whom they consider have the necessary status and playing strength to compete and may also reject any application for entry from a Club whom they consider unsuitable.

**Saturday Intermediate Cup** – The Competition shall be restricted to the Reserve, or 'A' Teams of those Clubs in membership of the Association whose First/Reserve Team compete in the Senior Trophy together with the Teams from the, the Aylesbury & District League Premier Division, the East Berks League Premier Division, the North Berks League Division One, the North Bucks League Premier Division, Thames Valley Premier League Division One, Wycombe & District Senior Division not competing in the Senior Trophy. Other Teams to be included are from the Combined Counties League Division Two, Hellenic League Division Two, Aylesbury & District League Division One, East Berks League Division One, North Berks League Division Two, North Bucks League Intermediate Division, Thames Valley Premier League Division Two, Oxfordshire Senior League Division One. The Team winning the Saturday Junior Cup in the previous season may be invited to compete in the Competition. The Football Operations Committee shall then select such other Clubs whom they consider have the necessary status and playing strength to compete and may also reject any application for entry from a Club whom they consider unsuitable.

**Saturday Junior Cup** - The Competition shall be restricted to the Reserve, or 'A' Teams of those Clubs in membership of the Association whose First/Reserve Team compete in the Saturday Intermediate Cup together with other Teams not in the Aylesbury & District League top two Divisions, the East Berks League top two Divisions, the North Berks League top two Divisions, the North Bucks League top two Divisions, the Thames Valley Premier League top three Divisions and the Wycombe & District League top Division.

**Sunday Intermediate Cup** – Teams from the top Divisions of The Reading & District Sunday Football League, The Upper Thames Valley League, The Chesham Sunday League, The High Wycombe Sunday Combination, The Thames Valley Sunday League, The Bracknell & District Sunday League, The Newbury & District Sunday League, The Milton Keynes Sunday League, or those Clubs deemed suitable as recommended by their respective Leagues, and the Club winning the Sunday Junior Cup in the preceding season and those Clubs deemed of suitable strength as recommended by their respective Leagues.

**Sunday Junior Cup** - Teams where their First Team compete in the Sunday Intermediate Cup together with such Teams not in the Sunday Intermediate Cup as recommended by their respective Leagues.

**Sunday Junior Trophy** – Teams where their First Team play in the Sunday Junior Cup Competition together with such Teams not in the Sunday Junior Cup and selected by the Football Operations Committee whom they consider do not have the status or playing strength to compete in the Sunday Junior Cup as recommended by their respective Leagues.

**Women's Senior Cup** – Teams who play in a recognised Women's League, and The FA Women's Cup and those Teams considered to have the playing strength to compete.

**Women's Junior Cup** – Teams who are Reserve Teams of those Clubs whose First Team compete in the Women's Cup together with the First Teams of all other Clubs.

In all Cups a Club may not enter more than one (1) Team in the same Competition.

## **6. APPLICATION FOR ENTRY, DATES AND FEES**

Each Club shall submit its application for entry on the Whole Game System and submit it to the Association via the Whole Game System, together with entry fee of £10, by July 30<sup>th</sup>. Late entries may be accepted up until twenty-eight (28) days before the draw for the Competition is made or a date set by the Football Operations Committee.

Clubs failing to comply shall incur a fine not exceeding the exemption fee and be excluded from the Competition in the current season.

## **7. EXEMPTION FROM COMPETING**

Any Club wishing to obtain exemption from Rule 6 shall submit an application, giving reasons to the Competitions Co-ordinator together with the exemption fees as listed below, by July 30<sup>th</sup>:

Senior Cup - £750 + VAT

Senior Trophy - £100 + VAT

Sunday Intermediate Cup - £100 + VAT

All other Cups – no fee

## **8. REJECTION OF AN ENTRY**

The Football Operations Committee may reject the entry of any Team or transfer the entry to another Cup Competition if they deem it desirable.

## **9. ORGANISATION OF THE COMPETITION**

a) The Committee shall decide which Clubs play in the Qualifying Round(s) and which shall be exempt until the Competition Proper. The two (2) Finalists from the preceding season's Competition shall be exempt until the First Round Proper.

b) The Committee shall decide the scheduled day and date on which each round shall be played and also the time of the kick-off and for arranging the pairing of Clubs to compete in each round. Clubs shall be notified of the draw not less than twenty-one days (21) days prior to the scheduled date of the round.

c) Apart from the Senior Cup, Women's Senior Cup and Women's Junior Trophy, the early stages of the Competitions shall be regionalised by Divisions. At the Quarter Final stage competing Clubs shall be drawn together, not regionalised. In the Senior Cup, Women's Senior Cup and Women's Junior Trophy the draws shall be open at all stages, but Teams may be seeded at the discretion of the Committee.

d) Matches shall kick-off at the normal kick-off time for the Home Club except that no match shall kick-off before 10.00am. No match shall kick-off after 3.00pm, or after 1.30pm between November and March, except where floodlights are available, or with the permission of the Competitions Co-Ordinator. Except with the discretion of the Referee, no game shall start thirty (30) minutes after the scheduled kick off time.

e) In the Senior Cup the matches shall be played wholly under floodlit conditions with a 7.30pm or 7.45pm kick off as mutually agreed between competing Clubs in all rounds, except the qualifying rounds which may be played on a Saturday as requested by competing Clubs.

## 10. QUALIFICATION OF PLAYERS

a) Contract players are not permitted in these Competitions with the exception of those Players who are registered under Contract with the same Club who have a Team operating at Steps 1 to 6 of the National League System.

It is the responsibility of each Club to ensure that any Player signing a registration form for that Club has, where necessary, the required International Transfer Certificate.

Clearance is required for any Player aged ten (10) and over crossing borders including Wales,

Scotland and Ireland.

b) A player shall be qualified to compete in the Competition providing that he is a registered playing member of his Club in the League which the Club competes by 12:00 noon on the day prior to which the match is scheduled to be played.

A registered playing member is one who is either, in the case of a player under written contract, registered with The Football Association, or in the case without a written contract, registered playing member of the Team in the League in which the Team competes.

c) To play in open age football a player shall have achieved the age of sixteen (16) years.

d) Where a match is postponed, drawn or abandoned, only those players who were qualified on the original scheduled date shall be eligible to play in the rearranged fixture except a player who has been suspended may play after the term of suspension has expired.

e) Clubs shall field players from their best available Team in the Competition. Clubs failing to comply with this Rule shall be fined a sum not exceeding £100.00 in Senior Cup, Women's Senior Cup, Senior Trophy and Sunday Intermediate Cup and not exceeding £50.00 in all other Competitions. A complaint of an alleged breach of this Rule shall be made in a similar manner as stated in Rule 21.

f) Players shall be registered with their Club by 1<sup>st</sup> March and to be eligible to play in the Final Tie shall have played at least one (1) match for their Club.

g) It shall be a breach of Rule for a player to play for more than one (1) Club in the Competition in the same season. A player although possessing the necessary qualification under Rule 10(b) shall not be allowed to compete in the below Competitions if they have played in any one (1) of the following Competitions:

**Senior Cup** – played for any other Team in the Senior Cup of this or any other County Association.

**Senior Trophy** - F.A. Cup after 30th September, F.A. Trophy, Senior Cup of this or any other County Association in the current season.

**Saturday Intermediate Cup** - F.A. Cup, F.A. Trophy, F.A Vase, Senior Cup or Senior Trophy of this or any other County Associations in the current season.

**Saturday Junior Cup** - F.A. Cup, F.A. Trophy, F.A Vase, Senior Cup, Senior Trophy or Saturday Intermediate Cup of this or any other County Associations in the current season.

**Women's Senior Cup** - played for any other Team in the Senior Women's Cup of this or any other County Association.

**Sunday Intermediate Cup** – for another Club in this Competition in the current season.

**Sunday Junior Cup** - F.A. Cup, F.A. Trophy, F.A. Vase, Senior Cup, or Sunday Intermediate Cup of this or any other County Association, after September 1st.

**Women's Junior Cup** - FA Women's Cup after 31st October, Women's Cup of this or any other County Association.

**Sunday Junior Trophy** - F.A. Cup, F.A. Trophy, F.A. Vase, Senior Cup, or Sunday Intermediate Cup or Sunday Junior Cup of this or any other County Association, after September 1st.

h) Validity of Players Qualifications

The Committee shall be empowered to call upon any players or Club to prove to the Committee's satisfaction that a player was properly qualified according to the Rules to compete, and where it was found that a player was not properly qualified, they may order the removal of the Club from the Competition and impose a fine not exceeding £100.00

i) A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Football Operations Committee.

## **11. GROUNDS**

a) Choice of Ground

In each tie, before the Final Tie, the match shall be played on the ground of the Club first drawn, unless otherwise mutually agreed, and the consent of the Committee obtained. Any dispute between both Teams on a change of ground to a neutral pitch whereby any increase in the cost of hire of the pitch takes place, the final decision shall be made by the Competitions Co-ordinator of the suitability of the venue and cost. In the Senior Cup each Club competing shall have a totally enclosed ground. The playing area shall be enclosed by a permanent fixed barrier except those spaces excluded from spectator viewing.

b) Grounds not Available or Unsuitable

The Home Club shall play the match upon the ground on which it is accustomed to play, but if for some reason it is unable to do so shall notify the Competitions Co-ordinator within three (3) days of the intimation of the Draw. The Visiting Club may appeal against the suitability of the Home Clubs ground stating the reasons within three (3) days of the intimation of the Draw to the Competitions Co-ordinator.

c) Grounds - Committee to Decide

The Committee shall be empowered to order the match to be played as originally drawn or upon the ground of a neutral Club or upon the ground of the opposing Club. The first drawn Club shall meet the costs. If a match as originally drawn is postponed on two (2) occasions, the Football Operations Committee may order the match to be played on the opposing Clubs ground. Any neutral ground costs to be equally shared between both Clubs. The first drawn Club shall pay the ground costs of the original tie. The second drawn Club shall pay the ground costs of the tie should it be postponed twice and moved to their ground.

d) Ground - Playing Condition

Each Home Club shall be responsible for taking every reasonable precaution to keep its ground in playing condition and shall if it thinks necessary require the appointed Referee to visit the ground two (2) hours before the scheduled kick-off to decide upon its fitness for play. In extreme weather conditions or other unusual circumstances the Home Club shall arrange for the inspection of the ground by at least a Level 5 Referee, not connected with either Club, to determine its fitness for play at a time earlier than two (2) hours prior to the scheduled kick-off. Where a ground has been declared unfit for play in accordance with the Rule the Clubs engaged in the match shall not be allowed to play in a match in lieu. Where a ground has been declared unfit by a Referee, the HOME CLUB shall inform the Visiting Club, Referee, Assistant Referees, Competitions Co-ordinator, Council Member in Attendance and Assessor (if appointed) Clubs failing to comply shall be liable to a fine not exceeding £50.00. In instances where a groundsperson of a Local Authority or of a School has absolute authority over the use of the ground, his decision shall be accepted as if it were made by a Registered Referee, but all other requirements concerning postponements are to be complied with.

e) Football Turf pitches (3G) are allowed in this Competition providing they meet the required performance standards and are listed on the FA's Register of Football Turf pitches. For Clubs playing at Step 7 and below a pitch shall be tested (by a FIFA accredited test institute) every three (3) years and the results passed on to the FA. The FA shall give a decision on the suitability for use and add the pitch to the Register.

f) Dimensions of Field of Play

The dimensions for the field of play shall be as follows:

Maximum Length 120yards : Minimum Length 100yards

Maximum Width 80yards : Minimum Width 60yards.

All the lines shall be clearly defined as in Law 1 of the Laws of the Game. Goal Nets shall be used in all matches.

g) Dressing Accommodation

The Home Club shall provide suitable dressing room accommodation for both Teams, Match Officials each with suitable washing or showering and toilet facilities.

h) Technical area

At grounds where a designated technical area exists, the number of Players and Officials seated on the Team benches shall not exceed seven (7) per Club.

i) Floodlighting

Ties may be played on grounds enabling matches to be played either partly or wholly under floodlight conditions, providing that the installation meets the approval of the Committee.

j) Floodlighting shall be to an average lux value of 120 or better and other requirements as laid down by the Committee from time to time.

The Referee shall decide at what point in the match the lights shall be switched on. This shall necessitate a discussion with responsible officials of the competing Clubs before the match when an agreed signal shall be arranged.

k) The cost of floodlighting not exceeding £50.00 may be charged to match expenses.

## **12. CLUB COLOURS**

Every Club shall register the colour of its shirts with the Association who shall decide as to their suitability.

Goalkeepers shall wear colours which distinguish them from all other players and the Match Officials.

No player, including the goalkeeper, shall be permitted to wear black or very dark shirts.

Any Team not being able to play in its normal colours as registered with the Association shall notify its opponents the colours in which they shall play (including the colour of the goalkeepers jersey) at least five (5) days before the match.

If, in the opinion of the Referee, two (2) Clubs have the same or similar colours, the Home Club shall make the change in all Competitions except the Senior Cup where it is the responsibility of the Away Club. A Club shall not delay the scheduled time of kick off for a Competition match by not having a change of colours.

In the Final of the Competition, if the colours are similar, both Clubs shall change. In the event of Clubs not agreeing upon the colours to be worn by their respective Teams, the Committee, or in an emergency, the Council Member in Attendance shall decide in consultation with the Referee.

Player's shirts shall be clearly numbered on the back in accordance with the Official Team Sheet. No change of numbers during the match shall be allowed except on a change of goalkeeper or where a player has been required by the Referee to change their shirt because of blood injury.

Failure to comply shall incur a fine not exceeding £50.00.

## **13. SUBSTITUTES**

Substitutes not named may not take any part in the match. A player who has been selected or named as a substitute before the start of the match but does not actually play in the game shall not be considered to have been a player in that game within the meaning of Rule 10 of this Competition. The Referee shall be informed of the names of the substitutes not later than thirty (30) minutes in the Senior Cup, Women's Senior Cup, Senior Trophy and Sunday Intermediate Cup, and fifteen (15) minutes before the start of the match in all other Competitions. Clubs shall indicate on the result sheet if the substitute played in the game.

### **Senior Cup, Senior Trophy, Women's Senior Cup**

A Club may at its discretion use three (3) substitute players at any time in a match, except to replace a player who has been dismissed from the field of play by the Referee after play has commenced. The substitution shall only be made when play is stopped for any reason and the Referee has given permission. The substitutes shall be chosen from

not more than five (5) players whose names shall be included on the official Team Sheet in accordance with Rule 14(e).

### **All other Adult Cups**

A Club may at its discretion and in accordance with the Laws of the Game use five (5) substitute players in any match in this Competition who may be selected from five (5) players except to replace a player who has been dismissed by the Referee after play has commenced. A player who has been substituted himself becomes a substitute and may replace another player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

NOTE: This means that a Team may make unlimited substitutions in accordance with Rule 3 of The Laws of Association Football.

(The above relates to Repeated Substitutions NOT Rolling Substitutions.)

## **14. PROVISIONS FOR MATCHES**

For all matches, except as specific to the Final Tie (see Rule 16), the following provisions shall apply:

a) Clubs shall not mutually arrange to play a match in lieu of a Cup Tie.

b) Duration of Matches

The duration of the match shall be two (2) equal periods of forty-five (45) minutes.

i) The Referee shall allow for time wasted or lost through accident or other cause. The Referee is the sole judge of allowance of time whether lost through accident or other cause and his decision on this matter is not subject to appeal.

ii) Time shall be extended to permit a penalty-kick being taken at or after the expiration of the normal period in either half.

iii) The half time interval shall not exceed fifteen (15) minutes without the consent of the Referee.

c) Any late kick-off shall be reported by the Referee, in writing, to the Competitions Co-ordinator immediately after the match. The offending Club(s) shall incur a fine not exceeding £100.00 in Senior Cup, Women's Senior Cup, Senior Trophy and Sunday Intermediate Cup and not exceeding £50.00 in all other Competitions.

d) Confirmation of Match. The Home Club shall, prior to five (5) days before the mutually agreed date of the match, notify, by Email or Telephone, the Visiting Club, Referee, Assistant Referees (if appointed) and the Council Member in Attendance (if appointed) the location of the ground, dressing rooms and Club Colours. The Away Club shall seek and acknowledge receipt of such particulars. Clubs failing to comply with any part of Rule 14 (d) shall incur a fine not exceeding £50.00 in Senior Cup, Women's Senior Cup, Senior Trophy and Sunday Intermediate Cup and not exceeding £25.00 in all other Competitions.

e) Both competing Clubs shall submit official Team Sheets to the Referee and to a representative of the opposing Club in the presence of the Referee in his dressing room at least thirty (30) minutes prior to the scheduled kick-off time in the Senior Cup, Women's Senior Cup, Senior Trophy and Sunday Intermediate and at least fifteen (15) minutes prior in all other Competitions. Players names shall correspond with the numbers worn by the players.

Failure to comply shall incur a fine not exceeding £50.00 in Senior Cup, Women's Senior Cup, Senior Trophy and Sunday Intermediate Cup and not exceeding £25.00 in all other Competitions.

Any Club which alters the composition of its Teams or changes the numbers of players after the Team Sheets have been handed over shall incur a fine not exceeding £50.00 in Senior Cup, Women's Senior Cup, Senior Trophy and Sunday Intermediate Cup and not exceeding £25.00 in all other Competitions.

f) The "FA Respect Handshake" shall take place prior to the commencement of any match in the Competition. Any Club failing to take part in a handshake without reasonable cause shall be liable to incur a fine not exceeding £20.00.

g) Where a match has resulted in a draw at full time the match shall be decided by the taking of kicks from the penalty mark in accordance with International Board recommended procedures.

h) Incomplete Match. Where a match ends in a draw and where kicks from the penalty mark were unable to be taken or completed, or the match has had to be abandoned after the completion of full-time and neither Club being at fault, the match shall be replayed on the ground of the Visiting Club on the following Saturday/Sunday after the date of the original fixture, unless both Clubs mutually agree immediately on the

conclusion of the match to play on an earlier date which has been approved by the Competitions Co-ordinator.

i) Replays Due to Breach of Rules. The Committee shall decide, in each case where they order a match to be replayed, because of a breach of the Rules, or where a match was not played upon the date fixed because one or both Clubs were at fault, whether to withhold part or the whole of the Gate Receipts of the replayed or re-arranged match from either or both Clubs, and also decide what proportion of the expenses of the match shall be borne by one or both of the Clubs. Where the Committee decides to withhold a part or whole of the Gate Receipts the sum withheld shall be taken by the Association.

j) Postponement. Where a match is postponed, in accordance with Rule 11(d), it shall be played on the same ground on the following Saturday/Sunday days after the date of the original fixture unless both Clubs mutually agree upon an earlier date, and at once jointly intimate the decision to the Competitions Co-ordinator.

k) Abandonment - Club at Fault. Where a match is abandoned, the Referee shall notify, in writing, to the Competitions Co-ordinator within forty-eight (48) hours (Sundays excluded) the reason for the abandonment. In cases where the Football Operations Committee is satisfied that a match was abandoned owing to the conduct of one (1) Team or its Club member(s) they shall be empowered to award the match to the opponents and take such other action they deem appropriate. In cases where a match is abandoned owing to the conduct of both Teams or their Club member(s), the Football Operations Committee shall take such action as they consider appropriate. Appropriate action, within this Rule, shall include the power to:

i) Remove a Team from a Competition

ii) The award of the tie to the opponents.

iii) The ordering of a match to be replayed.

iv) The imposition of a fine not exceeding £250.00.

v) The ordering of the payment of expenses and costs.

l) Abandonment – No Club at Fault

In the event of a match not being played or abandoned owing to reasons which neither Club has control, it shall be played in its entirety at the same ground no later than seven (7) days after the date of the original fixture, unless instructed differently by the Football Operations Committee.

## **15. WITHDRAWAL OF CLUBS**

a) A Club intending to withdraw prior to the draw for the Competition shall inform the Competitions Co-ordinator in writing.

b) Thereafter, any Club intending to withdraw shall inform the Competitions Co-ordinator and Council Member in Attendance (if appointed) at least eight (8) days prior to the scheduled date of match.

c) Illness, injury and/or shortage of players shall not be considered as sufficient reason for withdrawal.

d) Clubs failing to give a satisfactory reason for withdrawing shall not be allowed to enter the Competition in the ensuing season and shall be liable to a fine not exceeding £750 in the Senior Cup, not exceeding £100.00 in Women's Senior Cup, Senior Trophy and Sunday Intermediate Cup and not exceeding £50.00 in all other Competitions.

## **16. SPECIFIC PROVISIONS FOR THE FINAL TIE**

In addition to the requirements of Rule 14, the following provisions for the Final Tie shall apply:

a) The Committee shall fix the ground, date, time of kick-off and shall have direct control over all arrangements.

b) For the Final tie each Club shall select a squad of players that the Team shall be selected from and sent by Email to their opponents and Competitions Co-ordinator seven (7) days prior to which the match is due to take place. Any Club wishing to object to any player on the list shall do so by Email to the Competitions Co-ordinator not less than five (5) days prior to which the match is due to take place.

c) In the event of scores being level after ninety (90) minutes the match shall be decided by the taking of kicks from the penalty mark in accordance with The International Board recommended procedures.

d) In the Senior Cup a Club on whose ground the match is played shall receive £400.00 or 10% of the gate receipts, whichever is greater, plus any special expenditure on the preparation and equipment of the ground as shall have been previously authorised by the Committee. In the Women's Senior Cup, Senior Trophy and Sunday Intermediate Cup, a Club upon whose ground the match is played shall receive ten (10) per cent of



the gate receipts plus any special expenditure on the preparation and equipment of the ground as shall have been previously authorised by the Committee. In all other Competitions the Club hosting the Final Tie shall receive payment from Berks & Bucks FA to cover the expenses of the Club for hosting the Final Tie as agreed with the Football Operations Committee prior to the fixture taking place.

## **17. PROVISIONS CONCERNING REFEREES' AND ASSISTANT REFEREES**

a)i) Committee to Appoint Officials

### **Senior Cup**

The Competitions Co-ordinator shall appoint the Referee, Assistant Referees for all rounds and in addition a Fourth Official for the Final Tie.

### **Senior Trophy**

The Competitions Co-ordinator shall appoint the Referee, and from the third round shall appoint Assistant Referees and in addition a Fourth Official for the Final Tie.

### **Sunday Intermediate Cup & Women's Senior Cup**

The Competitions Co-ordinator shall appoint the Referee, and from the quarter finals shall appoint Assistant Referees and in addition a Fourth Official for the Final Tie.

### **All other Adult Cups**

a)ii)The Competitions Co-ordinator shall appoint the Referee, and from the Semi-Finals Assistant Referees and in addition a Fourth Official for the Final Tie.

The appointed Officials shall report to the match venue at least one (1) hour prior to the scheduled time of kick-off.

With the above exceptions, each Club shall provide a suitable Club Assistant Referee (Substitute players not permitted), or be liable to a fine not exceeding £20.00.

In all ties Match Officials shall wear traditional black kit and the County Football Association Badge.

b) Precedence of Appointment in the Competition

### **Senior Cup**

The appointment of a Referee or Assistant Referees to officiate shall take precedence over all appointments except those made by The Football Association, The Football Association Premier Football League and The Football League.

### **All other Adult Cups**

The appointment of a Referee or Assistant Referees to officiate shall take precedence over all appointments except those made by The Football Association, The Football Association Premier Football League, The Football League, Panel Leagues, Contributory Leagues and Supply Leagues.

c) Appointments as a Referee or Assistant Referee in the Semi-Finals and Final shall take precedence over all appointments except those made by The Football Association, The Football Association Premier League and The Football League.

d) Any Referee or Assistant Referee that fails to keep an appointment in the Competition and takes an appointment elsewhere outside of the precedence above, shall be charged for a breach of Regulation 27/99, and shall have the opportunity to have the case heard by a Berks & Bucks Disciplinary Panel. If the charge is proven the Official is liable for a first offence, a seven (7) day suspension from ALL football and a fine of £25.00, and for a further offence, a twenty-one (21) day suspension from ALL football and a fine of £25.00.

e) In the event of the non-appearance of the appointed Referee the appointed Senior Assistant Referee shall take charge and a substitute Assistant Referee shall be appointed by the competing Teams. In cases where there are no officially appointed Assistant Referees, the Clubs shall agree upon a Referee. An individual thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee.

Individuals under the age of sixteen (16) shall not participate either as a Referee or Assistant Referee in any open age Competition.

Any Club failing to adhere to this Rule shall be fined a sum not exceeding £50 and be dealt with by the Football Operations Committee.

If the two (2) Clubs fail to agree upon a substitute Referee, then both Clubs may be removed from the Competition

**f) Fees and Expenses of Referees and Assistant Referees**

The Referee and Assistant Referees appointed shall be entitled to the following fees. These fees are inclusive of travelling expenses.

All Rounds

COMPETITION	REFEREE FEE	ASSTS & 4 <sup>th</sup> FEE (each to receive)
SENIOR CUP	£66	£38
WOMENS SENIOR CUP	£44	£33
WOMENS JUNIOR CUP	£38	£33
SENIOR TROPHY	£44	£33
SATURDAY INTERMEDIATE CUP	£38	£33
SATURDAY JUNIOR CUP	£38	£33
SUNDAY INTERMEDIATE CUP	£44	£33
SUNDAY JUNIOR CUP	£38	£33
SUNDAY JUNIOR TROPHY	£38	£33

In the Senior Cup and Women's Senior Cup, the fees shall be paid in the Referee's Dressing Room within fifteen (15) minutes of completion of the match. In all other Competitions it shall be paid in the Referees Dressing Room at the same time as handing over the official Team Sheet as detailed in Rule 14(e).

**Senior Cup**

These sums shall be paid from the Gate Receipts, where taken, or otherwise be borne by the Home Club.

**All other Adult Cups**

When a Referee and Assistant Referees are appointed the Home Club shall pay their fees, but these fees are to be equally shared by both Clubs.

Referees, Assistant Referees and Fourth Officials are entitled to half fee if they travel to a match, to which they have been appointed which is cancelled or postponed.

Where a match is not played owing to one (1) Club being in default, that Club shall be responsible for paying the Match Official(s) their FULL fee(s), when the Match Official(s) attend the ground.

g) The Referee shall report the result of the match via the online link on the Berks & Bucks FA website or by sending a report card to the Competitions Coordinator within forty-eight (48) hours of the match (Sundays excluded), including any of the following circumstances, late kick-offs, Teams commencing with less than eleven (11) players, failure to provide suitable dressing accommodation, and any complaint made to him under Rule 21(c) as to the ground, or the appurtenances of the game.

**18. REPORTING RESULTS**

a) Results shall be maintained by the FA's Full Time Website. All Teams (Home and Away) shall receive a text message shortly after kick-off. Both Teams shall reply to this message with the result of the match at its completion. The result shall be automatically updated on the Berks & Bucks Website. If a Team does not receive a text message they shall confirm the result of the match to a designated number no later than two (2) hours from the completion of the match.

b) Each Team shall also complete an on-line Result Sheet on the Berks & Bucks FA Website, or send a match result sheet downloaded from the Berks & Bucks FA website, containing the names and shirt numbers of players who played in the match, together with the Referees marking. This shall be completed within forty-eight (48) hours of the match (Sundays excluded).

c) Clubs failing to comply with this Rule or submitting an incorrect Match Report Card shall be fined a sum not exceeding £50.00 in the Senior Cup, Women's Senior Cup, Saturday Intermediate Cup and Sunday Intermediate Cup, and not exceeding £25.00 in all other Competitions.

## **19. PROCEEDS OF MATCHES - FINANCIAL ARRANGEMENTS**

### **a) Admission**

Where 'Gate' receipts are taken all persons shall pay for admission to the Ground, Enclosures and Stand, unless they are players or officials of the Clubs who are playing in or carrying out duties in connection with the match, Council Members of Berks & Bucks Football Association Limited and any of their invited Guests.

### **b) Receipts to be Checked**

The Home Club shall make arrangements for an official of the Visiting Club to check and agree the Gate Receipts and Sale of Tickets or collection before the conclusion of the match.

### **c) Gate Receipts**

The Gate Receipts, where taken, shall be equally divided between the two (2) competing Clubs after deduction of expenses of the match as hereinafter stated. A full Statement of Receipts and Expenditure with a remittance in settlement shall be sent to the Secretary of the Visiting Club within seven (7) days of the match. A copy of the said Statement shall be sent at the same time to the Competitions Co-ordinator.

Clubs failing to comply shall incur a fine not exceeding £100.00 in the Senior Cup, Women's Senior Cup, Senior Trophy and Sunday Intermediate Cup, and not exceeding £50.00 in all other Competitions.

### **d) Match Expenses - Senior Cup**

#### **i) Admissible Expenses**

The following expenses in connection with the match shall be paid from the Gate Receipts. The Expenses of the Visiting Club together with the Fees of the Referee, Assistant Referees and Fourth Official, Advertising, Printing, Postage and Hire of Police. In all rounds match expenses shall include travel expenses, actually incurred, which shall not exceed £3.00 per coach mile. If private cars are used, then the expenses which can be claimed shall be for a maximum of five (5) cars at £0.40 per mile. Travelling expenses for the Visiting Club are to be calculated on a direct route from the Club Headquarters

#### **ii) Match Expenses not Admissible**

The cost of preparing the ground or protecting the ground from inclement weather or the cost of removal of snow or ice shall be borne by the Home Club and shall not be admissible as a deduction from the Gate Receipts of the match.

#### **iii) Gate Receipts Insufficient to Meet Cost of Match**

Where the Gate Receipts are insufficient to meet the costs of the expenses of the match, as defined in Rule 19(d), any deficit shall be equally shared by the two (2) competing Clubs. If Gate Receipts are not taken the two (2) competing Clubs shall cover their specific match expenses.

#### **iv) Sale of Tickets Prior to Match**

The Home Club may arrange for tickets of admission to be provided for sale prior to the day of the match. The expenses of the distribution and sale of the tickets shall not be admissible as an expense of the match under Rule 15(d).

#### **v) Postponed Match - Expenses to be recovered from a Rearranged Match.**

Where a match is postponed for reasons for which neither Club is at fault, any expenses incurred under Rule 19(d) shall be charged against the Match Receipts of the rearranged match.

### **e) Match expenses - All other Cups:**

i) The following expenses in connection with the match shall be paid by the Home Club: The Fees of the Referee, Assistant Referees and Fourth Official (if appointed), Advertising, Printing, Postage and Hire of Police and Floodlights.

ii) The following expenses in connection with the match shall be paid by the Visiting Club: Their travel and any other associated expenses.

### **f) Matches Arranged by the Association**

In all matches arranged by The Association under Rule 19, the whole of the proceeds shall be taken by The Association, who shall be responsible for the payment of the expenses of the match.

## **20. TROPHIES**

a) When the winning Club shall have been ascertained, the Association shall present the Cup to such Club.

The Club, upon receipt of the Cup, shall sign a declaration approved by the Association to take good care of the Cup whilst in their possession and to reimburse the Association the cost of repairing and damage to or loss of the Cup and any other penalty which the Association may impose.

The Club are not required to engrave the Trophy. The engraving shall be completed by Berks & Bucks FA on its return.

The Cup shall be returned to the Competitions Co-ordinator by February 1st each year. Failure to return the Cup by the due date, a fine not exceeding £100.00 shall be imposed in the Senior Cup, Women's Senior Cup, Senior Trophy and Sunday Intermediate Cup, and not exceeding £50.00 in all other Competitions.

b) Medals, Plaques

The Association shall decide on the type of medal, plaque or memento to be presented to the winners and runners-up. The Association shall award sixteen (16) medals, plaques or mementoes to such winners and runners-up.

When a player taking part is ordered to leave the field for misconduct, the award to which he shall be entitled may be withheld at the discretion of the Association.

c) Any Club which wins a Trophy and fails to affiliate with Berks & Bucks FA the following season the Trophy shall be returned to Berks & Bucks FA within fourteen (14) days of dissolution.

## **21. PROVISIONS RELATING TO PROTESTS**

All questions relating to the qualification of competitors or interpretation of the Rules, or any dispute or protest whatever shall be referred to the Football Operations Committee.

a) All questions relating to the qualification of competitors or interpretation of the Rules or any dispute or protest whatever shall be referred to the Competitions Co-ordinator.

b) The protest shall be made in writing, sent by Special Delivery, e-mail or facsimile, stating clearly the grounds upon which it is made, signed by the Chairman and Secretary of the Club, and two (2) copies lodged with the Competitions Co-ordinator within three (3) days (Sundays excluded) of the date of the match to which it relates and shall be accompanied by a fee of £35.00. Should, however, the protest concern the eligibility of two (2) players the protest fee shall be doubled or for three (3) players it shall be trebled and so on.

c) Protests which relate to grounds or the appurtenances of the game shall not be entertained unless made to the Referee and the objection could not be remedied before the commencement of the match. The Club making the objection shall lodge protest as in a manner aforementioned in Rule 21(b).

d) The Competitions Co-ordinator, on the receipt of the protest shall forward a copy to the Club against whom the protest is made, and shall fix a date by which the Club shall submit a reply. Should a Club dispute the grounds upon which the protest was made, it shall supply evidence, in writing, to the Competitions Co-ordinator. The Committee shall adjudicate upon the facts before them, or the Committee may decide to appoint a Commission, when one (1) or both Clubs shall attend and be entitled to call witnesses.

e) The fee may be forfeited where a protest is not upheld, it shall however, be refunded where the protest succeeds.

## **22. APPEALS**

A Club may appeal against the decision of the Football Operations Committee to an Appeal Board. Any appeal shall be made in writing or by email together with a deposit of £50.00 to the Association fourteen (14) days from the date of notification. The grounds of the appeal shall be fully stated, and in the case of an appeal being improperly lodged or deemed to be frivolous, the deposit fee shall be forfeited and any cost incurred may be charged. All decisions of an appeal board are final and binding.

## **23. DEFAULT IN PAYMENT OF FINES AND COSTS**

All fines and costs shall be paid within fourteen (14) days of notification. Failure to comply the Committee shall have the power to suspend the Club from the Competition and to report the matter to the Council.

## FEES TARIFF

RULE NUMBER	DESCRIPTION	MAXIMUM FEE
6	ENTRY FEE – ALL CUPS	£10
21 (b)	PROTEST FEE	£35
22	APPEAL FEE	£50

## FINES TARIFF

RULE NUMBER	DESCRIPTION	MAXIMUM FINE
6	FAILURE TO APPLY FOR ENTRY	£10
10 (e)	FAILURE TO FIELD FULL STRENGTH TEAM (Senior Cup/Women's Senior Cup/Senior Trophy/Sunday Intermediate Cup)	£100
10 (e)	FAILURE TO FIELD FULL STRENGTH TEAM (Saturday Intermediate Cup/Saturday Junior Cup/Women's Junior Cup/Sunday Junior Cup/Sunday Junior Trophy)	£50
10 (h)	VALIDITY OF PLAYERS QUALIFICATIONS	£100
11 (d)	GROUND – PLAYING CONDITIONS	£50
12	FAILURE TO COMPLY WITH CLUB COLOURS	£50
14 (c)	LATE KICK OFF (Senior Cup/Women's Senior Cup/Senior Trophy/Sunday Intermediate Cup)	£100
14 (c)	LATE KICK OFF (Saturday Intermediate Cup/Saturday Junior Cup/Women's Junior Cup/Sunday Junior Cup/Sunday Junior Trophy)	£50
14 (d)	FAILURE TO CONFIRM MATCH PARTICULARS	£50
14 (e)	FAILURE TO PRESENT TEAM SHEETS (Senior Cup/Women's Senior Cup/Senior Trophy/Sunday Intermediate Cup)	£50
14 (e)	FAILURE TO PRESENT TEAM SHEETS (Saturday Intermediate Cup/Saturday Junior Cup/Women's Junior Cup/Sunday Junior Cup/Sunday Junior Trophy)	£25
14 (e)	ALTERING COMPOSITION OF TEAMSHEETS (Senior Cup/Women's Senior Cup/Senior Trophy/Sunday Intermediate Cup)	£50
14 (e)	ALTERING COMPOSITION OF TEAMSHEETS (Saturday Intermediate Cup/Saturday Junior Cup/Women's Junior Cup/Sunday Junior Cup/Sunday Junior Trophy)	£25
14 (f)	FAILURE TO COMPLETE RESPECT HANDSHAKE	£20
14 (k)	ABANDONMENT WITH CLUB AT FAULT	£250
15(d)	WITHDRAWAL WITHOUT SATISFACTORY REASON (Senior Cup)	£750
15 (d)	WITHDRAWAL WITHOUT SATISFACTORY REASON (Women's Senior Cup/Senior Trophy)	£100
15 (d)	WITHDRAWAL WITHOUT SATISFACTORY REASON (Saturday Intermediate Cup/Saturday Junior Cup/Women's Junior Cup/Sunday Junior Cup/Sunday Junior Trophy)	£50
17 (a)(ii)	FAILURE TO SUPPLY CLUB ASSISTANT REFEREE	£20
17 (d)	FAILURE OF REFEREE TO KEEP APPOINTMENT	£25
17 (e)	FAILURE FOR CLUBS TO AGREE ON SUBSTITUTE REFEREE	£50
18 (c)	FAILURE TO SUBMIT MATCH CARD (Senior Cup/Women's Senior Cup/Senior Trophy/Sunday Intermediate Cup)	£50
18 (c)	FAILURE TO SUBMIT MATCH CARD (Saturday Intermediate Cup/Saturday Junior Cup/Women's Junior Cup/Sunday Junior Cup/Sunday Junior Trophy)	£25
19 (c)	FAILURE TO SETTLE GATE RECEIPTS (Senior Cup/Women's Senior Cup/Senior Trophy/Sunday Intermediate Cup)	£100

19 (c)	FAILURE TO SETTLE GATE RECEIPTS (Saturday Intermediate Cup/Saturday Junior Cup/Women's Junior Cup/Sunday Junior Cup/Sunday Junior Trophy)	£50
20 (a)	FAILURE TO RETURN TROPHY BY REQUESTED DATE (Senior Cup/Women's Senior Cup/Senior Trophy/Sunday Intermediate Cup)	£100
20 (a)	FAILURE TO RETURN TROPHY BY REQUESTED DATE (Saturday Intermediate Cup/Saturday Junior Cup/Women's Junior Cup/Sunday Junior Cup/Sunday Junior Trophy)	£50