



## ESSEX COUNTY FOOTBALL ASSOCIATION

### Brief Competition Guidelines Season 2019/20

Competitions Department, The County Office,  
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[www.essexfa.com](http://www.essexfa.com)

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@EssexCountyFA

## ESSEX COUNTY FA CUPS 2019/20

Welcome to this season's County Cup competitions - whether you are associated to a club or an appointed Match Official, we trust you'll enjoy any matches you are involved in. To make your experience as smooth as possible, we have noted below some important points.

### REFEREE APPOINTMENT OFFICERS

This season we have appointed Referee Appointment Officers to take care of all Match Official appointments up to and including the semi-final stage of each competition. All correspondence relating to the appointment of Match Officials is to be directed to the Officers, including confirmation of fixtures from officials. The Officers will also act as an emergency contact for the Competitions Department out of ordinary office hours (Monday-Friday, 9am-5pm).

Appointment Officers for 2019/20 are as follows:

#### **BBC Essex Saturday Premier Cup, Saturday Junior Cup & Saturday Junior Trophy**

Sheryl MacRae: 07789 993262 (m), sheryl.sbfca@gmail.com

#### **Sunday Premier Cup, Sunday Junior Cup & Sunday Junior Trophy**

Roger Crane: 07931 566842 (m), rogcraneref@gmail.com

#### **Saturday Veterans Cup & Sunday Veterans Cup**

Martin Berry: 07828 119562 (m), martinberry@blueyonder.co.uk

#### **Pelly U18 Cup, Cassels U16 Cup & Rosser U15 Cup**

Micah Hyde: 07860 136028 (m), micahhyde@me.com

#### **Andrews U14 Cup, Cordell U13 Cup & Under 12 Cup**

Alan Dare: 07803 012495 (m), alandare@virginmedia.com

#### **BBC Essex Senior Cup, Tolleshunt D'Arcy Memorial Cup, Thames-Side Trophy, BBC Essex Women's Cup, Women's Trophy, U14 Girls, U16 Girls & U18 Girls Cups**

Referees Department: Lukas Wood: 01245 393076, lukas.wood@essexfa.com or George Lowe: 01245 393097, george.lowe@essexfa.com

### CONFIRMATION OF FIXTURES

The home club shall advise the opposing Club, Match Officials and ECFA Council Member (where appointed), the date of the match, kick-off time, the location (and the best way of reaching the ground) and club colours, no later than five days before the prescribed date of the tie.

**NB.** Failure to confirm should be notified to the Competitions Department, but is not reason for any side not to fulfil a fixture.

### SMS RESULTS SERVICE (Full guide on page three)

County Cups are available on The FA's Full-Time system, here: <http://fulltime-league.thefa.com/Index.do?league=152336429>

Team managers for whom we have been provided a mobile number will receive a text from Full-Time at around kick-off time in your match(es). Should the manager's number not be provided, the text will be sent to the club secretary. Please respond to the text as instructed - note the home team score should always be first. This score will be immediately uploaded to the Full-Time website. Results can be emailed to competitions@essexfa.com.

### MATCH OFFICIALS

Referees (and officially appointed Assistant Referees) are required to acknowledge their appointments without delay to the Appointment Officer. If the Secretary of the Home Club does not communicate the particulars as to the ground etc within four days of the match, the Referee should contact the Home Club Secretary and report the matter on the Result Sheet.

Referees and/or Assistant Referees unable to accept the appointment must state the reason. County Cup Appointments take precedence over all other appointments except those of The Football Association, The Football League, Panel League and Contributory League Appointments.

Should the Referee or Assistant Referee be a past or present member of a Club in a tie to which they have been appointed, they should notify the Appointment Officer at once to enable a change of match official(s).

### TEMPORARY DISMISSALS (SIN BINS)

Sin Bins are to be used to ALL Essex FA County Cups with the EXCEPTION of the BBC Essex Senior Cup.

### SUBSTITUTES

In the BBC Essex Senior Cup, BBC Essex Saturday Premier Cup, and BBC Essex Women's Cup, five substitutes can be named of which three may be used. In the BBC Essex Saturday Premier Cup and BBC Essex Women's Cup a fourth substitute may be used in extra time. A substituted player cannot return to the field.

In the Tolleshunt D'Arcy Memorial Cup and Thames-Side Trophy five substitutes can be named of whom all five may be used. A substituted player cannot return to the field.

In all other competitions five substitutes can be named of whom all five may be used. A substituted player themselves becomes a substitute and is permitted to return to the field of play.

## MATCH OFFICIALS' FEES

**BBC Essex Senior Cup** - All Rounds (up to and including Quarter-Finals): Referee: £50+travel, Assistants (where appointed): £30+travel;

Semi-Finals: Referee: £50+travel, Assistants (where appointed): £30+travel

**BBC Essex Saturday Premier Cup** - All Rounds (including Quarter-Finals): Referee: £45, Assistants (where appointed): £28;

Semi-Finals: Referee: £50, Assistants (where appointed): £30

**All other Open-Age competitions** - All Rounds (including Quarter-Finals): Referee: £40, Assistants (where appointed): £25;

Semi-Finals: Referee: £45, Assistants (where appointed): £25

**Pelly U18 Cup, Girls U18 Cup** - All Rounds (including Quarter-Finals): Referee: £40, Assistants (where appointed): £25;

Semi-Finals: Referee: £45, Assistants (where appointed): £25

**Cassels U16, Rosser U15, Girls U16 Cups** - All Rounds (including Quarter-Finals): Referee: £33, Assistants (where appointed): £20;

Semi-Finals: Referee: £38, Assistants (where appointed): £20

**Cordell U13, Andrews U14, Girls U14 Cups** - All Rounds (including Quarter-Finals): Referee: £30, Assistants (where appointed): £18;

Semi-Finals: Referee: £35, Assistants (where appointed): £18

**U12 Cup** - All Rounds (including Quarter-Finals): Referee: £25, Assistants (where appointed): £13;

Semi-Finals: Referee: £30, Assistants (where appointed): £17

**Final** (All Competitions): Referee: souvenir+travel, Assistants & Fourth Official (where appointed): souvenir+travel

All match official fees (exclusive of the BBC Essex Senior Cup) are **inclusive of travel**. For finals, travelling expenses are 25p per mile.

## TEAM SHEETS & MATCH REPORT FORMS

All clubs will be posted a copy of the Team Sheet/Result Sheet. Teams are required to complete the team and substitute sections of the form prior to kick-off. The form is in triplicate and is to be distributed as follows:

*Top Copy* - to be retained and remaining match details to be completed post-match and returned to the Competitions Department. This will act as your Result Sheet.

*Second Copy* - to be handed to Match Referee prior to kick-off. Referee to complete remaining match details post-match and return to the Competitions Department. This will act as the Referee Result Sheet.

*Bottom Copy* - to be retained by opposition for reference. This will act the opponents copy of your selected team.

These forms are also available to download from [www.essexfa.com](http://www.essexfa.com), via editable or static PDFs, but please note you will be required to fill out identical team information on all three sheets prior to kick-off should you choose to use downloaded forms. **Match Report Forms are to be sent to Competitions Department** by post or by clear scan or editable PDF emailed to [competitions@essexfa.com](mailto:competitions@essexfa.com).

Note it is not currently possible to submit team line-ups via FA Full-Time.

## IDENTITY CARDS

In all Youth and Girls competitions, identity cards with current photo, duly endorsed by the respective leagues, must be exchanged before the commencement of the match and returned within 10 minutes of the conclusion of the match. If a Club does not have all or some of the Registration ID cards, a protest must be lodged in accordance with Rule 15 for adjudication by the Council. If any irregularity is found, the matter will be dealt with by the Council as provided by the Rules of this Competition on player eligibility.

## DURATION OF PLAY

**All Open-Age Competitions:** 90 minutes (two 45 minute halves); Extra-Time 30 minutes (two 15 minute halves)

**Pelly U18s Cup, U18s Girls Cup:** 90 minutes (two 45 minute halves); Extra-Time 30 minutes (two 15 minute halves)

**Cassels U16s Cup, Rosser U15s Cup & U16s Girls Cup:** 80 minutes (two 40 minute halves); Extra-Time 20 minutes (two 10 minute halves)

**Andrews U14s Cup, Cordell U13s Cup & U14s Girls Cup:** 70 minutes (two 35 minute halves); Extra-Time 20 minutes (two 10 minute halves)

**U12s Cup:** 60 minutes (two 30 minute halves); Extra-Time 20 minutes (two 10 minute halves)

In all matches, except in the Essex Senior Cup, Tolleshunt D'Arcy Memorial Cup and Thames-Side Trophy, extra-time shall be played if scores are level at the end of normal time. If scores are level after extra-time, the winner shall be decided by a penalty shoot-out. In the Essex Senior Cup, Tolleshunt D'Arcy Cup and Thames-Side Trophy, matches will be decided by penalties if level at 90 minutes. Only players on the field of play at the end of extra-time may participate in a penalty shoot-out, with the exception of players in Sin Bin at the end of the match who may participate in a shoot-out.

## COMPETITION RULES

Note there have been changes to Essex FA County Cup rules for season 2019/20.

Please familiarise yourself with all competition rules. These are available in the 2019/20 Essex FA Handbook, will be regularly emailed email to Club Secretaries and are also from the 'County Cups' section of [www.essexfa.com](http://www.essexfa.com).



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## 3.0 SMS Results

### 3.1 How to... Submit SMS results

*The SMS result option allows leagues to have scores (only scores, no other match details) reported by SMS text message. This reduces league administration by removing the need for results to be taken off voicemail, as well as allowing leagues to get results published "instantly". Furthermore, it helps to reduce the risk of Team Administrators forgetting to report results, as Full-Time sends them a text message prompting them to report the score.*

#### Who Can Report Results

For each team, two mobile numbers can be registered (for example the Club Secretary and Team Manager). Leagues will need to inform the clubs how to get their contacts changed.

With the SMS system, home and away clubs both report scores. There's no need to restrict it to home teams only, as SMSes are processed automatically, and it's better to get them double-checked.

#### The SMS Text Prompt

During each game (normally 15 minutes after kickoff), the Full-Time will send an SMS Text Message to each registered mobile number, reminding them to send in the result of the game. After the game, both home and away clubs should report the score by replying to their message using the word **RESULT** (followed by a space) and giving the score for the game, **home team first, away team second, and separated by a hyphen**.

For example:-

**FA Full-Time Automated Results: CHE1 v MNU1 Sun 21 Sep 14:00. Reply with home and away scorers exactly in the format: RESULT H-A e.g. RESULT 2-1**

#### Replying To Full-Time

To report a 2-1 win to the home side (Chelsea 1sts!) you would simply reply:

**RESULT 2-1**

The only exception is if you are registered to send in results for more than one team, in which case Full-Time will include a team code, which you need to add after the result so that Full-Time can identify which team is being reported. In the above example the text you would receive would say:-

**FA Full-Time Automated Results: CHE1 v MNU1 Sun 21 Sep 14:00. Reply with home and away scorers exactly in the format: RESULT H-A CHE1 e.g. RESULT 2-1 CHE1**

Note the CHE1 team code at the end. The reply would be:

**RESULT 2-1 CHE1**

#### Important Notes

It is important to note you should not add other information and that the text must begin with the word **RESULT** or Full-Time will ignore it. The text must be sent from one of the registered mobiles (as Full-Time identifies you by the mobile number it has been given).

Full-Time allows you to report postponements (**RESULT P-P**) and abandonments (**RESULT A-A**).

#### Troubleshooting

If users are having problems with sending in results, please ask them to check the following:-

- Don't submit the score before you receive the incoming SMS prompt from Full-Time
- Your message **MUST** start with **RESULT** – otherwise it won't reach Full-Time.
- If Full-Time asks for a team code, make sure it's included, **AFTER** the scores.
- Make sure you give the **home score first, away score second**.
- Tell the league if you change your mobile number!
- Tell the league if a fixture is incorrect on Full-Time before the game is played.
- Remember that the SMS score is processed by a computer, so the format needs to be correct.

#### Full Time on WAP

Full-Time and the SMS results can also be seen on the mobile internet, using a WAP enabled phone (at:- [www.theFA.com/FULL-TIME/WAP](http://www.theFA.com/FULL-TIME/WAP)).