

Hertfordshire FA Charity Shield 2018-19

Guidance Notes for Clubs

PLEASE NOTE: The following provides extracts of Competition Rules and Instructions for the above Competition. Clubs should, therefore, refer to the Hertfordshire Football Association Handbook (available on hertfordshirefa.com) for a full clarification of rules.

Club Secretaries should be aware of the following rules for the above Competition:

All Rounds Up to and Including Semi-Finals

REPORTING OF RESULTS

A Match Report Form must be fully completed as an online document (which can be found on hertfordshirefa.com), within two days of the match.

A fine will be imposed if the Match Report Form is not received in this office within the time stated. Please ensure nominated substitutes, and used substitutes, are shown accordingly. Unused named substitutes are not considered to be 'Cup Tied'.

NOTIFICATION OF RESULTS

All clubs (whether home or away) must communicate the result of their County Cup match within 2 hours of completion of the match (11.00pm for evening matches) on the date of the match.

This communication must be in the form of an SMS message in response to an automated message sent from the County FA on the day of the game.

Any club failing to communicate the result of their game by this deadline shall be liable to a fine.

ELIGIBILITY OF PLAYERS

Clubs playing in either the Charity Cup or Charity Shield may play any bona fide playing member who has played for the Club in the current or preceding season.

In matches played prior to the start of Leagues' programmes, potential new players, and triallists, will be eligible to play. No player will have his eligibility impaired, and will be able to play for another Club in either of the Charity Competitions, as the season progresses.

In matches played after the start of Leagues' programmes, a player becomes cup tied for both Charity Competitions once he has made an appearance for a Club. He will only be eligible to continue playing for that Club for the remainder of the season, and for no other Club in either the Charity Cup or Charity Shield. A designated trialist will be eligible to play.

Playing in the Charity Cup or Charity Shield does not affect a player's eligibility for any other Competitions promoted and controlled by the Hertfordshire Football Association.

To assist the checking of players' eligibility, the Competitions Committee now require the names of players AND their relevant dates of birth to be entered on the Match Report Forms. A fine will be imposed if this is not adhered to.

TEAM SHEETS

Clubs must list players taking part in the game, including substitutes, on the County FA triplicate Team Sheet and exchange copies with the Referee and their Opponents, in the presence of the Referee, at least 30 minutes before kick-off time. Referees will report to Mr Donovan any club failing to comply with this instruction.

STATEMENT OF RECEIPTS

Home Clubs will receive a Statement of Receipts for each round, and this should be returned, fully completed, to the address stated within 7 days of the match. Competing clubs should refer to the competition rule with regards to the allocation of Gate Money (Rule 20 M).

COLOURS

Home clubs are required to inform the Away team of the Home team colours, as it is the AWAY team who must change if there is a clash of colours.

CONFIRMATION OF MATCH

Home Clubs need to advise match details as early as possible with the Away team, Match Officials and the nominated Hertfordshire FA delegate. Home clubs will also need to inform the Away team of the Home team colours, as it is the AWAY team who must change if there is a clash of colours.

SUBSTITUTES

Three substitute players may be used in County Cup ties from five names given to the Match Referee prior to the kick off. Unused, named substitutes are not considered to be cup-ties, but these must be clearly defined on each team's match result sheet.

DURATION OF MATCH

In all matches prior to the semi finals round (inc pre-season matches) will be of 90 minutes duration, with no Extra Time. Kicks from the penalty mark will decide the winning team if the scores are level as per the Laws of the Game.

Subsequent Rounds: In the semi-final and final rounds, extra time will be played if necessary. Kicks from the Penalty Mark will decide the winning team if the scores are level after extra time. There are no replays in this competition.

HALF TIME

The half time interval shall not exceed 15 minutes which may only be altered with the consent of the Referee.

MATCH OFFICIALS

Match Official Fees for this Competition are as follows:

Referee:	£ 35.00
Assistant Referees:	£ 25.00

The above fees are inclusive of travel expenses. If a match is not played owing to causes over which neither club has control, the Match Officials attended shall be entitled to claim travel expenses, for incurred cost of 40 pence per mile from the home club.

POSTPONED OR ABANDONED MATCHES

Note that in the event of a match being postponed, the same Match Officials remain appointed for the rearranged game. If the Referee abandons a match due to ground conditions, it becomes void and must be replayed.

If abandoned due to misconduct, a written report will be necessary from the Referee. The Home Club Secretary must advise the Competitions Secretary of any abandoned matches. If abandoned through no fault of either team after the completion of normal time but before the end of extra time, then the game shall be played again on the ground of the away team.

HOSPITALITY

All Clubs drawn at home in the Charity Cup must provide refreshments to visiting players, officials and match officials to a standard equivalent to a home first team match in their own League.

In addition, the following rule will apply for the Semi Final and Final ties:

SQUAD SHEET

Clubs playing in the Semi Final or Final tie shall send to the opposing Club, the Honorary Secretary of the Competitions Committee (Senior) (Martin Bayliss) and the Association Headquarters (Paul Musgrave), a list of players with their D.O.B. from whom the team for the Semi-Final or Final must be selected, giving 7 clear days notice. No player will be considered eligible unless his name appears in the list.

Additions to the team lists can only be made with the consent of both the opposing club and the nominated Association Officer. No objection to the qualifications of any players mentioned in such list shall be entertained unless notice of objection, setting out in detail the grounds of such objection, is in the hands of both the Secretary of the opposing Club and the nominated Association Officer prior to the date of the kick off for the match. Failure to submit a list of players with 7 clear days notice will result in the offending Club being fined.

Important Addresses

All Administration enquiries should be directed to:

Paul Musgrave

Football Services Administrator (Competitions)
Hertfordshire Football Association Ltd
County Ground, Baldock Road
Letchworth, Hertfordshire
SG6 2EN

T: 01462 650201

F: 01462 677624

E: paul.musgrave@hertfordshirefa.com

All Referee enquiries should be directed to:

Richard Dowden

(Saturday Referee Appointments)
50 Dryden Crescent,
Stevenage,
Hertfordshire, SG2 0JG

T: 01438 313929 / 01438 810936 / 07745 399288

E: rdowden@hotmail.co.uk

All Competition enquiries should be directed to:

Martin Bayliss

Honorary Secretary Competitions (Senior)
26 Shrublands Avenue
Berkhamsted
Hertfordshire HP4 3JH

T: 01442 384280 / 07747 800997

E: martin.bayliss3@ntlworld.com