

Hertfordshire FA Intermediate Cup 2018-19

Guidance Notes for Match Officials

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

REPORTING OF MATCH RESULT

Each appointed Referee must report the result of his fixture to the Hertfordshire FA by completing the on-line form which can be found on the County FA website hertfordshirefa.com. This form should be completed within two days of the match.

CONFIRMATION OF APPOINTMENT BY HOME CLUB

The Home Club in each Tie is responsible for notifying the Match Officials of exact details of the location of the ground, date of match and kick-off time. Match Officials are required to acknowledge details of the match arrangements with the Home Club. For the final tie, confirmation will be made by the Hertfordshire F.A.

If the Club drawn at home has the regular use of floodlights, then it may choose to play the match in midweek, by mutual agreement with the opposition, either during the week before, or in the week after, the scheduled date for the match. At least 8 days notice must be given to the opposing team and the match officials.

ACKNOWLEDGEMENT OF APPOINTMENT TO REFEREES SECRETARY

Match Officials are required to acknowledge all appointments to Mr Richard Dowden preferably by email to rdowden@hotmail.co.uk

DRESS CODE/ARRIVAL AT GROUND

Match Officials appointed to County matches must wear the standard Black and White or All Black kit. Match Officials are also expected to be of smart appearance. In all County Cup Competitions, the Hertfordshire County Badge must be worn. Match Officials must arrive at the ground at least 45 minutes before the advertised kick off time for matches prior to the Quarter Finals and at least *one hour* before the advertised kick off time for Quarter-Final – Final Rounds.

DURATION OF MATCH

Extra time must be played if the scores are level at the end of normal time. If the scores are level at the end of extra time, then the game will be decided by kicks from the penalty mark in accordance to the procedure laid down in the Laws of the Game. There are no replays in this competition.

TEAM SHEETS

Clubs must list players taking part in the game, including substitutes, on the official Hertfordshire Football Association triplicate Team Sheet (already sent to Clubs) 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 Paddy Donovan any club failing to comply with this instruction.

Referees must, within two days of the match being played, forward his copy of the team sheets to Paddy Donovan, 9 Smallwood Close, Wheathampstead, Herts AL4 8TW.

The Referee should report any cases where a team sheet has been amended by a Club after being originally exchanged

HALF TIME

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

SUBSTITUTES

Three substitute players may be used in County Cup ties from five names given to the Match Referee prior to the kick off.

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.

FEES

Match Official Fees for this Competition are as follows:

Referee:	£35.00
Assistant Referees:	£27.00 (where officially appointed)

The fees are all inclusive of travel expenses.

The home drawn team is responsible for ensuring payment is made to the Referee in all rounds prior to the Quarter-Finals and Semi-Finals.

Where Assistant Referees are appointed, up to and including Quarter and Semi Finals, the Home team shall pay the Referee and one Assistant, and the Away team shall pay the second Assistant. It remains the responsibility of the Home team to ensure all payments are made to the Match Officials.

POSTPONED MATCHES

Note that in the event of a match being postponed, the same Match Officials remain appointed for the rearranged game which must be played the following week. Where a match is not played owing to causes over which neither club has control, the Match Officials in attendance shall be entitled to claim travel expenses incurred at 40p per mile.

ABANDONED MATCHES

If the Referee abandons a match due to ground conditions, it becomes void and must be played again the following week. If abandoned due to misconduct, a written misconduct report will be necessary from the Referee and sent to the Association Headquarters. *If abandoned through no fault of either club after the completion of normal time, but before the end of extra time, then the game shall be played again at the ground of the away team.*

MISDEAMEANOURS OF CLUBS

Referees are to report all cases of late match confirmations, late kick-offs, failure to wear numbered shirts, poor/lack of changing facilities and failure to provide a linesman for the duration of the game. These reports should be made in writing to **Paddy Donovan**. Referees are advised to notify a representative of the offending team of their intention to make a report.

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:

Paddy Donovan

Honorary Secretary, Competitions Committee
9 Smallwood Close
Wheathampstead
Hertfordshire AL4 8TW

T: 01582 832833 / 07581 543465

E: paddy2645@btinternet.com