

Hertfordshire FA Junior Cup 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

MATCH REPORT FORM

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

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

REPORTING OF RESULTS

All clubs (whether home or away) must communicate the result of their County Cup match within 1 hour of conclusion 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.

CONFIRMATION OF MATCH

Home Clubs need to confirm match details with the Away team, Match Officials and *the nominated Hertfordshire FA delegate (for Quarter-Finals and Semi-Finals ties)* at least by the Monday prior to the game (or earlier if possible). Away teams and Match Officials are asked to report to Paddy Donovan any team who has not made contact with them by the Monday prior to the game.

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. In the final tie, confirmation will be made by the Hertfordshire F.A.

DRESSING ROOMS

The Home Club must ensure that Dressing Room accommodation and water MUST be provided. If this is not available, and an alternative ground cannot be obtained, then the game should be switched to the opponents ground, unless prior mutual agreement to play without the required changing facilities has been reached with the away team.

ELIGIBILITY OF PLAYERS (Rule 18)

To be eligible to play in the Junior Cup, a player must have been registered with a League in which your club plays for three days prior to the date of the match.

A player who has played for another club in either the Senior Challenge Cup, the Senior Trophy or the Intermediate Cup, or who has played for another club in the Junior Cup will be ineligible to play and classed as "Cup Tied". If a Club enters two teams, a player can only play for one of the teams. Beware of players who may be "Cup Tied" if signing them on after the start of the season.

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 SHEET

Clubs must list players taking part in the game, including substitutes, on the enclosed triplicate Team Sheet and exchange copies with the Referee and their Opponents, in the presence of the Referee, at least 15 minutes before kick-off time. Referees will report to Mr Donovan any club failing to comply with this instruction.

SUBSTITUTES (ROLL ON, ROLL OFF SUBSTITUTIONS)

Repeated Substitutions – Roll on Roll off Substitutions, will continue to be used in the Junior Cup Competition. Five substitutes can be used from FIVE named for each team, but the names must be given to the Referee prior to kick off.

In addition, repeated substitutions are permissible as follows: A player who has been substituted during a match becomes a substitute and may, in turn, replace another player at any time subject to the substitution being carried out in accordance with law 3 of the Laws of the Game.

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.

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 Association Football. 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: **£ 27.00** (where officially appointed)

These are “all inclusive” fees, and there is no separate payment for travel.

PLEASE NOTE: The Home Team will pay the Referee his match fee. This is for all rounds up to and including the Semi-Finals. If Assistant Referees are appointed the Home Team will pay one Assistant and the Away Team will pay the other Assistant. It remains the responsibility of the Home team to ensure all payments are made to the Match Officials.

ROPED OFF PITCHES

In the Quarter-Final and Semi-Final ties of the Junior Cup, the playing pitch must have a railed or roped-off area at least five feet from the goal and touchlines on all sides. Where local regulations do not allow this, the Home Club must find an alternative ground or play on the ground of their opponents, which must comply with the foregoing conditions.

Fluorescent tape is not considered a satisfactory replacement for rope. All posts or stakes used must be of material considered satisfactory for players' safety.

POSTPONED OR ABANDONED MATCH

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

If abandoned due to misconduct, a written misconduct report will be necessary from the Referee and sent to the Association Headquarters. The Home Club Secretary must advise Mr Donovan of any abandoned matches. 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.

Hertfordshire FA may require a new venue to be found if the Home team pitch becomes unplayable and a match is postponed more than once.

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

SQUAD SHEET

Clubs playing in the Semi Final and Final tie send to the opposing Club, the Honorary Secretary of the Competitions Committee (Paddy Donovan) 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.

RESPONDING TO CHARGES

Rule 6d of your County Handbook it states:

- (B) The Competitions Committee shall have powers to apply, act upon and enforce these Rules and shall also have jurisdiction over all matters affecting the Competition. Any action by the Competition must be taken within 28 days of the Competition being notified.

With the exception of Rules 6(I), 8(H), and 9, for all alleged breaches of a Rule the Competitions Committee shall issue a formal written charge to the Club concerned. The Club charged shall be given 7 days from the date of notification of the charge to reply. In such reply a Club may:

- (i) Accept the charge and submit in writing a case of mitigation for consideration by the Competitions Committee on the papers; or
- (ii) Accept the charge and notify that it wishes to put its case of mitigation at a hearing before the Competitions Committee; or
- (iii) Deny the charge and submit in writing supporting evidence for consideration by the Competitions Committee on the papers; or
- (iv) Deny the charge and notify that it wishes to put its case of mitigation at a hearing before the Competitions Committee.

Where the Club charged fails to respond within 7 days, the Competitions Committee shall determine the charge in such manner and upon such evidence as it considers appropriate.

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