

# Hertfordshire FA Junior 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](http://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 our website [hertfordshirefa.com](http://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, by the Monday prior to the game. 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.

### 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](mailto: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.

### HALF TIME

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

## **SUBSTITUTES (Roll-on Roll Off substitutions)**

Repeated Substitutions – Roll on Roll off Substitutions, will continue to be used in all the Junior Cup Competition matches. 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.

Unused, named, substitutes are not considered to be Cup Tied, but these should be clearly defined on each team's result sheet.

## **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.

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

Any club failing to comply with this rule should be reported.

## **MATCH OFFICIALS' FEES**

Match Official Fees for this Competition are as follows:

Referee:	<b>£ 35.00</b>
Assistant Referees:	<b>£ 27.00</b> (where officially appointed)

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

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 Official and the Away Team will pay the other Official. 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.

**The following Rules only apply to games played in the Quarter-Final and after:**

## **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. Referees are required to report all breaches of this Rule to Martin Bayliss. If a pitch is insufficiently roped off, the priority is to make sure the match is played.

## **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](mailto: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](mailto: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](mailto:paddy2645@btinternet.com)