

# Hertfordshire FA Senior 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](http://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 on-line document (found on [hertfordshirefa.com](http://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 by within one hour 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.

#### **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 45 minutes before kick-off time. Referees will report any club failing to comply with this instruction.

#### **STATEMENT OF RECEIPTS AND ADMISSION CHARGES**

Home Clubs will receive a Statement of Receipts for each round, and this should be returned, fully completed, to the Mr Malcolm Miller (address on the form) within 7 days of the match. Competing clubs should refer to Competition (Rule 10 N) with regards to the allocation of Gate Money.

It is compulsory that gate money should be taken. A minimum spectator admission charge of £ 4.00 must be made by each Home Club. If a deduction is shown in the Payments Section for either Policing costs or Security costs, a copy of the invoice for this costing must be submitted with the completed Statement of receipts form.

## **DOCTOR**

In matches involving clubs from the Vanarama Conference Premier (national) or Football League, the Home Team must arrange for a Doctor (A First Aider is sufficient if a Blue Square South Club) to be in attendance. A maximum of £130 can be claimed from the Gate Receipts, providing a receipt has been obtained and a copy is attached to the gate receipts form. (Rule 20 O)

## **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. In the Final tie, confirmation will be made by the Hertfordshire F.A.

## **ELIGIBILITY OF PLAYERS - (Rule 18)**

To be eligible to play in the Senior Challenge Cup, a player must have to be registered with a league in which your club plays by 5.00pm on the day prior to the date of the Match. (ie no 7 day qualification). This includes any loan players, providing the club loaning the players has given written consent.

A player who has played for another club in the Senior Centenary Trophy, Intermediate Cup, and Junior Cup will be eligible to play in the Senior Challenge Cup. Once a player has played in a higher status of Competition, the player cannot play in a lower status of Competition.

A player who has played for another club in the Senior Challenge Cup, will not be eligible to play and is classed as "Cup Tied". Clubs should be aware 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.

## **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 Tied, but these should be clearly defined on each teams 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.

## 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:	<b>£45.00</b>
Assistant Referees:	<b>£30.00</b>

The above are entitled to claim **40 pence** per mile for incurred travel expenses.

## 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 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. 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.

## HOSPITALITY

All Clubs drawn at home in the Senior Challenge Cup must provide refreshments to visiting players, officials, match officials and the Hertfordshire FA Representative 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 and Final tie shall send to the opposing Club, the Association Headquarters (Paul Musgrave) and to the Honorary Secretary of the Competitions Committee (Senior) (Martin Bayliss), 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](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:**

**Martin Bayliss**

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

T: 01442 384280 / 07747 800997

E: [martin.bayliss3@ntlworld.com](mailto:martin.bayliss3@ntlworld.com)