

Hertfordshire FA Senior 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 our 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 FA.

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 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 one hour before the advertised kick off time.

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.

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 45 minutes before kick off time.

Referees will report to Martin Bayliss any club failing to comply with this instruction. Referees must, within two days of the match being played, forward his copy of the team sheet to Martin Bayliss (address below). 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:	£ 45.00
Assistant Referees:	£ 30.00

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

The home club is responsible for payment to match officials in rounds up to and including the semi finals.

POSTPONED MATCHES

Note that in the event of a match being postponed, the same Match Officials remain appointed for the rearranged game. 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 replayed. 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, etc. These reports should be made in writing to Paddy Donovan.

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