

# **Hertfordshire FA**

## **Senior Centenary Trophy 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. Match Officials are required to acknowledge details of the match arrangements with the Home Club. In the Final tie, confirmation will be made by the Hertfordshire F.A.

#### **ACKNOWLEDGEMENT OF APPOINTMENT**

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 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 Mr 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 sheets 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:	<b>£ 40.00</b>
Assistant Referees:	<b>£ 27.00</b>

The above fees are inclusive of 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. Access to the on-line report form will be via [hertfordshirefa.com](http://hertfordshirefa.com)

## **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)