

Hertfordshire FA Women's 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 online document (which can be found on 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 within 2 hours of the 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 (If Appointed), at least by the Monday prior to the game (or earlier if possible). Away teams are asked to report to **Keith Hicks** any team who has not made contacted 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.

DRESSING ROOMS/CHANGING FACILITIES

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

To be eligible to play in the Women's Cup, a player must have been registered with a League in which your club plays for seven days prior to the date of the match. A player who has played for one club in the Women's Cup becomes ineligible to play for any other club in that competition. 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.

SUBSTITUTES

Repeated (or Roll-On, Roll-Off) substitutes will be used in this 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.

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.

KICK OFF TIMES

Kick off times shall be between 10am and 2pm except in the months of November, December, January and February when the Kick off time must be no later than 1.30pm.

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.

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.

The HOME TEAM will pay the Referee the 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.

HALF TIME

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

POSTPONED OR ABANDONED 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 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 **Keith Hicks** 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.

The Hertfordshire Football Association 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 rules will apply for the Semi Final ties:

ROPED OFF PITCHES

In the Semi-Final ties of the Women's Cup Competitions, 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.

SQUAD SHEET

Clubs playing in the Semi Final and Final tie shall post or deliver by hand to the opposing Club, the Association Headquarters (**Paul Musgrave**) and to the Sunday Competitions Officer (**Keith Hicks**), 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 her 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.

TEAM SHEET

In the semi final and final rounds, a team sheet will be provided. This must be completed and exchanged with both opponents and match referee, at least 30 minutes before kick-off time. Referees must report to any club failing to comply with these instructions.

Responding to Charges

Rule 6d of your County Handbook 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:

Derek French

Sunday Competitions Referee Appointments
15 Denton Close
Irchester
Wellingborough
Northants
NN29 7EB

T: 01933 632116 / 07931 465980

E: Delthelino@gmail.com

All Competition enquiries should be directed to:

Keith Hicks

Sunday Competitions Secretary
3 Pheasant Close
Berkhamsted, Herts
HP4 2HQ

T: 01442 863216 / 07767 430087

E: keith55hicks@gmail.com