

Hertfordshire FA Women's 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 online form which can be found on the County FA 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, by the Monday prior to the game. Match Officials are asked to report breaches of this Rule to **Keith Hicks**.

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 Derek French**, preferably by email to delthelino@gmail.com. As the match takes preference over all other football, you are expected to confirm your availability unless you have already closed the date with the Herts FA.

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 30 minutes before the advertised kick off time for all matches prior to the Semi Final, and at least one hour before the advertised kick off time for Semi Finals and 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.

KICK OFF TIMES

Kick off times shall be between 10am and 2pm, except in the months of November, December, January and February, when kick off must not be later than 1:30pm.

HALF TIME

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

SUBSTITUTES

Repeated (or Roll-On, Roll-Off) substitutes will continue to 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.

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.

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.

As from the start of this season, 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.

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. Reporting of any misdemeanours should be made on the Match Official's Report Form (see above).

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.

CHANGING FACILITIES

Home clubs should advise the match officials in advance of cases where there are no changing facilities, or where the facilities fall well below the required standard as per (Rule 10B). To help us monitor any cases of clubs not adhering to this rule, referees are asked to report all such cases to the Hertfordshire FA Office.

The following Rules only apply to games played in the Semi Finals Round:

TEAM SHEET

For the Semi Final and Final ties, 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 will report to **Keith Hicks** 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 **Keith Hicks**. The Referee should report any cases where a team sheet has been amended by a Club after being originally exchanged.

ROPED OFF PITCHES

In the **Semi-Final** ties of the Women's 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 **Keith Hicks**. If a pitch is not satisfactorily roped off, the priority must be to play the match.

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