

Hertfordshire FA

Youth Competitions 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:

AGE GROUP FORMATS BOYS':

Under 12 = 9v9

Under 13, 14, 15, 16 and 18 = 11 v 11

AGE GROUP FORMATS GIRLS':

Under 12 and 13 = 9v9

Under 14, 15 and 16 = 11 v 11

Information on all rounds up to and including Semi-Finals

ELIGIBILITY OF PLAYERS:

The qualifying date for players is 31st August 2018

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 rule is not adhered to.

All players in county cup ties must have registered with the league in which their team plays for 7 days prior to the date of the match. **ID cards MUST be presented to a representative of the opposing team prior to kick off in ALL matches.**

Teams whose league do not provide ID Cards MUST submit via email a list of players registered to that team with their dates of birth to the opposition and copy in michelle.madell@btinternet.com at least two days prior to the game and provide a copy on the day of the fixture.

CONFIRMATION OF MATCH AND COLOURS

Home Clubs need to confirm match details, not less than 7 days before the date in which the tie is to be played to the Away team and Match Officials. 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 confirmations will be made by the Hertfordshire FA.

KICK OFF TIMES

Kick off times must be between 10.00am and 2.00pm, except in the months between November and February, when kick off must be no later than 1.30pm. The kick off time in each tie shall be at the discretion of the home drawn team. See Rule 20A

MATCH DELEGATE

It shall be the responsibility of every Club involved in Youth Football to provide a Match Delegate for each match in which it participates. This delegate must report to the Match Referee at least 15 minutes prior to kick off. Clubs in breach of this rule shall be liable to a fine.

SHIRT NUMBERS

In all ties, the players must wear distinctive individual numbers on their shirts.

MATCH BALLS

Match Balls **MUST** be handed to the Referee 15 minutes before kick-off. Size 5 balls will be used in the Under 18, Under 16 and Under 15 sections, and Size 4 in the Under 14, Under 13 and Under 12 sections. In each match, the first named team will provide the ball.

SUBSTITUTES

Repeated [Roll-on/Roll-off] substitutions are allowed in all age groups.

Seven substitutes can be used from Seven named for each team, but the names must be given to the Referee prior to kick off. Repeated [roll on, roll off] substitutes operate 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 your team's result sheet.

DURATION OF MATCH

The duration of play in Youth County Competitions shall be as follows:

U18	-	45 mins each way plus 15 mins each way extra time if required
U16 & U15	-	40 mins each way plus 10 mins each way extra time if required
U14 & U13	-	35 mins each way plus 10 mins each way extra time if required
U12	-	30 mins each way plus 10 mins each way extra time if required

HALF TIME

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

EXTRA TIME

Extra time must be played, or at least started if ground conditions are difficult, 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 Association Football. There are no replays in the Competition.

MATCH OFFICIALS

Match Official fees for this Competition are as follows:

	U18	U16 & U15	U14 & U13	U12
Referee	£35	£30	£27	£25
Assistant Referee	£27	£23	£21	£19

These fees are all **inclusive** of travelling expenses. The home drawn team is responsible for ensuring payment is made to the Referee in all rounds up to and including the semi-finals. Where Assistant Referees are appointed [Semi Finals], the home team will pay the Referee's fee and one Assistant's fee, and the AWAY team will pay the second Assistant's fee. It remains the responsibility of the Home team to ensure all payments are made to the Match Officials. PLEASE REMEMBER – there are no travel expenses

NOTIFICATION OF RESULTS

All clubs [whether home or away] must communicate the result of their County Cup match by 6.00pm [11.00pm for evening matches] on the date of the fixture.

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. By default last season's contact will be used. The SMS contact should be set up through WGS "Team Full Time SMS Contact " and providing a mobile number, only ONE SMS user for each team.

MATCH REPORT FORM

The Match Report Form is to be completed as an on-line document, this is found on hertfordshirefa.com – Cup tab and the form is on the right of the screen.

This should be fully completed, to the Association Headquarters 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, both used and unused, are shown accordingly, and both teams **MUST** to submit this form.

POSTPONED MATCHES

Please check handbook for guidance.

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 report will be necessary from the Referee. The Home Club must advise **Michelle Madell** of an abandoned match. 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 FA 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 rule will apply for the Semi-Final and Final ties

SQUAD SHEET

Every Club playing in the Semi Final or Final shall, not less than seven days before the match, send to the opposing club, **Paul Musgrave** at the Association offices and to the Youth Competitions Officer **Michelle Madell**, a list of all players from which the team for such match will be selected, also clearly indicating the date of birth of each player. No objection to the qualification of any such player mentioned in such a list shall be entertained unless notice of objection, stating particulars, is given 48 hours before the match to the Honorary Youth Competitions Secretary and the Secretary of the opposing Club. No player shall be eligible unless his name has been included in the list.

RESPONDING TO CHARGES

Please check the handbook for guidance.

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:

Norman Appleby

Youth Competitions Referee Appointments
18 Langley Grove,
Sandridge,
St Albans, Herts, AL4 9DU

T: 07703 331163

E: normappleby@hotmail.com

All Competition enquiries should be directed to:

Michelle Madell

Hon. Secretary, Competitions Committee [Youth]
13 The Drive, Bengoe,
Hertford,
SG14 3DE

T: 07904 981467

E: michelle.madell@hertfordshirefa.com