

# Hertfordshire FA



## Guidance Notes for Match Officials

### Charity Shield 2019-20

PLEASE NOTE: The following provides **extracts** of Competition Rules and Instructions for the above Competition. Clubs should, therefore, refer to the 'Cups and Competitions' pages of the [Hertfordshire FA website](http://www.hertfordshirefa.com) for full details of the rules.

#### REPORTING OF MATCH RESULT

Each appointed Referee must report the result of their fixture to the Hertfordshire FA by completing the online Match Officials Report Form within two days of the fixture.

<https://fs4.formsite.com/Hertfordshirefa/RefereReportForm/index.html>

#### 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 Hertfordshire FA.

#### ACKNOWLEDGEMENT OF APPOINTMENT TO REFEREES SECRETARY

Match Officials are required to acknowledge all appointments to Lee Grimsey by email to [lee\\_grimsey@hotmail.com](mailto:lee_grimsey@hotmail.com).

#### DRESS CODE/ARRIVAL AT GROUND

Match Officials appointed to County matches must wear the standard black and white kit or all black kit. Match Officials are also expected to be of a 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.

#### TEMPORARY DISMISSALS (SIN-BINS)

Please be aware that the use of Temporary Dismissals (also known as sin-bins) as per FA requirements will be used in this Competition. Their use will only be for dissent and for no other cautionable offence.

## TEAM SHEET

For the Semi Final and Final ties, Clubs must list players taking part in the game, including substitutes, on the official Hertfordshire FA 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 their 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.

## DURATION OF MATCH

In all matches prior to the semi-finals round (including 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.

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.

## 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 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>£ 35.00</b>
Assistant Referees:	<b>£ 25.00</b>

The above fees are inclusive of travel expenses.

## **POSTPONED MATCHES**

In the event of a match being postponed, the same Match Officials remain appointed for the rearranged game.

## **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 Hertfordshire FA.

If abandoned through no fault of either team after the completion of normal time but before the end of extra time, then the game shall be played again on the ground of the away team.

## **MISDEAMEANOURS OF CLUBS**

Referees are to report all cases of late match confirmations, late kick-offs, etc. Reporting of any misdemeanours should be made on the Match Official's Report Form (see above).

## **Key Contacts – Charity Shield**

**All competition and administration enquiries should be directed to:**

### **Paul Musgrave**

Football Services Administrator (Competitions)  
Hertfordshire Football Association  
The County Ground  
Baldock Road  
Letchworth  
Hertfordshire  
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T: 01462 650201

F: 01462 677624

E: [paul.musgrave@hertfordshirefa.com](mailto:paul.musgrave@hertfordshirefa.com)

### **Keith Hicks**

Assistant Competitions Secretary  
3 Pheasant Close  
Berkhamsted  
Hertfordshire  
HP4 2HQ

T: 01442 863216

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E: [keith55hicks@gmail.com](mailto:keith55hicks@gmail.com)

**All Referee enquiries should be directed to:**

### **Lee Grimsey**

Saturday Competitions Referee Appointments  
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