

Guidance Notes for Match Officials

Intermediate Cup 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](#) 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.

The form can be found here:

<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, by the Monday prior to the game. 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.

If the Club drawn at home has the regular use of floodlights, then it may choose to play the match in midweek, by mutual agreement with the opposition, either during the week before, or in the week after, the scheduled date for the match. At least 8 days notice must be given to the opposing team and the match officials.

ACKNOWLEDGEMENT OF APPOINTMENT TO REFEREES SECRETARY

Match Officials are required to acknowledge all appointments to Lee Grimsey, preferably by email to 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 45 minutes before the advertised kick off for matches prior to the Quarter-finals and at least one hour before the advertised kick off time for the Quarter-finals and subsequent rounds.

TEAM SHEET

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 **Paddy Donovan** 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 **Paddy Donovan**. The Referee should report any cases where a team sheet has been amended by a Club after being originally exchanged.

DURATION OF MATCH

The match shall be of 45 minutes each way. Extra time, of 15 minutes each way, 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.

HALF TIME

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

TEMPORARY DISMISSALS (SIN-BINS)

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

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: **£ 35.00**
Assistant Referees: **£ 27.00** (where officially appointed)

These are 'all inclusive' fees - 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.

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 Hertfordshire FA.

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, failure to wear numbered shirts, poor/lack of changing facilities and failure to provide a linesman for the duration of the game. These reports should be made in writing to **Paddy Donovan**. Referees are advised to notify a representative of the offending team of their intention to make a report.

Key Contacts - Intermediate Cup

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
SG6 2EN

T: 01462 650201

F: 01462 677624

E: paul.musgrave@hertfordshirefa.com

Keith Hicks

Assistant Competitions Secretary
3 Pheasant Close
Berkhamsted
Hertfordshire
HP4 2HQ

T: 01442 863216

M: 07767 430087

E: keith55hicks@gmail.com

All Referee enquiries should be directed to:

Lee Grimsey

Saturday Competitions Referee Appointments
250 Lonsdale Road
Stevenage
Hertfordshire
SG1 5DH

T: 07702 172624

E: lee_grimsey@hotmail.com