



## Guidance Notes for Clubs

### Saturday Intermediate Cup 2023-24

PLEASE NOTE: The following provides **extracts** of Competition Rules and Instructions for the above Competition. You should therefore refer to the 'Cups and Competitions' pages of the [Hertfordshire FA website](#) for full details of the rules.

*All rounds up to and including Semi-Finals*

#### **NOTIFICATION OF RESULT**

All clubs (whether home or away) must communicate the result of their County Cup match by 11.00pm 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 or by entering the result on FA Full-Time or the Matchday app. Any club failing to communicate the result of their game by this deadline shall be liable to a fine.

#### **MATCH REPORT FORM**

The FA Full-Time system is being used to record results and other relevant information and details of each match must be inputted onto this system. As above, results must be updated no later than 11.00pm on the night of the Match played.

All remaining information (e.g. the players selected for the match, substitutes used, referee scores, etc) must be added on the system no later than 11.00pm the day after the match is played. A fine will be imposed if the system has not been updated by the club within the time stated.

Please ensure nominated substitutes, and used substitutes, are shown accordingly. Unused named substitutes are not considered to be cup tied.

## **TEAM SHEET**

Clubs must list players taking part in the game, including substitutes, on the provided Hertfordshire FA Triplicate Team Sheet 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 any club failing to comply with this instruction.

## **CONFIRMATION OF MATCH**

Home Clubs need to confirm match details with the Away team, Match Officials and the nominated Hertfordshire FA Delegate.

In 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 to the nominated Hertfordshire FA Officer.

## **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.

## **ELIGIBILITY OF PLAYERS**

To be eligible to play in the Intermediate Cup, a player must have been registered with a League, in which your club plays for, at least one day prior to the date of the match. (i.e. by 5.00pm on the Friday immediately prior to the date of the match, if a Saturday).

A player who has played for another club in the Junior Cup will be eligible to play in the Intermediate Cup. A player who has played for another club in the Intermediate Cup, or played in Senior Challenge Cup or Senior Centenary Trophy, will not be eligible to play and is classed as 'Cup Tied'.

There are other qualifications regarding players who have played first team games at a higher level, so it is recommended clubs read the whole of this rule for their own security.

Clubs should be aware 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.

### **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**

Five (5) substitute players may be used in County Cup ties from five (5) names given to the Match Referee prior to the kick off. Unused, named, substitutes are not considered to be Cup Tied, but these should be clearly defined on each team's Result Sheet.

### **DURATION OF MATCH**

In all matches (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.

### **HALF-TIME**

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

## **MATCH OFFICIALS**

Match Official fees for this Competition are as follows:

Referee:	£ 45.00
Assistant Referees:	£ 37.00

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. It remains the responsibility of the Home team to ensure all payments are made to the Match Officials.

## **POSTPONED OR ABANDONED MATCHES**

Note that in the event of a match being postponed, the same Match Officials remain appointed for the rearranged game. If the Referee abandons a match due to ground conditions, it becomes void and must be replayed.

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 their half fees. 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 the Competitions Secretary of any abandoned matches as soon as possible. If abandoned through no fault of either club after the completion of normal time, but before the end of penalty kicks, then the game shall be played again at the ground of the away team.

## **HOSPITALITY**

All Clubs drawn at home in the Senior Challenge Cup must provide refreshments to visiting players, officials, match officials and the Hertfordshire FA Representative to a standard equivalent to a home first team match in their own League.

*In addition, the following rule will apply for the Semi-Final and Final ties*

## **SQUAD SHEET**

Clubs playing in the Semi Final and Final tie shall post or deliver by hand to the opposing Club and the Competitions Secretary a list of players (with their date of birth) from whom the team for the Semi-Final or Final must be selected giving 7 clear days' notice.

A Copy must also be sent to the league, who will confirm that all players are registered and eligible to play. 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.

## **Key Contacts – Saturday Intermediate Cup**

*Competition and administration enquiries should be directed to:*

### **Football Operations Administration Assistant**

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### **Steve Trulock**

#### **Assistant Competitions Secretary**

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*Referee enquiries should be directed to:*

### **Lee Grimsey**

#### **Adult Competitions Referee Appointments**

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