

Guidance Notes for Clubs

Women's Trophy 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.

CONFIRMATION OF MATCH

Home Clubs need to confirm match details with the Away team, Match Officials and the nominated Hertfordshire FA delegate (if appointed), at **least 7** days prior to the game (or earlier if possible). Away teams are asked to report to the **Competitions Secretary** any team who has not contacted them by the Monday prior to the game.

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.

DRESSING ROOMS/CHANGING FACILITIES

The Home Club must ensure that Dressing Room accommodation and water **must** be provided. If this is not available, and an alternative ground cannot be obtained then the game should be switched to the opponent's ground, unless prior mutual agreement to play without the required changing facilities has been reached with the away team.

ELIGIBILITY OF PLAYERS

To be eligible to play in the Women's Trophy, 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. (for clarification the deadline is by 4pm the day before the match)

A player who has played for one club in the Women's Challenge Cup and/or Women's Trophy becomes ineligible to play for any other club/team in the Women's Trophy. Playing in the Youth Competitions does not affect a player's eligibility for this Competition.

Beware 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.

In the Semi-final or Final tie, a player must have played in a previous round of the competition or if not they must have played at least 5 league matches for that team in the current season.

TEMPORARY DISMISSALS (SIN-BINS)

Please be aware that the use of Temporary Dismissals (also known as sin-bins) **will be used** in this Competition in accordance with FA procedures.

SUBSTITUTES

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 (roll-on, roll-off) substitutions are permitted. As such 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 within law 3 of the Laws of the Game.

Each Club is asked to check with their appointed Referee prior to their match that the referee is aware that this is the case.

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

The match shall be of 45 minutes each way. **No** Extra time will be played. If the scores are level at the end of normal time, then the game will be decided by kicks from the penalty mark in accordance with 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.

KICK OFF TIMES

Kick off times shall be no later than 3pm except in the months of November, December, January and February when the kick-off time must be no later than 2.00pm.

MATCH OFFICIALS

Match Official fees for this Competition are as follows:

Referee:	£ 45.00
Assistant Referees:	£ 37.00 (where officially appointed)

These are 'all inclusive' fees - there is no separate payment for travel.

The **Away** 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 **Away** 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 which will be played on the second weekend after the original match. If the Referee abandons a match due to ground conditions, it becomes void and must be played again on the second weekend.

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 half their fees. If abandoned due to misconduct, a written misconduct report will be necessary from the Referee and sent to the Hertfordshire FA offices.

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 the taking of penalty kicks, then the game shall be played again at the ground of the away team. 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 rules will apply from the Semi Final ties:

SQUAD SHEET

Clubs playing in a Semi-final or 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 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 their 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.

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, in the Final Tie 60 minutes, before kick-off time.

In the Semi-final or Final tie, a player must have played in a previous round of the competition or if not they must have played at least 5 league matches for that team in the current season.

ROPED-OFF PITCHES

In the semi-final ties the playing pitch must have a railed or roped-off area at least five feet from the goal and touch lines. 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.

Tape is not considered a satisfactory replacement for rope. All posts or stakes used must be of material considered satisfactory for players' safety.

Key Contacts – Women's Trophy

Competition and administration enquiries should be directed to:

Football Operations Administration Assistant

T: 01462 650203

E: competitions@hertfordshirefa.com

Referee enquiries should be directed to:

Lee Grimsey

Adult Competitions Referee Appointments

T: 07702 172624

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