

Guidance Notes for Match Officials

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.

REPORTING OF MATCH RESULT

Each appointed Referee must report the result of their fixture to the Hertfordshire FA by completing the online form in Full Time within two days of the fixture.

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.

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@outlook.com.

County Cup appointments take preference over all other appointments (except FA Competitions). Therefore, this appointment should be accepted unless the date has already been closed with Hertfordshire FA.

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.

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. 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.

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 (60 minutes in Final Tie) before kick-off time. Referees will report to Competitions Secretary 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 the Competitions Secretary. The Referee should report any cases where a team sheet has been amended by a Club after being originally exchanged.

TEMPORARY DISMISSALS (SIN-BINS)

Please be aware that the 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.

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: £ 45.00

Assistant Referees: £ 37.00

The above fees are inclusive of travel expenses.

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 MATCHES

In the event of a Competition Match not being played or having been abandoned owing to causes over which neither Club has control, it must be played again on the same ground on the second weekend until the Quarter Final stage where it will revert to the following 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 of their fee.

ABANDONED MATCHES

In the event of a Competition Match not being played or having been abandoned owing to causes over which neither Club has control, it must be played again on the same ground on the second weekend until the Quarter Final stage where it will revert to the following weekend.

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 penalty kicks, 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 the Competitions Secretary.

Referees are advised to notify a representative of the offending team of their intention to make a report. Reporting of any misdemeanours should be made on the Match Official's Report Form (see above).

Key Contacts – Saturday Intermediate Cup

Competition and administration enquiries should be directed to:

Football Operations Administration Assistant

T: 01462 650203

E: competitions@hertfordshirefa.com

Steve Trulock

Assistant Competitions Secretary

M: 07769 643365

E: strulock@prestolite-eu.com

Referee enquiries should be directed to:

Lee Grimsey

Adult Competitions Referee Appointments

T: 07702 172624

E: lee.grimsey@outlook.com

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