

## Guidance Notes for Match Officials

### Sunday Senior 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, 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. Match Official are required to report any breaches of this rule to **Gary Hollingsworth**.

#### 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](mailto: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 30 minutes before the advertised kick off for matches prior to the Quarter-finals and at least 60 minutes 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**

Team sheets are not used in this competition but referees must be informed of the names of the substitutes no later than 10 minutes before kick-off, except in Final Tie. If you want to use a team sheet, then you can use your league sheets if required.

For the Final tie 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 60 minutes before kick-off time.

Referees will report to **Gary Hollingsworth** 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 **Gary Hollingsworth**.

## **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.

Additionally, a player who has been substituted himself becomes a substitute and may replace a Player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

A Player who has been named as a substitute before the start of the Competition Match but does not actually play in that game shall not be considered to have been a Player in that Competition Match within the meaning of Rule 12 of this Competition.

## **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 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. It remains the responsibility of the Away 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 **Gary Hollingsworth**. 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).

## **CHANGING FACILITIES**

Home clubs should advise the match officials in advance of cases where there are no changing facilities, or where the facilities fall well below the required standard as per Rule 14B. To help us monitor any cases of clubs not adhering to this rule, referees are asked to report all such cases to Hertfordshire FA

## **ROPED-OFF PITCHES**

In the Semi-Final ties of this Competition, the playing pitch must have a railed or roped-off area at least five feet from the goal and touchlines on all sides. 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. Referees are required to report all breaches of this Rule to the **Gary Hollingsworth**. If a pitch is not satisfactorily roped off, the priority must be to play the match.

## **Key Contacts – Sunday Senior Cup**

*Competition and administration enquiries should be directed to:*

### **Football Operations Administration Assistant**

T: 01462 650203

E: [competitions@hertfordshirefa.com](mailto:competitions@hertfordshirefa.com)

### **Gary Hollingsworth**

#### **Assistant Competitions Secretary**

M: 07547 555414

E: [ghollingsworth689@gmail.com](mailto:ghollingsworth689@gmail.com)

*Referee enquiries should be directed to:*

### **Lee Grimsey**

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

T: 07702 172624

E: [lee.grimsey@outlook.com](mailto:lee.grimsey@outlook.com)

*Updated 15.06.2023*