

Guidance Notes for Match Officials

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

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. For the final tie, confirmation will be made by Hertfordshire FA.

Match Officials are asked to report breaches of this Rule to the **Competitions Secretary**. Match Officials are required to acknowledge details of the match arrangements with the Home Club.

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. As the match takes preference over all other football, you are expected to confirm your availability unless you have already closed the date 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 Semi-finals and at least one hour before the advertised kick off time for Semi-finals and Final rounds.

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.

See below for Semi-final and Final requirements.

DURATION OF MATCH

The match shall be of 45 minutes each way. No Extra-time to be played. If the scores are level at the end of full-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.

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) substitutes can be used from **five (5)** named for each team, but the names must be given to the Referee prior to kick off.

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.

Unused, named, substitutes are not considered to be 'Cup tied', but these should be clearly defined on each team's result sheet.

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.

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 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 on the second weekend after the original match. 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 fee.

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 penalty kicks, then the game shall be played again at the ground of the away team.

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 14 B. To help us monitor any cases of clubs not adhering to this rule, referees are asked to report all such cases to Hertfordshire FA.

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.

Reporting of any misconduct misdemeanours should be made on the Match Official's Report Form (see above).

In addition, the following rules will apply from the Semi Final ties:

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 before kick-off time in the Semi-final, but 60 minutes in the Final Tie. Referees will report to the **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 also report any cases where a team sheet has been amended by a Club after being originally exchanged.

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 **Competitions Secretary**. If a pitch is not satisfactorily roped off, the priority must be to play the match.

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

E: lee.grimsey@outlook.com

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