***Welcome to the 2018-19 London County Cups. All administration for these competitions is run from the London FA Office who can be contacted on*** ***CountyCups@LondonFA.com*** ***or 020 7610 8360.***

Below is some key information to make officiating in the County Cups as easy as possible for you.

**Closed Dates**

It is vital that all referees contact London FA to let us know when you are unavailable to referee. Failure to do so may result in you being appointed to fixtures which you are unavailable for, which will have repercussions for teams and other officials, and may result in you not having another opportunity to referee with us this season.

In order to close your dates please email Nicholas.Wright@LondonFA.com and include your name, FAN number, and dates you are unavailable for.

If you have closed your dates on the MOAS system you still need to contact us and close your dates with London FA.

**Match Appointment**

All appointments are made through Full Time, and you will receive email notification with fixture details. Once you receive an appointment, it is vital that you confirm your availability by emailing CountyCups@LondonFA.com to accept the appointment, or to explain why you are unable to take the game. Appointments will be made 3-4 weeks ahead of the match.

If you have not previously received emails from Full Time you will receive a verification email in early September. These emails sometimes go into your Junk Email folder, so please ensure you check there. If you think there is an issue with Full Time not sending you emails please contact London FA.

**Pre-Match Communication**

The home club secretary should contact you 7 days before the game to confirm venue and kick off time. In general, Saturday Youth Matches will be morning or early afternoon kick-offs, Saturday Adult games take place at 15.00, Sunday Youth matches morning or early afternoon, and Sunday Adult in the morning.

If you do not receive any communication from the home club secretary please contact countycups@londonfa.com who will be able to chase them to contact you.

**Match Day**

Please ensure you arrive at your match in good time for kick-off. Make sure you have the contact details of the teams on you when you leave the house, just in case you encounter any delays on you way to the ground.

In all matches both teams should present team sheets to you 15 minutes before kick-off. If possible, you should retain a copy of the team sheet, although if there is only one copy it must be returned to London FA – this is the responsibility of the club so they may ask for the team sheet in order to send it to us. If you do have a copy of a team sheet at the end of the game please do return it to London FA – either via email to CountyCups@LondonFA.com or in the post to London FA 11 Hurlingham Business Park, Sulivan Road, SW3 6DU.

In Youth matches, all players are required to produce Identity Cards, and no game may go ahead without all players presenting you with their Identity Cards ahead of kick-off. Failure to produce cards can result in the loss of the match.

Please ensure you keep a record of the score and any incidents in case London FA require a report on the game.

*If you are the main referee and assistant referees are provided by the association, please contact the office with assistant referee marks, giving each assistant a score out of 100, with anything below 60 meaning the performance was below minimum standard. Please email this to* *countycups@londonfa.com* *or nicholas.wright@londonfa.com after the fixture.*

**Team Sheets**

Clubs must download, print and complete their team sheet and give to the referee 45 minutes prior to kick off. The team sheets can found at [www.LondonFA.com/cups](http://www.LondonFA.com/cups).

In the Senior Cup carbonless copy team sheets will be sent out and must be submitted to the referee 45 minutes before kick-off. After the match teams are asked to return a copy of their team sheet to the office, preferably via email, or alternatively via post. These can be returned to:-

Email - CountyCups@LondonFA.com

Post - London FA, 11 Hurlingham Business Park, Sulivan Road, SW3 6DU.

**Fees and Expenses**

Match fees for London Cup games are as follows:

|  |  |  |
| --- | --- | --- |
| Competition | Referee | Assistant Referee/4th Official |
| Senior Cup | £55 | £35 |
| Senior Trophy | £40 | £30 |
| Junior Cup | £40 | £30 |
| Veterans Cup | £40 | £30 |
| Sunday Challenge Cup | £40 | £30 |
| Sunday Trophy | £40 | £30 |
| Sunday Junior Cup | £40 | £30 |
| Capital Women’s Cup | £40 | £30 |
| U15/16/17/18 Youth  | £40 | £30 |
| U12/13/14 Youth | £40 | £30 |
| U16 Capital Girls Cup | £40 | £30 |
| U12/14 Capital Girls Cup | £40 | £30 |

**Important Cup Rules**

**Extra time and penalties**

As there have been changes since last year for some of the cups, please see below the rules regarding extra time for the respective cups:

*If the score remains level after normal time, extra time will be played:*

* **Senior Cup:** Extra time will consist of two 15 minute halves.
* **Senior Trophy:** Extra time will consist of two 15 minute halves.
* **Junior Cups:** Extra time will consist of two 15 minute halves.
* **Veterans Cup:** Extra time will consist of two 15 minute halves.
* **Sunday Cups:** Extra time will consist of two 15 minute halves.
* **U18 Cups:** Extra time will consist of two 15 minute halves.
* **U15 + U16 Cups:** Extra time will consist of two 10 minute halves.
* **U13 + U14 Cups:** Extra time will consist of two 5 minute halves.
* **U12 Cups:** Extra time will consist of two 5 minute halves.

**If the scores remain level after extra time then the tie will be decided by the taking of kicks from the penalty mark.**

**Capital Women’s and Girl’s Cups:** No extra time to be played in any games. Matches procced to penalties if the scores are level after regulation time.

**Substitutions**

* In the Senior Cup and Senior Trophy, a maximum of 3 substitutes may be made, from a bench of a maximum of 5 players.
* In the Veterans Cup a maximum of 7 substitutes may be named, with roll-on roll-off substitutions made throughout the game.
* In all other Cups, it will be repeat maximum of 5 substitutes may be named, with roll-on roll-off substitutions made throughout the game.
* In Capital Women’s Intermediate and Junior Cup a maximum of 5 substitutes may be named, with roll-on roll-off substitutions made throughout the game.
* In all Youth Cups a maximum of 5 substitutes may be named, with roll-on roll-off substitutions made throughout the game.

All other Cup rules can be seen on the London FA website or in the London FA Handbook. Any rule queries should be directed to CountyCups@LondonFA.com

Please ensure you have familiarised yourself with the London FA Cup Rules, and enjoy your appointments to London County Cups this season.