



Manchester FA

ADULT COMPETITION RULES

SEASON 2017-18

Manchester FA

2017/18 ADULT COMPETITION RULES

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The ownership, organisation, control and management of the Competitions shall be entirely and exclusively by the Manchester Football Association (MFA). MFA shall have the power to make, delete and amend rules for the organisation, control, management of the Competitions as it, from time to time, deems expedient and all the decisions shall be binding on all participants in the Competition

Competition Titles and Format (all are individual competitions)

- A) Female Gender Competition
 - Women's Challenge Cup*
 - University & Colleges Cup*
- B) Male Gender Competitions
 - Saturday Challenge Trophy*
 - Saturday Amateur Cup*
 - Sunday Shield*
 - Sunday Amateur Cup*
 - University & Colleges Cup*
 - Veteran's Cup*

Competition Information

1 Competition ~ draw

- 1.01 The competition is competed for annually unless otherwise specified by the RSG
- 1.02 The Competition will be in knockout format (Unless the number of entries deems MFA to consider an appropriate alternative competition format).
- 1.03 Draw for all rounds will be published and communicated no later than 7 days following each previous round.
- 1.04 Results will appear on the MFA Website within 2 working days of the fixtures.

2 Competition ~ entry (contact competitions@manchesterfa.com)

- 2.01 There is no entry fee for MFA Member Clubs (excluding Associate Membership), this is included in the annual membership fee.
- 2.02 Entry for Associate Member MFA clubs will be £5 per team plus appropriate Associate Membership Fee.
- 2.03 MFA Member Clubs will complete entry into all competitions via the Whole Game System when completing membership. Entries will be accepted up to and including 31st July. Applications after this date are at the discretion of the competition.
- 2.04 Associate Member Clubs must make an application before 31st July with full team details. This will be completed by sending an application form to competitions@manchesterfa.com.
- 2.05 Only Associate Member Clubs within a 16 mile radius from Manchester Town hall shall be considered eligible to enter MFA Competitions.
- 2.06 Entry into the Sunday Shield Competition is only at the invitation of Manchester FA.
- 2.07 Teams in the top two divisions of a supply league, top division of the Lancashire & Cheshire League and any Step 2-6 reserve teams will compete in the Saturday Challenge Trophy.
- 2.08 Clubs cannot split a team squad into two (2) teams.
- 2.09 Clubs cannot combine two (2) team squads into one.

3 Competition ~ final ties

- 3.01 MFA will appoint the venue for the final tie.
- 3.02 Match Referee and Assistant Referees will be appointed and paid by MFA.
- 3.03 Seventeen (17) individual trophies will be presented to each team.
- 3.04 A major trophy (owned by MFA) will be presented to the winning team (see also Rule 25 for return conditions and insurance etc.)
- 3.05 Squad lists, pen pics, managers' notes and any other requested information must be sent within 14 days of the request to competitions@manchesterfa.com.
- 3.06 Teams failing to attend final ties at their appointed time without reason will be automatically be disqualified.

4 Competition ~ fixtures

4.01 Conference Dates

- > Played on dates decided by MFA (see tables below)
- > Request for change of date to be in writing at least 14 days prior to the conference date. This includes ground sharing. Contact competitions@manchesterfa.com.

Saturday Challenge Trophy		Sunday Challenge Shield	
ROUND	CONFERENCE DATE	ROUND	ROUND
Round 1	Saturday 2 nd September	Round 1	Sunday 24 th September
Round 2	Saturday 23 rd September	Quarter Finals	Sunday 15 th October
Quarter Finals	Saturday 14 th October	Semi Finals	Sunday 19 th November
Semi Finals	Saturday 18 th November	Final	Date TBC (Feb)
Final	Date TBC (Feb)		

Saturday Amateur Cup		Sunday Amateur Cup	
ROUND	CONFERENCE DATE	ROUND	CONFERENCE DATE
Round 1	Saturday 16 th September	Round 1	Sunday 17 th September
Round 2	Saturday 7 th October	Round 2	Sunday 8 th October
Round 3	Saturday 4 th November	Round 3	Sunday 5 th November
Round 4 (if needed)	Saturday 3 rd December	Round 4	Sunday 4 th December
Quarter Finals	Saturday 27 th January	Quarter Finals	Sunday 28 th January
Semi Finals	Saturday 17 th February	Semi Finals	Sunday 18 th February
Final	Date TBC (Mar)	Final	Date TBC (Mar)

Women's Challenge Cup	
ROUND	CONFERENCE DATE
Round 1	Sunday 24 th September
Round 2	Sunday 22 nd October
Quarter Finals	Sunday 4 th February
Semi Finals	Sunday 4 th March
Final	Date TBC (Apr)

Uni/College Cup Male/Female		Veterans Cup	
ROUND	CONFERENCE DATE	ROUND	ROUND
Round 1	w/c 13 th November	Round 1	Sunday 22 nd October
Quarter Finals	w/c 12 th February	Quarter Finals	Sunday 26 th November
Semi Finals	w/c 12 th March	Semi Finals	Sunday 11 th Feb
Final	Date TBC (Apr)	Final	Date TBC (Mar)

4.02 At least 5 days before fixture, home team must notify away team & match official re kick off time, directions to the ground & their colours. (See also Rule 23.06)

4.03 Fixtures played on the ground of the first drawn club.

4.04 Friendly matches cannot be played in lieu of a cup tie.

4.05 Non fulfilment of fixtures by either or both teams will invoke disciplinary action (see also Rule 23.02).

4.06 Reasonable expenses incurred due to one team failing to attend may be claimed by e-mailing **competitions@manchesterfa.com**.

5 Competition ~ grounds

5.01 Goal Nets and Corner Flags must be used in all fixtures. (See also Rule 23.09)

5.02 Clubs shall not play on a neutral ground without the consent of the Association. No monetary or other consideration shall be asked for, offered or paid in connection with negotiations for change of venue (see also Rule 23.08).

5.03 Where there is a possibility of a postponed fixture due to weather, the home club must contact an MFA Registered Referee to inspect the ground and so save expense of the away team travelling. If the pitches used are Council owned then the home Club must inform their opponents and the Match Official as soon as a decision to cancel is made by the Council. All postponements must be notified to MFA in the same way as results are notified (see also Rule 23.18).

5.04 Unsuitable grounds for a fixture may be appealed against within 7 days of receiving the draw by contacting **competitions@manchesterfa.com**.

5.05 Fixtures may be played on approved artificial surfaces. The artificial surface must have passed the accredited FIFA test and be held on the FA register of tested facilities (see also Rule 23.08).

5.06 For teams playing at grounds where there are no suitable changing facilities, clubs must confirm this with both the opposition and match officials at the time of confirmation of fixture (see also Rule 23.06).

6 Competition ~ player qualification & registration

6.01 Player Qualification

> Players' registration must conform to their league [SCOR rule 8(b)].

> Players must be registered and assigned to the competing team through Whole Game player Registration facility

- > Photo ID using either the Whole Game player registration facility or other ID card systems must be shown prior to any competition fixture (see also Rule 23.20).
- > Players have to be registered with the team and the League that the team plays in, prior to the date of the original conference date.
- > Players can only play for one team in a competition (see Competition titles & formats).
- > A player who plays in the MFA Saturday Amateur Challenge Trophy shall not be eligible to play in the Saturday MFA Amateur Challenge Cup.
- > In the final, players must have played in a previous round (Substitute goalkeepers named in previous rounds but not having played are exempt from this and may be included in a squad) This does not include discipline sanctions
- > Contract players are NOT allowed to play in these competitions.
- > Players having played in the Premier Cup are NOT allowed to play in Saturday competitions.
- > All players must be a minimum of 35 years of age to be eligible for the Veteran's Cup.
- > Teams failing to conform to Rule 6.01 will be disqualified from further participation (see also Rule 23.01). The opposition team will receive a bye into the next round.

7 **Competition ~ protests**

7.01 Protests

- > Will not be allowed if the protest documentation does not include all relevant evidence supporting the reasons for protest, including names where appropriate.
- > Will not be allowed if Competition Rules have NOT been broken.
- > Protests relating to the ground, goalposts or bars should be referred to the match official.
- > Will not be allowed for other appurtenances of the game, either before, during or after the fixture.

7.02 How to Protest

- > All protests have to be in writing, and sent to **competitions@manchesterfa.com** within 7 days of the fixture taking place. If email is not available the written protest may be posted or delivered to the offices of MFA
- > All protest must be accompanied by a protest fee of £20 which must be paid by credit/debit card.
- > Documents must contain your reasons for protesting (see also Rule 7.01).
- > Receiving your protest will be acknowledged via e-mail. This is not confirming acceptance of a protest being heard.

7.03 The next stage

- > Your protest will be reviewed by the RSG appointed Protest Group.
- > A decision will be taken as to whether the protest is in order and acceptable.
- > If appropriate a hearing will be arranged for yourselves and your opponents to attend. This will be conducted by an independent panel (Protest Commission) none of whom will be members of the RSG.

7.04 Protest Hearings

- > Three members of each Club will be allowed to attend.
- > Both clubs will be given the opportunity to state their case regarding the reasons for protest.
- > The Protest Commission will then formulate their decision.

7.05 Protest Decisions

- > If the protest decision is not found in your favour, the hearing fee will be retained by the Association.
- > All decisions taken at a protest hearing are final and binding on all parties with the exception of decisions to expel from the Competition which can be appealed as per Rule 7.06 below

7.06 Appeals

A Club that is expelled from the Competition may appeal in writing to **competitions@manchesterfa.com** within (seven) days of the dated decision correspondence. All appeals must be accompanied by a fee of £20 which must be paid by credit/debit card. If email is not available the written appeal may be posted or delivered to the

offices of MFA. An appeal board comprising of 3 (three) Members will be selected by the Chair of the RSG or their nominee. Any such appeal shall only be permitted on one or more of the following grounds:

- > **MFA misinterpreted / failed to comply with the procedures relevant to dealing with the available evidence**
- > **MFA came to a decision on the facts of the case which no reasonable body could have reached; or imposed a sanction that is excessive.**

The appeal must be in writing and must clearly state which of the above grounds the appeal is based on and provide all relevant documentation supporting the reason for the appeal.

For the avoidance of doubt, a Club **may not** appeal against any penalty imposed on it other than expulsion from the Competition.

8 **Competition ~ withdrawing**

8.01 Teams wishing to withdraw must give notice at least 7 days prior to the commencement of the qualifying conference date period for each round that they are scheduled to participate in to **competitions@manchesterfa.com** (see also Rule 23.02). When a team withdraws from the competition their opponents will receive a bye into the next round.

8.02 All reasonable expenses (approved by MFA) incurred by an opposition team shall be reimbursed by the withdrawing team via MFA. All claims to be forwarded to **competitions@manchesterfa.com**. (Any Club withdrawing may be required to pay any expense incurred plus a fine decided by the RSG).

Fixture Information

9 **Fixtures ~ duration**

9.01 All fixtures shall be 45 minutes each way.

9.02 Half-time interval shall not exceed 15 minutes.

9.03 Fixture undecided at normal time the winners shall be determined by the taking of kicks from the penalty mark in accordance with the Laws of the Game. **(No Extra Time will be played in any MFA Competitions)** See also Rule 23.17

9.04 Fixtures not having played the full time are replayed the following week on the same ground (for abandoned fixtures see Rule 10).

10 **Fixtures ~ abandoned fixtures**

10.01 Abandoned Fixtures for reasons outside of the control of either team are replayed the following week on the same ground.

10.02 Abandoned for late kick-off, replayed the following week as per below.

> Visiting team responsible, replay on same ground.

> Home team responsible, visiting team have choice of ground.

10.03 The RSG shall review all matches abandoned in cases where it is consequent upon the conduct of either or both clubs. Where it is to the advantage of the Competition, the RSG shall be empowered to order the score at the time of the abandonment to stand. In all cases where the RSG is satisfied that a match was abandoned owing to the conduct of one Club they shall be empowered to award the match to the opponent. For cases where a match has been abandoned owing to the conduct of both Clubs, the RSG has the power to remove both teams from the competition. The RSG can make this decision irrespective of any impending disciplinary procedures (see also Rule 23.12)

11 **Fixtures ~ disqualification**

11.01 Breach of competition rules may result in disqualification (see also Rule 23).

12 **Fixtures ~ floodlights**

12.01 Fixtures may be played under approved floodlighting.

12.02 Match Official shall decide when floodlighting is required.

13 Fixtures ~ kick off times

13.01 Saturday Challenge Trophy & Saturday Amateur Cup Kick off at 2pm – Kick off times for matches played during November, December & January shall be 1.30 pm.

13.02 All other Adult Competitions shall be as home club league fixtures, but may be adjusted for ground sharing problems.

13.03 The home team must inform competitions@manchesterfa.com, their opponents and the Match Official of all changes to kick off times from those issued on the draw within 7 days of the draw being made (see also Rule 23.07).

14 Fixtures ~ postponements

14.01 When owing to adverse weather, fixtures may only be postponed by a designated match official, ground owner or local authority where the ground is under local authority jurisdiction (see also Rule 23.18).

14.02 Postponed fixtures to be played on the same ground the following week.

14.03 In postponed fixtures only players who were eligible to play in the original fixture (discipline sanctions not withstanding) can take part (see also Rule 23.01).

14.04 Fixtures will be reversed if not completed within 14 days of the conference date. Similarly re-reversed if not completed within a further 14 days will see the fixture reversed to the original ground.

15 Fixtures ~ match cards

15.01 Both teams are required to complete all requirements stated on the match record card. It is the requirement of the home team to provide the match card (see also Rule 23.15).

15.02 The home team shall send a scanned/photo image of the completed match card to **competitions@manchesterfa.com** within 7 days of the fixture. Postal copies are no longer accepted. (see also Rule 23.03).

15.03 Teams submitting an incorrect match report card may be disqualified.

15.04 Team must tick which substitutes have been used during the fixture. Any substitute that has not been ticked will be considered to have played should the 'No Subs Used' box be left blank.

15.05 Match card stating the names of all players taking part (including substitutes) must be provided to the Match Official and opposition prior to kick off. For final ties this must be at least 30 minutes prior to kick off. Any changes after submission to the document must be agreed with the match official (See also Rule 23.13)

15.06 Should any player sustain an injury prior to kick off and after completion of the match card they may be replaced provided the Match Official and opponents are informed before the commencement of the match.

16 Fixtures ~ match officials

16.01 In the event of the Match Official failing to attend, the clubs will agree to a substitute. The substitute official must officiate for the whole game; the responsibility must not be shared. Any incident of this nature must be reported to **competitions@manchesterfa.com**.

16.02 All Match Officials will be appointed by The Referee Appointments Co-ordinator at Manchester FA.

16.03 Match Officials fee shall be shared between both teams. The home team is responsible for organising the payment which should be paid to the referee before kick-off. In the final ties the Association will pay the match officials.

16.04 Match Officials in final ties will receive a souvenir.

16.05 Where a Match Official is in attendance and postpones the match they will be entitled to receive half their match fee plus full expenses.

16.06 Match officials will be permitted to wear a coloured referee jersey should the team kit colours require it. The only permitted colour, other than black, is yellow.

17 Fixtures ~ results

17.01 The home team shall communicate the fixture result to Manchester CFA by email to **competitions@manchesterfa.com** or via FA Full-Time within 24 hours of the fixture completion, detailing home & away team names & result (including penalties if applicable) (see also Rule 23.05).

18 **Fixtures ~ substitutions**

18.01 All substitutions shall be carried in accordance with Laws of the Game 3.

18.02 A player substituted becomes a substitute & may replace a player at any time during the fixture. (roll on roll off substitutes from 5 named on match card). This rule is for all competitions excluding the Saturday Challenge Trophy.

18.03 In the Saturday Challenge Trophy substitutions are allowed from any 3 players from a maximum of 5 named on the match form (not rolling).

19 **Fixtures ~ team colours**

19.01 Away team must change if a clash occurs.

19.02 Players shirts shall be numbered in all fixtures (see also Rule 23.11).

19.03 The captain shall wear a distinguishing armband.

19.04 In all fixtures the Respect hand shake shall take place.

19.05 Advertising on shirts shall be in accordance with FA regulations.

20 **Fixtures ~ first aid & risk assessment**

20.01 First Aid. Each team must have a fully qualified First Aider with a first aid kit.

20.02 Risk Assessment. The home team must ensure a pitch inspection is completed prior to the commencement of the game. If the ground is privately owned a completed and signed ground risk assessment must be carried out before each fixture played to cover the club against any accidents.

20.03 Accident book. The home team must ensure an accident book is available and accidents recorded in the same.

21 **Fixtures ~ club responsibilities**

21.01 Within 7 days of the draw being published, any teams unable to play the assigned fixture must notify the competition on **competitions@manchesterfa.com**.

21.02 See also Rule 4.02 regarding informing the away team & match officials.

21.03 If a club receives a competition fine from Manchester FA this must be paid within 14 days of it being issued and the requirement must also be met. Any fines not settled within 14 days will be subject to a further £10 fine and may face expulsion from the competition and/or a team suspension

22 **Misconduct**

22.01 If any Club is charged and found proven of an E20 misconduct charge in a Cup fixture the team will be expelled from the Competition. Where a player, Manager or coach is charged and found proven of an E3 misconduct charge in a Cup fixture that individual will be expelled from the Competition. If when the charge is found to be proven the Club have already been knocked out of the Competition this will carry forward and the team and or individual will not be allowed to take part in the Competition in the following season.

Appendage

23 **Breach of Competition Rules**

23.01 Playing an ineligible player ~~~ expulsion from the competition

23.02 Non fulfilment of the fixture ~~~ expulsion from the competition

23.03 No match card returned within seven days ~~~ £10 sanction in the first and second instance and may be disqualified if there is a third instance.

23.04 Failure to pay match officials fee and expenses on match day ~~~ £10 sanction plus officials Match Fee and expenses

23.05 Failure to communicate match result by Full Time text or e-mail match result to competitions@manchesterfa.com ~£10 sanction

23.06 Not confirming fixture with opponents and match official ~~~ £10 sanction

23.07 Changing kick off time without competition approval ~~~ £10 sanction

23.08 Failing to play on registered ground ~~~ £20 sanction

23.09 No corner flags or goal nets or first aid kit ~~~ £10 sanction

- 23.13 Failure to provide match card to referee 30 minutes before KO ~~~ £10 sanction
 23.14 Team, player, coach or spectator misconduct ~~~ expulsion from the competition
 23.15 Failure to complete all sections of the match card ~~~ £10 sanction
 23.16 Any other competition rule breaches e.g. wrong size pitch~~~Decision by Association
 23.17 Playing Extra time in a MFA Competition ~~~ both teams excluded from the competition
 23.18 Postponing game without owner/council, referee or MFA approval ~~~ Team fined £10 the first instance, in the second instance may be disqualified.
 23.19 Non return of winners trophy by specified date ~~~ Team fined £10 the first instance, further £20 fee if not returned within 14 days of first fine and team suspension if not returned within 21 days of first fine
 23.20 Failure to produce Whole Game System Squad list or Photo ID Cards~~~ £10 sanction

All breach of competition rules and resulting fines have to be paid within 14 days.

24 Match Officials Fees

Match Official's Fee	Referee	Assistant Referee
Competition rounds	£32.00	£25.00
Final Tie	£0.00	£0.00

*There are no expenses for Adult Cup fixtures, the above fees are inclusive of expenses

In the final tie Match Officials shall receive a memento and expenses.

25 Trophies

25.01 All Trophies shall always remain the property of the Manchester County Football Association Ltd. That is, they can never be won outright.

25.02 When the winning Club has been ascertained, the Association shall deliver the trophy to such Club which shall be responsible for its return to the Association on or before the 5th January in the ensuing year in good order and condition. Should a club fail to return a trophy by this date then MFA will impose a fine and/or suspend the team until the trophy has been returned (See also Rule 23.19). Clubs should point out any defects to the MFA on receiving the trophy or as soon as possible afterwards. In no circumstances shall the club repair the trophy without the association's approval. Failure to obtain approval can mean repair costs may not be paid by the association or their insurers.

25.03 Whilst the trophy is in the Club's or any of its members possession should it be lost, destroyed or damaged by fire or any other cause the Club shall refund to the Association the amount of its currently insured value or the cost of thorough repair in addition to any other penalty which the Competition may impose. The value of the trophy will be advised to the Club by MFA.

25.04 A representative of the Club receiving a trophy, whose name must be submitted and approved by the Committee, shall sign a guarantee worded as follows:

This form hereby confirms that has won the

_____ final and have been awarded the above competitions winner's Trophy.

By signing this guarantee on behalf of the club, you hereby confirm that the above winner's trophy will be returned to Manchester FA in line with current competition rules.

Should the above trophy become damaged due to fire or by any other accident or lost within the above club's possession this club agree to refund Manchester FA the amount of its insured value or cost of thorough repair.

The above club may wish to insure the Trophy whilst in its possession with the above trophy's value being_____

A club failing to return the trophy on or before the agreed date shall be fined and subsequently suspended in line with current competition rules until the Cup is returned to Manchester FA.

In the event that a Club ceases to exist after winning the competition, the Cup will be immediately returned to the Manchester FA

Please note: Do not inscribe the Cup with your club name. This will be completed by Manchester FA on return of the trophy.

25 Association Power

26.01 In relation to each match in the Competition, the Association itself shall be exclusively entitled to, or otherwise to authorise or grant to others, rights of access to and attendance at the ground of the Home Club or league ("Access Rights") for the purposes of filming, or otherwise recording on any media, audio and/or visual materials depicting all or any part or parts of the matches ("the Copyright Materials").

26.02 In relation to each match in the Competition, the Association shall itself be exclusively entitled to, or otherwise to authorise or grant to others:

- i) on a live, delayed, recorded or highlighted basis to broadcast or otherwise transmit by any method what so ever (now known or hereinafter devised) the Copyright Materials by way of any and all forms of television or similar technology (now known or hereinafter devised) including, without limitation, free to air television, pay television, pay-per-view, "not-video-on-demand" and "video on demand" (the Television Rights).
- ii) on a live or delayed basis to broadcast or otherwise transmit the Copyright Materials by way of radio broadcast or similar technology (now known or hereinafter devised) ("the Radio Rights").

26.03 The RSG shall review all matches where the rules of the competition have not been abided by. Where it is to the advantage of the Competition, the RSG shall be empowered to order the fixture to be replayed the following week at the same ground or order the score to stand.