

MFA CUP RULES

This section contains TWO sets of Rules.

- One set for **Adult Cups** (shown first).
- One set for **Youth Cups** (shown second – from page 24).

In these Rules, paragraphs containing significant changes from the previous rules are highlighted in **YELLOW**.

Words denoting the masculine gender include the feminine gender

ADULT CUP RULES – 2023-24 SEASON

In these Rules, paragraphs containing **significant** changes from the previous rules are highlighted in **YELLOW**.

Words denoting the masculine gender include the feminine gender

1. TITLE

The title of the Competition shall be the "Middlesex County Football Association Limited Cup Competition" (hereinafter referred to as the "Competition").

2. MANAGEMENT

(a) The Competition shall be under the control of the Board of Directors of the Middlesex County Football Association Limited (hereinafter referred to as the "Board") and shall be managed by the Competitions Committee of Middlesex County Football Association Limited (hereinafter referred to as the "Committee").

(b) The Competitions shall be organised in sections as agreed by the Board currently as follows:

- | | |
|--------|--------------------------------|
| [i] | Senior Challenge Cup |
| [ii] | Senior Charity Cup |
| [iii] | Premier Cup |
| [iv] | Intermediate Cup |
| [v] | Junior Cup |
| [vi] | Junior Trophy |
| [vii] | Midweek Cup |
| [viii] | Sunday Premier Cup |
| [ix] | Sunday Intermediate Cup |
| [x] | Sunday Junior Cup |
| [xi] | Sunday Junior Trophy |
| [xii] | Women's Senior Cup* |
| [xiii] | Women's Junior Cup* |
| [xiv] | Veterans' Cup |
| [xv] | George Ruffell Memorial Shield |
| [xvi] | Any other competitions |

* (NOTE: Middlesex FA is currently in partnership with neighbouring County FAs to deliver Capital Women's Senior, Intermediate and Junior Cups)

(c) The Committee shall have the power to decide not to run any individual competition or Section of a competition or to combine two Sections should the number of entries, in its opinion, make this desirable. Any decision in this respect would be subject to the approval of the Board.

(d) The Committee shall have the power to refuse the entry of any Team/Club should they consider that the past conduct of such a Team/Club and/or its officials make it desirable to do so.

3. ENTRY AND WITHDRAWAL

(a) Clubs whose parent Association is the Middlesex County Football Association Limited shall be eligible to enter the sections of the Competition listed under Rule 2(b). Additionally, the Committee may, at its discretion, accept an entry from any club whose parent Association is another recognised Football Association, provided such club is also in membership of the Middlesex County Football Association Limited and provided the assent of the parent Association is given. The Committee shall have the power to reject any entry as it sees fit.

(b) Except for the Senior Charity Cup and the George Ruffell Memorial Shield, all applications for entry shall be made in a manner prescribed by the Association, which must be returned completed to the Committee by 30th June for all sections. Notwithstanding the provisions of this section of this Rule, the Committee may accept entries received after the dates specified herein.

(c) The Clubs to compete in the Senior Charity Cup and the George Ruffell Memorial Shield shall be invited by the Committee and no entrance fee shall be payable.

(d) For all other sections, the Committee shall decide the entrance fee in consultation with the Board. The details of this entrance fee shall be included in the form of entry. The appropriate fee must be sent with the form when it is returned under section (b) of this Rule.

(e) An Adult Club may apply for any of its teams to compete in a section of the Competition more senior than that prescribed by Rule 4. The application must be received by the Committee not later than 30th June and must state the reason. The Committee shall have discretion to accept or reject the application. Additionally, the Committee may reject any entry and may transfer an entry from one section to another. A Club desiring to withdraw from any section of the Competition shall apply in writing to the Committee.

(f) If, after having submitted an entry in accordance with the foregoing provisions, a Club desires to withdraw a team from any section of the Competition, a written application must be sent to the Committee. If the application is received before the draw has been published, the Committee may permit withdrawal without penalty. If the application is received later, the arranged match shall be dealt with as an unfulfilled engagement under Rule 5(j).

(g) The Committee may expel a Club or team of a Club for any violation of the Rules of the Competition and may impose any other penalty thought fit.

(h) A team shall only be permitted to enter one section of Competitions listed under Rule 2(b). Teams entering the Senior Challenge Cup and Premier Cup will be permitted to accept an invitation to participate in the Senior Charity Cup.

(i) Adult Leagues in membership of the Middlesex County Football Association Limited must submit their League Constitution for the past season, plus the most up-to-date League Tables to the Committee in writing by 1st July each year. Leagues failing to comply with this Rule shall be fined in accordance with the appropriate schedule of fines.

4. QUALIFICATION FOR ENTRY

(a) Senior Challenge Cup and Senior Charity Cup – First teams of Senior Clubs playing at Steps 1-5 of the National League System who play on an enclosed, floodlit ground where gate money is regularly taken. Clubs playing at Step 6 of the National League System shall not qualify for the Senior Challenge Cup but may be invited to participate in the Senior Charity Cup.

(b) Premier Cup –

- [i] Second, Under 21 and Under 23 teams of Senior Clubs playing at Steps 1-5 of the National League System who play on an enclosed ground, where gate money can be taken.
- [ii] First Teams of Clubs playing at Steps 6 and 7 of the National League System who play on an enclosed, floodlit ground, where gate money can be taken.
- [iii] Other teams approved by the Committee.

(c) Intermediate Cup –

- [i] Teams of Clubs who play regularly on Saturdays who are selected by the Committee having regard to the standard of football in which the Clubs are competing.
- [ii] Second, Under 21 and Under 23 teams of Senior Clubs playing at Steps 1-5 of the National League System who do not play on an enclosed ground.
- [iii] Second, Under 21 and Under 23 teams of Senior Clubs playing at Steps 6-7 of the National League System.
- [iv] Other teams of Clubs approved by the Committee.

(d) Junior Cup – Teams of Clubs who play regularly on Saturdays who are selected by the Committee having regard to the standard of football in which the Clubs are competing.

(e) Junior Trophy – Teams of Clubs who play regularly on Saturdays who are selected by the Committee having regard to the standard of football in which the Clubs are competing.

(f) Midweek Cup – Teams of Clubs who play regularly on days other than Saturdays or Sundays.

(g) Sunday Premier Cup – Teams of Clubs who play regularly on Sundays and who are selected by the Committee having regard to the standard of football in which the Clubs are competing.

(h) Sunday Intermediate Cup – Teams of Clubs who play regularly on Sundays and who are selected by the Committee having regard to the standard of football in which the Clubs are competing.

(i) Sunday Junior Cup – Teams of Clubs who play regularly on Sundays and who are selected by the Committee having regard to the standard of football in which the Clubs are competing.

(j) Sunday Junior Trophy – Teams of Clubs who play regularly on Sundays and who are selected by the Committee having regard to the standard of football in which the Clubs are competing.

(k) Women's Senior Cup – Women's teams who are selected by the Committee having regard to the standard of football in which they are competing.

(l) Women's Junior Cup – Women's teams who are selected by the Committee having regard to the standard of football in which they are competing.

(m) Veterans' Cup – Veterans' Teams of Clubs who are in membership of the Association.

(n) The George Ruffell Memorial Shield is open to winning teams competing in the Senior Challenge Cup and Senior Charity Cup, respectively, by invitation of the Committee.

(o) All matches in the Senior Challenge Cup must be played on the normal first team ground of the Home club which fully conforms at least to the category of The National Ground Grading appropriate to Step 5 of The FA National League System. In exceptional circumstances the Home club may request that a match is played at an alternative venue. In such cases a decision regarding the suitability of the ground will be made by the Committee.

All matches in the Senior Charity Cup must be played on the normal first team ground of the Home club which fully conforms at least to the category of The National Ground Grading appropriate to Step 6 of The FA National League System. In exceptional circumstances the "Home" club may request that a match is played at an alternative venue. In such cases a decision regarding the suitability of the ground will be made by the Committee.

All matches in the Premier Cup must be played on the normal ground of the Home club which fully conforms at least to the category of The National Ground Grading appropriate to Step 7 of The FA National League System. In exceptional circumstances the "Home" club may request that a match is played at an alternative venue. In such cases a decision regarding the suitability of the ground will be made by the Committee.

In all other sections of the Competition, matches must be played at grounds which provide, as a minimum requirement, dressing rooms and showers for both teams and match officials.

Teams failing to comply shall be dealt with at the discretion of the Committee.

(p) In all sections of the Competition it is expected that all matches will be played on grounds within the geographical County of Middlesex as defined in Association Rule 2. Only in exceptional circumstances may permission be granted by the Committee for matches to be played outside of this area.

5. ARRANGEMENT OF MATCHES

(a) The Committee shall decide annually the format of the Senior Charity Cup.

(b) With the exception of the Senior Charity Cup, should the Committee decide on an alternative format in accordance with Rule 5(a), all sections of the Competition shall be decided on an elimination basis.

The Committee shall make the draws for each section by drawing the names of the entrants in pairs, each pair being termed a "tie". In each tie the Club first drawn is referred to in these Rules as the Home Club and the second drawn Club as the Away Club. Within 24 hours of the draw for each round being made, notice shall be given to each club of the name of its opponent club and the date(s) when the match shall be played.

The Committee shall have power to decide whether the entrants shall be seeded and/or grouped and the stage at which such seeding and groupings shall cease to apply. All necessary byes shall be given for Round 1.

(c) The Committee shall determine the dates on which matches shall be played and prescribe the earliest and latest times for starting matches. Clubs shall be advised of the dates for each round of the Competition with the publication of the first-round draw.

In the Senior Challenge Cup and the Premier Cup, the Committee shall prescribe "week commencing dates" and for the Senior Charity Cup "play by dates". Matches can be played on either Saturday or midweek within the specified period.

Any club wishing to change the date of a match, up to and including semi-final ties, must send a written request to the Committee. Such a request must be made no later than 28 days prior to the scheduled date of the match. For the avoidance of doubt, a provisional request for a change of date should be made in advance of the previous round, if the period between rounds is less than 28 days.

Should the Committee approve the request it shall determine the revised date for the tie.

(d) In the Senior Challenge Cup, Senior Charity Cup and Premier Cup the latest permissible kick-off time for evening matches shall be 7.45pm. Should matches be scheduled for an afternoon kick-off this will be no later than 3.00pm. The Home Club shall determine the exact time of kick-off.

In the Midweek Cup, all matches up to the final tie shall commence no later than 2.00pm.

In the Intermediate Cup, Junior Cup and Junior Trophy matches shall kick-off no later than 2.00pm during August, September, October, March and April and 1.00pm during November, December, January and February. The Home Club shall determine the exact time of kick-off.

In the Sunday Premier Cup, Sunday Intermediate Cup, Sunday Junior Cup, Sunday Junior Trophy, Veterans' Cup, Women's Junior Cup and Women's Senior Cup, morning matches shall kick-off no earlier than 10.00am and no later than 2.00pm during August, September, October, March and April and 1.00pm during November, December, January and February. The Home Club shall determine the exact time of kick-off.

If both competing teams agree, an application can be made to the Committee for commencing matches outside of these prescribed times. Should the Committee approve the request it shall determine the revised kick-off time for the tie.

(e) If the Home Club is unable to provide a ground with suitable facilities, the choice shall transfer to the Club drawn second (referred to as the "Away" Club). The Home Club must inform the Away Club immediately that they are unable to provide a ground and that the choice has been transferred. The Committee and Referees' Appointments Officer must also be informed by the Home Club. Should this not be done, a fine as detailed in the schedule of fines shall be levied in respect of each failure.

In all sections of the Competition the cost of hire and charges related to the ground on which the tie is played is the responsibility of the Home club (i.e., the first drawn team in each tie), unless mutually agreed otherwise between the participating teams. The Away club (i.e., the second drawn team in each tie) is responsible for their costs of travel and attendance to the ground on which the tie is played.

In the event of the Away Club also not having a ground available on the prescribed date, both Clubs concerned must make every effort to obtain a ground including approaches to Local Authorities and to the Leagues in which the Clubs compete. In the event of a ground not being available on the prescribed date, both Clubs concerned must inform the Committee, which may prescribe another date. Any such alteration shall be immediately notified to the Referees' Appointments Officer by the Home Club. Should both Clubs wish to play the tie on a date earlier than that prescribed or to change the venue, both Clubs must write to the Committee at least 10 days before the suggested alternative date giving reasons for the request.

If the arranged ground becomes unavailable more than 48 hours before the appointed time for kick off, both Clubs concerned must make every effort to obtain a ground including approaches to the Local Authority and to the League(s) in which the Clubs compete. In the event of a ground not being available both Clubs concerned must inform the Committee. Any change of ground must be notified to the Committee and all match officials. In exceptional circumstances the Committee may authorise a change from the prescribed date for any reason not set out in this section. If the Committee agrees to alter the date of the tie, the Home Club must inform the Away Club, the match officials, the Association Representative (if appointed) and the Referees' Appointments Officer immediately. Teams failing to comply with this Rule shall be fined in accordance with the appropriate schedule of fines.

(f) In the Senior Challenge Cup and Premier Cup, clubs with ground sharing arrangements must advise the Committee immediately if their ground is not available during the week specified for the staging of the tie.

In the Premier Cup, if a Senior Club's ground is not available during the week specified for the staging of the tie due to a first team commitment, the Home Club must advise the Committee immediately.

In such cases an alternative date will be arranged by the Committee, in liaison with both Clubs. If agreement cannot be reached, the date for the match and choice of ground shall be determined by the Committee, whose decision shall be final.

(g) In all sections, if a match is postponed or abandoned in circumstances over which neither competing team has control in accordance with section (i) of this Rule, the competing teams must make arrangements for the match to be played not later than seven days after the date fixed for the match.

If a match is postponed or abandoned in ordinary time, the choice of ground shall be that of the Home Club. If a match ends with the scores equal but the prescribed taking of kicks from the penalty mark has not been completed, the choice of ground shall transfer to the Away Club.

When a match has been postponed or abandoned on two occasions, the choice of ground shall be determined by the Committee, whose decision shall be final.

(h) Should any Club, owing to its suspension, or the suspension of Club members by The Football Association or any County Football Association, be unable to play any Cup match, they will be expelled from the relevant competition. To be eligible to play in any Cup match, Clubs must be free of suspension, at least five clear days before the date fixed for the match.

(i) In the event of any match in the Competition not being played or if it is not completed (i.e. where full ordinary time has not been played or a prescribed taking of kicks from the penalty mark has not been completed), both Clubs concerned shall send a report of the circumstances to the Committee, together with any claim for expenses arising from the match, to arrive not more than 72 hours after the time fixed for the match. Any Club failing to submit a report (except if a game is not played as in (g) above), shall be fined in accordance with the appropriate schedule of fines.

If the reports disclose that the engagement was not fulfilled due to circumstances beyond the control of both teams, the match shall be re-arranged in accordance with section (g) of this Rule.

Where the match has been postponed due to severe weather conditions, the Committee may exempt clubs from the requirement to send a report advising of the postponement providing that the postponement has been reported by telephone prior to the time fixed for the match to take place.

Matches may only be postponed due to severe weather and/or pitch conditions as follows: (1) By the ground authority where control of the ground is not with the Home Club. (2) After inspection by the appointed match Referee if control of the ground is with the Home Club. If the appointed match Referee is unable to make the inspection then another registered Referee may make the decision subject to the agreement of the appointed Referee.

(j) If the reports disclose that one or both teams were at fault in not fulfilling the engagement in a match in the Senior Challenge or Senior Charity Cups, the defaulting team(s) shall be fined in accordance with the appropriate schedule of fines.

If the reports disclose that one or both competing teams were at fault in not fulfilling their engagement in any other section of the Competition, the defaulting team(s) shall be fined in accordance with the appropriate schedule of fines [i] if the default is within 72 hours of the designated match kick off time; [ii] if the default is more than 72 hours prior to the designated match kick-off time. The Committee shall decide whether the defaulting team(s) shall be expelled from the Competition and to what extent the claims for expenses by a non-defaulting team shall be met by their opponents.

(k) In all sections of the Competition the Committee shall make the arrangements for final ties and take entire control of them.

(l) In ALL sections of the Competition, matches MUST be played on the scheduled date for the fixture or, with the agreement of the Committee, played one week prior to the original date. No other reason will be accepted for a fixture to be postponed, other than a postponement due to the weather.

6. CONDITIONS OF PLAY

(a) In all sections of the Competition, the field of play shall conform to the Laws of the Game. Matches may be played on grass or any artificial surface listed on The Football Association Register of Artificial Pitches, with the minimum dimensions of 100m (110 yards) in length and 64m (70 yards) in width. In all matches the field of play must be equipped with goal nets attached to the goal posts and a pole with a flag must be placed at each corner of the field of play. No aerial cables will be permitted to be in place if they cross any part of the field of play.

The responsibility for ensuring that these appurtenances are fitted shall be that of the Club on whose ground the game is played. A fine in accordance with the appropriate schedule of fines shall be imposed if no goal nets are provided or if they are not fitted to the satisfaction of the Referee. A fine in accordance with the appropriate schedule of fines shall be imposed if less than four corner posts and flags are in position.

It is the responsibility of the Home club where a tie is played on an artificial surface to ensure that the surface is listed on The Football Association Register of Artificial Pitches. Failure to comply will result in a fine in accordance the schedule of fines.

(b) In the Senior Challenge Cup the duration of each match shall be 90 minutes. If at the expiration of this period, the scores are equal, the result of the tie shall be determined by the taking of kicks from the penalty mark in accordance with the conditions prescribed by the International Board.

(c) In the Senior Charity Cup, the duration of each match shall be 90 minutes. If at the expiration of this period, the scores are equal, the result shall be determined by the taking of penalty kicks in accordance with the conditions prescribed by the International Board.

(d) In all rounds in sections of the Competition listed under 2(b)[iii] to [xvi], the duration of each match shall be 90 minutes. In all rounds in all other sections of the Competition, the duration of each match shall be 90 minutes but in matches in these sections prior to the semi-final, the competing teams may agree to play a shorter period which shall not be less than 60 minutes. Both clubs must agree, in the presence of the match Referee, before the commencement of the match. If at the expiration of the period of the match, the scores are equal, the result of the tie shall be determined by the taking of kicks from the penalty mark in accordance with the conditions prescribed by the International Board.

(e) The half-time interval shall be 10 minutes and may only be altered with the consent of the match Referee.

(f) In all sections of the Competition, provided that both teams have a minimum of seven players ready to play, the Referee shall order the match to commence at the appointed time or as soon as possible thereafter. Should a match start after the appointed time, the Referee must give details on the report card submitted in accordance with Rule 8(k). Any team causing a match to start up to 10 minutes late shall be fined in accordance with the appropriate schedule of fines, Teams causing the match to start more than 10 minutes late shall be fined in accordance with the appropriate schedule of fines.

(g) If a team is not ready to start by 30 minutes after the appointed time, it shall be deemed to be absent and the match shall be dealt with as an unfulfilled engagement in accordance with Rule 5(j).

(h) In all competitions, teams will be supplied with a PDF team sheet, which acts as a team sheet and a result sheet. The PDF team sheet will be available for download from a location advised by the Committee.

- [i] In all rounds of the Senior Challenge Cup, Senior Charity Cup, George Ruffell Memorial Shield and Premier Cup, team sheets shall be exchanged by the teams in the presence of the match referee, not later than 45 minutes before the scheduled time of kick-off. Failure to comply with this will incur a fine in accordance with the appropriate schedule of fines.

In addition to the team sheet required, all Clubs taking part in the Senior Charity Cup may be required to complete a form giving full details of all players taking part in each match and submit the form to the Committee following the conclusion of the match.

- (ii) In all other sections of the Competition, other than the final ties, team sheets shall be exchanged by the teams in the presence of the match referee, not later than 15 minutes before the scheduled time of kick-off. In the final ties of all other sections of the Competition, team sheets shall be exchanged by the teams in the presence of the match referee, not later than 45 minutes before the scheduled time of kick-off. Failure to comply will incur a fine in accordance with the appropriate schedule of fines.
 - [iii] The names of all substitutes shall be shown on all the sheets. The name of the person who is the Manager, Assistant Manager and Physiotherapist, Doctor or Medical Practitioner or person who is to act in their stead must also be indicated on the team sheet. The Referee shall report any clubs that fail to comply with this section of the Rule and any defaulting club shall be fined in accordance with the appropriate schedule of fines.
 - [iv] The result sheet, which must be completed fully by each team, detailing the match result, the details of substitutes and goal scorers, together with a Referee's mark, shall be emailed to: countycups@middlesexfa.com within five (5) days of the date of the tie. Any club failing to comply with this section of the Rule shall be fined in accordance with the appropriate schedule of fines.
- (i)
- [i] Teams participating in the Senior Challenge, Senior Charity and Premier Cups shall have discretion to substitute not more than five players at any time during the match. Substitutes shall be chosen from not more than five players. The names of all substitutes shall be detailed on the copy of the team sheet provided to the Referee before the commencement of the match. Substitutes not named shall not take part.
 - [ii] The names of all substitutes shall be detailed on the team sheet given to the Referee before the commencement of the match.
 - [iii] A player who has been selected, appointed or named as a substitute before the start of the match but does not actually play in the game shall not be considered to have been a player in that game. The result sheet should include an indication as to whether a substitute took part in the match.
 - [iv] For teams in all sections of the Competition other than those specified in section [i] above, all five named substitutes may play in any match. A player who has been substituted himself becomes a substitute and may replace another player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.
- (j) In all sections of the Competition, clubs must wear colours that distinguish them from each other, and the black outfit worn by the match Referee. Where the colours of the competing clubs are similar, the Away Team shall change, unless otherwise mutually agreed. Away Teams failing to comply with this Rule shall be fined in accordance with the appropriate schedule of fines.
- (k) In the Senior Challenge Cup, the Senior Charity Cup and the Premier Cup, the Home Club shall supply to the Referee, in his dressing room, for his approval prior to kick-off, at least three match balls conforming to the Laws of the Game. In all other sections of the Competition, the Home Club shall supply to the Referee, in his dressing room, for his approval prior to kick-off, at least two match balls conforming to the Laws of the Game. Teams failing to comply with this Rule shall be fined in accordance with the appropriate schedule of fines.
- (l) In all sections of the Competition, players' shirts shall be clearly numbered on the back in accordance with team sheet. No two players from the same team shall wear shirts bearing the same number. No change of numbers during the match shall be allowed except on a change of goalkeeper or where a player has been required by the Referee to change his shirt because of a blood injury. The captain of each team shall wear a distinguishing arm band to indicate

his status. Teams failing to comply with this requirement shall be fined in accordance with the appropriate schedule of fines.

(m) If the ground is of a standard where there are benches and technical areas, only named substitutes plus three others will be allowed in the technical area. They must remain seated at all times save that one person at a time is authorised to convey technical instructions from the technical area. Persons in the technical area must conduct themselves in a responsible manner at all times. If more than the permitted numbers of persons are observed by a match official in the technical area, the Referee shall have the power to stop the game and order the removal of all surplus persons. Any Club that breaches this Rule shall be fined in accordance with the appropriate schedule of fines.

(n) In all sections of the Competition listed in Rule 2(b) temporary suspensions (sin bins) will operate in accordance with Law 5 except when clubs at Step 1 or above are entered in that season's competition, when it will not operate in the relevant competition(s).

7. CONFIRMATION OF MATCHES

(a) At least 14 days before the dates prescribed for the ties to be played, the Committee shall send to all Clubs concerned the details of the draw. All Clubs receiving the draw must confirm receipt not later than five days after receipt. If the acknowledgement is not received from the Club in the due time, a fine in accordance with the appropriate schedule of fines shall be imposed. Should a Club that has qualified for the next round of a section of the Competition not receive a draw by 10 days before the prescribed date of the ties, it shall immediately make telephone contact with the Football Services Team and report the position.

(b) On receipt of the draw the Home Club in each tie shall advise their opponents the venue, date and time at which the match shall start.

Not later than 10 days before the date fixed for the match, the Home Club shall send by first class mail, or other approved means, to the Secretary of the opposing Club, the match officials and, where appointed, the representative of the Association, confirmation of the match including the time of kick-off, venue, colours and directions for reaching the ground.

The Home Club must ensure that the colours to be worn by the competing teams are sufficiently contrasting. No player may wear black or any other dark colour that may be similar to the Referee (MFA Referees wear black).

The Away Club and the match officials must acknowledge receipt of these particulars by first class mail, or other approved means, to reach the sender at least four days before the date of the match.

A Club that fails to send particulars or fails to acknowledge receipt of particulars shall be fined in accordance with the appropriate schedule of fines.

Failure of the Home Club to confirm the match by the due date shall not be a sufficient reason for a tie to be postponed and/or not played.

(c) If the Away Club does not receive confirmation of the match at least seven days before the date fixed, the Committee shall be informed by the Away Club.

If the match officials do not receive confirmation at least seven days before the date of the match, the Referees' Appointments Officer shall be informed.

If, by 48 hours before the date of the match, the Home Club has not received written acknowledgement of the confirmation from the Away Club, the Committee shall be informed and if the acknowledgments are not received from the match officials the Referees' Appointments Officer must be informed.

(d) If a Club receives the approval of the Committee to postpone a tie at least three hours before the agreed time of starting, the opponents and match officials shall be notified forthwith. At the same time, arrangements shall be made

for the revised date of the tie. The Home Club shall forthwith notify the match officials of the revised arrangements for the playing of the tie. Any Club in default of this Rule shall be fined in accordance with the appropriate schedule of fines.

Should a tie be postponed less than three hours before the agreed time of starting, the Home Club should make every reasonable attempt to notify their opponents, match officials and Association Representative, where appointed. If it is not possible to contact all of these, a representative of the Home Club must be present at the ground to inform them of the postponement upon their arrival. Any Club in default of this Rule shall be fined in accordance with the appropriate schedule of fines.

(e) When a representative of the Committee is nominated to attend a match on behalf of the Association, the Home Club must confirm the date of the match, the kick-off time and the venue with him not later than 10 days before the scheduled date of the match. He should be advised of any alterations of these arrangements, or of the postponement of the match, at the same time as the opponents and the match officials. A Club failing to comply with this Rule shall be fined in accordance with the appropriate schedule of fines.

8. REFEREES AND ASSISTANT REFEREES

(a) In all sections of the Competition, Referees shall be appointed by the Referees' Appointments Officer. Assistant Referees and Reserve Officials may be appointed in a similar manner.

(b) If Assistant Referees are not appointed in accordance with section (a) of this Rule, it shall be the duty of each competing team to provide a person to act as Club Assistant Referee. Any Club failing to provide a Club Assistant Referee shall be fined in accordance with the appropriate schedule of fines. All persons provided as a Club Assistant Referee should have attained a minimum age of 14 years.

(c) Officials appointed under section (a) of this Rule must be neither past nor present members or officers of the competing Clubs. Should a match official receive an appointment that he considers puts the appointment in breach of this Rule, he must immediately notify the facts to the Referees' Appointments Officer.

(d) The Referees' Appointments Officer shall notify the officials of their appointments and the officials must acknowledge receipt by first class mail, or other approved means, by the fifth day after receipt of the appointment notification.

(e) In all matches, except final ties, officials appointed under section (a) of this Rule shall be entitled to charge match fees according to the scale approved by the Board.

(f) In all final ties in all sections of the Competition the match officials including the reserve official shall be presented with mementoes. Additionally, they shall be entitled to charge travelling expenses according to the scale approved by the Board. *For information only this is currently set at 45p per mile.*

(g) There is no fee for match officials carrying out a requested pitch inspection. However, officials may claim appropriate travel expenses, if incurred when attending for inspection, either claiming public transport costs actually incurred or, if travelling in a vehicle, according to the scale approved by the Board. *For information only, this is currently set at 45p per mile.*

If a match is postponed due to the ground not being fit for play and the match officials are in attendance at the ground, the Home Club shall pay the officials such travelling expenses as may be claimed, either claiming public transport costs actually incurred or, if travelling in a vehicle, according to the scale approved by the Board. *For information only, this is currently set at 45p per mile.* If a match is not played owing to the default of one of the competing teams, the team that is present at the ground shall pay to the match officials their full fees. If neither team is present at the ground the match officials may submit their claims to the Committee. The Committee may order the defaulting teams to each reimburse half the expenditure incurred.

(h) All payments under this Rule, except for the final ties, shall be made by the Home Club immediately after the conclusion of the match. Where there are no gate receipts, the Away Club must pay to the Home Club 50 per cent (half) of the payments made to the match officials only. Payments must be made by the Away Club on the day of the match. Clubs in default of this Rule shall be fined in accordance with the appropriate schedule of fines.

(i) If the appointed Referee fails to appear at the match, an appointed Assistant Referee shall replace him. If no assistant referees have been appointed in accordance with section (a) of this Rule, the competing teams must agree on an appropriate person to officiate. If a match is not played as a consequence of the Clubs failure to agree an appropriate person to officiate, the match shall be dealt with as an unfulfilled engagement by the Committee.

(j) An official who fails to attend at a match to which he has been appointed under section (a) of this Rule, shall send a written explanation to the Referees' Appointments Officer. If the explanation is deemed unsatisfactory the facts shall be reported to the Association with which he is registered.

(k) All officials must observe the requirements of Rules. Immediately after the match in which he has officiated, whether completed or not, the Referee shall send a report of the match on the form provided. The report must include details of the following:

1. The number of players in each team that took part in the match.
2. The scheduled and actual kick-off times, together with the reason for any late kick-off.
3. Any reduction in the scheduled match duration.
4. In the case of matches not completed, details as to why such match was not completed.
5. Whether Assistant Referees were appointed or Club Assistant Referees were provided by the competing Clubs.
6. Whether the corner posts with flags and goal nets were satisfactory.
7. The date that the appointment was confirmed by the Home Club.
8. The result of the match.
9. Any other information required by the Committee.

(l) Where no Assistant Referees are appointed under section (a) of this Rule, either or both Clubs concerned in a tie may apply to the Referees' Appointments Officer, not later than seven days before the date arranged for the match, for the appointment of Assistant Referees. If appointments are made as a consequence, the Assistant Referees shall be entitled to charge match fees according to the scale approved by the Board. If one Club only makes the application, that Club shall be responsible for any payments made. If both competing Clubs apply the payments shall be shared equally. All payments under this Rule shall be made by the Home Club immediately after the conclusion of the match. Payments must be made by the Away Club on the day of the match. Clubs in default of this Rule shall be fined in accordance with the appropriate schedule of fines.

9. NOTIFICATION OF RESULTS

(a) The fully completed PDF team sheet, which acts as a team sheet and a result sheet, shall be emailed to: countycups@middlesexfa.com within five (5) days of the date of the tie in accordance with Rule 7(i).

(b) Alternatively, the fully completed sheet shall be sent by first-class mail to the Football Services Team so that, if posted, it bears a postmark or recorded date, not later than two (2) days after the match. If the result sheet is posted later than the time prescribed, the Club concerned shall be fined in accordance with the appropriate schedule of fines. If the sheet is not received within seven (7) days of the match, the Club concerned may be fined in accordance with the appropriate schedule of fines and be supplied with a new result sheet, which must be returned within 72 hours. Failure to comply shall result in the Club being dealt with at the discretion of the Committee.

(c) Should a Club award the match Referee a mark of 60 marks out of 100 or lower, an explanation must be provided in writing, together with their result sheet, with comments which could help the Referee improve future performances. Failure to comply with the conditions of this Rule shall result in a fine in accordance with the appropriate schedule of fines.

(d) If a result sheet is received by the Committee that is not properly completed the sheet shall be returned to the Club concerned for correction/completion and a fine in accordance with the appropriate schedule of fines shall be imposed.

(e) If a Club submits an inaccurate result sheet, a report shall be made to the Committee who shall have power to impose any penalty deemed appropriate and/or impose a fine in accordance with the appropriate schedule of fines.

(f) In all matches other than final ties, the Home Club, on whose ground the match was played, must supply the result to the Association by either email or text message in the manner prescribed by the Committee. This shall be done within one hour (no later than 6.30pm in the case of daytime kick offs) of the completion of the tie. Failure to comply will incur a fine in accordance with the appropriate schedule of fines.

10 QUALIFICATION OF PLAYERS FOR ADULT COMPETITION

(a) All players taking part in sections of the Competition listed under Rule 2(b)[i], 2(b)[iii] to [xvi] must be members of the Club they represent and registered as hereinafter provided. A registered member of a Club is one who, [i] in the case of a player under written contract, is registered with The Football Association or [ii] in the case of a player without a written contract, is registered with a League in which the Club competes. Clubs not in membership of a League must register their players with the Association.

A player shall not be deemed to be registered until his Club is in possession of a formal acknowledgement from the registering authority.

(b) Except for the provisions of section (e) of this Rule, all players taking part in either the Senior Challenge Cup or the Premier Cup must be registered by 22.00 hours on the day prior to the match.

All Clubs taking part in section 2(b)[ii] of the Competition (Senior Charity Cup) shall be responsible for the conduct and actions of any players representing their club and all players will be deemed to be members of the club they represent in any match. Any player that is not a fully registered member of the club he is representing, must have his full name and date of birth entered against his name on the form provided. (Fully registered shall mean a registered member of a Club who [i] in the case of a player under written contract, is registered with The Football Association or [ii] in the case of a player without a written contract, is registered with a League in which the Club competes.)

Except for the provisions of section (e) of this Rule, all players taking part in all other sections of the Competition, listed under Rule 2(b)[iv] to [xvi], must be registered as provided for in these Rules at least seven (7) days before the date prescribed by the Committee for the playing of the round or any earlier date sanctioned, as the case may be. In the case of a deferred or postponed match or matches, which have to be replayed, only those players qualified in accordance with these Rules at the original date fixed for the first match shall be eligible to play.

(c) In sections listed under Rule 2(b)[i] and [iii] to [xvi] players, having taken part in a section of the Competition, shall not be eligible to play in the same section for any other Club.

(d) In all sections of the Competition, players who are not registered a minimum of 28 days prior to the scheduled date of the final ties or who are not registered in time to play in the semi-final ties (whichever is the later), shall be ineligible to play in final ties, unless prior permission has been granted and only in exceptional circumstances, as determined by the Committee, whose decision shall be final.

(e) A player who is otherwise qualified but, at the date set down for the match is ineligible owing to suspension, may play in postponed or replayed ties after his suspension has expired.

(f) When a player has played in two or more matches in the Senior Challenge Cup he shall be ineligible to play in the Premier Cup, Intermediate Cup, Junior Cup and Junior Trophy in the same season.

(g) The Second or Under 21 team of a Senior Club may play no more than three players who have played in any of the previous three matches in their First Team League, League Cup(s), The FA Competitions and their parent County's most

Senior Cup as registered and recognised by The Football Association immediately prior to the actual playing date of the match in the Premier Cup.

(h) When a player has played in two or more matches in the Premier Cup, he shall be ineligible to play in the Intermediate Cup, Junior Cup and Junior Trophy in the same season.

(i) When a player has played in two or more matches in the Intermediate Cup he shall be ineligible to play in the Junior Cup and Junior Trophy in the same season.

(j) When a player has played in two or more matches in the Junior Cup he shall be ineligible to play in the Junior Trophy in the same season.

(k) When a player has played in two or more matches in the Sunday Premier Cup he shall be ineligible to play in the Sunday Intermediate Cup, Sunday Junior Cup and Sunday Junior Trophy in the same season.

(l) When a player has played in two or more matches in the Sunday Intermediate Cup he shall be ineligible to play in the Sunday Junior Cup and Sunday Junior Trophy in the same season.

(m) When a player has played in two or more matches in the Sunday Junior Cup he shall be ineligible to play in the Sunday Junior Trophy in the same season.

(n) When a player has played in two or more matches in the Women's Senior Cup she shall be ineligible to play in the Women's Junior Cup in the same season.

(o) When a Club is permitted to enter more than one team in the Junior Trophy, the Midweek Cup and the Sunday Junior Trophy, a player who plays for one of the Club's teams shall be ineligible to play in other teams of his Club in the same section of the Competition.

(p) Where, due to insufficient entrants, a section of a competition does not enable a player to play in two or more matches, the player is ineligible to play in any other section. If any player breaches this Rule they will be dealt with under Rule 10(u).

(q) For the purposes of sections (f) to (p) of this Rule a substitute shall be regarded as having played if, at any time in a match, he actually participates therein. Substitutes who do not participate shall not be regarded as having played.

(r) Subject to the provisions of this Rule, players may participate in more than one section listed under Rule 2(b)[i] and [ii] as members of the same Club and may also participate in the Senior Charity Cup as members of more than one Club. In addition, such players may participate in the Midweek Cup as members of the same Club or of another. Such players may also participate in the sections listed under Rule 2(b)[v] and [vi] as members of the same Club or of another.

(s) In all sections of the Competition the players of each competing team may be changed during the series of matches.

(t) Players eligible to play in the Veterans' Cup must have attained the age of 35 years on the date fixed for the playing of the round.

(u) Any Club which includes in any of its teams in the Competition a player who is ineligible or is deemed ineligible or is not qualified in accordance with this Rule may be fined a sum in accordance with the appropriate schedule of fines for each player. For teams, playing in the Senior Challenge or Senior Charity Cups, a fine shall be imposed in accordance with the appropriate schedule of fines for each player. The Committee shall also have the power to expel any offending teams from the section of the Competition in which the offence occurred.

(v) Clubs with one team in the Competition shall be required to include their best available players in every tie. Clubs with teams in more than one section shall be required to include their best available players in the Club's most senior team, the second-best available players in the second senior team and so on. In the event of one or more of the Club's

teams not having an engagement in the Competition the players who would normally have been included in those teams shall not displace players in other teams. Any Club not observing the foregoing principles by unduly strengthening or unduly weakening any team shall be called upon to give an explanation to the Committee and if the explanation is considered to be unsatisfactory, shall be dealt with at the discretion of the Committee.

11. PROCEEDS OF MATCHES

(a) In all matches prior to the final tie in the Senior Challenge Cup, Senior Charity Cup and Premier Cup, an admission charge shall be made by the Home Club. All persons admitted to the ground (including members of Clubs and season tickets holders) must pay the admission charge.

(b) The term "expenses of the match" used in this Rule shall mean Referee's and Assistant Referees' fees and their travelling expenses, printing (excluding the printing of programmes), advertising, Police charges, cost of floodlights not exceeding £100, cost of gatemen and cost of stewards. If any tie is not started and neither Club is at fault, any expenditure incurred under this section of this Rule may be added to the expenses of the match when it is played.

(c) In all matches prior to the final tie in the Senior Charity Cup, 25 per cent (one-quarter) of the gross proceeds shall be paid to the Association and, the balance retained by the Home Club to defray ALL match expenses. If a shortfall is found, this sum will be met solely by the Home Club.

(d) In the Senior Challenge Cup in ties prior to the semi-finals, the expenses of the match as defined in section (b) of this Rule shall be deducted from the gross proceeds. In semi-final ties, 25 per cent (one-quarter) of the gross proceeds shall be paid to the Association and, after deduction of the expenses of the match as defined in section (b) of this Rule, shall be retained by the Home Club. Where receipts are insufficient to meet the entire expenses of the match the deficit shall be met by the Home Club.

(e) Following the semi-finals of the Senior Challenge Cup and all matches of the Senior Charity Cup, a Statement of Income and Expenditure shall be provided by the Home club, no later than 10 days after the match. Any balance of cash due to respective parties, shall be sent with the statement. If a club fails to comply with this section of the Rule, a fine in accordance with the appropriate schedule of fines shall be imposed.

(f) In all sections of the Competition where a tie is ordered to be replayed arising from a breach of these Rules by one or both Clubs, the defaulting Club (or Clubs) shall forfeit their share of the proceeds in the replayed tie to the Association.

(g) In final ties, in all sections of the Competition, the Association shall take the entire proceeds of the match. In the Senior Challenge Cup, the Association shall retain 50 per cent (one-half) of the gross proceeds (excluding VAT). From the resultant balance there shall be deducted:

- [i] the cost of hiring the ground on which the match is played.
- [ii] the cost of floodlights, not exceeding £100.
- [iii] the cost of hiring gatemen and/or stewards.
- [iv] any Police charges.
- [v] other reasonable costs incurred in staging the match.

The net balance shall be divided equally between the competing Clubs. Where receipts are insufficient to meet the entire expenses of the match the deficit shall be borne by the Association.

The Committee shall, not later than 14 days after the completion of the staging of that season's cup final programme, prepare a statement of income and expenditure for each final tie. It shall send a copy thereof to the Board who shall,

in turn, forward a copy to each of the competing Clubs concerned in the match, together with a remittance for any balance due.

12. PROTESTS

(a) Every protest lodged under this Rule must set out in full the grounds for the protest and be sent, in duplicate, to the Committee to be received not later than 72 hours after the match or occurrence to which the protest relates. A deposit of £15 must be sent with the protest which will be returned if the protest is upheld.

(b) If a complaint is lodged with the Referee of the match prior to the commencement of the match regarding the ground or the appurtenances of the game which the Referee is unable to have rectified without delaying the start of the match, the complaining team shall be required to set down details of the complaint in writing and hand it to the Referee who shall forward the document to the Committee. The complaining team may then proceed to lodge a protest in accordance with section (a) of this Rule.

(c) The Committee will consider any protest and shall arbitrate, decide whether the deposit shall be forfeited to the funds of the Association or returned and also may order the parties to a dispute to pay any expenses incurred in the arbitration. Any members of the Committee connected with the parties to the protest shall leave the Committee whilst the matter is under consideration.

(d) In all protests a copy of the statements lodged must be sent to the other parties.

(e) No protest shall be withdrawn without the consent of the Committee.

(f) A Club may appeal against any decision of the Committee. Any such appeal must be lodged with the Chief Executive of the Association, in duplicate, together with a deposit of £15, no later than five days after receipt of the decision which is the subject of the appeal, and must set out detailed grounds for the appeal. The Appeal shall be dealt with in accordance with Association Rule 10.

13. TROPHIES AND MEMENTOES

At the close of the final ties, mementoes may be presented to the players and nominated substitutes. When a player is ordered to leave the field of play for misconduct, the memento to which he/she may have been entitled shall be withheld or withdrawn at the discretion of the Committee. In addition, up to five substitutes for each team may be presented with mementoes whether or not they take part in a match. The Committee shall have the power to withhold a memento or to recover a memento presented in regard to any player guilty of misconduct in connection with a match.

At the close of each section of the Competition, a trophy, which shall remain the property of the Association and cannot be won outright, shall be presented to the Club adjudged winners of the section. On taking possession of a trophy, the Honorary Secretary and two other responsible members shall be required to sign an agreement in the terms of the agreement shown below (failure to duly complete the agreement will lead to the winners being unable to take possession of the trophy until it is completed).

If the winners of a Trophy should fail to have returned the Trophy to the Association by the prescribed date, they shall be fined a daily sum in accordance with the appropriate schedule of fines for each complete day it is late.

All winners of MFA Cup Competitions are required to take all steps necessary to ensure the safety of the relevant Cup Competition Trophy.

Furthermore, any damage occurring to the said Trophy, between the final tie and its return to the Association Office, will be charged to the winners of the said Trophy in full, upon receipt of an invoice from the Association Office.

Any Winners not wishing to accept this liability will not be permitted to remove the said Trophy from the Cup Final venue.

TROPHY AGREEMENT

We, the undersigned, on behalf of (*NAME OF CLUB*) having been declared the winners and taken possession of the Middlesex County Football Association Limited (*COMPETITION*) Trophy which we understand remains the property of the Middlesex County Football Association Limited, do hereby undertake, jointly and severally, to keep the said Trophy in safe custody.

Thereafter, the Trophy will be kept in safe custody, in accordance with Rule 13, until it is returned to the Middlesex County Football Association Limited at Rectory Park, Ruislip Road, Northolt, Middlesex UB5 5FA, on or before 1st February following the presentation.

We agree to fully abide by the terms of Cup Rule 13, which is reproduced at the top of this agreement.

Signed Club Secretary Date:/...../20.....

Address

Post Code Tel. No

Email address

Signed Position

Signed Position

14. MISCELLANEOUS PROVISIONS

(a) Alterations to the Rules

No alteration or amendment to these Rules shall become operative until authorised by the Board.

(b) Correspondence

All notices under the Rules of the Competition are to be sent to the Committee unless otherwise provided. The Committee shall send all notices relating to the Competition to participating Clubs and Leagues. Should any such communication require a reply, it shall be delivered to the sender within 14 days of the posting, unless otherwise specifically advised.

In the event of no reply being received within the stipulated period, a fine in accordance with the appropriate schedule of fines shall be imposed on the defaulting Club or League. Notwithstanding the fine, a reply must still be sent.

(c) Payment of fines

All fines imposed under these Rules and such other payments as decided upon by the Committee must be paid directly to the Association Office not later than 14 days after the date of notification of the decision. Any Club failing to pay the required sum by the stipulated date shall have their fine doubled. If the original sum plus the fine is not received within seven days (7 days) of that notification, an additional late fine, as determined by the Committee, shall be imposed. If the amounts levied are still outstanding after a further seven days (7 days) the Club shall be suspended from ALL football activity.

(d) Match Programmes

In ties prior to the final ties in the Senior Challenge Cup, Senior Charity Cup and Premier Cup, the Home Club must produce a team sheet or match programme for spectators. Programmes or team sheets may be in hard copy form or be available for electronic download.

The home club should ensure spectators are advised of the teams taking part in the match by displaying a team sheet at the ground and making public address announcements.

Clubs failing to comply with this rule shall be fined a sum in accordance with the appropriate schedule of fines.

Each Away Club must supply to the Home Club, if requested, such details as the Committee deem reasonable for the compilation of the programme. Away Clubs who fail to supply the information required shall be fined a sum in accordance with the appropriate schedule of fines.

In all sections of the Competition all Clubs who have qualified to play in final ties must supply to the Committee such details as are required for the compilation of the programmes for the Finals. This will include club and player details and photographs of the team's squad. Any such Club failing to supply the required details within five (5) days of the completion of their semi-final or 28 days prior to the Final (whichever is later) shall be fined a sum in accordance with the appropriate schedule of fines and be further dealt with as the Committee think fit. Notwithstanding the imposition of penalties, the details must be supplied.

(e) Contingency

In accordance with Association Rules, the Committee shall have power to apply penalties for breaches of these Rules. The Committee shall also have power to decide any matter affecting the Competition, which is not provided for in these Rules and to impose any penalty thought fit.

In any circumstances decided by the Committee to be extraordinary, the Committee shall have the power to impose special conditions on matches, change arrangements of matches, amend qualification of players for matches and apply those and/or any other conditions the Committee deems appropriate to any match in the Competition. The Committee's decision(s) shall be final. Changes to conditions to be communicated to the competing clubs not less than seven (7) days prior to the date arranged for the match.

SCHEDULE OF FINES FOR ADULT COMPETITION

OFFENCE	RULE OFFENDED AGAINST	FINE
Withdrawal from the Competition	Rule 3(j)	Maximum £50
Breach of Rule regarding match arrangements	Rule 5(e)	£10
Failure to submit a report	Rule 5(i)	Maximum £35
At fault in failing to fulfil engagement in Senior Cup or Senior Charity Cup	Rule 5(i)	Maximum £150
At fault in failing to fulfil engagement within 72 hours of scheduled kick-off/more than 72 hours prior to scheduled kick-off	Rule 5(j)[i] & [ii]	Maximum £30
Failure to supply 4 corner posts with flags	Rule 6(a)	£10
Failure to provide satisfactory goal nets	Rule 6(a)	£10
Failure to provide FA artificial playing surface certificate	Rule 6(a)	£50
Hosting a match on a pitch with an overhead aerial cable(s) in place	Rule 6(a)	£50
Causing late kick-off of up to 10 minutes	Rule 6(g)	£5
Causing late kick-off of more than 10 minutes	Rule 6(g)	£10
Failure to comply with team sheet requirements	Rule 6(i)[i]	£25
Failure to comply with team sheet requirements	Rule 6(i)[ii]	Maximum £10
Failure to name all substitutes	Rule 6(i)[iii]	£10
Failure to submit result sheet	Rule 6(i)[iv]	£10
Failure to ensure no colour clash	Rule 6(k)	£20
Failure to provide required match balls	Rule 6(l)	£10
Failing to wear numbered shirts or captain's armband	Rule 6(m)	£20 per match
Failure to comply with any of Rule 7(n)'s requirements for bench control	Rule 6(n)	£25 for first offence, £50 for any subsequent offence in any one season
Failure to return acknowledgement	Rule 7(a)	£10
Failure to send/acknowledge match arrangements	Rule 7(b)	£10
Failure to comply with any requirements	Rule 7(d)	£10
Failure to have club representative present	Rule 7(d)	Maximum £25
Failure to communicate with Association Representative	Rule 7(e)	£10
Failure to provide a Club Assistant Referee	Rule 8(b)	£5
Failure to make required payments	Rule 8(g)	£25
Failure to make required payments	Rule 8(h)	£25
Failure to submit result sheet by due date	Rule 9(b)	£15
Failure to comply with marking requirements	Rule 9(c)	£20
Incomplete result sheet	Rule 9(d)	£10
Inaccurate result sheet	Rule 9(e)	Maximum £30
Failure to notify result in due time	Rule 9(f)	£15
Ineligible player	Rule 10(u)	Maximum £50
Ineligible player in Senior Challenge or Senior Charity Cups	Rule 10(u)	Maximum £100
Failure to comply with section of Rule	Rule 11(e)	£25
Failure to return trophy by due date	Rule 13 (a)	£5 per day
Failure to reply to correspondence	Rule 14(b)	£10
Failure to produce a programme	Rule 14(d)	£25
Failure to provide programme details	Rule 14(d)	£5 per day

Guidance Notes

*(please note that the **Rules** should be consulted if there is any doubt)*

For Match Officials appointed to Adult Cup Matches

1. All matters relating to Match Officials MUST be referred to the Appointments Officer. This particularly applies to officials withdrawing from matches. Delays caused by leaving messages rather than making contact can be disastrous.

Below are particularly important paragraphs, please ensure that you follow the guidelines if such a Referee withdrawal is necessary or a match is postponed.

In addition to the need for contact for Saturday/Sunday matches, it is particularly important for midweek MATCH-DAY withdrawals/postponement, that contact is made at the earliest opportunity. Any match-day withdrawal must be notified by TELEPHONE. Contact should be made with Daniel May.

Appointments Officer:

Daniel May, Workforce Development Officer
020 8585 6910
Email: referee@middlesexfa.com

EMERGENCY contact

Friday evening and weekend: 07506 283672

Please note, this number is to be used ONLY for emergency contact relating to a specific match on the weekend in question and for NO other purpose.

2. From time to time, because of holidays, etc, other people may deal with a particular round. PLEASE CHECK YOUR DRAW INFORMATION to see if this is the case.
3. All matches shall be played on the dates stated in the relevant Draw Information unless specific permission is given by the relevant and authorised Adult Cups official. Any alteration to the date of a match must be advised to the match officials by the home club immediately.
4. Match officials must promptly acknowledge their appointment to the Appointments Officer using either the card provided or other means indicated, Email is preferred.
5. If the match officials do not receive confirmation from the home club at least seven (7) days before the date of the match, the Appointments Officer MUST be informed immediately by telephone (Referee Regulation 17).
6. Match officials should also promptly acknowledge receipt of the home club's confirmation and ground directions, using the form provided or other approved means of communication.
7. If a match is postponed, it will normally be played the following week. The home club is asked to confirm the details of the re-scheduled fixture with the match officials, either when informing them of the postponement or prior to their leaving the ground if they have travelled to the venue.
8. ALL ties shall be decided on the day. If, at the end of extra time, the scores remain level, the result of the tie shall be decided by the taking of kicks from the penalty mark in accordance with the conditions prescribed by the International Board. PLEASE NOTE: There is no extra time for Adult male competitions, but the Capital Women's Cup is governed by its own Rules and NOT MFA Rules. Please see the Middlesex FA website for the full list of Capital Women's Cup Rules.
9. In all Competitions, provided both teams have at least seven (7) players the match shall commence at the appointed time. If a team is not ready to start 30 minutes after the appointed time they shall be deemed absent and the match not played. The defaulting club should be informed that the matter will be reported by the Referee and dealt with by the appropriate authority.
10. In SOME ADULT (see final sentence) competitions, teams may use no more than three substitutes from not more than five players who must be named to the Referee before kick-off. **"Rolling substitutions" are permitted in Adult cups – EXCEPT: Saturday/Midweek: Senior Cup, Senior Charity Cup, Premier Cup – see Rules 7(i)[i] and 7(i)[iv].**
11. In all matches, where colours of the competing teams are deemed to be similar the away team shall change.
12. **The Referees' Committee has decided that match officials shall wear a black kit** when officiating in matches under the jurisdiction of the Middlesex Football Association.
13. If a match is postponed due to the ground not being fit for play and the match officials are in attendance, they

shall be entitled to charge travelling expenses only, either claiming public transport costs actually incurred or, if travelling in a vehicle, according to the scale approved by the Board *For information only this is currently set at 45p per mile.*

14. If a match is not played due to the default of one of the teams, the team that is present at the ground shall pay the match officials their full fees. If neither team is present at the ground, then match officials should submit their claim, with a brief explanation, to the Appointments Officer.
15. If, for any reason, you are unsure about any aspect of an appointment you receive, please contact the relevant Appointments Officer as soon as possible after receipt.
16. Sin Bins are used in virtually all competitions, but reasons for variation are made clear in Rule 7(o). The table below should be checked to ensure correct compliance as there may be variations from season to season in Senior competitions. The MFA Match Delegate (if appointed) may be consulted. It is appreciated that some clubs may not be used to Sin Bins, so match officials should try to ensure that they are aware of the possible use of this sanction when it is to be applied in such competitions.
17. Match Officials are required to submit a "Match Report Form" after the match, either using the pre-printed card enclosed with the appointment and Draw Booklet or this form may now be submitted to the Association by Email. **PLEASE** do fully report any breaches of Rule as it is only fair on clubs that comply!

ALL documents can be found on:

<https://www.middlesexfa.com/cups-and-competitions/rules-and-documents>

The Result Form must be sent to countycups@middlesexfa.com.

Substitutes, extra time, “sin bins” and fees

Competition	Extra Time	Pens	“Sin Bins”	Substitutes 5 from 5	Substitutes 5 from 5 roll on/off	Referee Fee	A/R Fee	Travel Per Mile
Sat / Midweek								
Senior Challenge	NO	YES	NO	YES	NO	£75	£50	
Senior Charity	NO	YES	NO	YES	NO	£75	£50	
Premier Cup	NO	YES	YES	YES	NO	£60	£40	
Intermediate Cup	NO	YES	YES	NO	YES	£50	£38	
Junior Cup	NO	YES	YES	NO	YES	£50	£38	
Junior Trophy	NO	YES	YES	NO	YES	£50	£38	
Veterans	NO	YES	YES	NO	YES	£50	£38	
Sunday								
Sunday Premier	NO	YES	YES	NO	YES	£50	£38	
Sunday Intermediate	NO	YES	YES	NO	YES	£50	£38	
Sunday Junior Cup	NO	YES	YES	NO	YES	£50	£38	
Sunday Junior Trophy	NO	YES	YES	NO	YES	£50	£38	
Capital Women’s Senior*	NO	YES	YES	YES	NO	£35	£25	35p
Capital Women’s Intermediate*	NO	YES	YES	NO	YES	£35	£25	35p
Capital Women’s Junior*	NO	YES	YES	NO	YES	£35	£25	35p

**Note separate Rules for Capital Women’s Cup Competitions
Also note separate Rules for MFA Under 23 Competition*

Additional Guidance Notes for Clubs

These Guidance Notes should be read in conjunction with those Rules and have been prepared to assist you.

Club Notes

- No match shall be allowed to start later than 30 minutes after the designated kick off time [Rule 6 (g)].

Please refer to the current legislation and/or guidance issued by the Government, Public Health England and/or The Football Association in relation to Covid-19. It is possible that under legislation changing facilities may not be available and so please check with home club before travelling. It is a requirement to provide male and female toilet facilities before, during and after the match.

- Artificial Turf pitches are allowed provided they comply with the criteria as set out in the Rules and the Ground Grading criteria.
- No player can play in a shirt colour which is likely to cause confusion with the Referee's kit and where there is a clash between the two competing teams the Away team must change except in the final when both teams must change.
- Sin Bins apply in all sections of the competition, EXCEPT for the Senior Cup competition or any other competition if a Step 1 club is involved in that particular competition [see Rule 6(n)], in accordance with the Laws of the Game.
- Players cannot play for more than one competing Club in the Competition during any one playing season. Please note that players are only permitted to play for one team in any section of the competition. For clarity that means if a club has two teams in the Junior Cup a player can only represent one of those teams.
- The Home Club must inform the Away Club and Referee and Assistants, where relevant, of all necessary match details at least 10 days before the date of the match. The Away club must acknowledge receipt of the match details within two days of such receipt.
- Clubs must **email the PDF Team Sheet** to be received within five (5) working days from the date of the tie. Clubs that give a Referee a mark of 60 or below must include an explanation as to why.
- Both Home and Away Clubs are required to text in the result (including details of postponements or abandonments) by no later than 12 noon on the day following the match. See Full-Time guidance below for further information.
- The Home team will be responsible for covering the cost of the ground but both the Home and Away teams shall share equally the cost of the Match Officials' expenses.
- Where possible it is best practice to pay these by Bank Transfer. This must be agreed with the Referee before the match. The Referee has the right to request a cash payment.
- Where a Referee fails to attend the match the teams MUST agree on a Referee.
- Both teams should have their own Assistant Referee Flags. Where club Assistant Referees are being used each team should use their own flags. There should be no sharing of equipment.

Full-Time system

The Competitions will be administered using The FA's Full-Time system.

Email Notifications

One of the key aspects to Full-Time is that it provides Associations with the facility to have fixtures and referee appointments automatically emailed to clubs and referees on a "need to know" basis. MFA will send the emails when the fixtures and/or appointments are created or adjusted and as a reminder closer to match time.

Club Secretaries have been set up as the contact to receive the automatic email notification. However, each Club may login to Whole Game System and either replace the "Team Full-Time Email Contact" or add further contacts (e.g. if you want the team managers to receive emails as well as the Club Secretary). MFA recommend the second option as the Club Secretary should still ensure they receive the email notifications as well. There is no limit to the number of Team Full-Time Email Contacts that can be set up for each team.

SMS Text Messages – Reporting Results

Another key aspect is that this system provides Associations with the facility to have results sent in by SMS Text Message from Clubs. These will be published immediately on the County website. Full-Time sends the SMS prompts and receives results from both the home and away teams. Please note that Full-Time displays the latest score that it has received so if you make a mistake with the result you can text it in again.

The format of the text message you will receive is as below. Please note CHED and ARSD is the short code for the teams, which is important when you are texting in more than one result.

FA Full-Time Results: CHED v ARSD, Sun 12 Feb 14:15. Reply with H-A score & Code CHED, followed by Pens if required: e.g. CHED 3-3 3-1 PENS

The Team Administrator may therefore be required to send back up to four pieces of information:

1. Score – the score after normal time in the usual way.
2. Short Code (for your team) – if required to submit a short code this identifies which team are involved.
3. Penalty Score – the score after penalties, followed by PEN (it is essential that PEN is included, to identify the scores beforehand applies to penalties).

Examples:

All of the following examples assume that no team code is required:

2-1 Reports that the home team won 2-1 in normal time

2-2 4-3 PENS Reports that the home team won 4-3 after penalties; the game having finished 2-2 at the end of normal time, with no extra time played.

The SMS contact will automatically be selected as the Club Secretary (assuming you have provided a mobile contact number. **Please note that only one SMS user may be used for each team.** If your League is using Full-Time it will not affect any of the details you have set up with your League.

YOUTH CUP RULES – 2023-24 SEASON

In these Rules, paragraphs containing **significant** changes from the previous rules are highlighted in **YELLOW**.

Words denoting the masculine gender include the feminine gender

1. TITLE

The title of the Competition shall be the "Middlesex County Football Association Limited Cup Competition" (hereinafter referred to as the "Competition").

2. MANAGEMENT

(a) The Competition shall be under the control of the Board of Directors of the Middlesex County Football Association Limited (hereinafter referred to as the "Board") and shall be managed by the Competitions Committee of Middlesex County Football Association Limited (hereinafter referred to as the "Committee").

(b) The Competitions shall be organised in sections as agreed by the Board currently as follows:

- [i] Under 18 Youth Cup
- [ii] Under 17 Youth Cup
- [iii] Under 16 Youth Cup
- [iv] Under 15 Youth Cup
- [v] Under 14 Youth Cup
- [vi] Under 14 Youth Trophy
- [vii] Under 13 Youth Cup
- [viii] Under 13 Youth Trophy
- [ix] Under 12 Youth Cup
- [x] Under 12 Youth Trophy
- [xi] Senior Youth Cup
- [xii] Under 18 Girls' Youth Cup
- [xiii] Under 16 Girls' Youth Cup
- [xiv] Under 14 Girls' Youth Cup
- [xv] Under 12 Girls' Youth Cup

Competitions for youth teams and girls' teams may be organised. Youth teams entering competitions in accordance with Rule 2(b)[i] to [xv] must be playing in a Sunday Competition or other competition approved by the Cups Committee. Teams entering in accordance with 2(b)[xi] (Senior Youth Cup) must meet the criteria set by the Committee.

(c) The Committee shall have the power to decide not to run any individual competition or Section of a competition or to combine two Sections should the number of entries, in its opinion, make this desirable. Any decision in this respect would be subject to the approval of the Board.

(d) The Committee shall have the power to refuse the entry of any Team/Club should they consider that the past conduct of such a Team/Club and/or its officials make it desirable to do so.

3. ENTRY AND WITHDRAWAL

(a) Clubs whose parent Association is the Middlesex County Football Association Limited shall be eligible to enter the sections of the Competition listed under Rule 2(b). Additionally, the Committee may, at its discretion, accept an entry from any club whose parent Association is another recognised Football Association, provided such club is also in

membership of the Middlesex County Football Association Limited and provided the assent of the parent Association is given. The Committee shall have the power to reject any entry as it sees fit.

(b) All applications for entry shall be made in a manner prescribed by the Association, which must be returned completed to the Committee by 30th June for all sections. Notwithstanding the provisions of this section of this Rule, the Committee may accept entries received after the dates specified herein.

(c) The Committee shall decide the entrance fee in consultation with the Board. The details of this entrance fee shall be included in the form of entry. The appropriate fee must be sent with the form when it is returned under section (b) of this Rule.

(d) The Committee may reject any entry and may transfer an entry from one section to another. A Club desiring to withdraw from any section of the Competition shall apply in writing to the Committee.

(e) If, after having submitted an entry in accordance with the foregoing provisions, a Club desires to withdraw a team from any section of the Competition, a written application must be sent to the Committee. If the application is received before the draw has been published, the Committee may permit withdrawal without penalty. If the application is received later, the arranged match shall be dealt with as an unfulfilled engagement under Rule 5(h).

(f) The Committee may expel a Club or team of a Club for any violation of the Rules of the Competition and may impose any other penalty thought fit.

(g) A team shall only be permitted to enter one section of Competitions listed under Rule 2(b).

(h) Leagues in membership of the Middlesex County Football Association Limited must submit their League Constitution for the past season, plus the most up-to-date League Tables to the Committee in writing by 1st July each year. Leagues failing to comply with this Rule shall be fined in accordance with the appropriate schedule of fines.

4. QUALIFICATION FOR ENTRY

(a) In all sections of the Competition it is expected that all matches will be played on grounds within the geographical County of Middlesex as defined in Association Rule 2. Only in exceptional circumstances may permission be granted by the Committee for matches to be played outside of this area.

(b) Entry to the Senior Youth Cup shall be limited to Under 18 or Under 17 teams of clubs, as outlined in Rule 3(a). Entry to this competition is also conditional upon the Senior Youth Cup taking precedence over every other competition competing clubs take part in other than The FA Youth Cup. Failure to comply with said condition will result in removal from the Competition.

5. ARRANGEMENT OF MATCHES

(a) Unless the Committee decide on an alternative format, all sections of the Competition shall be decided on an elimination basis.

The Committee shall make the draws for each section by drawing the names of the entrants in pairs, each pair being termed a "tie". In each tie the Club first drawn is referred to in these Rules as the "Home" Club and the second drawn Club as the "Away" Club.

Within 24 hours of the draw for each round being made, notice shall be given to each club of the name of its opponent club and the date(s) when the match shall be played.

The Committee shall have power to decide whether the entrants shall be seeded and/or grouped and the stage at which such seeding and groupings shall cease to apply. All necessary byes shall be given for Round 1.

(b) The Committee shall determine the dates on which matches shall be played and prescribe the earliest and latest times for starting matches. Clubs shall be advised of the dates for each round of the Competition with the publication of the first-round draw.

Any club wishing to change the date of a match, up to and including semi-final ties, must send a written request to the Committee. Such a request must be made no later than 28 days prior to the scheduled date of the match. For the avoidance of doubt, a provisional request for a change of date should be made in advance of the previous round, if the period between rounds is less than 28 days.

Should the Committee approve the request it shall determine the revised date for the tie.

- (i) Notification of closed dates for Youth Matches. All teams wishing to close a date during the Youth Cups programme must notify the Youth Cups Administrator at the earliest opportunity, such a request must be made no later than 28 days prior to the scheduled date of the match. Failure to comply with this Rule may result in the team being fined, in accordance with schedule of fines table and being eliminated from the Cup Competition. Note: it is not the responsibility of a League or Association to fulfil this requirement.

(c) The kick-off time of Senior Youth Cup matches in all rounds played midweek is defined in Rule 12(b). In Competitions played on Saturdays (for Girls) and Sundays (for Boys), matches shall commence no earlier than 10.00am unless mutually agreed by competing teams. The latest kick-off shall be 2.00pm during August, September, October, March and April and 1.00pm during November, December, January and February, with the exception of final ties. The Home Club shall determine the exact time of kick-off.

If both competing teams agree, an application can be made to the Committee for commencing matches outside of these prescribed times. Should the Committee approve the request it shall determine the revised kick-off time for tie.

(d) If the Home Club is unable to provide a ground with suitable facilities, the choice shall transfer to the Club drawn second (referred to as the "Away" Club). The Home Club must inform the Away Club immediately that they are unable to provide a ground and that the choice has been transferred. The Committee and Referees' Appointments Officer must also be informed by the Home Club. Should this not be done, a fine as detailed in the schedule of fines shall be levied in respect of each failure.

In all sections of the Competition the cost of hire and charges related to the ground on which the tie is played is solely the responsibility of the Home club (i.e., the first drawn team in each tie), unless mutually agreed otherwise between the participating teams. The Away club (i.e., the second drawn team in each tie) is solely responsible for their costs of travel and attendance at the ground on which the tie is played.

In the event of the Away Club also not having a ground available on the prescribed date, both Clubs concerned must make every effort to obtain a ground including approaches to Local Authorities and to the Leagues in which the Clubs compete. In the event of a ground not being available on the prescribed date, both Clubs concerned must inform the Committee, which may prescribe another date. Any such alteration shall be immediately notified to the Referees' Appointments Officer by the Home Club. Should both Clubs wish to play the tie on a date earlier than that prescribed or to change the venue, both Clubs must write to the Committee at least 10 days before the suggested alternative date giving reasons for the request.

If the arranged ground becomes unavailable more than 48 hours before the appointed time for kick off, both Clubs concerned must make every effort to obtain a ground including approaches to the Local Authority and to the League(s) in which the Clubs compete. In the event of a ground not being available both Clubs concerned must inform the Committee. Any change of ground must be notified to the Committee and all match officials. In exceptional circumstances the Committee may authorise a change from the prescribed date for any reason not set out in this section. If the Committee agrees to alter the date of the tie, the Home Club must inform the Away Club, the match officials, the Association Representative (if appointed) and the Referees' Appointments Officer immediately. Teams failing to comply with this Rule shall be fined in accordance with the appropriate schedule of fines.

(e) In all sections, if a match is postponed or abandoned in circumstances over which neither competing team has control in accordance with section (g) of this Rule, the competing teams must make arrangements for the match to be played not later than seven days after the date fixed for the match.

If a match is postponed or abandoned in ordinary time, the choice of ground shall be that of the Home Club. If a match ends with the scores equal but the prescribed taking of kicks from the penalty mark has not been completed, the choice of ground shall transfer to the Away Club.

When a match has been postponed or abandoned on two occasions, the choice of ground shall be determined by the Committee, whose decision shall be final.

(f) Should any Club, owing to its suspension, or the suspension of Club members by The Football Association or any County Football Association, be unable to play any Cup match, they will be expelled from the relevant competition. To be eligible to play in any Cup match, Clubs must be free of suspension, at least five clear days before the date fixed for the match.

(g) In the event of any match in the Competition not being played or if it is not completed (i.e. where full ordinary time has not been played or the prescribed taking of kicks from the penalty mark has not been completed), both Clubs concerned shall send a report of the circumstances to the Committee, together with any claim for expenses arising from the match, to arrive not more than 72 hours after the time fixed for the match. Any Club failing to submit a report (except if a game is not played as in (e) above), shall be fined in accordance with the appropriate schedule of fines.

If the reports disclose that the engagement was not fulfilled due to circumstances beyond the control of both teams, the match shall be re-arranged in accordance with section (e) of this Rule.

Where the match has been postponed due to severe weather conditions, the Committee may exempt clubs from the requirement to send a report advising of the postponement providing that the postponement has been reported by telephone prior to the time fixed for the match to take place.

Matches may only be postponed due to severe weather and/or pitch conditions as follows: (1) By the ground authority where control of the ground is not with the Home Club. (2) After inspection by the appointed match Referee if control of the ground is with the Home Club. If the appointed match Referee is unable to make the inspection then another registered Referee may make the decision subject to the agreement of the appointed Referee.

(h) If the reports disclose that one or both competing teams were at fault in not fulfilling their engagement in any other section of the Competition, the defaulting team(s) shall be fined in accordance with the appropriate schedule of fines [i] if the default is within 72 hours of the designated match kick off time; [ii] if the default is more than 72 hours prior to the designated match kick-off time. The Committee shall decide whether the defaulting team(s) shall be expelled from the Competition and to what extent the claims for expenses by a non-defaulting team shall be met by their opponents.

(i) In all sections of the Competition the Committee shall make the arrangements for final ties and take entire control of them.

(j) In ALL sections of the Competition, matches MUST be played on the scheduled date for the fixture or, with the agreement of the Committee, played one week prior to the original date. No other reason will be accepted for a fixture to be postponed, other than a postponement due to the weather.

6. YOUTH MATCH DELEGATE

Competing Clubs must each nominate a responsible adult, aged 18 years or over, to act on their behalf as a Match Delegate. The responsibility of the nominated individual to be as follows:

1. To report to the match Referee at least 30 minutes before the scheduled start of the match to introduce themselves, or for final ties to report to a member of the Committee at least 45 minutes before the scheduled start of the match.
2. To ensure the needs of the Referee or Committee are met before, during and after the match.
3. To ensure the appropriate behaviour of all club members, parents and spectators before, during and after the match.
4. To assist the Referee or Committee, as requested, in dealing with any problems that may arise.

7. CONDITIONS OF PLAY

(a) In all sections of the Competition, the field of play shall conform to the Laws of the Game. Matches may be played on grass or any artificial surface listed on The Football Association Register of Artificial Pitches, with the maximum dimensions as outlined below. In all matches the field of play must be equipped with goal nets attached to the goal posts and a pole with a flag must be placed at each corner of the field of play. No aerial cables will be permitted to be in place if they cross any part of the field of play.

Eligible Age Groups	Maximum Permitted Format	Maximum / Recommended Pitch Sizes in yards	Recommended Goal Sizes in feet	Ball Size
Under 12	9 v 9	80x50	16x7	4
Under 13	11 v 11	90x55	21x7	4
Under 14		90x55	21x7	4
Under 14	11 v 11	90x55	21x7	4
Under 15		100x60	24x8	5
Under 15	11 v 11	100x60	24x8	5
Under 16		100x60	24x8	5
Under 16	11 v 11	100x60	24x8	5
Under 17		110x70	24x8	5
Under 18		110x70	24x8	5
Under 17	11 v 11	110x70	24x8	5
Under-18		110x70	24x8	5

The responsibility for ensuring that these appurtenances are fitted shall be that of the Club on whose ground the game is played. A fine in accordance with the appropriate schedule of fines shall be imposed if no goal nets are provided or if they are not fitted to the satisfaction of the Referee. A fine in accordance with the appropriate schedule of fines shall be imposed if less than four corner posts and flags are in position.

(b) The duration of play in the Youth Competitions listed under 2(b)[i] to [xv] shall be as follows:

- [i] Senior Youth Cup – Ordinary time of 90 minutes with a half-time interval of 10 minutes.
- [ii] Under 18 and Under 17 – Ordinary time of 90 minutes with a half-time interval of 10 minutes.
- [iii] Under 16 and Under 15 – Ordinary time of 80 minutes with a half-time interval of 10 minutes.
- [iv] Under 14 and Under 13 – Ordinary time of 70 minutes with a half-time interval of 10 minutes.
- [v] Under 12 – Ordinary time of 60 minutes with a half-time interval of 10 minutes.
- [vi] In matches in competitions from the Under 13 age group or older and with the exception of final ties, the period of ordinary time may be reduced to not less than 60 minutes subject to the agreement of both teams. Both clubs must agree, in the presence of the match Referee, before the commencement of the match. If the match starts late the Referee shall have the power to reduce

ordinary time to not less than 60 minutes. Should the Referee decide to reduce the period of ordinary time, then he must inform the representatives of both teams prior to the commencement of the match.

- [vii] In all Youth Cup matches, if the score is level at the completion of normal time, the match will be determined by the taking of penalty kicks, with no extra time being played.

(c) The half-time interval shall be 10 minutes and may only be altered with the consent of the match Referee.

(d) In all sections of the Competition, with the exception of the Under 12 age group, provided that both teams have a minimum of seven players ready to play, the Referee shall order the match to commence at the appointed time or as soon as possible thereafter. In the Under 12 age group both teams shall have a minimum of six players ready to play in order to commence. Should a match start after the appointed time, the Referee must give details on the report card submitted in accordance with Rule 9(k). Any team causing a match to start up to 10 minutes late shall be fined in accordance with the appropriate schedule of fines, Teams causing the match to start more than 10 minutes late shall be fined in accordance with the appropriate schedule of fines.

(e) If a team is not ready to start by 30 minutes after the appointed time, it shall be deemed to be absent and the match shall be dealt with as an unfulfilled engagement in accordance with Rule 5(h).

(f) In all competitions, teams will be supplied with a PDF team sheet, which acts as a team sheet and a result sheet. The PDF team sheet will be available for download from a location advised by the Committee.

- [i] In all sections of the Competition, other than the final ties, team sheets shall be exchanged by the teams in the presence of the match referee, not later than 15 minutes before the scheduled time of kick-off. In the final ties of all sections of the Competition, team sheets shall be exchanged by the teams in the presence of the match referee, not later than 45 minutes before the scheduled time of kick off time. Failure to comply will incur a fine in accordance with the appropriate schedule of fines.
 - [ii] The names of all substitutes shall be shown on all the sheets. The name of the person who is the the Manager, Assistant Manager and Physiotherapist, Doctor or Medical Practitioner or person who is to act in their stead must also be indicated on the team sheet. The Referee shall report any clubs that fail to comply with this section of the Rule and any defaulting club shall be fined in accordance with the appropriate schedule of fines.
 - [iii] The result sheet, which must be completed fully by each team, detailing the match result, the details of substitutes and goal scorers, together with a Referee's mark, shall be emailed to: countycups@middlesexfa.com within five (5) days of the date of the tie. Any club failing to comply with this section of the Rule shall be fined in accordance with the appropriate schedule of fines.
- (g)
- [i] In the Senior Youth Cup, teams shall have discretion to substitute not more than five players. Substitutes shall be chosen from not more than five players. The names of all substitutes shall be detailed on the copy of the team sheet provided to the Referee before the commencement of the match. Substitutes not named shall not take part.
 - [ii] The names of all substitutes shall be detailed on the team sheet given to the Referee before the commencement of the match.
 - [iii] A player who has been selected, appointed or named as a substitute before the start of the match but does not actually play in the game shall not be considered to have been a player in that game. The result sheet should include an indication as to whether a substitute took part in the match.
 - [iv] For teams in the Under 18 age group and below (except for the Senior Youth Cup), all five named substitutes may play in any match. A player who has been substituted himself becomes a substitute

and may replace another player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football

- [v] Matches in the Under 12 age group will be played in accordance with the Laws of the Game for 9v9 football.

(h) In all sections of the Competition, clubs must wear colours that distinguish them from each other, and the black outfit worn by the match Referee. Where the colours of the competing clubs are similar, the Away Team shall change, unless otherwise mutually agreed. Away Teams failing to comply with this Rule shall be fined in accordance with the appropriate schedule of fines.

(i) In all sections of the Competition, the Home Club shall supply to the Referee, in his dressing room, for his approval prior to kick-off, at least two match balls conforming to the Laws of the Game. Teams failing to comply with this Rule shall be fined in accordance with the appropriate schedule of fines.

(j) In all sections of the Competition, players' shirts shall be clearly numbered on the back in accordance with team sheet. No two players from the same team shall wear shirts bearing the same number. No change of numbers during the match shall be allowed except on a change of goalkeeper or where a player has been required by the Referee to change his shirt because of a blood injury. The captain of each team shall wear a distinguishing arm band to indicate his status. Teams failing to comply with this requirement shall be fined in accordance with the appropriate schedule of fines.

(k) If the ground is of a standard where there are benches and technical areas, only named substitutes plus three others will be allowed in the technical area. They must remain seated at all times save that one person at a time is authorised to convey technical instructions from the technical area. Persons in the technical area must conduct themselves in a responsible manner at all times. If more than the permitted numbers of persons are observed by a match official in the technical area, the Referee shall have the power to stop the game and order the removal of all surplus persons. Any Club that breaches this Rule shall be fined in accordance with the appropriate schedule of fines.

(l) In all sections of the Competition listed in Rule 2 b) temporary suspensions (sin bins) will operate in accordance with Law 5.

8. CONFIRMATION OF MATCHES

(a) At least 14 days before the dates prescribed for the ties to be played, the Committee shall send to all Clubs concerned the details of the draw. All Clubs receiving the draw must confirm receipt not later than five days after receipt. If the acknowledgement is not received from the Club in the due time, a fine in accordance with the appropriate schedule of fines shall be imposed. Should a Club that has qualified for the next round of a section of the Competition not receive a draw by 10 days before the prescribed date of the ties, it shall immediately make telephone contact with the Football Services Team and report the position.

(b) On receipt of the draw the Home Club in each tie shall advise their opponents the venue, date and time at which the match shall start.

Not later than 10 days before the date fixed for the match, the Home Club shall send by first class mail, or other approved means, to the Secretary of the opposing Club, the match officials and, where appointed, the representative of the Association, confirmation of the match including the time of kick-off, venue, colours and directions for reaching the ground.

The Home Club must ensure that the colours to be worn by the competing teams are sufficiently contrasting. No player may wear black or any other dark colour that may be similar to the Referee (MFA Referees wear black).

The Away Club and the match officials must acknowledge receipt of these particulars by first class mail, or other approved means, to reach the sender at least four days before the date of the match.

A Club that fails to send particulars or fails to acknowledge receipt of particulars shall be fined in accordance with the appropriate schedule of fines.

Failure of the Home Club to confirm the match by the due date shall not be a sufficient reason for a tie to be postponed and/or not played.

(c) If the Away Club does not receive confirmation of the match at least seven days before the date fixed, the Committee shall be informed by the Away Club.

If the match officials do not receive confirmation at least seven days before the date of the match, the Referees' Appointments Officer shall be informed.

If, by 48 hours before the date of the match, the Home Club has not received written acknowledgement of the confirmation from the Away Club, the Committee shall be informed and if the acknowledgments are not received from the match officials the Referees' Appointments Officer must be informed.

(d) If a Club receives the approval of the Committee to postpone a tie at least three hours before the agreed time of starting, the opponents and match officials shall be notified forthwith. At the same time, arrangements shall be made for the revised date of the tie. The Home Club shall forthwith notify the match officials of the revised arrangements for the playing of the tie. Any Club in default of this Rule shall be fined in accordance with the appropriate schedule of fines.

Should a tie be postponed less than three hours before the agreed time of starting, the Home Club should make every reasonable attempt to notify their opponents, match officials and Association Representative, where appointed. If it is not possible to contact all of these, a representative of the Home Club must be present at the ground to inform them of the postponement upon their arrival. Any Club in default of this Rule shall be fined in accordance with the appropriate schedule of fines.

(e) When a representative of the Committee is nominated to attend a match on behalf of the Association, the Home Club must confirm the date of the match, the kick-off time and the venue with him not later than 10 days before the scheduled date of the match. He should be advised of any alterations of these arrangements, or of the postponement of the match, at the same time as the opponents and the match officials. A Club failing to comply with this Rule shall be fined in accordance with the appropriate schedule of fines.

9. REFEREES AND ASSISTANT REFEREES

(a) In all sections of the Competition, Referees shall be appointed by the Referees' Appointments Officer. Assistant Referees and Reserve Officials may be appointed in a similar manner.

(b) If Assistant Referees are not appointed in accordance with section (a) of this Rule, it shall be the duty of each competing team to provide a person to act as Club Assistant Referee. Any Club failing to provide a Club Assistant Referee shall be fined in accordance with the appropriate schedule of fines. All persons provided as a Club Assistant Referee should have attained a minimum age of 14 years, but must not be younger than the age of the competing teams, unless they are a registered Referee.

(c) Officials appointed under section (a) of this Rule must be neither past nor present members or officers of the competing Clubs. Should a match official receive an appointment that he considers puts the appointment in breach of this Rule, he must immediately notify the facts to the Referees' Appointments Officer.

(d) The Referees' Appointments Officer shall notify the officials of their appointments and the officials must acknowledge receipt by first class mail, or other approved means, by the fifth day after receipt of the appointment notification.

(e) In all matches, except final ties, officials appointed under section (a) of this Rule shall be entitled to charge match fees according to the scale approved by the Board.

(f) In all final ties in all sections of the Competition the match officials including the reserve official shall be presented with mementoes. Additionally, they shall be entitled to charge travelling expenses, either claiming public transport costs actually incurred or, if travelling in a vehicle, according to the scale approved by the Board. *For information only this is currently set at 45p per mile.*

(g) There is no fee for match officials carrying out a requested pitch inspection. However, officials may claim appropriate travel expenses, either claiming public transport costs actually incurred or, if travelling in a vehicle, according to the scale approved by the Board. *For information only this is currently set at 45p per mile.*

If a match is postponed due to the ground not being fit for play and the match officials are in attendance at the ground, the Home Club shall pay the officials such travelling expenses as may be claimed, either claiming public transport costs actually incurred or, if travelling in a vehicle, according to the scale approved by the Board. *For information only this is currently set at 45p per mile.* If a match is not played owing to the default of one of the competing teams, the team that is present at the ground shall pay to the match officials their full fees. If neither team is present at the ground the match officials may submit their claims to the Committee. The Committee may order the defaulting teams to each reimburse half the expenditure incurred.

(h) All payments under this Rule, except for the final ties, shall be made by the Home Club immediately after the conclusion of the match. Where there are no gate receipts, the Away Club must pay to the Home Club 50 per cent (half) of the payments made to the match officials only. Payments must be made by the Away Club on the day of the match. Clubs in default of this Rule shall be fined in accordance with the appropriate schedule of fines.

(i) If the appointed Referee fails to appear at the match, an appointed Assistant Referee shall replace him. If no assistant referees have been appointed in accordance with section (a) of this Rule, the competing teams must agree on an appropriate person to officiate. If a match is not played as a consequence of the Clubs failure to agree an appropriate person to officiate, the match shall be dealt with as an unfulfilled engagement by the Committee.

(j) An official who fails to attend at a match to which he has been appointed under section (a) of this Rule, shall send a written explanation to the Referees' Appointments Officer. If the explanation is deemed unsatisfactory the facts shall be reported to the Association with which he is registered.

(k) All officials must observe the requirements of Rules. Immediately after the match in which he has officiated, whether completed or not, the Referee shall send a report of the match on the form provided. The report must include details of the following:

1. The number of players in each team that took part in the match.
2. The scheduled and actual kick-off times, together with the reason for any late kick-off.
3. Any reduction in the scheduled match duration.
4. In the case of matches not completed, details as to why such match was not completed.
5. Whether Assistant Referees were appointed or Club Assistant Referees were provided by the competing Clubs.
6. Whether the corner posts with flags and goal nets were satisfactory.
7. The date that the appointment was confirmed by the Home Club.
8. The result of the match.
9. If a Match Delegate was made available from both sides.
10. Any other information required by the Committee.

10. NOTIFICATION OF RESULTS

(a) The fully completed PDF team sheet, which acts as a team sheet and a result sheet, shall be emailed to: countycups@middlesexfa.com within five (5) days of the date of the tie in accordance with Rule 7(f) (iii).

(b) Alternatively, the fully completed sheet shall be sent by first-class mail to the Football Services Team so that, if posted, it bears a postmark or recorded date, not later than two (2) days after the match. If the result sheet is posted later than the time prescribed, the Club concerned shall be fined in accordance with the appropriate schedule of fines. If the sheet is not received within seven (7) days of the match, the Club concerned may be fined in accordance with the appropriate schedule of fines and be supplied with a new result sheet, which must be returned within 72 hours. Failure to comply shall result in the Club being dealt with at the discretion of the Committee.

(c) Should a Club award the match Referee a mark of 60 marks out of 100 or lower, an explanation must be provided in writing, together with their result sheet, with comments which could help the Referee improve future performances. Failure to comply with the conditions of this Rule shall result in a fine in accordance with the appropriate schedule of fines.

(d) If a result sheet is received by the Committee that is not properly completed the sheet shall be returned to the Club concerned for correction/completion and a fine in accordance with the appropriate schedule of fines shall be imposed.

(e) If a Club submits an inaccurate result sheet, a report shall be made to the Committee who shall have power to impose any penalty deemed appropriate and/or impose a fine in accordance with the appropriate schedule of fines.

(f) In all matches other than final ties, the Home Club, on whose ground the match was played, must supply the result to the Association by either email or text message in the manner prescribed by the Committee. This shall be done within one hour (no later than 6.30pm in the case of daytime kick offs) of the completion of the tie. Failure to comply will incur a fine in accordance with the appropriate schedule of fines.

11. QUALIFICATION OF PLAYERS FOR YOUTH COMPETITION

(a) The relevant age for each player is determined by his or her age as at midnight on 31st August of the relevant playing season. Only players who have attained their 10th birthday by midnight on 31st August shall be allowed to play in the Competition:

- [i] Under 18 – Under 18 years of age but over 15 years of age
- [ii] Under 17 – Under 17 years of age but over 15 years of age
- [iii] Under 16 – Under 16 years of age but over 14 years of age
- [iv] Under 15 – Under 15 years of age but over 13 years of age
- [v] Under 14 – Under 14 years of age but over 12 years of age
- [vi] Under 13 – Under 13 years of age but over 11 years of age
- [vii] Under 12 – Under 12 years of age but over 10 years of age

All players playing outside their specific Age Group must comply with the requirements of FA Rule C4.

- (b) [i] In order to be eligible for all sections of the Competition listed under Rule 2(b)[i] to [xv], a player must be a bona fide member of his/her club and be registered with the Association in accordance with Rule 11(c)[i] or 11(c)[ii].

Players must be registered for the current season with a League in which the Club plays or with the Association and a player's Club must be in possession of an appropriate identity document for each player, with such identity document being available for inspection at any match in the Competition in which the player takes part. It is each club's responsibility to obtain appropriate identity documents at their own expense.

Players must be registered to play for one specific team of a club at the appropriate age group. No player can play for more than one team of a club in any of the Competitions in the same season.

Except for the Senior Youth Cup, no player registered with a Premier League or Football League Academy will be permitted to play. A player registered with a Centre of Excellence may only play subject to the Regulations of the Programme for Excellence.

The following additional requirements also apply in respect of matches for which the scheduled date of the match is after 31st October in each season.

[1] A player must have been a member of his/her Club for at least 14 days prior to the date fixed for the match.

[2] A player must have taken part in at least two matches for his/her Club in the current season prior to the date fixed for the match. Such matches must have been in a Competition recognised by the Middlesex County Football Association Limited or other recognised sanctioning Association.

In the case of any dispute in respect of the requirements of (1) and (2) above, a Club will be required to produce their playing records and register of membership. For the Girls' Competitions, following written submission by a club, the Committee will have discretion regarding this Rule.

In all sections of the Competition, players who are not qualified to play in semi-final ties shall be ineligible to play in final ties.

[ii] In the case of a deferred or postponed match or matches, which have to be replayed, only those players qualified in accordance with these Rules at the original date fixed for the first match shall be eligible to play.

(c) [i] Players must be registered with Middlesex County Football Association Limited in a manner approved by the Association.

Where a Club makes application for registrations in respect of two or more Teams playing in the same Section of the Competition listed under Rule 2(b)[i] to [xv], the Teams must be clearly identifiable but not designated 'A' or 'B' or 1st or 2nd, etc., but by names that clearly distinguish between them. The Club concerned must indicate on the application for registration the team for which the player is registered and the player concerned shall not be permitted to play for any other Team of that Club within the Competition.

However, any player registered with one Team within that Club may be transferred to another Team within that Club provided that he has taken no part as a player or substitute in any match in the Competition. Any application for transfer must be made to the Committee at least seven days prior to the player taking part in any match for the Team to which he/she has been transferred.

[ii] Where a Club enters more than one team in a section of the Competition then Clubs must comply with the following requirements:

[1] Teams must be clearly identifiable but not designated 'A' or 'B' or 1st or 2nd, etc., but names that clearly distinguish between them.

[2] Players will be recognised as being registered for a team of a Club and may only play for that team except as permitted in [3] below.

[3] Players may be transferred to another of his/her Club's teams provided that he/she has taken no part in any previous match in the Competition either as a player or substitute. Any such transfer must be in accordance with Middlesex County Football Association Limited Rule.

[iii] When issued by the Association, registration documents issued remain the property of the Middlesex County Football Association Limited.

(d) Prior to commencement of every match in all sections of the Competition except the Senior Youth Cup, the accredited representative of a Club must hand to the accredited representative of their opponents a valid identity

document in respect of each player and substitute for perusal. For final ties, the identity documents must be handed to a member of the Committee 30 minutes prior to kick-off.

If a club fails to produce every identity document, the kick-off shall be delayed. If all the identity documents are not produced within 30 minutes of the appointed kick-off time, the Referee shall inform the accredited representative of the defaulting team that the fact will be reported to the Committee who will then deal with the match as an unfulfilled engagement in accordance with Rule 5(j).

(e) The Committee shall have the power to refuse to accept an Application for Registration or to cancel the registration of any player. No player shall be registered by the Association after the last day of February in any season.

(f) A player who has not taken part in matches in the Competition listed under Rule 2(b)(i) to (xv) may be transferred to and registered for another Club that has entered the Competition. However, before such transfer takes place the player's new Club must have documentary evidence from the player's previous Club that the player has discharged his/her financial liabilities and any other obligations to that Club.

(g) All Clubs competing in the Competition shall be responsible for ensuring that all players are within the age limits prescribed for the relevant section. The Committee may require the production of documentary evidence to prove the age of any player and any Club that fails to satisfy the Committee in this regard shall be deemed to have included an ineligible player in a match.

(h) Any Club that includes in any of its teams a player who is ineligible or is not qualified in accordance with this Rule may have a fine as detailed in the schedule of fines levied in respect of each such player.

In addition, the Club shall be expelled from the section of the Competition in which the offence occurred. Any Club, Club Official or other person within the jurisdiction of the Middlesex County Football Association Limited who is deemed to have induced a breach of this Rule may be charged with misconduct and penalised in accordance with the Rules of The Football Association.

12. SENIOR YOUTH CUP

(a) Youth teams of Senior Clubs and clubs approved by the Association, who play on an enclosed ground, with floodlights, will be eligible to play in this Competition. Clubs shall stage their ties at their normal venue for League matches, unless permission has been granted for a club to play matches at an alternative ground prior to the commencement of the Competition.

(b) Matches in this Competition will be arranged by the competing clubs before a designated due date. Having agreed an acceptable date, notification must be given to the Committee at least 14 days prior to the match. Where Clubs are unable to agree a date before the deadline, the matter must be referred to the Committee.

Unless otherwise mutually agreed by the Clubs concerned, and with the consent of the Committee, the times of kick-off shall be 7.30pm. Application for same to be received by the Committee 14 days before the game is due to be played. If a fixture is unfulfilled in accordance with this Rule, a fine shall be issued as laid down in the schedule of fines.

The match officials and Match Representative must be notified of all mutually agreed changes of kick-off times and any changes to those arrangements.

(c) Three match officials will be appointed to each tie. The match fees for the Officials will be the responsibility of the Home team who may offset the expense by charging a gate.

(d) A Match Representative may be appointed to attend each tie. If appointed, the Representative must be notified of the match arrangements and any subsequent changes, at the same time as the opponents and match officials.

(e) The duration of each match shall be 90 minutes. If, at the expiration of this period, the scores remain equal the result of the tie shall be determined by the taking of kicks from the penalty mark in accordance with the conditions prescribed by the International Board.

(f) Suitable refreshments should be provided by the Home team at half-time and at the end of the match to the Officials and opponents.

(g) Eligibility of players for the Senior Youth Cup: Players must have been registered with the League in which the Youth Team plays at least 14 days prior to the date agreed for the match. Players taking part in semi-final and final ties must have played at least **two** matches for **his/her Club** in the current season prior to the date fixed for the match. Such matches must have been in a Competition recognised by the Middlesex County Football Association Limited or other recognised sanctioning Association. Clubs that participate in the Senior Youth Cup that wish to play Academy and/or Centre of Excellence players must gain approval of the Premier League or Football League to play such players.

13. PROCEEDS OF MATCHES

(a) The term "expenses of the match" used in this Rule shall mean Referee's and Assistant Referees' fees and their travelling expenses, printing (excluding the printing of programmes), advertising, Police charges, cost of floodlights not exceeding £100, cost of gatemen and cost of stewards. If any tie is not started and neither Club is at fault, any expenditure incurred under this section of this Rule may be added to the expenses of the match when it is played.

(b) In all sections of the Competition where a tie is ordered to be replayed arising from a breach of these Rules by one or both Clubs, the defaulting Club (or Clubs) shall forfeit their share of the proceeds in the replayed tie to the Association.

(c) In final ties, in all sections of the Competition, the Association shall take the entire proceeds of the match.

The Committee shall, not later than 14 days after the completion of the staging of that season's cup final programme, prepare a statement of income and expenditure for each final tie. It shall send a copy thereof to the Board who shall, in turn, forward a copy to each of the competing Clubs concerned in the match, together with a remittance for any balance due.

14. PROTESTS

(a) Every protest lodged under this Rule must set out in full the grounds for the protest and be sent, in duplicate, to the Committee to be received not later than 72 hours after the match or occurrence to which the protest relates. A deposit of £15 must be sent with the protest which will be returned if the protest is upheld.

(b) If a complaint is lodged with the Referee of the match prior to the commencement of the match regarding the ground or the appurtenances of the game which the Referee is unable to have rectified without delaying the start of the match, the complaining team shall be required to set down details of the complaint in writing and hand it to the Referee who shall forward the document to the Committee. The complaining team may then proceed to lodge a protest in accordance with section (a) of this Rule.

(c) The Committee will consider any protest and shall arbitrate, decide whether the deposit shall be forfeited to the funds of the Association or returned and also may order the parties to a dispute to pay any expenses incurred in the arbitration. Any members of the Committee connected with the parties to the protest shall leave the Committee whilst the matter is under consideration.

(d) In all protests a copy of the statements lodged must be sent to the other parties.

(e) No protest shall be withdrawn without the consent of the Committee.

(f) A Club may appeal against any decision of the Committee. Any such appeal must be lodged with the Chief Executive of the Association, in duplicate, together with a deposit of £15, no later than five days after receipt of the decision which is the subject of the appeal, and must set out detailed grounds for the appeal. The Appeal shall be dealt with in accordance with Association Rule 10.

15. TROPHIES AND MEMENTOES

At the close of the final ties, mementoes may be presented to the players and nominated substitutes. When a player is ordered to leave the field of play for misconduct, the memento to which he/she may have been entitled shall be withheld or withdrawn at the discretion of the Committee. In addition, up to five substitutes for each team may be presented with mementoes whether or not they take part in a match. The Committee shall have the power to withhold a memento or to recover a memento presented in regard to any player guilty of misconduct in connection with a match.

At the close of each section of the Competition, a trophy, which shall remain the property of the Association and cannot be won outright, shall be presented to the Club adjudged winners of the section. On taking possession of a trophy, the Honorary Secretary and two other responsible members shall be required to sign an agreement in the terms of the agreement shown below (failure to duly complete the agreement will lead to the winners being unable to take possession of the trophy until it is completed).

If the winners of a Trophy should fail to have returned the Trophy to the Association by the prescribed date, they shall be fined a daily sum in accordance with the appropriate schedule of fines for each complete day it is late.

All winners of MFA Cup Competitions are required to take all steps necessary to ensure the safety of the relevant Cup Competition Trophy.

Furthermore, any damage occurring to the said Trophy, between the final tie and its return to the Association Office, will be charged to the winners of the said Trophy in full, upon receipt of an invoice from the Association Office.

Any Winners not wishing to accept this liability will not be permitted to remove the said Trophy from the Cup Final venue.

TROPHY AGREEMENT

We, the undersigned, on behalf of (*NAME OF CLUB*) having been declared the winners and taken possession of the Middlesex County Football Association Limited (*COMPETITION*) Trophy which we understand remains the property of the Middlesex County Football Association Limited, do hereby undertake, jointly and severally, to keep the said Trophy in safe custody.

Thereafter, the Trophy will be kept in safe custody, in accordance with Rule 15, until it is returned to the Middlesex County Football Association Limited at Rectory Park, Ruislip Road, Northolt, Middlesex UB5 5FA, on or before 1st February following the presentation.

We agree to fully abide by the terms of Cup Rule 15, which is reproduced at the top of this agreement.

Signed Club Secretary Date: / / 20.....

Address

Post Code Tel. No

Email address

Signed Position

Signed Position

16. MISCELLANEOUS PROVISIONS

(a) Alterations to the Rules

No alteration or amendment to these Rules shall become operative until authorised by the Board.

(b) Correspondence

All notices under the Rules of the Competition are to be sent to the Committee unless otherwise provided. The Committee shall send all notices relating to the Competition to participating Clubs and Leagues. Should any such communication require a reply, it shall be delivered to the sender within 14 days of the posting, unless otherwise specifically advised.

In the event of no reply being received within the stipulated period, a fine in accordance with the appropriate schedule of fines shall be imposed on the defaulting Club or League. Notwithstanding the fine, a reply must still be sent.

(c) Payment of fines

All fines imposed under these Rules and such other payments as decided upon by the Committee must be paid directly to the Association Office not later than 14 days after the date of notification of the decision. Any Club failing to pay the required sum by the stipulated date shall have their fine doubled. If the original sum plus the fine is not received within seven days (7 days) of that notification, an additional late fine, as determined by the Committee, shall be imposed. If the amounts levied are still outstanding after a further seven days (7 days) the Club shall be suspended from ALL football activity.

(d) Match Programmes

In all sections of the Competition all Clubs who have qualified to play in final ties must supply to the Committee such details as are required for the compilation of the programmes for the Finals. This will include club and player details and photographs of the team's squad. Any such Club failing to supply the required details within five (5) days of the completion of their semi-final or 28 days prior to the Final (whichever is later) shall be fined a sum in accordance with the appropriate schedule of fines and be further dealt with as the Committee think fit. Notwithstanding the imposition of penalties, the details must be supplied.

(e) Contingency

In accordance with Association Rules, the Committee shall have power to apply penalties for breaches of these Rules. The Committee shall also have power to decide any matter affecting the Competition, which is not provided for in these Rules and to impose any penalty thought fit.

In any circumstances decided by the Committee to be extraordinary, the Committee shall have the power to impose special conditions on matches, change arrangements of matches, amend qualification of players for matches and apply those and/or any other conditions the Committee deems appropriate to any match in the Competition. The Committee's decision(s) shall be final. Changes to conditions to be communicated to the competing clubs not less than seven (7) days prior to the date arranged for the match.

SCHEDULE OF FINES FOR YOUTH COMPETITION

OFFENCE	RULE OFFENDED AGAINST	1ST OFFENCE	2ND OFFENCE	SUBSEQUENT OFFENCE
Withdrawal from the Competition	Rule 3(e)	Maximum £35		
Breach of Rule regarding match arrangements	Rule 5(d)	£10	£15	**
Not giving 28 days' notice of postponement request	Rule 5(b)(i)	Maximum £35	Maximum £35	**
Failure to send a report regarding a postponed/uncompleted match	Rule 5(g)	£15	£25	**
At fault in failing to fulfil engagement within 72 hours of scheduled kick-off/more than 72 hours prior to scheduled kick-off	Rule 5(h)[i] & [ii]	Maximum £35	Maximum £35	**
Failing to provide a Match Delegate	Rule 6	£10	£15	**
Failing to provide 4 corner posts with flags	Rule 7(a)	£10	£15	**
Failure to provide FA artificial playing surface certificate	Rule 7(a)	£50	**	**
Hosting a match on a pitch with an overhead aerial cable(s) in place	Rule 7(a)	£50	**	**
Failing to provide satisfactory goal nets	Rule 7(a)	£20	£30	**
Causing late kick-off of up to 10 minutes	Rule 7(d)	£5	£10	£15
Causing late kick-off of more than 10 minutes	Rule 7(d)	£10	£15	£20
Failure to ensure no colour clash	Rule 7(h)	£10	£15	£20
Failure to provide required match balls	Rule 7(i)	£5	£10	£15
Failing to wear numbered shirts or captain's armband	Rule 7(j)	£20	£40	£40
Failure to return acknowledgement	Rule 8(a)	£10	£10	**
Failure to notify opponents, match officials of the match arrangements	Rule 8(b)	£10	£15	**
Failure to acknowledge match arrangements	Rule 8(b)	£10	£15	**
Failure to comply with any requirements	Rule 8(d)	£10	£15	£20
Failure to have club representative present	Rule 8(d)	Maximum £15	Maximum £20	**
Failure to communicate with Association Representative	Rule 8(e)	£10	£10	**
Failure to provide a Club Assistant Referee	Rule 9(b)	£5	£5	£10
Failure to make required payments	Rule 9(h)	£10	£15	**
Failing to reimburse the Home Club for a half share of match officials' fees/ expenses	Rule 9(h)	£10	£15	**
Failure to submit result sheet by due date	Rule 10(b)	£15	£25	**
Failure to comply with marking requirements	Rule 10(c)	£20	£20	£20
Incomplete result sheet	Rule 10(d)	Maximum £15	Maximum £25	**
Inaccurate result sheet	Rule 10(e)	Maximum £30		
Failure to notify result in due time	Rule 10(f)	£10	£15	Max £25
Failure to produce players' identity documents	Rule 12(d)	Maximum £10 per document	Maximum £10 per document	Maximum £10 per document
Playing an ineligible/unqualified player	Rule 12(g)	£25 plus a maximum of £25 per player	**	**
Failing to fulfil Senior Youth Cup engagement	Rule 12(b)	£50	£50	**
Failing to return a Trophy by due date	Rule 15	£5 per day	**	**
Failure to reply to correspondence	Rule 16(b)	£10	£10	**
Failure to produce a programme	Rule 16(d)	£25		
Failure to provide programme details	Rule 16(d)	£5 per day		

** denotes punishment to be determined by Committee

Guidance Notes

*(please note that the **Rules** should be consulted if there is any doubt)*

For Match Officials appointed to Youth Cup Matches

Details of competing Clubs are contained within the Draw Information. Draw details are also on the MFA Website. Please familiarise yourself with the Rules and note any changes that have been made since last season's competitions were played. There have been some changes, so do READ them.

1. All matters relating to Match Officials **MUST** be referred to Daniel May for YOUTH competitions. This particularly applies to officials withdrawing from matches. Delays caused by leaving messages rather than making contact can be disastrous.

Below are particularly important paragraphs, please ensure that you follow the guidelines if such a Referee withdrawal is necessary or a match is postponed.

In addition to the need for contact for Saturday/Sunday matches, it is particularly important for midweek MATCH-DAY withdrawals/postponement, that contact is made at the earliest opportunity. Any match-day withdrawal must be notified by TELEPHONE. Contact Daniel May for YOUTH competitions appointments.

Youth Appointments:

Daniel May, Workforce Development Officer
020 8585 6910
Email: referee@middlesexfa.com

EMERGENCY contact

Friday evening and weekend: 07506 283672

Please note, this number is to be used ONLY for emergency contact relating to a specific match on the weekend in question and for NO other purpose.

2. From time to time, because of holidays, etc, other people may deal with a particular round. PLEASE CHECK YOUR DRAW INFORMATION to see if this is the case.
3. All matches shall be played on the dates stated in the relevant Draw Information unless specific permission is given by the relevant and authorised Youth Cups official. Any alteration to the date of a match must be advised to the match officials by the home club immediately.
4. Match officials must promptly acknowledge their appointment to the Appointments Officer using either the card provided or other means indicated, Email is preferred.
5. If the match officials do not receive confirmation from the home club at least seven (7) days before the date of the match, the Appointments Officer **MUST** be informed immediately by telephone (Referee Regulation 17).
6. Match officials should also promptly acknowledge receipt of the home club's confirmation and ground directions, using the form provided or other approved means of communication.
7. If a match is postponed, it will normally be played the following week. The home club is asked to confirm the details of the re-scheduled fixture with the match officials, either when informing them of the postponement or prior to their leaving the ground if they have travelled to the venue.
8. ALL ties shall be decided on the day. If, at the end of extra time, the scores remain level, the result of the tie shall be decided by the taking of kicks from the penalty mark in accordance with the conditions prescribed by the International Board.
9. Duration of play for YOUTH matches
Under 18/Under 17 – 90 minutes
Under 16/Under 15 – 80 minutes
Under 14/Under 13 – 70 minutes
Under 12 – 60 minutes.
10. In all Competitions, provided both teams have at least seven (7) players (Under 12s, 6 players), the match shall commence at the appointed time. If a team is not ready to start 30 minutes after the appointed time they shall be deemed absent and the match not played. The defaulting club should be informed that the matter will be reported by the Referee and dealt with by the appropriate authority.
11. In the Senior Youth Cup competitions, teams may use no more than five substitutes from not more than five players who must be named to the Referee before kick-off. "Rolling substitutions", applies in all other YOUTH age

groups up to and including Under 18, where ALL five substitutes may take part. A player who has been substituted, himself becomes a substitute and may replace another player.

12. Referees are reminded of Rule 12(d), Qualification of Players dealing with the requirement for identity documents to be produced and the action a Referee must take if they are not produced.
13. In all matches, where colours of the competing teams are deemed to be similar the away team shall change.
14. **The Referees' Committee has decided that match officials shall wear a black kit** when officiating in matches under the jurisdiction of the Middlesex Football Association.
9. If a match is postponed due to the ground not being fit for play and the match officials are in attendance, they shall be entitled to charge travelling expenses only, either claiming public transport costs actually incurred or, if travelling in a vehicle, according to the scale approved by the Board *For information only this is currently set at 45p per mile.*
15. If a match is not played due to the default of one of the teams, the team that is present at the ground shall pay the match officials their full fee. If neither team is present at the ground, then match officials should submit their claim, with a brief explanation, to the Appointments Officer.
16. If, for any reason, you are unsure about any aspect of an appointment you receive, please contact the Appointments Officer as soon as possible after receipt.
17. Sin Bins are used in all youth competitions EXCEPT the Senior Youth Cup. The table below should be checked to ensure correct compliance as there may variations from season to season in Senior competitions. The MFA Match Delegate may be consulted. It is appreciated that some clubs may not be used to Sin Bins, so match officials should try to ensure that they are aware of the possible use of this sanction when it is to be applied in such competitions.
18. Match Officials are required to submit a "Match Report Form" after the match, either using the pre-printed card enclosed with the appointment and Draw Booklet or this form may now be submitted to the Association by Email. **PLEASE** do fully report any breaches of Rule as it is only fair on clubs that comply!

ALL documents can be found on:

<https://www.middlesexfa.com/cups-and-competitions/rules-and-documents>

The Result Form must be sent to countycups@middlesexfa.com.

Substitutes, extra time, "sin bins" and fees

<u>Competition</u>	Extra Time	Pens	"Sin Bins"	Substitutes 5 from 5	Substitutes 5 from 5 roll on/off	Referee Fee	A/R Fee
Youth							
Senior Youth (Midweek)	NO	YES	NO	YES	NO	£45	£35
Under 16 / 17 / 18	NO	YES	YES	NO	YES	£45	£35
All other Youth	NO	YES	YES	NO	YES	£40	£30

Additional Guidance Notes for Clubs

These Guidance Notes should be read in conjunction with those Rules and have been prepared to assist you.

Club Notes

- No match shall be allowed to start later than 30 minutes after the designated kick off time.

Please refer to the current legislation and/or guidance issued by the Government, Public Health England and/or The Football Association in relation to Covid-19. It is possible that under legislation, changing facilities may not be available and so please check with home club before travelling. It is a requirement to provide male and female toilet facilities before, during and after the match.

- Artificial Turf pitches are allowed provided they comply with the criteria as set out in the Rules and the Ground Grading criteria.
- No player can play in a shirt colour which is likely to cause confusion with the Referee's kit and where there is a clash between the two competing teams the Away team must change except in the final when both teams must change.
- Sin Bins apply in all sections of the competition EXCEPT for the Senior Youth Cup in accordance with the Laws of the Game.
- Players cannot play for more than one competing team in the Competition during any one playing season.
- The Home Club must inform the Away Club and Referee and Assistants, where relevant, of all necessary match details at least 10 days before the date of the match. The Away club must acknowledge receipt of the match details within two days of such receipt.
- Clubs must **email the PDF Team Sheet** to be received within five (5) working days from the date of the tie. Clubs that give a Referee a mark of 60 or below must include an explanation as to why.
- Both Home and Away Clubs are required to text in the result (including details of postponements or abandonments) by no later than 12 noon on the day following the match. See Full-Time guidance below for further information.
- The Home team will be responsible for covering the cost of the ground but both the Home and Away teams shall share equally the cost of the Match Officials' expenses.
- Where a Referee fails to attend the match the teams MUST agree on a Referee.
- Both teams should have their own Assistant Referee Flags. Where club Assistant Referees are being used each team should use their own flags. There should be no sharing of equipment.

Full-Time system

The Competitions will be administered using The FA's Full-Time system.

Email Notifications

One of the key aspects to Full-Time is that it provides Associations with the facility to have fixtures and referee appointments automatically emailed to clubs and referees on a "need to know" basis. MFA will send the emails when the fixtures and/or appointments are created or adjusted and as a reminder closer to match time.

Club Secretaries have been set up as the contact to receive the automatic email notification. However, each Club may login to Whole Game System and either replace the "Team Full-Time Email Contact" or add further contacts (e.g. if you want the team managers to receive emails as well as the Club Secretary). MFA recommend the second option as the Club Secretary should still ensure they receive the email notifications as well. There is no limit to the number of Team Full-Time Email Contacts that can be set up for each team.

SMS Text Messages – Reporting Results

Another key aspect is that this system provides Associations with the facility to have results sent in by SMS Text Message from Clubs. These will be published immediately on the County website. Full-Time sends the SMS prompts and receives results from both the home and away teams. Please note that Full-Time displays the latest score that it has received so if you make a mistake with the result you can text it in again.

The format of the text message you will receive is as below. Please note CHED and ARSD is the short code for the teams, which is important when you are texting in more than one result.

FA Full-Time Results: CHED v ARSD, Sun 12 Feb 14:15. Reply with H-A score & Code CHED, followed by Pens if required: e.g. CHED 3-3 3-1 PENS

The Team Administrator may therefore be required to send back up to four pieces of information:

4. Score – the score after normal time in the usual way.
5. Short Code (for your team) – if required to submit a short code this identifies which team are involved.
6. Penalty Score – the score after penalties, followed by PEN (it is essential that PEN is included, to identify the scores beforehand applies to penalties).

Examples:

All of the following examples assume that no team code is required:

2-1 Reports that the home team won 2-1 in normal time

2-2 4-3 PENS Reports that the home team won 4-3 after penalties; the game having finished 2-2 at the end of normal time, with no extra time played.

The SMS contact will automatically be selected as the Club Secretary (assuming you have provided a mobile contact number. **Please note that only one SMS user may be used for each team.** If your League is using Full-Time it will not affect any of the details you have set up with your League.