SENIOR INVITATION URN RULES
(As last amended in September 2017)

1. Name of Cups
The Cup shall be "The Worcestershire Football Association Senior Invitation Urn" and shall be competed for annually at the Council's discretion. The Senior Invitation Urn is the second most senior affiliated Cup Competition within the County.

2. Cup Ownership
The Chairman, Finance Director and Chief Executive Officer shall be the legal owners of the Cup, in trust for the Association. The Cup shall be a Challenge Cup and cannot be won outright. The successful winning Club of the competition shall upon receiving the Cup hand to the Chief Executive Officer an indemnity signed by 3 Officers of the winning club agreeing to keep the Cup in good order and condition when on loan to the winning club and to return the Cup to the Association on or before 1st February in the ensuing year. The Association shall insure the Cup against all risks and shall be responsible for all engraving. Any Club not returning the Competition Trophy by the due date or returning them in poor condition shall be fined.

3. Medals
In addition to the Cup up to 16 Medals for the winners and the runners-up of each club competing in the Final Tie may be presented by the Association, which shall not be transferable. When a player or official taking part in the Final Tie is ordered to leave the field of play for misconduct the medal to which he may be entitled shall be withheld until the matter has been dealt with by the Association.

4. Control of the Competition
a) The ownership, organisation, control and management of the competition shall be vested entirely and exclusively in the Worcestershire Football Association.
b) The Council of The Worcestershire Football Association shall have the power to make delete and amend the rules for the organisation control and management of the competition as it deems expedient (the "Competition Rules").
c) All clubs participating in the Competition shall be bound by and comply with the competition rules.
d) The Council shall appoint a Football Services Committee. The Football Services Committee shall have the authority to exercise all powers of the Council in relation to the Competition and to make decisions on all matters arising out of or in relation to the organisation, control and management of the Competition. The decisions of the Football Services Committee shall be final and binding on all participants in the Competition.
e) In relation to any matter not specifically mentioned in the Competition Rules, the Football Services Committee shall, on behalf of the Council, have the power to take such action and make such decisions, orders, rulings and impose such penalties as it deems necessary and follow such procedures as it considers appropriate.

5. Eligible Clubs
a) Senior clubs in the County not eligible to compete in the Senior Invitation Cup but who meet the entry criteria laid down from time to time by the Council shall compete.
b) Other clubs which meet the entry criteria may be invited to compete by the Association.
c) The Council may reject the entry of any club.

6. Dates for Entry
Applications from Clubs wishing to compete in the Competition must be received by the Association on or before 5pm on the 1st July previous to the season in which such club proposes to compete. No late entry shall be accepted.

7. The Draw
a) The names of all clubs accepted for entry into the Competition shall be placed in the Competition and at the option of the Council shall be drawn in couples, the first club drawn in each couple being the home club. These couples shall compete and the winners shall be drawn and shall compete in the same manner and this shall be continued until the end of the Competition, when the winning club shall hold the Cup.
b) Whenever possible the Council shall arrange all necessary byes in the First Round and no Club, if avoidable, shall have more than one bye during each season.
c) Immediately after each draw is made, notice shall be given to each club of the name of their opponents, and the date on or before which the Tie must be played.
d) Immediately upon receipt of the Draw for each round, Secretaries of clubs drawn at Home must communicate with their opponents, and agree upon a date and time of kick-off and notify the Association of the decision at least 14 days prior to the date of playing.
e) The home club must advise their opponents, the Match Officials and appointed WFA Members of the situation of their Ground, changing rooms and colours not less than 7 days prior to the date of the tie.

8. Grounds for Cup Ties & Replays

a) Choice of Ground

In each Tie the game shall be played on the ground of the club first drawn, unless otherwise mutually agreed by the clubs and the consent of the Council obtained.

b) Dimensions of Field of Play and Ground Facilities. All matches shall be played on a natural grass pitch. The dimensions of the field of play for all Cup ties shall be as follows:-

Maximum length 120 yards or 110 metres; Minimum length 110 yards or 100 metres;

Maximum width 80 yards or 75 metres; Minimum width 70 yards or 64 metres.

A club must have regular use of a ground where a charge for admission may be made and gate receipts must be taken in all Cup Ties. Goal nets must be used in all Cup Ties. The playing area must be enclosed by a permanent fixed barrier except those areas and spaces excluded from spectator viewing. Some covered accommodation for spectator viewing must be provided. Dressing and washing accommodation must be separate for each team and Match Officials. Toilets which are not available for spectator use must be provided for dressing rooms used by Players and Match Officials. Adequate entrances and exits to the ground must be provided.

Team Benches

(i) In all Rounds of the Competition, the number of clubs' players and officials seated on the team benches, in the designated technical area, must not exceed 11 unless the team bench facility provides more than 11 individual seats.

(ii) Only one person has the authority to convey tactical instructions to the players during the match. This person shall be the Team Manager or the Team Coach. This person is allowed to move to the edge of the technical area to issue instructions to their team.

(iii) The occupants of the technical area must behave in a responsible manner at all times. Misconduct by occupants of this area will be reported by the Referee to the appropriate Association, who shall have the power to impose sanctions as deemed fit.

(iv) With the exception of the Team Manager or Team Coach and any substitutes who are warming up or warming down, all other personnel are to remain seated on the team bench. Dressing Rooms must have adequate heating and hot water. An area must be made available for suitable hospitality for visiting officials.

c) Appeal - Unsuitability of Ground

If the ground of the club first drawn is considered unsuitable for the Cup Tie, having regard to all the circumstances, the opposing club may appeal to the Council within 7 days of the receipt of the draw. In any event, the Council shall have the power to order that any match be played on an alternative ground or date if it is considered appropriate or necessary. For ties switched from the ground of the club first drawn, the Council shall determine the financial conditions in which the tie shall be played. In the case of a ground being rendered temporarily unfit for any reason a protest may be lodged before the commencement of the match with the Referee, who shall declare the ground fit or unfit for the Cup Tie to be played.

d) Playing Condition of the Ground

Each club must take every precaution to keep its ground in good playing condition. If appropriate either competing club may appeal to the Council through their Secretary to require the Match Referee or another appropriately qualified Referee to examine the ground and decide as to its fitness for play in sufficient time to save the expense of unnecessary journeys being incurred by competing clubs. Subject to this rule, the Match Referee shall have power to decide as to the fitness of the ground in all matches and his decision shall be final. In the case of the ground being declared unfit for play, the home club must obtain a report from the Referee declaring the ground unfit and forward it to the Association to be received within 2 days of the postponement (Sundays excluded). Clubs in default of these instructions may be fined.

9. Club Colours

Where the colours of two competing teams are similar the away team must change, unless alternative arrangements are mutually agreed by the competing clubs. In the event of Clubs not agreeing upon colours to be worn by their respective teams the Association shall decide. Teams' colours must not clash with the black & white outfit worn by the Match Officials. Goalkeepers must wear colours which distinguish them from the other Players and the Match Officials. Players' shirts shall be clearly and individually numbered on the back in accordance with the list handed to the Referee before the tie and there must be no change of numbers during the match except on a change of goalkeeper. The captain of each competing Club shall wear a distinguishing armband to indicate his status. Advertising which fully complies with current FA Regulations may be worn on players' clothing.

10. Duration of Matches

The duration of each match shall be 90 minutes (45 minutes each half) except as provided for in these Rules where kicks from the penalty-mark may be taken to decide the outcome. The Referee shall allow for time wasted or lost through accident or other cause. The Referee is the sole judge of allowance of time whether lost through accident or other cause and his decision on this matter is final and not subject to appeal. The half-time interval shall not exceed 10 minutes and this may only be altered with the consent of the Match Referee.

11. Provision for Matches

For all matches preceding the Final Tie the following provisions shall apply:-

a) Clubs shall not mutually arrange to play a match in lieu of a Cup Tie.

b) Any late kick-off must be reported by the Referee to the County FA and the Council shall have the power to impose a fine.

c) In the event of any match prior to the Final Tie resulting in a draw after 90 minutes of play, the tie will be decided by the taking of kicks from the penalty mark in accordance with the International F.A. Board recommended procedures.
d) When a match has been postponed or abandoned before the completion of 90 minutes of play and neither club is at fault, it must be played on the same ground within 14 days unless the Council agrees to or orders another ground or date. If the match is abandoned, with neither club at fault, either before or during the taking of kicks from the penalty-mark to decide the outcome, then the taking of kicks from the penalty-mark ONLY shall be replayed at a ground decided by Council within 14 days.
e) Matches abandoned through the fault of the Clubs shall be dealt with by the Council. The Council shall have the power to order that the score in any abandoned match shall stand.

12. Floodlighting
All ties must be played on grounds enabling matches to be played either partly or wholly under floodlight conditions, provided that the installation meets with the approval of The Association.

13. Reporting Results
a) Notice of the result of each match, with the names of the Players competing, the substitutes and goal scorers must be submitted on the Match Report Form supplied. It is the Home Clubs responsibility to forward a fully, correctly completed Match Report Form to the Association so that it is received within two days of the match (Sundays not included). It is each clubs responsibility to forward a completed Referee's Marking Form to the Association so that it is received within 2 days of the match (Sundays not included).
b) Any club failing to comply with this Rule or submitting an incorrect Match Report Form may be subject to a fine as determined by the Council and in default of payment shall be disqualified from the competition.

14. Provisions for Final Tie
a) The Council shall fix the venue for the Final Tie and shall have direct control of the arrangements.
b) If the score remains level after 90 minutes of play, the tie will be decided by the taking of kicks from the penalty mark in accordance with The International FA Board recommended procedures.

15. Provisions for withdrawing from the Competition
a) Any club intending to withdraw from the Competition must give information of their intention to do so to the Association and the Secretary of the opposing club not less than 14 days before the date fixed for playing the match.
b) A club failing to comply with this Rule shall be reported to the Council, who shall have power to compel the offending club to pay any expenses incurred and take such action as they may deem expedient.
c) Any club failing to give a satisfactory reason for withdrawing from the Competition shall not be allowed to enter that Competition the following season and shall also be liable to a fine.
d) In the Semi-Final and Final Ties any club failing to play without showing a good and sufficient cause for failure to play, may be adjudged by the Council to be guilty of serious misconduct, and liable to be dealt with as the Council deems fit.

16. Provisions concerning qualification of Players
a) The Cup shall be competed for annually in accordance with these Rules and all matches shall be played under the Laws of the Game as approved by the International Football Association Board. Unless a satisfactory reason is given, each competing club shall be represented by its strongest qualifying team. Clubs failing to comply may be fined and/or otherwise dealt with by the Council.
b) A club may at its discretion use up to 3 substitute players at any time in a Cup Tie, except to replace a player who has been suspended from the game by the Referee after play has commenced. Any substitution can only be made when play is stopped for any reason and the Referee has given permission. A maximum of 5 substitutes may be nominated whose names shall be given to the Referee prior to the commencement of the match.
c) Should any nominated player or substitute sustain an injury after the submission of the Team Sheet to the Referee and before the kick-off he may be replaced provided the Referee is informed. A player who has been sent off before the kick-off may be replaced only by one of the named substitutes. A named substitute who has been sent off, either before the kick-off, or after play has started, may not be replaced.
d) Only those substitutes who have participated in a match shall be considered to have been players in that match for qualification purposes. A substitute who is named but not used is entitled to play for another club in the same season.
e) All players taking part in the Competition shall be qualified according to the Rules of the Association.
f) In any one season a player shall not play for more than one competing Club but the members of each Team from one competing Club may be changed during the competition.
g) A Player who has been suspended may play in postponed or replayed ties (in accordance with Rule 20d)) after the term of his suspension has expired.
h) Clubs must hand a list of names of Players taking part in the game (including the names of the nominated substitutes) to the Referee and a representative of their opponents in the presence of the Referee at least 30 minutes before the advertised time for kick-off. Any club failing to carry out these provisions may be liable to a fine. Late changes to the nominated list of players and substitutes may be made provided the Referee and opponents are informed prior to the commencement of the match.
i) In all rounds of the Competition a bona-fide player is one who has been registered with his club in a league in which his club competes in the current season by 12 noon on the day previous to the date on which the match is to be played. In exceptional

circumstances a player who does not qualify under this rule may be granted permission to play by the Officers of the Association on behalf of the Council.
j) A bona-fide player may be under written contract or non-contract as defined in the Rules of The Football Association.
k) A player on temporary (loan) transfer is ineligible to compete in either Competition, unless permission is given by the lending club in writing and a copy is submitted to the Association by 12 noon on the day previous to the date on which the match is to be played. A registered Trainee on a Scholarship for work experience may play for another club, subject to written permission being given by the Club that he is registered to and provided that such permission is received by the Association by 12 noon on the day previous to the date on which the match is played. Any permissions must clearly state that the player has approval to play in the Worcestershire Senior Invitation Urn. The Association will not give permission for players on loan to play against the lending club.
l) A player who has played for one club in the Senior Invitation Cup in the current season shall not be eligible to play in the Senior Invitation Urn or any other WFA Saturday Cup Competition in the current season.
m) In the event of the Final Tie of the Competition being held over to the following season a player who has played for his club in the previous season shall be eligible to play for his club in the Final Tie notwithstanding that he may be registered with another Club in the current season. In such circumstances a bona-fide player is one who has been registered with his club in a League in which his club competes in the current season by 12 noon on the date previous to the date on which the match is played, or a registered player, as above, who has played in a match in a recognised affiliated Competition for his club prior to the date on which the match is played. In exceptional circumstances a player who does not qualify under this Rule may be granted permission to play by the Officers of the Association on behalf of the Council.
n) In the event of a club playing in any match with less than 11 players a fine shall be imposed for each missing player. A minimum of 7 players will constitute a team for a Competition Match.

17. Validity of Player's Qualifications
If the Council has any doubt as to the qualification of any Player taking part in the Competition, it shall have power to call upon any such Player, or the Club to which he is or was registered, to prove that he was qualified according to these Rules and failing satisfactory proof the Council may disqualify such player, and may remove the club from the Competition and also impose such other penalty as it may deem necessary.

18. Disqualification
The Council shall have the power to disqualify any club or player found guilty of breaching the Rules of the Association or of the Competition.

19. Provisions concerning Referees & Assistant Referees
a) In all matches the Referees and Assistant Referees shall be appointed by The Association. The match officials in all matches shall not be associated with either of the competing clubs. In all matches a Fourth Official may be appointed to officiate in the event of an appointed Official failing to arrive or being incapacitated. In the event of any of the match officials failing to arrive or being incapacitated the two clubs must agree to a substitute, providing one is available who is currently eligible to officiate in a league equivalent to the lowest level of football in which either of the two teams participates.
b) In all matches preceding the Final Tie, the fees and expenses of all Officials shall be paid by the Home club unless otherwise instructed by the Council.
c) The scale of Fees and Expenses to be paid to Officials shall be decided annually by the Council.
For the current season:
i) Fees and expenses in all rounds preceding the Semi-Final Tie shall be:-
Referee: £38, Assistant Referees & Fourth Official (if appointed): £28; match fee includes mileage/travel
ii) Fees and expenses in the Semi-Final Tie shall be:-
Referee: £40, Assistant Referees & Fourth Official (if appointed): £30; match fee includes mileage/travel
iii) The Officials in the Final Tie shall receive a Trophy.
d) Match officials, if they attend, are entitled to £10 if the match is not played, paid by the Council, however if either team is responsible for the non-playing of a fixture that team shall pay the Officials their full fee.
e) The Home Club must notify the Match Officials of the details of the tie including directions to the ground, date of tie and kick-off time, colours of the competing teams and other necessary details. Such information must be received by the Match Officials no later than 7 days prior to the date of the tie. Each Match Official must acknowledge receipt of the information.
f) Referees, Assistant Referees and Reserve Officials shall acknowledge acceptance of appointments for all matches in each Competition to the Association within 3 days of receipt of the appointment.
g) The duties of the Referee and Assistant Referees shall be as defined in The Laws of the Game.
h) Appointed Match Officials shall wear the traditional black & white uniform.
i) Match Officials MUST wear the Worcestershire Football Association badge on their uniform.

20. Provisions relating to Protests
a) All questions relating to the qualification or eligibility of players or interpretation of these Rules or any dispute or protest whatever shall be referred to the Council whose decision shall be final and binding.
b) Any dispute or protest must be made in writing and must contain the particulars of the grounds upon which it is founded and lodged in duplicate with the Chief Executive Officer of the Association accompanied by a fee of £20, within 3 days of the match

to which it relates (Sundays not included). The fee shall be forfeited to the Association in the event of the dispute or protest not being sustained.
c) The Council may order any club involved in a dispute or protest to pay such expenses as may be considered appropriate towards defraying the costs incurred.
d) No protest relating to the ground, goal posts bars or other accessories of the game shall be entertained by the Council unless an objection has been lodged with the Referee prior to the commencement of the match. The Referee shall require the responsible club to correct the cause of the objection if this is possible, without unduly delaying the commencement of the match. If the Council should consequently decide that any rule or spirit of the rule has, in its opinion, been violated by mutual agreement or otherwise, it shall have the power to disqualify either or both clubs from the appropriate Competition, or order the match to be replayed. For the Council to take this action it is not necessary for a protest to have been received from any club.
e) When an objection has been lodged with the Referee before the commencement of the match, a protest must be made to the Association and neither the objection nor protest shall be withdrawn except by leave of the Council.
f) The Chief Executive Officer of the Association shall send details of the dispute or protest to the clubs involved.
g) Each club may support its case with witnesses.
h) If a member of the Council is connected with a club concerned in a dispute or protest, the Member shall not sit on the Council while the dispute or protest is being considered.

21. Proceeds of Matches
a) All Rounds Preceding the Final Tie
The net gate receipts of a match (except replayed matches in consequence of breach of Rules) shall be the total ticket sales for the match less VAT. The home club shall meet all other costs of staging the match. The away club shall meet its own travelling expenses. The net gate receipts shall be retained by the home club.
b) Final Tie
The whole of the proceeds shall be taken by the Association who shall be responsible for the payment of the expenses of the match; however the two competing clubs shall meet their own travelling expenses.

22. Admission to Cup Ties-Sale of Tickets
a) All persons including season ticket holders must be charged admission to the ground, enclosures and stands in all matches subject to the following conditions:-
i) In all rounds of the Competition, including the Final Tie, each Club shall be entitled to 10 complimentary tickets for the use of Club Officials and Directors. In the Final Tie the Association shall be responsible for issuing these tickets to each club.
ii) Complimentary tickets issued by the home club in excess of the above number must be accounted for at the price at which they would have otherwise been sold.
iii) A complimentary ticket is a ticket that allows admittance to any area of the ground to attend a match for no consideration where a charge would otherwise be made by the home club.
iv) In addition to the allowance of complimentary tickets set out at Competition Rule 22 a) i) and ii) complimentary tickets may be issued for the sole use of the following:-
* Directors or equivalent of the two participating Clubs
An allowance should be agreed between the two participating Clubs for the use of the Directors or Equivalent of each Club
* Accredited Press/Media
* Accredited Club Scouts
* Council Members of the Association
b) In all Rounds preceding the Final Tie the following minimum admission prices shall apply with usual concessions in respect of Children and Senior Citizens:
Senior Invitation Cup: £6; Senior Invitation Urn: £3 (clubs may mutually agree a higher admission charge)
c) The Council shall set admission prices for the Final Tie.
di) Immediately after half-time but before the conclusion of the match the Home Club must declare and provide in writing to the Visiting Club a statement of the total admission and gross gate receipts together with a list of complimentary tickets issued.
ii) The Visiting Club shall have the right to check and agree the Sale of Tickets and Gate Receipts and the Home Club shall make arrangements for an Official of the Away Club to do so upon request.

23. Programme
A Programme or Team Sheet must be produced with details of both teams.

24. Notices
All notices required to be given to the Association by any of these Rules shall be addressed to the Chief Executive Officer of the Association. The Council may reject the entry of any club.