

THE FOOTBALL ASSOCIATION
REFEREEING DEPARTMENT

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MATCH OFFICIALS RULES & INSTRUCTIONS
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This booklet provides extracts of the Rules and Instructions for The FA Cup, Trophy, Vase and Youth Cup Competitions, mainly in respect of Match Officials but also of interest to Club Officials. It is intended to be used as an aide-memoire and is presented in 3 parts:

- Rules relevant to ALL Competitions
- Specific Rules for FA Cup, Trophy, Vase and Youth Cup
- Miscellaneous details relevant to ALL Competitions

Any queries in connection with this publication or match procedures should be made to The Refereeing Department. Mr N S Barry (Head of Senior Referee Development) is available during normal office hours.

MATCH OFFICIALS - ACKNOWLEDGEMENT OF APPOINTMENTS

Match Officials are required to acknowledge all appointments to The Football Association. You can acknowledge appointments via MOAS (Level 1-4 referees) or by email to FAcomreferee@TheFA.com (Level 5-7 Referees). Match Officials are also required to acknowledge details of the match arrangements with the Home Club.

RULE 8 - DRAWS FOR ROUND AND KICK OFF TIMES

- (c) Any late kick-off shall be reported by the Referee to the Association.

RULE 10 - DURATION OF MATCHES

- (a) The duration of each match shall be 90 minutes, except in special cases, provided for in these Competition Rules, where an extra 30 minutes shall be played. The Referee shall allow for time lost in accordance with the Laws of the Game or through accident or other cause and his decision on this matter is not subject to appeal.
- (b) The half-time interval shall be 10 minutes in The FA Cup Qualifying Competition, FA Trophy, FA Vase and FA Youth Cup and 15 minutes in The FA Cup Competition Proper and the Semi Finals and Final of The FA Trophy, FA Vase and FA Youth Cup.
- (c) Both teams shall enter the field of play together, 5 minutes prior to the kick-off time, along with the Match Officials.

RULE 13(a) – FACILITIES AND EQUIPMENT

- (i) For the FA Cup and FA Youth Cup (Competition Proper), all matches shall be played on a natural grass pitch.

For the FA Trophy, FA Vase, and FA Youth Cup (Qualifying Rounds), artificial grass pitches may be used in the Competition provided the pitch is listed on The Associations register of artificial grass pitches and with the prior consent of The Association.

- (ii) The dimensions of the field of play for all matches shall be as follows:
Maximum length: 120 yards (110 metres)
Minimum length: 110 yards (100 metres)
Maximum breadth: 80 yards (75 metres)
Minimum breadth: 70 yards (64 metres)

The playing surface should be prepared and maintained to a reasonable standard. No Club shall alter the dimensions of its pitch during the season from those previously indicated on the entry form.

- (iv) Goal nets must be used in all matches
- (v) The playing area must be enclosed by a permanent fixed barrier on all four sides and may be infilled with advertisement hoardings or other barriers, the only exception being those areas and spaces excluded from spectator viewing. Wire may not be used in rope form to connect the posts.
- (vi) Dressing and washing accommodation must be separate for each team and Match Officials. Dressing Rooms must have heating, hot water and be secure and independent of any public access. Dressing room areas must be cleaned and maintained to a satisfactory standard. A call-up bell must be provided in the match officials' dressing room and connected to each team dressing room.
- (vii) Separate toilets must be provided for dressing rooms used by players and Match Officials, which must not be available for spectator use.
- (viii) Floodlights must be provided to a standard set out in Appendix 1, and in accordance with Competition Rule 13(c).
- (x) Each Club shall provide separate areas adjacent to the pitch for the sole use of team officials, medical staff and substitutes. Such designated areas shall be clearly marked "home" and "away", have direct access to the pitch, be located as near as possible equidistant from the halfway line and be under cover. The team benches should also comply with Competition Rule 18.
- (xv) Covered accommodation for spectator use must be provided adjacent to the playing area or within the immediate vicinity of the playing area.
- (xvi) An unimpeded protected passage must be provided between the dressing room and the pitch for the teams and Match Officials.
- (xvii) Hard standing (concrete/paving slabs or other suitable approved material) must be provided to a minimum width of one metre on at least the entire length of three sides of the ground (one touch line in The FA Vase). If the rules of the League completed in state that a width of one yard is acceptable, this measurement will be accepted.
- (xviii) A technical area is to be provided. The technical area extends one metre on either side of the designated seated area and extends forward up to a distance of one metre from the touch line. Markings are to be used to define this area.
- (xix) A telephone must be connected and available at the ground.

RULE 13(b) - PLAYING CONDITION OF THE GROUND

- (i) Each Club must take every precaution to ensure that its ground is in a fit playing condition. In the event of doubt regarding the condition of the pitch, the Home Club shall immediately notify The Association to enable a Referee to conduct a pitch inspection.
 - (iii) A Referee shall whenever possible examine the ground and decide as to its fitness for play in sufficient time to save the expense of unnecessary journeys being incurred by Clubs. The pitch inspection must be made by the Match Referee or a Referee appointed by The Football Association who must immediately contact The Football Association with details of an inspection (and the Match Referee if relevant).
 - (iv) Subject to this Rule, the Referee shall have the power to decide as to the fitness of the ground in all matches.
 - (v) Match Officials must report to the ground 90 minutes before the time of kick-off. If necessary, the Home Club or The Football Association may, by notice, require the Referee to visit the ground more than 90 minutes before the time of kick-off any time during the season.
- (FA Cup only)**
- (vi) The Association's Pitch Protection System is compulsory for all televised ties if, after consultation with the host club, The Association's representative recommends that it is required to ensure the game is played as scheduled. The costs incurred are not to be considered a match expense.

RULE 13(c) - FLOODLIGHTING

- (i) All matches shall 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.
- (iv) The Referee will decide at what point in the game the floodlights shall be switched on. This will necessitate a discussion with responsible Officials of the competing Clubs before the game, when a signal must be agreed.

RULE 13(d) - MATCHBALLS

The Multiple Ball System (where more than one ball may be used in a match) will not operate in ties prior to the Semi-Finals in The FA Cup. In The FA Trophy, FA Vase, and FA Youth Cup the Multiple Ball System may only be used for the Final.

RULE 13(e) - SUBSTITUTE BOARDS

Electronic substitute boards should be provided by Home Clubs for the fourth official, where FA appointed, to operate to display the minimum additional time allowed at the end of each half. If electronic boards are not available, the normal hand held substitute boards should be used.

RULE 13(f) - FIRST AID (FA TROPHY, FA VASE, FA YOUTH CUP)

It is the responsibility of the Home or Host Club to ensure that First Aid facilities, equipment and a stretcher must be made available for all matches and a fully qualified person is available to administer First Aid.

RULE 13(g) - CLUB DOCTORS (FA CUP)

It is the responsibility of the Home or Host club in the Competition Proper to ensure that a qualified medical practitioner is in attendance at least 30 minutes prior to kick-off and throughout the match and at least 30 minutes after the termination of the match, and that he is afforded ready access to the playing area.

Also that First Aid facilities, equipment and a stretcher must be made available for all ties and a fully qualified person is available to administer First Aid.

RULE 14 - CLUB COLOURS

- (a) Where the colours (shirts, shorts or stockings) of the two competing Clubs are similar (as determined by the Council), the away Club must change.
- (b) In the event of the Clubs not agreeing upon the colours to be worn, the Council shall decide. Goalkeepers must wear colours which distinguish them from the other players, and the Match Officials.
- (c) Clubs' colours must not clash with the black and white outfit worn by the Match Officials. In The FA Cup Competition Proper, where there is a clash of colour between the Match Officials' kit and the players kit, the Match Official may, with the prior approval of The Association, change to an alternative colour.
- (d) Players' shirts shall be clearly numbered on the back in accordance with the Official Team Sheet. 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 armband to indicate his status.
- (e) Advertising may be worn on players' clothing in accordance with the Rules of The Football Association.

RULE 15 - PROVISIONS CONCERNING PLAYERS

- (a) Each team participating in a match shall represent the full available strength of each competing Club.
- (b)(i) Each Club must provide a list of names of players taking part in the game (including the names of substitutes) to the Referee and team captain of their opponents in the presence of the Referee at least 45 minutes, and 60 minutes in The FA Cup Competition Proper, before the time of kick-off (the "Official Team Sheet"). In any live televised match it shall be provided 60 minutes before the time of kick-off.
- (ii) Should any nominated player or substitute sustain an injury after the submission of the Official Team Sheet to the Referee and before the kick-off, he may be replaced, provided the Referee and opponents are informed before the commencement of the match.
- (c) A Club may at its discretion use three substitute players at any time in a match. Substitution can only be made when play is stopped for any reason and the Referee has given permission. A maximum of five substitutes may be nominated and they must be included on the Official Team Sheet handed to the Referee before the match. **FA Cup only** – A maximum of seven substitutes may be nominated and they must be included on the Official Team Sheet handed to the Referee before the match.

RULE 18 – TEAM BENCHES

- (a) In all Rounds of the FA Trophy, Vase, and Youth Cup, the number of Clubs players and Officials seated on the team benches, in the designated technical area, must not exceed eleven unless the team bench facility provides more than eleven individual seats. **FA Cup only** – the number of Clubs players and Officials seated on the team benches, in the designated technical area, must not exceed thirteen unless the team bench facility provides more than thirteen individual seats.
- (c) All team Officials and substitutes seated on the bench shall be listed on the Official Team Sheet when it is submitted to the Match Officials. Only those persons listed on the Official Team Sheet shall be permitted in the technical area.
- (d) 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 Football Association, who shall have the power to impose sanctions as deemed fit.

- (e) With the exception of the Team Manager, the team coach and any substitutes who are warming up, or warming down, all other personnel are to remain seated on the team bench. The Team Manager or Team Coach is allowed to move to the edge of the technical area to issue instructions to his team.
- (f) In the Final, Clubs will be advised by The Association of the number of technical staff and substitutes who may occupy the team benches and a list of the permitted number of authorised personnel must be provided by each Club to the Referee at least one hour before kick-off.

RULE 30 - PROVISIONS RELATING TO PROTESTS

- (d) Any protest relating to the ground, goal posts or bars or other appurtenances of the game shall not be considered by the Council unless an objection has been lodged with the Referee and the Home Club at least one hour before the official time of the kick-off. The Referee shall require the Home Club to correct the cause of the objection, if this is possible, without unduly delaying the progress of the match.

SPECIFIC RULES

FA CHALLENGE CUP

RULE 11 –REPLAYS, POSTPONED AND ABANDONED MATCHES (MATCHES PLAYED PRIOR TO THE SEMI FINAL)

- (a) Replays
 - (i) When a first match has resulted in a draw, it shall be replayed on the ground of the Club drawn second;

In the Qualifying Competition - on or before the following Thursday,

In the Competition Proper – on the second Wednesday following the original match, or earlier if mutually agreed by the two Clubs and the consent of the Council obtained.
 - (ii) When a replayed match is drawn after 90 minutes, an extra 30 minutes shall be played and in this event the game shall be recommenced as provided by Law 8, and 15 minutes shall be played in each half.
 - (iii) If the score is still level at the end of extra time, the winner shall be determined by the taking of kicks from the penalty mark in accordance with the procedure adopted by the International Football Association Board (see page 20/21 of this pamphlet).
- (f) The Professional Game Board shall have the power to vary these arrangements if it is deemed.

RULE 19 – PROVISIONS CONCERNING MATCH OFFICIALS

- (a)
 - (i) Match Officials shall be appointed by The Association. Neither past nor present members of either of the contending Clubs shall be eligible.
 - (ii) In the Competition Proper a Fourth Official shall be appointed to officiate in the event of an appointed Match Official failing to arrive or being incapacitated.
 - (iii) In the Qualifying Competition, in the event of any of the Match Officials failing to arrive or being incapacitated, the two Clubs shall 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 participate.
- (b)
 - (i) The appointment of Assistant Referees for replays in the Extra Preliminary to the Third Round Qualifying will be by the Parent County FA to whom the “Home” Club in the replay is affiliated.

- (ii) When a change of Referee from the first match is necessary, this will be made by The Football Association. It is the responsibility of the "Home" Club in the replay to contact the Parent County Association to request Assistant Referees.
- (c) (i) In the Qualifying Competition the fees and expenses of all Match Officials appointed by the Association to officiate shall be paid by the Club upon whose ground the match takes place unless otherwise instructed by the Council.
- (ii) In the Competition Proper, the Referee's, Assistant Referees' and Fourth Official's fees will be paid directly by The Association. The Home Club will pay the Referee's, Assistant Referees' and the Fourth Official's expenses.
- (d) *Scale of Expenses to be Paid to Match Officials*
 - (i) In all Rounds of the Competition, standard class railway fares at the cheapest available rate operating on the day of the match will be allowed.
 - (ii) In the event of a Match Official being unable to reach their destination, going to or returning from a match, without staying at an hotel, they shall be reimbursed their hotel accommodation, from the Home Club, up to £100, providing that where a concessionary hotel rate is negotiated the Referee or Assistant Referee will, if it is not inconvenient, take advantage of such rates. A receipted hotel account must be provided for the Home Club.
 - (iii) An allowance of £0.40 per mile will be allowed to all Match Officials officiating who travel by private car.
 - (iv) In the Fourth Round Qualifying, Competition Proper, the Semi-Final and Final Ties, Match Officials shall be entitled to claim meal allowances as under:
 - Where the travelling time exceeds 8 hours £25.00
 - Where the travelling time exceeds 6 hours £20.00
 - Where the travelling time exceeds 4 hours £15.00

Meal allowance travelling time shall be calculated as follows:-

Travelling time is the period from the time the Match Official leaves home until his return home, less the duration of the match. When an overnight stay is necessary, meal allowances are calculated from the time the Match Official leaves home to the arrival at the ground/hotel. The second day's calculations are from ground/hotel to home (less the duration of the match).
- (e) *Scale of Fees to be paid to Officials*
 - (i) The Qualifying Competition: Extra Preliminary, Preliminary and First Rounds:
 - Referee, £40.00; Assistant Referees, £20.00 each
 - (ii) The Qualifying Competition: Second and Third Round:
 - Referee, £50.00; Assistant Referees, £30.00 each
 - (iii) The Qualifying Competition: Fourth Round:
 - Referee, £90.00; Assistant Referees, £45.00 each, Fourth Official, £30.00
 - (iv) The Competition Proper: First and Second Rounds:
 - Referee, £310.00; Assistant Referees, £155.00 each, Fourth Official, £80.00*
(*£145 if National List Referee appointed)

- (v) The Competition Proper: Third, Fourth, Fifth and Sixth Rounds:
Referee, £375.00; Assistant Referees, £375.00 each; Fourth Official, £320.00
- (vi) Semi-Final Ties:
Referee, £375.00; Assistant Referees, £375.00, Fourth Official, £320.00
- (vii) Final Tie:
Referee, £375.00; Assistant Referees, £375.00 each; Fourth Official, £320.00 and a Souvenir Medal each.
- (f) In the event of The Football Association giving permission for a pitch inspection prior to a match in the Qualifying Competition, by a Match Official other than the match Referee, such Match Official shall be entitled to expenses only (to include loss of earnings where applicable) for local Clubs, but expenses plus half the match fee if not local. In the Competitions Proper the fee received in respect of such ground inspections shall not exceed £35 in the First and Second Rounds and £50 in the other Rounds and will be paid directly by The Football Association. The Home Club will pay any expenses.
- (g) Match Officials are entitled to their travelling expenses if incurred and half their fees if the match to which they were appointed is not played. In the Competition Proper this fee will be paid directly by The Football Association. The Home Club will pay any expenses.
- (h) The Home Club must notify the Match Officials of the precise details of the match, this is to include a map with the location of the ground indicated, kick-off time, colours of both teams and other necessary details. Such information must be sent to be received by the Match Officials, not later than 5 days prior to the match, who must acknowledge receipt.
- (i) Match Officials shall acknowledge acceptance of appointments for all matches in the Competition to The Football Association.
- (j) The duties of the Match Officials shall be as defined in Laws of the Game.

RULE 27/28– PROVISIONS FOR THE SEMI-FINALS AND FINAL TIES

- (a) The Association shall fix the ground for the Semi-finals and Final Tie.
- (e) When a match is drawn after 90 minutes, an extra 30 minutes shall be played, and in this event, the game shall recommence as provided by Law 8, and 15 minutes shall be played in each half.
- (f) When a match is drawn after extra time, the winner shall be determined by the taking of kicks from the penalty mark in accordance with the procedure adopted by The International Football Association Board (see pages 20/21 of this pamphlet).

REPLAY PROCEDURES FOR APPOINTMENTS OF MATCH OFFICIALS

Up to and including:-

Extra Preliminary Round to Third Round Qualifying

(a) **Referee**

The referee for all replays will be changed for any necessary replay. Clubs and match officials will be notified of the newly appointed referee once the replay is confirmed.

(b) **Assistant Referees**

Assistant Referees will be appointed by the Parent County Football Association to whom the 'Home' Team in the replay is affiliated. It is therefore essential for the Secretary of the 'Home' Club in the replay to contact the appropriate County Football Association Officer BY TELEPHONE as soon as possible after the conclusion of the first match to advise details of the replay. If a possible replay match is scheduled for the Monday following the Saturday of the first match, it is necessary for the 'Home' Club Secretary to make contact with his County Football Association PRIOR to the playing of the first match to advise him of the possible need for Assistant Referees.

County Football Association Secretaries (or Referees' Appointment Secretaries) are asked to be prepared to appoint Assistant Referees for Clubs for which they are the Parent Football Association. Although the 'Home' Club in a replay has the prime responsibility for ensure that the Referee and Assistant Referees are appointed, close co-operation between Clubs and appropriate County Football Associations is important to ensure all replays are covered.

Fourth Round Qualifying Onwards

The originally appointed referee will remain on the replay in all rounds prior to the third round proper (unless otherwise stated) and all replay assistant referees appointments will be made direct from The Football Association.

FOURTH OFFICIALS

Fourth Officials are appointed for certain Rounds of FA Competitions, and all games in The FA Cup from the 4th Qualifying Round onwards, to officiate in the event of an appointed official failing to arrive or being incapacitated.

The duties of Fourth Officials are as detailed by the International FA Board and contained in the "Laws of the Game" publication and in the instructions contained on pages 22/23 of this pamphlet.

FA TROPHY

RULE 11 – EXTRA TIME, REPLAYS, POSTPONED AND ABANDONED GAMES (MATCHES PLAYED PRIOR TO THE SEMI FINAL)

(a) Extra Time in First Matches

If a first match is drawn after 90 minutes, an extra 30 minutes may be played and 15 minutes shall be played in each half. The agreement for the playing of extra time shall be agreed in writing between both Clubs and confirmed in writing by the Home Club to The Association on the Match Arrangement Form which must be received by The Association within seven days of the date of the draw and notified to the Referee on the Official Team Sheet not later than 45 minutes prior to kick-off.

(b) Replays

- (i) The agreement between the Clubs for the replaying of matches in the Competition shall be subject to the approval of the Council.
- (ii) When a first match has resulted in a draw, it must be replayed on the following Thursday, unless the Clubs mutually agree to an earlier day.
- (iii) When a replayed match is drawn after 90 minutes, an extra 30 minutes must be played and, in this event, the game shall be recommenced as provided by Law 8, and 15 minutes shall be played in each half.
- (iv) If the score is still level at the end of extra time, the winners shall be determined by the taking of kicks from the penalty mark in accordance with the procedure adopted by the International Football Association Board. (see pages 20/21 of this pamphlet)

RULE 19 – PROVISIONS CONCERNING MATCH OFFICIALS

- (a) (i) Match Officials shall be appointed by The Association. Neither past nor present members of either of the contending Clubs shall be eligible.
- (ii) The Association reserves the right to appoint a Reserve Official to officiate in the event of an appointed Match Official failing to arrive or being incapacitated.
- (iii) In the event of any of the Match Officials failing to arrive or being incapacitated, the two Clubs shall 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 participate.
- (b) (i) The appointment of Assistant Referees for replays in the Preliminary, First, Second, Third Rounds Qualifying will be made by the Parent County Football Association to whom the “Home” Club in the replay is affiliated. The appointment of Assistant Referees for replays in the First to Fourth Round Proper will be made by The Association.
- (ii) When a change of Referee from the first match is necessary, this will be made by The Association. It is the responsibility of the “Home” team in the replay to contact the Parent County FA to request Assistant Referees.
- (c) The fees and expenses of all Match Officials appointed by The Football Association to officiate in any match prior to the Final shall be paid by the Club upon whose ground the match takes place unless otherwise instructed by the Council.
- (d) *Scale of Expenses to be Paid to Match Officials*
- (i) Match Officials may be allowed to claim standard-class fares at the cheapest available rate operating on the day of the match.
- (ii) In the event of a Match Official being unable to reach their destination, going to or returning from a match, without staying at a hotel, they shall be entitled to charge £60.00 for each night to cover their hotel expenses. A receipted hotel account must be provided for the Home Club.
- (iii) An allowance of £0.40 per mile will be allowed to all Match Officials who travel by private car.
- (iii) In the Semi-Finals and Final, Match Officials shall be entitled to claim meal allowances as under:
- | | |
|--|-------|
| Where the travelling time exceeds eight hours: | £6.00 |
| Where the travelling time exceeds six hours: | £4.00 |
| Where the travelling time exceeds four hours: | £3.00 |

Travelling time is the period from the time the Match Official leaves home until his return home, less the duration of the match. When an overnight stay is necessary, meal allowances are calculated from the time the Match Official leaves home to the arrival at the ground/hotel. The second day's calculations are from ground/hotel to home less the duration of the match.

- (e) *Scale of Fees to be Paid to Match Officials*
- (i) First, Second and Third Rounds Qualifying:
- Referee: £50.00, Assistant Referees £30.00, Fourth Official 30.00 (where FA appointed)
- (ii) First, Second, Third and Fourth Rounds Proper:
- Referee: £80.00, Assistant Referees £40.00 each, Fourth Official £40.00

(iii) Semi-Finals:

Referee: £100.00, Assistant Referees £50.00 each, Fourth Official £50.00

(v) Final:

Referee: £200, Assistant Referees £100.00, Fourth Official £100.00 and a Souvenir Medal each

- (f) In the event of The Football Association giving permission for a pitch inspection prior to a match, by a Match Official other than the match referee, such Match Official shall be entitled to expenses only (to include loss of earnings where applicable) for local clubs, but expenses plus half the match fee if not local. The Home Club will pay any expenses.
- (g) Match Officials are entitled to their travelling expenses, if incurred, and half their fees if the match to which they were appointed is not played.
- (h) The Home Club must notify the Match Officials of the precise details of the match, this is to include a map with the location of the ground indicated, kick-off time, whether extra time is to be played, and colours of both teams and other necessary details. Such information must be sent to be received by the Match Officials, not later than 5 days prior to the match, who must acknowledge receipt.
- (i) Match Officials shall acknowledge acceptance of appointments for all matches in the Competition to The Football Association.
- (j) The duties of the Match Officials shall be as defined in the Laws of the Game.

RULE 27 – PROVISIONS FOR THE SEMI-FINALS

- (a) The Semi-Finals shall be played on a “Home and Home” basis. The Club first drawn shall play the first match at home. The Club second drawn shall play the second match at home.
- (b) The first match shall be of 90 minutes duration.
- (c) If the aggregate score is level at the end of the second match, extra time of 30 minutes shall be played, with 15 minutes in each half.
- (d) If the score is still level at the end of extra time, the winner shall be determined by the taking of kicks from the penalty mark in accordance with the procedure adopted by The International Football Association Board. (see pages 20/21 of this pamphlet)
- (e) If a Semi-Final is postponed or abandoned, it shall be played as directed by the Council.

RULE 28 – PROVISIONS FOR THE FINAL

- (a) The Association shall fix the ground for the Final and shall have direct control of the arrangements.
- (b) If the match is drawn after 90 minutes, an extra 30 minutes shall be played, with 15 minutes in each half.
- (c) If the score is still level at the end of extra-time, the winner shall be determined by the taking of kicks from the penalty mark in accordance with the procedure adopted by The International Football Association Board. (see pages 20/21 of this pamphlet)

REPLAY PROCEDURES FOR APPOINTMENTS OF MATCH OFFICIALS

Up to and including:-

Preliminary, First, Second and Third Round Qualifying

(a) Referee

The referee for all replays will be changed for any necessary replay. Clubs and match officials will be notified of the newly appointed referee once the replay is confirmed.

(b) Assistant Referees

Assistant Referees will be appointed by the Parent County Football Association to whom the 'Home' Team in the replay is affiliated. It is therefore essential for the Secretary of the 'Home' Club in the replay to contact the appropriate County Football Association Officer BY TELEPHONE as soon as possible after the conclusion of the first match to advise details of the replay. If a possible replay match is scheduled for the Monday following the Saturday of the first match, it is necessary for the 'Home' Club Secretary to make contact with his County Football Association PRIOR to the playing of the first match to advise him of the possible need for Assistant Referees.

County Football Association Secretaries (or Referees' Appointment Secretaries) are asked to be prepared to appoint Assistant Referees one of whom must officiate as Assistant Referee at the level of the most Senior Team in the replay for Clubs for which they are the Parent Football Association. Although the 'Home' Club in a replay has the prime responsibility for ensure that the Referee and Assistant Referees are appointed, close co-operation between Clubs and appropriate County Football Associations is important to ensure all replays are covered.

First Round Proper Onwards

The originally appointed referee will remain on the replay (unless otherwise stated) and all replay assistant referees appointments will be made direct from The Football Association and notified to Clubs and Match Officials on the Monday following the drawn game.

FOURTH OFFICIALS

Fourth Officials are appointed for certain Rounds of FA Competitions, and in all games in The FA Trophy from the 1st Round Proper, to officiate in the event of an appointed official failing to arrive or being incapacitated.

The duties of Fourth Officials are as detailed by the International FA Board and contained in the "Laws of the Game" publication and in the instructions contained on pages 22/23 of this pamphlet.

FA VASE

RULE 11 – EXTRA TIME, REPLAYS, POSTPONED AND ABANDONED GAMES (MATCHES PLAYED PRIOR TO THE SEMI FINAL)

- (a) In the event of any match prior to the Semi-Final being drawn after 90 minutes, an extra 30 minutes shall be played, and 15 minutes shall be played in each half. Clubs may mutually agree, and confirm on the Match Arrangement Form, to determine the winner of a match drawn after extra time by taking kicks from the penalty mark in accordance with the International Football Association Board procedure. The agreed arrangement must be notified to the Referee not later than 45 minutes prior to kick-off.
- (b) Replays
 - (i) When a first match has resulted in a draw, it shall be replayed on the ground of the Club second drawn:

in the Qualifying Competition, and First and Second Rounds Proper – on or before the following Thursday. Subject to prior application at least seven days before the scheduled date

of the original match, the Council may, in exceptional circumstances, approve the playing of drawn, postponed or abandoned matches on the following Saturday.

in the Third, Fourth, Fifth and Sixth Rounds Proper – on or before the following Saturday

- (ii) When a replayed match is drawn after 90 minutes, an extra 30 minutes shall be played, and 15 minutes shall be played in each half.
- (iii) If the score is still level at the end of extra time, the winner shall be determined by the taking of kicks from the penalty mark in accordance with the procedure adopted by the International Football Association Board. (see page 20/21 of this pamphlet)

RULE 19 – PROVISIONS CONCERNING MATCH OFFICIALS

- (a)
 - (i) Match Officials shall be appointed by The Football Association. Neither past nor present members of either of the contending Clubs shall be eligible.
 - (ii) In the event of any of the Match Officials failing to arrive or being incapacitated, the two Clubs shall 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 participate.
- (b) The appointment of Assistant Referees for replays in the First Round Qualifying to Third Round Proper will be made by the Parent County Football Association to whom the “Home” team in the replay is affiliated. Where a change of Referee from the first match is necessary, this will be made by The Football Association. It is the responsibility of the “Home” team in the replay to contact the Parent County Association to request Assistant Referees.
- (c) The fees and expenses of all Match Officials appointed by The Football Association to officiate in any match prior to the Final shall be paid by the Club upon whose ground the match takes place unless otherwise instructed by the Council.
- (d) *Scale of Expenses to be Paid to Match Officials*
 - (i) Match Officials may be allowed to claim standard-class rail fares operating at the cheapest available rate on the day of the match.
 - (ii) An allowance of £0.40 per mile will be allowed to all Match Officials who travel by private car.
 - (ii) In the event of a Match Official being unable to reach their destination, going to or returning from a match, without staying at a hotel, they shall be entitled to charge £60.00 for each night to cover their hotel expenses. A receipted hotel account must be provided for the Home Club.
 - (iii) In the Semi-Final and Final, Match Officials shall be entitled to claim meal allowances as under:

Where the travelling time exceeds eight hours:	£6.00
Where the travelling time exceeds six hours:	£4.00
Where the travelling time exceeds four hours:	£3.00

Travelling time is the period from the time the Match Officials leaves home until his return home, less the duration of the match. When an overnight stay is necessary, meal allowances are calculated from the time the Match Official leaves home to the arrival at the ground/hotel. The second day's calculations are from ground/hotel to home (less the duration of the match).

- (e) *Scale of Fees to be Paid to Match Officials*

- (i) First Round Qualifying to Third Round Proper:
Referee, £40.00; Assistant Referees, £20.00 each; Fourth Official, £20.00 (where FA appointed)
 - (ii) Fourth, Fifth and Sixth Rounds Proper:
Referee, £50.00; Assistant Referees, £30.00 each; Fourth Official, £30.00
 - (iii) Semi-Finals:
Referee, £80.00; Assistant Referees, £40.00 each; Fourth Official, £40.00
 - (iv) Final:
Referee, £150.00; Assistant Referees, £75.00 each; Fourth Official, £75.00 and a Souvenir Medal each
- (f) In the event of The Football Association giving permission for a pitch inspection prior to a match, by an Official other than the match referee, such Official shall be entitled to expenses only (to include loss of earnings where applicable) for local clubs, but expenses plus half the match fee if not local. The Home Club will pay any expenses.
 - (g) Match Officials are entitled to their travelling expenses if incurred and half their fees if the match to which they were appointed is not played.
 - (h) The Home Club must notify the Match Officials of the precise details of the match, this is to include a map with the location of the ground indicated, kick-off time, colours of both teams and other necessary details. Such information must be sent to be received by the Match Officials, not later than five days prior to the match, who must acknowledge receipt.
 - (i) Match Officials shall acknowledge acceptance of appointments for all matches in the Competition to The Football Association.
 - (j) The duties of the Match Officials shall be as defined in the Laws of the Game.

RULE 27 – PROVISIONS FOR THE SEMI-FINALS

- (a) Semi-Finals shall be played on a “Home and Home” basis. The Club first drawn shall play the first match at home. The Club second drawn shall play the second match at home.
- (b) The first match shall be of 90 minutes duration.
- (c) If the aggregate score is level at the end of the second match, extra time of 30 minutes shall be played, with 15 minutes in each half.
- (d) If the score is still level at the end of extra time, the winner shall be determined by the taking of kicks from the penalty mark in accordance with the procedure adopted by The International Football Association Board. (see pages 20/21 of this pamphlet)
- (e) If a Semi-Final is postponed or abandoned, it shall be played as directed by the Council.

RULE 28 – PROVISIONS FOR THE FINAL

- (a) The Football Association shall fix the ground for the Final and shall have direct control of the arrangements.
- (b) If the match is drawn after 90 minutes, an extra 30 minutes shall be played with 15 minutes in each half.

- (c) If the score is still level at the end of extra-time, the winner shall be determined by the taking of kicks from the penalty mark in accordance with the procedure adopted by The International Football Association Board. (see page 20/21 of this pamphlet)

REPLAY PROCEDURES FOR APPOINTMENTS OF MATCH OFFICIALS

Up to and including:-

First Round Qualifying to Third Round Proper

(a) **Referee**

The referee for all replays will be changed for any necessary replay. Clubs and match officials will be notified of the newly appointed referee once the replay is confirmed.

(b) **Assistant Referees**

Assistant Referees will be appointed by the Parent County Football Association to whom the 'Home' Team in the replay is affiliated. It is therefore essential for the Secretary of the 'Home' Club in the replay to contact the appropriate County Football Association Officer BY TELEPHONE as soon as possible after the conclusion of the first match to advise details of the replay. If a possible replay match is scheduled for the Monday following the Saturday of the first match, it is necessary for the 'Home' Club Secretary to make contact with his County Football Association PRIOR to the playing of the first match to advise him of the possible need for Assistant Referees.

County Football Association Secretaries (or Referees' Appointment Secretaries) are asked to be prepared to appoint Assistant Referees for Clubs for which they are the Parent Football Association. Although the 'Home' Club in a replay has the prime responsibility for ensure that the Referee and Assistant Referees are appointed, close co-operation between Clubs and appropriate County Football Associations is important to ensure all replays are covered.

Fourth Round Proper Onwards

The originally appointed referee will remain on the replay (unless otherwise stated) and all replay assistant referees appointments will be made direct from The Football Association and notified to Clubs and Match Officials on Monday following the drawn game.

FOURTH OFFICIALS

Fourth Officials are appointed for certain Rounds of FA Competitions, and to all ties in The FA Vase from 4th Round Proper, to officiate in the event of an appointed official failing to arrive or being incapacitated.

The duties of Fourth Officials are as detailed by the International FA Board and contained in the "Laws of the Game" publication and in the instructions contained on pages 22/23 of this pamphlet.

FA YOUTH CUP

RULE 11 – EXTRA TIME, REPLAYS, POSTPONED AND ABANDONED GAMES (MATCHES PLAYED PRIOR TO THE SEMI FINAL)

(a) Extra Time and Kicks from the Penalty Mark

- (i) When a match is drawn after 90 minutes, an extra 30 minutes shall be played and 15 minutes shall be played in each half.

- (ii) If the score is still level at the end of extra time, kicks from the penalty mark shall be taken to determine the winner, in accordance with the procedure adopted by The International Football Association Board. (see pages 20/21 of this pamphlet)

RULE 19 – PROVISIONS CONCERNING MATCH OFFICIALS

- (a) (i) Match Officials shall be appointed by the County FA of the 'Home' Club on behalf of The Football Association in the Qualifying Competition and The Football Association in the Competition Proper. Neither past nor present members of either of the contending Clubs shall be eligible.
- (ii) In the event of any of the Match Officials failing to arrive or being incapacitated, the two Clubs shall 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 participate.
- (b) The fees and expenses of all Match Officials shall be paid by the Club upon whose ground the match takes place unless otherwise instructed by the Council.
- (c) Scale of Expenses to be Paid to Match Officials:
 - (i) An allowance of £0.40 per mile will be allowed to all Match Officials officiating who travel by private car. Match Officials will be allowed to claim standard class railway fares operating on the day of the match.
 - (ii) In the event of a Match Official being unable to reach their destination going to or returning from a match, without staying at a hotel, they shall be entitled to charge £60.00 for each night to cover their hotel expenses. A receipted hotel account must be provided to the Home Club.
 - (iii) In the Semi-Finals and Final Match Officials shall be entitled to claim meal allowances as under:
 - Where the travelling time exceeds 8 hours; £6.00
 - Where the travelling time exceeds 6 hours; £4.00
 - Where the travelling time exceeds 4 hours; £3.00

Travelling time is the period from the time the Match Officials leaves home until his return home, less the duration of the match. When an overnight stay is necessary, meal allowances are calculated from the time the Match Official leaves home to the arrival at the ground/hotel. The second day's calculations are from ground/hotel to home (less the duration of the match).

- (d) *Scale of Fees to be Paid to Match Officials:*
 - (i) Qualifying Competition:
Referee, £30.00; Assistant Referees, £15.00 each
 - (ii) Competition Proper:
Rounds 1-4:

Referee, £50.00; Assistant Referees, 35.00 each; Fourth Official £35.00 (where FA appointed)
 - (iii) Competition Proper:
Rounds 5-6:

Referee, £80.00; Assistant Referees, £40.00 each; Fourth Official £40.00 (where FA appointed)
 - (iv) Semi-Finals:

Referee, £100.00; Assistant Referees, £50.00 each; Fourth Official £50.00
 - (v) Final:

Referee, £200.00; Assistant Referees, £100.00 each; Fourth Official, £100.00 and a Souvenir Medal in each case

- (e) In the event of The Association giving permission for a pitch inspection prior to a match, by an Official other than the Match Referee, such an Official shall be entitled to expenses only (to include loss of earnings where applicable) for Local Clubs, but expenses plus half the match fee if not local. The Home Club will pay any expenses.
- (f) Match Officials are entitled to their travelling expenses if incurred. Half their fees will be paid if the match to which they are appointed is postponed after they have arrived at the ground.
- (g) The Home Club must notify the Match Officials of the precise details of the match, this is to include a map with the location of the ground indicated, kick-off time, and colours of both teams and other necessary details. Such information must be sent to be received by the Match Officials, not later than five days prior to the match, who shall acknowledge receipt.
- (h) Match Officials shall acknowledge acceptance of appointments for all matches in the Competition to The Football Association.
- (i) The duties of the Match Officials shall be as defined in the Laws of the Game.

RULE 26 – PROVISIONS FOR THE SEMI-FINALS

- (a) The Semi-Finals shall be played on a “Home and Home” basis. The Clubs second drawn shall play the second match at home.
- (b) The first match shall be of 90 minutes duration.
- (c) If the aggregate score is level at the end of the second match, extra time of 30 minutes shall be played, with 15 minutes in each half. If the score is still level at the end of extra time, kicks from the penalty mark shall be taken to determine the winner, in accordance with the procedure adopted by The International Football Association Board. (see pages 20/21 of this pamphlet)

RULE 27 – PROVISIONS FOR THE FINAL

- (a) The Final shall be played on a “Home and Home” basis. The Club second drawn shall play the second match at home.
- (b) The first match shall be of 90 minutes duration.
- (c) If the aggregate score is level at the end of the second match, extra time of 30 minutes shall be played, with 15 minutes in each half, and if the score is still level at the end of extra time, kicks from the penalty mark shall be taken to determine the winner, in accordance with the procedure adopted by The International Football Association Board. (see pages 20/21 of the pamphlet)

CONFIRMATION OF APPOINTMENT BY HOME CLUB

Match Officials will be nominated for matches even if the match date is still to be decided. **HOME Club Secretaries must advise the Match Officials of the agreed date immediately it is known and provide exact details of the location of the ground.** If a match date is arranged at short notice a telephone call to the Match Officials to ascertain availability is essential. Any official unable to accept his appointment must advise the Home Club and the Referees' Officer at The Football Association immediately.

FOURTH OFFICIALS

Fourth Officials are appointed for certain Rounds of FA Competitions to officiate in the event of an appointed official failing to arrive or being incapacitated.

The duties of Fourth Officials are as detailed by the International FA Board and contained in the "Laws of the Game" publication and in the instructions contained on pages 22/23 of this pamphlet.

MISCELLANEOUS DETAILS RELEVANT TO ALL COMPETITIONS

REFEREE ASSESSORS

Referee Assessors will be appointed to selected matches in The FA Cup Qualifying Rounds, FA Trophy, FA Vase and FA Youth Cup. All matches in The FA Cup Proper will have an FA appointed Referee Assessor and Clubs are requested to make the necessary seating provision for Assessors.

REFEREE UNIFORMS – COLOURS

The Council of The Football Association has decided that all match officials in all FA Competitions shall be required to wear traditional plain black shirts, with white collar and cuffs (where worn) and black shorts. Match Officials who have been awarded The Football Association or FIFA Badge are to wear either (or both) on their referee's shirt when officiating in any FA Competition. Where no such award has been made Match Officials are to wear the badge of their parent County Football Association, and not that of any other competition.

CONFIRMATION OF APPOINTMENT BY HOME CLUB

The 'Home Club' in each Tie is responsible for notifying the Match Officials of exact details of the location of the ground. CLUBS SHOULD CHECK that the Match Officials have acknowledged receipt of these details and report any failure to do so, prior to the match, to The Football Association.

PITCH INSPECTIONS – POSTPONED MATCHES – CLUB/MATCH OFFICIALS PROCEDURES THESE PROCEDURES APPLY TO ALL FA COMPETITIONS

In view of the possibility of adverse weather conditions affecting FA Competitions, the procedure to be adopted in the event of possible unfitness of grounds and the subsequent possibility of match postponements is given below.

It is a requirement that Clubs Secretaries make contact with The Football Association if a pitch inspection seems necessary. Arrangements can then be agreed for the match Referee to be called in to make an early inspection in order to avoid unnecessary travel. If, for any reason, it is impracticable or undesirable to call in the match Referee eg, distance of travel, non-availability etc., The Football Association will ask an alternative official to make the pitch inspection. The relevant Rule is printed on page 2, Rule 9(d). Please note that it is in order for either the home or Away Club to request a pitch inspection.

Club Secretaries should not attempt to postpone matches in any FA Competition, without consultation with The Football Association. FOLLOWING AN AUTHORISED PITCH INSPECTION THE REFEREE CONCERNED SHOULD REPORT, BY TELEPHONE, TO THE FOOTBALL ASSOCIATION, REFEREEING DEPARTMENT, SO THAT THE NECESSARY DECISION CAN BE MADE FROM THE FOOTBALL ASSOCIATION DIRECTLY.

WHERE A MATCH IS POSTPONED OR ABANDONED THE SAME MATCH OFFICIALS REMAIN ON THE RE-ARRANGED MATCH. IF, FOR ANY REASON THEY ARE UNABLE TO DO SO, THEY SHOULD ADVISE THE FOOTBALL ASSOCIATION AS SOON AS POSSIBLE.

MISCONDUCT PROCEDURES

REFEREES

Referees are required to submit a report, to The Football Association containing details of misconduct relating to caution offences, sending off offences, other misconduct by Players and misconduct by Club Officials or Spectators of ALL TEAMS of clubs that are members of:-

THE PREMIER LEAGUE
THE FOOTBALL LEAGUE
THE FOOTBALL CONFERENCE NATIONAL

Referees are required to submit a report, to The Football Association containing details of misconduct relating to caution offences, sending off offences, other misconduct by Players and misconduct by Club Officials or Spectators of FIRST TEAMS of clubs that are members of:-

THE FOOTBALL CONFERENCE NORTH & SOUTH
THE ISTHMIAN LEAGUE
THE NORTHERN PREMIER LEAGUE
THE SOUTHERN LEAGUE

If in doubt as to whether a Club is in membership of one of these Leagues please contact The Football Association. Kindly ask for the **DISCIPLINARY DEPARTMENT**.

Reports involving first Teams in the FA Premier League, Football League and Football Conference National Division are to be submitted to PA Sport in accordance with the revised disciplinary procedures for those Competitions.

Reports concerning personnel of Clubs outside the aforementioned Leagues must be sent to the County Association to which the Club concerned is affiliated.

ASSISTANT REFEREES

Assistant Referees are required to submit a report, to The Football Association containing details of misconduct relating to sending off offences, other misconduct by Players and misconduct by Club Officials or Spectators of ALL TEAMS of clubs that are members of:-

THE PREMIER LEAGUE
THE FOOTBALL LEAGUE
THE FOOTBALL CONFERENCE NATIONAL

Assistant Referees are required to submit a report, to The Football Association containing details of misconduct relating to sending off offences, other misconduct by Players and misconduct by Club Officials or Spectators of FIRST TEAMS of clubs that are members of:-

THE FOOTBALL CONFERENCE NORTH & SOUTH
THE ISTHMIAN LEAGUE
THE NORTHERN PREMIER LEAGUE
THE SOUTHERN LEAGUE

For caution offences, Assistant Referees are required only to prepare a report. They are NOT required to submit such a report **unless they are responsible for drawing the Referee's attention to an incident not observed by him** or they are specially requested so to do by The Football Association.

If in doubt as to whether a Club is in membership of one of these Leagues please contact The Football Association. Kindly ask for the **DISCIPLINARY DEPARTMENT**.

Reports involving first Teams in the Premier League, Football League and Football Conference National Division are to be submitted to PA Sport in accordance with the revised disciplinary procedures for those Competitions.

Reports concerning personnel of Clubs outside the aforementioned Leagues must be sent to the County Association to which the Club concerned is affiliated.

ORDER OF PRECEDENCE OF APPOINTMENTS

- (a) Registered Referees shall not officiate in any Competition, which is not sanctioned, or match in which unaffiliated clubs compete.
- (b) The "Order of Precedence" of appointments, whether as a Referee or Assistant Referee shall be as follows:
 - (1) The F.A. Challenge Cup Competition;
 - (2) The Premier League;
 - (3) The Football League;
 - (4) The F.A. Challenge Trophy Competition;
 - (5) The F.A. Challenge Vase Competition;
 - (6) Affiliated Association Cup Competitions*
 - (7) The Panel Leagues;
 - (8) The F.A. Youth, F.A. County Youth Challenge Cup Competitions and FA Women's Cup 4th round and above.
 - (9) Contributory Leagues (recognised divisions only), National League Systems Cup and FA Sunday Cup
 - (10) FA Women's Super League and Cup
 - (11) Supply Leagues (marking divisions only)
 - (12) FA Women's Premier League and Cup
 - (13) Senior County Leagues
 - (14) Intermediate County League
 - (15) FA Women's Cup prior to 4th round
 - (16) Women's Combination League and Cup
 - (17) Women's Regional League and Cup
 - (18) County Junior Leagues
 - (19) County Women's Leagues and Cup
 - (20) All other competitions, including Youth Competitions

**Affiliated Association appointments only take precedence over Panel Leagues, the F.A. Youth and F.A. County Youth Challenge Cup Competitions, Contributory League and Supply League appointments. If the appointment is in the Affiliated Association's nominated Senior Cup Competition or in the Semi-final and/or Final of any other Affiliated Association Competition whether the appointment is as a Referee or an Assistant Referee.*

- (a) Where release from an appointment is required to enable a Referee to take a more senior appointment at least four days' notice must be given to the relevant Affiliated Association or Competition by the association or Competition requesting the release.
- (d) Once The Association or an Affiliated Association has appointed a Match Official if, subsequently, the Match is postponed, abandoned or results in a draw and the re-arranged fixture is then scheduled to take place less than four complete days from the date of the original match, The Association or Affiliated Association appointment will take priority over any other appointment already accepted by the Referee from a Competition lower in the Order of Precedence, unless The Association or Affiliated Association waive their right to the services of the Match Official so appointed.
- (e) "Fourth Officials" are appointed to certain rounds of FA Competitions and all FA Premier League, Football League and Panel League matches. The duties and responsibilities of the Fourth Official are detailed in the "Laws of the Game" and in the Competition Rules. Such appointments form part of the Order of Precedence within the Competitions listed above.

KICKS FROM THE PENALTY MARK TO DECIDE THE RESULT OF A MATCH

The Football Association's requires match officials to conduct the procedure STRICTLY in accordance with the following instructions, based upon the International FA Board agreement contained in the "Laws of the Game" publication.

1. The Referee shall choose the goal at which all of the kicks shall be taken.

In this context, it should be noted that:

- (a) Where the Referee forms the opinion, for good reason (eg ground conditions; crowd difficulties; police requests, etc) that kicks from the penalty mark should be taken at one end of the field of play, rather than the other, he must make the decision personally and should not involve other persons (eg team captains) in related discussion on the matter. Having made the decision, he should inform the teams and accept responsibility for his decision.
 - (b) Where no such circumstances (as outlined above) pertain, the Referee shall toss a coin in the presence of the two team captains, having explained to them in advance that if the coin comes down 'heads' the kicks will be taken at one end of the field of play and if 'tails' at the other end. The captains are not involved in making any choice in this procedure. The Referee alone decides, using this method.
2. To determine which team shall take the first kick. The Referee shall toss a coin and the team whose captain wins the toss, shall have the choice of first or second kick.
3. The Referee will record the names of the players who have taken the kicks from the penalty mark, in order to ensure that the provisions of article 7, below, are adhered to.
4. (a) Subject to the conditions in the following paragraphs (c) and (d) both teams shall take five kicks.
- (b) The kicks shall be taken alternately by the teams.
 - (c) If, before both teams have taken five kicks, one has scored more goals than the other could score, even if it were to complete its five kicks, no more kicks are taken.
 - (d) If, after both teams have taken five kicks, both have scored the same number of goals, or have not scored any goals, kicks continue to be taken in the same order until one team has scored a goal more than the other from the same number of kicks.
5. The team which scores the greater number of goals, whether the number of kicks taken is in accordance with the terms of the foregoing paragraph 4(a), 4(c) or 4(d) shall qualify for the next round of the competition, or shall be declared winner of the competition, as the case may be.
6. (a) When a team finishes the match with a greater number of players than their opponents, they shall reduce their numbers to equate with that of their opponents and inform the referee of the name (and number where applicable) of each player excluded. The team captain has this responsibility. Before the start of kicks from the penalty mark the referee shall ensure that only an equal number of players remain on the field of play, and they shall take the kicks.
- (b) A goalkeeper who is injured while kicks are being taken from the penalty mark and is unable to continue as goalkeeper may be replaced by a named substitute provided his team has not used the maximum number of substitutes permitted under the competition rules.
 - (c) With the exception of 6(b) only players who are on the field of play at the end of the match, which includes extra time where appropriate, are allowed to take kicks from the penalty mark.

7. Each kick shall be taken by a different player and all eligible players, including the goalkeeper or the named substitute by whom he was replaced in terms of paragraph (6b) as the case may be, must take a kick before any player can take a second kick.
8. Subject to the terms of paragraph (6) any player who is eligible may change places with his goalkeeper at any time during the taking of the kicks.
9. (a) Other than the player taking a kick from the penalty mark, and the two goalkeepers, all players shall remain within the centre circle whilst the taking of kicks is in progress. **Note that no other persons from either team (substitutes, coaches, managers, etc) may be on the field of play, while the kicks are being taken.**

(b) The goalkeeper who is a colleague of the kicker must remain on the field of play, outside the penalty area in which the kicks are being taken, on the goal line where it meets the penalty area boundary line.
10. Unless otherwise stated, the relevant Laws of the Game and International Board Decisions, apply when kicks from the penalty mark are being taken.

The Role of the 4th Official

- A Fourth Official will be appointed to certain rounds of FA Competitions and all matches in the Premier League and the Football League and National Conference. The Football Association may also appoint a Fourth Official to a Contributory League match. The Fourth official actively officiates if any of the three match officials are unable to continue
- If the Fourth Official is a Referee he may replace any of the three match officials if they are unable to continue
- The Fourth Official shall be conscious of competition rules and act according
- Guidance on how a referee can best utilise the 4th official to assist in his match control is outlined in the section 'Guidelines for Referees' below.

Before the Match

The Fourth Official:

- shall ensure that only those personnel named on the official teamsheet occupy the Technical Area
- shall remind all named personnel within the Technical Area that they must remain within the confines of that area during the match and act in a responsible manner and also remind them that only one person at a time is authorised to convey tactical instructions from the Technical Area.
- shall instruct the physio/doctor that they must not enter the field of play without first receiving the permission of the Referee
- will ascertain, prior to the match, the location he will occupy near to the touchline, between the Technical Areas where possible, for the duration of the game
- will ensure that the electronic number boards (where provided) or other communication facilities used for the substitution of players and for indicating 'time-allowed' are in place
- shall check the pressure of all the replacement footballs. He will provide a replacement football, on the instruction of the Referee except in matches where the multiple ball system is in use.
- shall listen to the pre-match instructions issued by the Referee and ascertain what procedure should be followed if the Referee or one of the Assistant Referees are unable to continue

During the Match

The Fourth Official

- assists the Referee at all times. He shall maintain frequent eye contact with the match officials
-
- shall keep a full record of the game, including details of any players cautioned or sent-off
- shall be in charge of substitutions and whether the substitutes equipment is in order. He shall indicate substitutions by holding up, to display the numbers, the number board provided for this purpose. The

Fourth official shall record the exact times that substitutions are made

- shall not communicate their estimation of the allowance for time lost to the Referee but await the Referee's instruction of the minimum amount of time to be allowed. The Electronic substitution board, if available, is not to be used as a method of communicating, to the Referee, a confirmatory signal. On 45 and 90 minutes display the amount of 'time allowed' on the board/substitute number boards provided
- will monitor the entry into the field of play by the physio/doctor/stretchers bearers allowing such entry only with the permission of the Referee
- will supervise the Technical Area to maintain order and inform the Referee of **irresponsible** behaviour by any occupant of the Technical Area. **Irresponsible behaviour** may be defined as, but not exclusive to:
 - any person who leaves the Technical Area to remonstrate with the Referee, an Assistant Referee, opponents or members of the opposition Technical Area
 - any act of abusive, insulting, offensive or threatening language and/or gesture
 - persistently failing to comply with the Laws of the Game, League Regulations, Competition Rules or the request of the Fourth official
- should advise the Referee of any verbal abuse from occupants within the Technical Area
- is expected to control the Technical Area in a preventative rather than confrontational manner. If the occupants of the Technical Area indulge in serious misconduct the Fourth official must inform the Referee immediately
- is expected to stand, where this is practicable, during the game

After the Match

The Fourth Official

- shall subject to the instructions of the Referee position himself appropriately to enable supervision of the players and officials through the tunnel area to the dressing rooms and act as witness if any incident occurs
- shall assist the Referee in the preparation of a full match report, including details of misconduct, substitutions, and other incidents as required.
- shall advise the Referee of any breach of the Technical Area regulations
- shall submit a report to the appropriate authorities on any misconduct or other incident, which has occurred out of the view of the Referee and the Assistant Referee. The Fourth official must advise the Referee of any reports being made

The Fourth official assists the Referee and Assistant Referees at all times. This will involve being proactive in any dealings with players, substitutes and club officials, especially during the match.

GUIDELINES FOR REFEREES

Referees should ensure that, like assistant referees, the 4th official 'assists' with their match control. The primary responsibility for controlling the match remains with the referee who makes the final decision at all times. In discharging this responsibility it is expected that referees will only seek assistance from the 4th official in respect of significant match changing incidents which have been missed by the other three match officials and which are clearly visible to the 4th official. Such incidents are:

red card offences

yellow card offences (as these could lead to a player been dismissed for a second yellow card)

penalty area offences (e.g. handball on the goal line to prevent or illegally score a goal)

The 4th official must also indicate to the referee when the wrong player is cautioned or dismissed because of mistaken identity or when a player is not sent off having been seen to be given a second caution.

