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# THE FA CARLSBERG SUNDAY CUP

Entry Qualifications and Guidance Notes Booklet

Season 2009-2010



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### Introduction

The Purpose of this document is to make clubs more aware of the various rules and instructions necessary for entry into The FA Carlsberg Sunday Cup. It is therefore essential for Club secretaries to carefully read and consider the contents of this document when deciding whether the Club can comply with the rules and following requirements before submitting an application to enter.

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## Section A - MINIMUM GROUND STANDARDS

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1. The playing area must be enclosed by a permanent or temporary barrier, the only exception being those areas excluded from spectator access. Wire or rope, may not be used to connect the posts.
  2. Dressing and Washing accommodation must be separate for each team and for the Match Officials.
  3. Toilets, which are not available for public use, must be provided in the dressing rooms for the use of the players and Match Officials
  4. Covered Home and Visitors Trainers Boxes must be provided and be clearly identified to the Match Officials.
  5. Dressing rooms must have heating and hot water.
  6. First Aid Facilities, equipment and a stretcher must be available.
  7. Public Liability insurance must be provided for registered players and Club Officials, up to a minimum of £5m.
  8. Hospitality must be provided for Visiting Officials and Match Officials.
  9. A programme or team sheet must be provided.
  10. Refreshment facilities for spectators must be provided.
  11. Ladies and Gents toilets must be provided for spectators throughout the duration of the match. These can be either inside or adjacent to the ground.
  12. The pitch must measure between 110-100 metres by 75-64 metres. The size of the pitch must be re-checked prior to the recommencement of the Season.
  13. Artificial pitches are permitted providing they meet the minimum standards set by FIFA and only with prior consent of The Association.
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## Section B - ENTRY QUALIFICATIONS

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### 1. ADMINISTRATION

Clubs entering FA Competitions are expected to have an administration that is capable of understanding and complying with the requirements needed to compete in the various Competitions. It is important for Clubs to have a Secretary well versed in dealing with the general duties expected of Clubs entering National Competitions. It is essential to have a daytime contact number for all Club Secretaries. It is also essential for Club Secretaries to have access to email and to provide an email address.

### 2. ENTRANCES

Clubs are expected to take a "gate" and turnstiles/pay boxes or tickets should be used to keep a check on the number of spectators gaining admittance. Where the ground forms a part of a facility used by other sports which may restrict the taking of a "gate" then spectators should be asked to pay the admission price at a suitable place in the vicinity of the pitch/clubhouse

### 3. DRESSING ROOMS

Separate dressing rooms, washing and toilet facilities must be provided for the home team, visiting team and Match Officials. The washing and toilet facilities must be located in the immediate vicinity of the dressing room complex.

### 4. GROUND

Grounds for Sunday Cup ties are normally hired from other Clubs and arrangements must be made to ensure that facilities will be available on the day of ties, as well as an assurance that permission to play will not be withdrawn prior to the date, as the only appointed Referee or his appointed representative has the authority to postpone ties. Conditions of hire must be for exclusive use, with no other fixture on the pitch played before Sunday Cup ties.

Grounds need to be enclosed and public park pitches should not be used. When the ground forms part of a sports complex or otherwise, then the football facilities must be self contained on match days.

Wherever possible, some form of protection should be provided for players and Match Officials from the dressing rooms to and from the playing area. Covered trainers benches/dugouts in a designate area must be provided away from spectators and clearly marked for each team.

#### Ground Sharing

Only TWO Clubs will be allowed to nominate the same ground, therefore if both clubs are drawn at home, then the two clubs drawn at home must mutually agree which tie will be played on the ground nominated. The other club will then need to arrange for the tie to be played on an alternative approved ground or play on the opponents ground. The tie cannot be delayed until the following week.

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## Section B - ENTRY QUALIFICATIONS

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### 5. HOSPITALITY

Hospitality must be provided at half and full-time for the visiting Players and Match Officials

### 6. PITCH BARRIER

The pitch should be enclosed by a permanent or temporary barrier. Public Park Pitches are not considered suitable. Any club without permission to use a particular ground will be removed from the Competition if this comes to light after acceptance.

A post and rail barrier is acceptable; ropes and chains are not. Any area or space not able to be enclosed due to cricket etc. must be fenced off from spectator access. Barriers erected on the day are acceptable. Grounds should be enclosed by either a wall or another form of barrier such as trees or hedges.

Clubs sharing grounds with cricket Clubs that are unable to fence off completely a particular section adjacent to cricket pitches or for whatever reason, may restrict spectator viewing to those sides of the pitch with a barrier and display appropriate signs and barriers to prohibit spectators from viewing any unfenced areas.

Any such unfenced areas should not be more than one touch line and one goal line, therefore spectator viewing can be restricted to not less than two sides.

It is not considered advisable to issue detailed measurements regarding minimum distances for the pitch perimeter barrier from the touch line or goal line as in many instances various restrictions can arise with certain obstructions. However, as a guideline the shortest distance between the touch or goal lines and the perimeter barrier should be 6 feet and the recommended distance should be 9 feet.

Clubs that may not be able to conform to the regulations requiring further details are advised to contact this Office with a sketch plan of their ground with the present pitch barriers clearly indicated with areas shown that problems are envisaged with.

### 7. PITCH DIMENSIONS

The dimensions of the field of play for all ties shall be as follows.

Maximum length 110 metres

Minimum length 100 metres

Maximum breadth 75 metres

Minimum breadth 64metres

Clubs must ensure that exact measurements are given on the application form and pitches should be re-measured prior to the commencement of the season to check that the size of the pitch does in fact conform to those stated on the entry form.

Any club subsequently found to have submitted false details concerning the size of the pitch will be removed from the Competition concerned and liable to a ban for future seasons.

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## Section B - ENTRY QUALIFICATIONS

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### 8. PITCH - ARTIFICIAL SURFACES

Artificial pitches will be permitted in the Sunday Cup provided the pitch is listed on The Associations register of artificial grass pitches, and with prior consent of The Association. This should be requested at the time of entry to the competition in each season, provided that the artificial turf meets the following conditions:-

the pitch shall be surfaced with an artificial grass surface that has laboratory type approval according to the FIFA Quality Concept Handbook of Requirements for Football Turf (March 2006 edition One or Two Star Category or the International Artificial Standard (March 2006 edition) and have satisfied the performance and construction requirements at the time of its last annual assessment. The pitch must be retested every close season and certificates must be provided to the Association by 1st August each season.

the artificial grass pitch, including run-offs, shall be one continuous playin surface and shall be green in colour. All line markings shall be white and in accordance with the Laws of Association Football. Any other temporary lines must be removed prior to any FA competition match. The manufacturer of the carpet should be contacted to advise on the painting of temporary lines and the correct method of removing lines.

the home Club shall allow their opposition the opportunity to use the pitch and train on the surface two hours prior to the kick-off and there must not be another game or event on the pitch following the training period. If it is intended to water the pitch before the match, the pitch shall be watered prior to the training period.

the Club using the artificial grass pitch shall advise their opposition at least 10 days before the match of limitations or recommendations on the types of boot or stud that may be used on the surface.

the Club shall provide all necessary assistance and data relating to player assessments, injury records, maintenance etc as requested by The FA, FIFA or UEFA.

### 9. PROGRAMME

All Clubs entering FA Competitions must provide a match day programme or at the very least a team sheet for spectators.

### 10. REFRESHMENTS

Clubs must provide refreshment facilities for spectators.

### 11. SPECTATOR ACCOMMODATION

Toilets must be provided for both Ladies and Gentlemen and be available throughout the duration of the game. spectators must in no circumstances have access to the dressing rooms for use of the toilet facilities used by the Players and Match Officials. Toilet facilities can be provided outside of the grounds but must be clearly indicated.

### 12. FIRST AID

A stretcher and basic First Aid facilities must be provided. It is advised to have a qualified person present to administer First Aid

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## Section C - SUBMISSION AND COMPLETION OF ENTRY FORM

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### 1. ACCEPTANCE

After the closing date for the Competition, the Committee will meet to vet each entry after considering the advice of County Associations. Clubs will be informed if its application is rejected and a list of those accepted into the Competition will be published on [www.TheFA.com](http://www.TheFA.com) after the meeting has taken place, which is usually in August.

### 2. ACKNOWLEDGE OF RECEIPT

Clubs will receive an acknowledgement of receipt of their entry form and cheque. However, this acknowledgement does not constitute acceptance into the Competition. This will be decided by The FA Sunday Cup Committee, and notified to Clubs at a later date

A final list of entries received will be sent to Clubs approximately two weeks after the closing date.

### 3. CLOSING DATES

The closing dates for entries is 1 August 2009

### 4. FEES

Payment of the entry fee must be made preferably by Club cheque. Cash will NOT be accepted. The fee is £40.

Forms received without the correct remittance will not be accepted.

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## Section D - ELIGIBILITY and general information

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Clubs must be currently competing in the higher Divisions of their league.

Finance is a major factor in deciding if Clubs are able to enter as the travelling expenses can be a burden if the draw pairs Clubs together with lengthy journeys. However, the Competition exists for Sunday Clubs who wish to sample playing against Clubs from other Counties or Leagues. There is a prize fund payment allocated for each round. Losing Club's will also receive payment, which is less than the winning Club's, to assist with any expenses. However, not in the Semi Final or Final.

Players under written contract are ineligible to compete in the Competition. Clubs should be aware that as soon as a player signs a contract then any league registration form then becomes invalid. If a player is released from a contract or a contract is terminated then a player will need to be registered as a non-contract player on league registration forms and Clubs are advised to ensure that the qualification deadline is complied with prior to the date for the playing of each round.

Players must be registered with Sunday Leagues by 12 noon on the Saturday previous to the date fixed for playing the round.

A Referee and two Assistant Referees are appointed by The Football Association for every tie. All kick-off times preceding Semi-Final ties must be at 2.00pm, unless otherwise mutually agreed but for ties played in November, December and January the kick-off time shall be 1.00pm. **Afternoon Sunday Cup ties must not be preceded by a game on the same pitch on that day.**

Where approved floodlighting is available, The Football Association have the power to order a 3.00pm kick off to avoid the need for hotel expenses.

Six rounds are played prior to the Semi-Final, with the early rounds played on a regional basis, but Clubs from the same League are as far as possible kept apart from each other. The later rounds normally involve increased travelling distances. Hotel expenses can only be claimed if the distance involved necessitates a long enough journey.

Home Clubs must ensure that visiting Clubs are reimbursed with their travelling expenses and an equal share of any profit within 14 days of ties. Any loss is shared by both Clubs with the visiting Club receiving their travelling expenses less their half share of the loss. The ground hiring charge is not a match expense.

If a tie is postponed on two occasions, The Football Association has the power to switch the tie to the ground of the Club drawn away.

Travelling expenses allowable for Visiting Clubs will be at a rate of £3.00 per coach mile.

County Associations will be advised of their Clubs applying to enter the Competition and they will be asked to submit recommendations to The FA Sunday Cup Committee to make the final decision to accept or reject entries.

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## Section E - DATES OF ROUNDS

Preliminary Round	20 September 2009	2.00
First Round	18 October 2009	2.00
Second Round	15 November 2009	1.00
Third Round	6 December 2009	1.00
Fourth Round	17 January 2010	1.00
Fifth Round	21 February 2010	2.00
Semi-Final	21 March 2010	3.00
Final	25 April 2010 or 2 May 2010	3.00

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