

**THE FA WOMEN'S CUP SPONSORED BY E.ON  
ENTRY QUALIFICATIONS & GUIDANCE NOTES  
SEASON 2009-2010**



Clubs entering the above Competition should complete and return the application form, which must be received by Wednesday 1 July 2009 at The FA Competitions Department, 25 Soho Square, London, W1D 4FA. Please also ensure that the entry fee of £25 is attached to the form. Cheques must be made payable to "The Football Association".

The following information may assist Clubs in deciding if an entry should be submitted. Please carefully read the following information and if any further clarification is required, please contact The FA Competitions Department.

**ADMISSION CHARGES**

Although the Rules do not stipulate that an admission charge for spectators is made, if a charge is made, Home Clubs should ensure that an adequate number of complimentary tickets are provided to Visiting Club Officials.

**DATES OF ROUNDS**

Preliminary Round	Sunday 13 September 2009
First Round Qualifying	Sunday 27 September 2009
Second Round Qualifying	Sunday 11 October 2009
Third Round Qualifying	Sunday 25 October 2009
First Round Proper	Sunday 8 November 2009
Second Round Proper	Sunday 29 November 2009
Third Round Proper	Sunday 13 December 2009
Fourth Round Proper	Sunday 10 January 2010
Fifth Round Proper	Sunday 24 January 2010
Sixth Round Proper	Sunday 14 February 2010
Semi Final	Sunday 14 March 2010
Final	Monday 3 May 2010

**DURATION OF MATCHES**

Ties shall be of 90 minutes duration and the half-time interval is 10 minutes (15 minutes in the Semi Final and Final).

**ELIGIBLE CLUBS**

The Competition is open to Women's Clubs playing in a League sanctioned by The FA or a recognised County Football Association. Entries from the Channel Islands or Isle of Man maybe considered with special provisions applying. The FA may reject the entry of any Club.

**EXPENSES**

Home Clubs are responsible for providing the ground, paying the fees and expenses of the Match Officials and providing half time and full time hospitality for visiting teams and officials and, of course, for the Match Officials. The visiting Club is responsible for their own travelling and hotel expenses. From the Fourth Round, The FA is responsible for the visiting teams' travelling and, if necessary, hotel expenses.

**EXTRA TIME AND KICKS FROM THE PENALTY MARK**

There are no replays in the Competition. If the scores are level after 90 minutes, extra time of 30 minutes will be played. If the scores are still level after the playing of extra time, the winner shall be determined by the taking of kicks from the penalty mark in accordance with the Competition Rules.

**FLOODLIGHTING**

Approved Floodlighting may only be used if both Clubs are in mutual agreement.

**GROUND**

Any Club not playing on the ground indicated on the application form and in the Competition Directory must notify this office of the exact location and address of the ground for each tie. Clubs with ground sharing agreements having a clash of fixtures must mutually arrange which game will be played on the date of the Round.

- ❑ If for any reason a tie cannot be played on the ground of the first drawn Club, the tie must either be played at another suitable venue or on opponent's ground. The FA must be kept fully informed of all arrangements concerning a clash of fixtures.
- ❑ In the Qualifying Competition the Rules do not require the playing area to be enclosed, but it is advisable to provide some form of protection for the teams and Match Officials by a rope or hopefully a barrier. In the Competition Proper, all pitches must be enclosed by either a rope or barrier, the only exception being those areas and spaces excluded from spectator viewing.
- ❑ Portable goals may only be used if they satisfy this requirement.
- ❑ Adequate separate changing rooms should be provided together with facilities for washing for the visiting team and Match Officials. No shared washing facilities are allowed.
- ❑ The Council shall have the power to order that any match be played on an alternative ground or date, other than a Sunday, if it is considered appropriate and necessary.
- ❑ Artificial pitches will be permitted in The FA Women's Cup only provided the pitch is listed on The Association register of artificial grass pitches and with prior consent of The Association. This should be requested at the time of entry into the competition in each season.
- ❑ The dimensions of the field of play for matches shall be as follows:

Maximum length:	110 metres	(120 yards)
Minimum length:	100 metres	(110 yards)
Maximum breadth:	75 metres	(80 yards)
Minimum breadth:	64 metres	(70 yards)
- ❑ Goal nets and corner posts with flags must be used in all matches and must be used and in place at least one hour prior to kick-off. Goals must be anchored securely to the ground.
- ❑ Dressing and washing accommodation must be separate for each team and Match Officials. Dressing rooms must have heating and hot water.
- ❑ Separate toilets must be provided for dressing rooms used by players and Match officials, which must not be available for spectator use.
- ❑ Refreshment must be provided for Visiting Club players at half and full time.
- ❑ Hospitality for Visiting Club Officials and Match Officials must be provided.
- ❑ Refreshment facilities for spectators must be provided in the Fourth, Fifth and Sixth Rounds Proper.
- ❑ From the Fourth Round Proper onwards, 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.
- ❑ Where a ground has team benches, 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.
- ❑ If a first match is postponed on two occasions, the Council shall have the power to order the match to be played on the ground of the Club second drawn or on an alternative ground.

## **HOSPITALITY**

Home Club's must provide hospitality for Visiting Teams and their Officials upon arrival, at half-time and at full time.

## **INTERNATIONAL TRANSFER CERTIFICATE**

Secretaries must ensure that all Players joining their Club from abroad have the necessary certificate to enable them to play. Any Club with Players found to be playing in a FA Competition fixture without International clearance, who last played football abroad, will be dealt with by the Committee responsible and could well be removed from the Competition or incur a heavy fine. The term abroad includes Wales, Scotland, Northern Ireland and the Republic of Ireland.

## **KICK-OFF TIMES**

All ties must kick-off no later than 2.00pm unless mutually agreed otherwise. In November, December and January the latest time will be **1.00pm**.

## **MATCH OFFICIALS**

Details of Match Officials appointed will be notified to Clubs by The FA Refereeing Department as soon as possible. The usual practice is that as soon as the draw for each Round is made, the Refereeing Department makes the necessary arrangements for the appointment of match officials, which are then sent to all Clubs in a Match Officials Draw Sheet, which should be received at least 10 days prior to each Round. If Clubs are in any doubt of their Match Officials in the week prior to each Round, contact should be made with The FA Refereeing Department. Upon receipt of the Match Officials Draw Sheet, Home Clubs must send details of the fixture to the Referee and Assistant Referees giving the kick-off time together with a map showing the location of the ground and dressing rooms. Match Officials unable to accept appointments will then advise The FA Referees Department and a replacement Official will be appointed and notified to both Clubs in the case of a Referee. For a replacement Assistant Referee, only the Home Club will be notified.

Fees are as follows:

### **Preliminary Round to Third Round Proper**

Referee £30.00, Assistant Referees £15.00 each plus £0.27 per mile

### **Fourth to Sixth Round Proper**

Referee £40.00, Assistant Referees and Fourth Official £20.00 each plus £0.27 per mile.

## **NOTIFICATION OF DRAWS**

Draws are normally held on Mondays following each Round and will be available on [www.TheFA.com](http://www.TheFA.com) throughout the season.

## **ORGANISATION OF THE COMPETITION**

### **Clubs exempt to the Fourth Round Proper**

The FA Women's Premier League National Division

### **Clubs exempt to the Third Round Proper**

The FA Women's Premier League North and South Divisions

### **Clubs exempt to the First Round Proper**

Combination Leagues

### **Clubs exempt to the Preliminary Round, First and Second Rounds Qualifying**

All other Clubs entered

The Preliminary Round to Third Round Proper will be played on a geographical basis.

## **PITCH DIMENSIONS**

Any Club found to have a pitch not of the required dimensions could face heavy penalties resulting in possible removal from the Competition. No match should be played on pitches less than 100 x 64 metres. The maximum dimensions are 110 x 75 metres.

## **PITCH INSPECTIONS & POSTPONEMENTS**

Any pitch inspection should be conducted by the Match Referee or a replacement appointed by either The FA or local County FA. The FA should be made aware that a pitch inspection is to take place prior to the inspection, the name of the Match Official that is to make it, and should be immediately notified of the result of the inspection.

If a first tie is postponed on two occasions, the Council shall have the power to order the tie to be played on the ground of the Club second drawn or on an alternative ground.

## **PLAYERS**

In all Rounds of the Competition, a Player must have been a registered member of her Club at 12 noon on the Saturday previous to the date fixed for playing the Round. A registered member is one who has registered with a League in which her Club competes. Only those Players who were qualified to play in a previous Round shall be eligible to play in the Semi-Final or Final Ties. All such registrations must have been received and accepted by Leagues by 12 noon on the Saturday previous to the date of the Round.

## **PROGRAMMES**

Clubs playing in The FA Women's Cup Competition should endeavour to produce a match programme for all matches. If a programme cannot be produced, then a Team Sheet would be advisable. Details of the Competition Sponsor, should be used at all times for programmes in this Competition. In all ties played in the Fourth, Fifth and Sixth Rounds Proper a programme or Team Sheet must be provided for spectators with details of both teams.

## **RESULTS**

Other than sending match results on the form provided, HOME Club Secretaries MUST also telephone the match result to The FA and the Press Association as soon as possible after the match. Just state the MATCH NUMBER, HOME TEAM SCORE and AWAY TEAM SCORE. Details of postponements should also be given with rearranged dates. DO NOT give goalscorers.

The FA Results Line Telephone number is – 0870 1600566

## **SEMI-FINAL & FINAL TIES**

Grounds will be selected by The FA Women's Football Committee. All arrangements for the playing of Semi-Final and Final Ties are under the direct control of The FA.

## **SHIRTS**

Players' shirts must be clearly numbered on the back in accordance with the Team Sheet handed to the Referee. The captain must wear an armband to indicate her status.

**Further details on any matters contained in this leaflet, please write to The FA Competitions Department, 25 Soho Square, London, W1D 4FA or email [competitions@TheFA.com](mailto:competitions@TheFA.com)**

## **SPECIAL PROVISIONS FOR ENTRIES FROM THE CHANNEL ISLANDS OR ISLE OF MAN CLUBS**

Clubs applying to enter must provide assurances to The Association of their financial suitability and be required to attend a meeting with The Association in this respect.

Throughout the Competition, the Channel Island or Isle of Man Club will be considered, for financial purposes, to be based at the nearest convenient airport/seaport to their opponents.

- ❑ When drawn at “Home”, the Channel Island or Isle of Man Club will be responsible for the payment of the return air fares and hotel accommodation for the night prior to the match for the visiting party (not exceeding 20 in number). Any gate receipts will be retained by the Channel Island or Isle of Man Clubs.

Match Officials will be appointed by the Home Association up to and including the Second Round Proper. From the Third Round Proper the match Officials will be appointed by The Football Association and where an Official has to fly from the mainland to Jersey, Guernsey or the Isle of Man, the Channel Islands or Isle of Man Clubs will be responsible prior to the game for payment of the air fare and all travelling expenses and overnight accommodation if required.

- ❑ The off-shore Club is responsible for welcoming the visiting Club and match officials if appointed from the mainland at the airport/seaport, for providing transport between the port, hotel, if required, and the ground and return to point of departure. The off-shore Club must submit an itinerary of arrangements to The Football Association and seek the approval of Council for these arrangements.
- ❑ When a Channel Island or Isle of Man Club is drawn “Away” from home, it will be responsible for its own travel to their opponents ground and for any hotel accommodation that may be necessary.
- ❑ The normal disciplinary procedures will apply.
- ❑ Postponed matches will be played the following Sunday.

If Clubs experience any problems with match arrangements they should contact The FA Competitions Department immediately. It is hoped that with the foregoing provisions, the Competition Rules will cover every eventuality. However, The Association reserve the right to make any decision on any matter that may arise.

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**THE FA WOMEN'S CUP SPONSORED BY E.ON HANDBOOK  
SEASON 2009-2010**

This will be published in August and will contain the entries, exemptions, directory of Clubs and the draws for the Preliminary Round, First and Second Rounds Qualifying.

Any Club with a change of details from the information submitted on the entry form should make immediate contact with the Competitions Department with all such changes to ensure that the details in the Handbook are correct.

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**THE FOOTBALL ASSOCIATION**

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