

THE FA WOMEN'S CUP - GUIDANCE NOTES 2011-12

The following pages contain information to read in conjunction with the Competition Rules and all Club Secretaries should carefully consider these details. Secretaries are advised to ensure that the Rules and Guidance Notes are carefully studied and that other Club Officials are fully aware of the details concerning player qualification. Clubs are as always very welcome to contact The Football Association by telephone to seek further clarification on any matter relating to the playing of ties.

ADMISSION CHARGES

Although the Rules do not stipulate that an admission charge for spectators is made, it is accepted practice that if there is an admission charge then Visiting Club Officials must be provided with complimentary tickets and Home Clubs should ensure that an adequate number of such tickets are agreed upon prior to ties.

DURATION OF MATCHES

Ties shall be of 90 minutes duration and the half-time interval is 15 minutes.

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 hotel expenses.

EXTRA TIME AND KICKS FROM THE PENALTY MARK

When a match is drawn after 90 minutes, an extra 30 minutes shall be played and 15 minutes shall be played in each half. 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. There are no Replays in this Competition.

FLOODLIGHTING

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

FORMS – PLEASE DO NOT POST ANY FORMS – ONLY SEND BY FAX OR EMAIL

The following forms are available for downloading or online completion from www.thefa.com under The FA Cup & Competitions pillar and then from 'Competition Administration' and then from Competitions Admin (Matchday documentation) by using the following link and scrolling down to the Women's Cup section:- <http://www.thefa.com/TheFACup/CompetitionAdministration/MatchdayDocuments>

Match Report Form – Do Not Post

Each club must return a copy to The FA to be received within six days of the match. Goal scorers and goal times together with details of the substitutes used must be inserted. **PLEASE FAX TO 0844 980 0611 or EMAIL COMPETITION.RESULTS@THEFA.COM – DO NOT POST**

Match Arrangement Form – Do Not Post

Clubs drawn at HOME are responsible for completing this form and must return a copy to The FA and a copy to opponents within seven days of receipt of each draw. **PLEASE FAX TO 0844 980 0611 or EMAIL COMPETITION.RESULTS@THEFA.COM – DO NOT POST.**

Assessment of Referees Report Form – DO NOT POST

Each Club must use the Match Official Administration System to submit reports on the referee. Details will be distributed from our Refereeing department in due course.

Clubs will receive a pack of the following forms:-

Team Sheet - Clubs must hand copies of the list of names of players taking part in the game (including the names of the five nominated substitutes) to the Referee and a representative of their opponents in the presence of the Referee at least 30 minutes before the advertised time of kick-off. Any club failing to carry out these provisions will be FINED A SUM NOT EXCEEDING £100. Please note that the Team Sheet must now include all the names of the Team Officials seated on the bench.

GROUND

Any Club not playing on the ground indicated on the application form MUST apply in writing for approval. Any such ground MUST conform to the requirements of the Competition Rules.

Artificial Surface

New generation rubber infill pitches will be permitted provided the pitch is on the FA register of Artificial pitches and with the prior consent of The FA Women's Football Committee. Any such pitch must be made available to the visiting Club for a training session two hours before kick-off. The pitch must not be used for any other event or football match on the same day of the match. Players must not wear footwear that has blades or metal studs.

Changing Accommodation

Separate changing rooms should be provided together with facilities for washing for the each team and Match Officials. **SHARED WASHING ACCOMMODATION IS NOT ALLOWED – Rule 13(a)(v)**

Goal Nets & Corner Posts

Goal nets and corner posts with flags must be used and in place at least 60 minutes prior to kick-off.

Goal Posts

Goals must be anchored securely to the ground. Portable goals may only be used if they satisfy this requirement.

Pitch Enclosure

Although the Rules do not require the playing area to be enclosed it would be advisable to provide some form of protection for the teams and Match Officials by a rope or hopefully a barrier. For all ties For all ties played in the Competition Proper, pitches MUST be either roped off or enclosed by a permanent barrier. Any area or space not able to be enclosed due to cricket etc. must be fenced off from spectator viewing.

Sharing

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 Competitions Department must be kept fully informed of all arrangements concerning a clash of fixtures in FA Competitions.

Technical Area

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.

HOSPITALITY

Hospitality should be provided for Visiting teams and their Officials by the Home Club upon arrival, at half time and at the end of games. Hospitality must also be provided for Match Officials.

HOTEL EXPENSES

The Football Association will pay the hotel expenses of the Visiting Club in the Third, Fourth, Fifth and Sixth Round Proper. Written application must be made to The Football Association with a copy to the Home Club at least seven days in advance of the first match. The Council shall have the power at its absolute discretion whether or not to grant permission.

INTERNATIONAL CLEARANCE CERTIFICATE

Club secretaries must ensure that all players joining their clubs from abroad have the necessary International Transfer Certificate to enable them to play. Any club playing in an FA Competition fixture found to have played a player without this essential International Clearance will be treated severely by the Committee responsible and could be removed from the competition or incur a heavy fine.

The term abroad includes Wales, Scotland, Northern Ireland and the Republic of Ireland. An International Transfer Certificate takes precedence over a player's registration. Therefore, this is also required by **12 noon on the Saturday** previous to the date fixed for playing the Round for the player's registration to be valid. **To avoid**

playing non-contract players that may not have received their International Transfer Certificate (ITC) after playing abroad (inc Scotland), Wales, Northern Ireland & Republic of Ireland) Clubs are advised to e-mail details of players to registrations@thefa.com for checks to be made.

KICK-OFF TIMES

September & October	2.00pm unless mutually agreed otherwise
November to January	1.00pm
February to end of season	2.00pm unless mutually agreed otherwise

MATCH DATE

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.

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, then please telephone the 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 Refereeing Department and a replacement Match Official will be appointed and notified to both Clubs in the case of a Referee, and for a replacement Assistant Referee, only the Home Club will be notified by the Refereeing Department. Home Clubs should check that the match officials have acknowledged receipt of match details and report any failure to do so prior to the match to the Refereeing Department. Any queries on Match Officials or refereeing should be directed to The FA Refereeing Department.

NOTIFICATION OF DRAWS

All draw details will be available on TheFA.com after 1pm on Mondays following each round.

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. The pitch must measure between 110-100 metres by 75-64 metres.

PITCH INSPECTIONS & POSTPONEMENTS

The Match Referee should conduct any pitch inspection or a replacement appointed by either The Football Association or local County Football Association. 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 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 by 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.

PLAYER DISCIPLINARY RECORDS

Clubs should check all new players and even current players regarding any suspensions carried over from last season, especially so if players are signed from other Clubs, checks will need to be made with the County Associations involved. Clubs are strongly advised not to take the word of players and advised to check thoroughly either with The FA Disciplinary Department or your County Football Associations.

PROGRAMMES

Clubs should endeavour to produce a match programme for all matches. If a programme cannot be produced, then a Team Sheet would be advisable. In all ties played in the Third, Fourth, Fifth and Sixth Rounds a Programme or Team Sheet must be provided for spectators with details of both teams.

REFRESHMENTS

Refreshment facilities for spectators should be provided at all ties. In the Third, Fourth, Fifth & Sixth Rounds they **MUST** be provided.

RESULTS

Other than faxing match results by the form provided, HOME Club Secretaries must also telephone match results to The Football Association and The Press Association as soon as possible after ties. The FA Results answering service will be in operation when the Office is closed to receive results. The number to call is **0870 1600566**. The Press Association number is **0870 1240149**. Clubs must telephone on Sunday evenings. When leaving messages state the MATCH NUMBER, HOME TEAM SCORE and AWAY TEAM SCORE. Details of postponements should also be given with re-arranged dates. **DO NOT** give goalscorers, name of Competition etc.

SEMI-FINAL & FINAL TIES

All arrangements for the playing of Semi-Final and Final Ties are under the direct control of The Football Association.

SHIRTS

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

TEAM BENCHES

In all Rounds of the Competition, the number of Clubs players and Officials seated on the team benches, in the designated technical area, must not exceed 11. Only one person has the authority to convey tactical instructions to the players during the match. This person shall be the Team Manager or the Team Coach. He/she is allowed to move to the edge of the technical area to issue instructions to the team.

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. 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 Association, who shall have the power to impose sanctions as deemed fit. With the exception of the Team Official when issuing instructions and the substitutes when warming up, all other personnel in the technical area are to remain seated.

TEAM SHEETS

Clubs must hand copies of a list of names of Players taking part in the game (including the names of the five nominated Substitutes) to the Referee and a representative of their opponents in the presence of the Referee at least 30 minutes before the advertised time of kick-off. Any Club failing to carry out these provisions will be **FINED A SUM NOT EXCEEDING £100**.

TECHNICAL AREA

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.