THE FA CARLSBERG SUNDAY CUP
GUIDANCE NOTES 2012-2013

The following pages contain information to read in conjunction with the Competition Rules and these details should be carefully considered by all Club Secretaries. 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 to seek further clarification on any matter relating to the playing of ties. Please email competitions@thefa.com

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ADMISSION CHARGES
Wherever possible, an admission charge shall be made, the minimum admission to matches in the Competition shall be £2.00. A higher admission charge may be mutually agreed between the Clubs concerned. When an admission charge is agreed, each Club shall be entitled to 10 complimentary tickets. The Visiting Club shall have the right to check the sale of tickets. All questions in dispute must be immediately referred to The Football Association for settlement.

ALCOHOL
GLASSES, GLASS BOTTLES OR CANS CONTAINING ALCOHOL ARE **NOT** PERMITTED OUTSIDE OF THE CLUBHOUSE AND MUST **NOT** BE BROUGHT INTO GROUNDS. **NO** ALCOHOL IS TO BE CONSUMED IN THE GROUND OR PREMISES DURING THE PERIOD OF ANY MATCH, EXCEPT AS MAY BE GOVERNED BY THE TERMS OF THE CLUB LICENCE WITH REGARD TO ITS OWN MEMBERS, BUT, NOT WITHSTANDING SUCH, **NO** ALCOHOL IS TO BE TAKEN OR CONSUMED OUTSIDE THE LICENSED CLUBHOUSE OR ANY OTHER AUTHORISED AREA DURING SUCH MATCH PERIOD OR BROUGHT INTO THE GROUND.

CLUB/LEAGUE DIRECTORY
It is essential that The Football Association is kept fully informed of any change of address or new Secretary as soon as they become known. Failure to notify The Football Association will result in important information going astray. Please email any changes to – competitions@thefa.com

COLOURS
If there is a clash of colours, the Away Club must change. Colours must not clash with the Match Officials Black uniform.

EXTRA-TIME & KICKS FROM THE PENALTY MARK
There are NO replays in the Competition. When a match is drawn after 90 minutes, an extra 30 minutes WILL be played and 15 minutes WILL 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.

FLOODLIGHTING
Floodlighting may only be used if both Clubs are in mutual agreement. Where approved floodlighting is available, The Football Association shall have power to order that the kick-off time shall be 3.00pm.

FORMS
The following forms are only available for downloading from www.TheFA.com under the 'FA Cup & Competitions' pillar and then 'Competitions Administration'.

Match Report Form
Each club must return a copy to The FA to be received within six days of the match. Goal scorers and goal times with details of substitutions inserted. **PLEASE FAX TO 0844 980 0611 or email competition.results@thefa.com - DO NOT POST.**

Statement of Receipts and Payments Form
Clubs drawn at HOME are responsible for completing this form and must return a copy to The FA, and a copy to opponents, with any share of the gate receipts or travelling expenses to be received within 14 days of the match. **PLEASE FAX TO 0844 980 0611 or email competition.results@thefa.com - DO NOT POST.**

Match Arrangement Form
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
Each club must return a copy to The FA to be received within six days of the match. **PLEASE FAX TO 0844 980 0611 or email FACOMPREFEREE@THEFA.COM – DO NOT POST**

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.

GATE RECEIPTS
The gate receipts must be divided after the match and a full statement made within fourteen days to the opponents and The Football Association. Visiting Clubs not receiving a statement and their share of the receipts or travelling expenses after fourteen days should make immediate contact with their opponents and if no response is received, the Competitions Department should then be contacted in writing seeking The Association's help.

Match Day programmes should only be included in the admission price if the proceeds are divided equally. The costs involved for the printing of programmes can only be included as a Match Expense if mutually agreed by both Clubs.

Clubs are also reminded that the cost of hiring a ground or a proportionate cost of the rental of their own ground is NOT a charge which can be included in the match expenses, so far as the division of the surplus or loss are concerned. Clubs drawn at Home in FA Competition matches are expected to provide a ground without charge to their opponents.

Any loss will be shared by both Clubs and should be divided with the Visiting Club to receive their travelling expenses less their half share of the loss. When a "loss" occurs on the Statement of Receipts and Payments Form, in the balance for distribution section, the Visiting Club must receive their travelling expenses, less their half share of the loss.

For example:

Receipts	£40
Payments	£200 (comprising Match Officials £100, Visiting Club travelling expenses £100)
Loss (Shared)	£160

The Visiting Club must receive their travelling expenses (£100) less half of the loss (£80), therefore, they receive £20.

GROUNDS

Artificial Surface
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. This should be requested at the time of entry to the Competition in each Season and provided that the artificial turf meets the requirements of FA Sunday Cup rule 13(a)(i).

Dressing Rooms
Dressing and washing accommodation must be separate for each team and for the Match Officials.

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 Dimensions
Pitch Dimensions must be between 110-100 metres (120-110 yards) by 75-64 metres (80-70 yards).

Pitch Enclosure
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 from 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.

Sharing
Clubs with ground sharing agreements must mutually arrange which tie 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 the opponent's ground. The Competitions Department must be kept fully informed of all arrangements concerning a clash of fixtures in FA Competitions. Under no circumstances must another game be played on the pitch prior to an FA Sunday Cup tie.

Spectators
Spectators must **NOT** gain access to the playing area and must be restricted behind the pitch perimeter barriers at all times. This is especially relevant when games are played at grounds with running tracks between the pitch barrier and the playing area. Club Officials **MUST** ensure that spectators remain behind the barriers.

HOSPITALITY
Hospitality must 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.

INTERNATIONAL CLEARANCE CERTIFICATE
An International Transfer Certificate for Players coming from overseas associations (including Wales, Scotland, Northern Ireland and the Republic of Ireland) 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. Secretaries must ensure that players have the necessary clearance to play, as breach of this Rule could lead to expulsion from the Competition.

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

The agreement for the playing of ties under floodlights must be by the mutual agreement of both Clubs.

MATCH GRANT
For all ties up to and including the Fifth Round, home Clubs will receive £250 and away Clubs will receive £175 from The FA after the completion of each Round. This Match Grant replaces the Prize Fund.

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 the Refereeing Department and a replacement Match Official will be appointed and notified to both Clubs in the case of a Referee, but only to the Home Clubs in the case of an Assistant Referee. 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. Please email – referees@thefa.com

MEMBER IN CHARGE
Each tie will have either a local County Association Representative or a member of The FA Sunday Cup Committee appointed to ensure that Clubs adhere to all the requirements of the Competition Rules. Further details will be circulated with the Match Officials appointment circular for each round. On receipt of such details, Home Clubs must send match details and a map showing the location of the ground.

NOTIFICATION OF DRAWS
When draws are due to be held on Mondays following the various rounds, Clubs will be notified via TheFA.com and the weekly information bulletin which is available every Friday morning from TheFa.com. Most draws are due to be held on the Monday following each round and Club Secretaries should visit www.TheFA.com or telephone The FA Competitions Department after 1.00pm for details of the draw.

PAYMENT OF EXPENSES TO OPPONENTS
Home Clubs must ensure that Visiting Clubs are reimbursed with their travelling expenses and any share of the profit within 14 days of the tie. Any Club failing to comply will result in non-acceptance into the FA Sunday Cup Competition for the following season.

PLAYERS
Up to and including the Fifth Round, a Player must have been a registered member of his 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 Sunday League in which his Club competes. Only those players who were eligible for the Fifth Round in the current season shall be eligible to play in the Semi Final or Final. No player under written contract shall be eligible to compete. All such registrations must have been received and accepted by Leagues by 12 noon on the Saturday previous to the date of the Round.

Clubs need to ensure that when registering players that they are not under contract at the time of registration. Players under contract cannot be registered with leagues on the basis that they may eventually be released from contract and then be able to play providing the qualification period is observed. Players can only be registered with leagues when they are NOT under contract.

Therefore, to be qualified to play in the Competition, as at 12 noon on the Saturday previous to each round players must not be registered under contract with The Football Association. Clubs are reminded that when a player is released from a contract by a Club, the actual date of release is the date that the cancellation is received by The Football Association and not the date of signature. To avoid problems with ineligible Players playing in the later Rounds, Clubs in the Fifth Round, Semi Final and Final will be required to submit to The Football Association a list of Players that will be selected from together with supporting documentation to substantiate a Players qualification or eligibility to play in these ties.

If any further clarification is required or if checking on a player's contract status, please contact The FA Competitions Department.

PLAYER DISCIPLINARY RECORDS
Clubs should check all new players and even current players regarding any suspensions carried over from last season, especially new players previously registered with 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 respective County Football Associations.

POSTPONEMENTS
Matches must only be postponed by the appointed Match Referee or another qualified Referee with the approval of the appointed Match Referee or The Football Association. This information should then be forwarded to The Football Association with the name of the Match Official who conducted the pitch inspection if other than the appointed match Referee. **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.**

PROGRAMMES
Clubs playing in FA Competitions must produce a match day programme or team sheet for all FA Sunday Cup fixtures.

REFRESHMENTS
Refreshment facilities for spectators must be provided at all times.

RESULTS
Other than sending match results by the form provided, HOME Club Secretaries must also telephone match results to The Football Association as soon as possible after ties. Clubs must telephone results immediately after ties and not later than 5.00pm. The number to call is **0870 1600566**. 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
Once the draw has been made for the Semi Finals, then suitable grounds will be selected and advised to Clubs. Grounds will be selected nearest to the Clubs first drawn. The venue for the Final Tie will be selected by The FA Sunday Cup Committee. All arrangements for the playing of Semi-Final and Final Ties are under the direct control of The Football Association.

TEAM BENCHES
Covered team benches must be provided and if portable covered team benches are to be used they must be in place at least 60 minutes prior to kick-off. 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 is allowed to move to the edge of the technical area to issue instructions to his team All team Officials and substitutes seated on the bench shall be listed on the Official Team Sheet 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
Five players can be nominated as substitutes, from which three can be used. Clubs must hand copies of a List of names of Players taking part in the game (including the names of the three 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.

TECHNICAL AREA
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.

TRAVELLING EXPENSES
In all Rounds, match expenses shall include travelling expenses, actually incurred, which must not exceed £3.00 per coach mile. If private cars are used, then expenses which can be claimed will be for a maximum of five cars at £0.40 per mile. The travelling expenses for the Visiting Club are to be calculated on a direct route from the Club's headquarters, the total mileage must be agreed between both Clubs prior to the first match. When travelling by rail, the cost of 20 standard class fares at the cheapest available rate may be claimed. If travelling by coach, Visiting Clubs must produce an invoice provided by the coach operator to the Home Club.