



## **Capital Women's Cup Guidance Notes for Clubs**

Clubs and Match Officials should familiarise themselves with the Competition Rules for Season 2021/22. These are accessible via all four County FA Websites and have been emailed to the Club Secretary prior to the first round.

These Guidance Notes should be read in conjunction with those Rules and have been prepared to assist you.

### **Cup Administration**

#### **Junior Cup**

London FA will be administering the Junior Cup so any club involved in this section of the Cup will be liaising directly with London FA over Cup matters only. The contact at London FA is Jamaal Horne [Jamaal.horne@londonfa.com](mailto:Jamaal.horne@londonfa.com)

Middlesex FA will be assisting in the administration of this cup. The contact at Middlesex FA is [countycups@middlesexfa.com](mailto:countycups@middlesexfa.com)

#### **Intermediate Cup**

The AFA will be administering the Intermediate Cup so any club involved in this section of the Cup will be liaising directly with AFA over Cup matters only. The contact at AFA is Melanie Armstrong or Sam Brown email [cups@amateur-fa.com](mailto:cups@amateur-fa.com)

#### **Senior Cup**

Surrey FA will be administering the Senior Cup so any club involved in this Competition will be liaising directly with Surrey FA over Cup matters only. The contact is Bob Dick [bob.dick@surreyfa.com](mailto:bob.dick@surreyfa.com)

**Please note that discipline relating to Red / Yellow Cards and misconduct charges will still be handled by your Parent County FA.**



[www.londonfa.com](http://www.londonfa.com)



[www.surreyfa.com](http://www.surreyfa.com)



[www.middlesexfa.com](http://www.middlesexfa.com)



[www.amateur-fa.com](http://www.amateur-fa.com)

## **Club Notes**

- The dates on which the ties shall be played will be pre-determined by the Associations but will usually be the 3<sup>rd</sup> Sunday of the month. Any club wishing to change a date should note that the request must be made 28 days in advance of the tie and can only be brought forward. Details for the request must be given and the final decision shall rest with the administering County [Rules 6 (c) and (d)].
- The scheduled kick-off times shall be no earlier than 10.30am and no later than 2.00pm in September, October and April and 1.30pm from November to March. The one exception to this rule relates to the Final's, kick off times for which shall be determined by the Associations [Rule 6 (e)].
- No match shall be allowed to start later than 30 minutes after the designated kick off time [Rule 11 (h)].
- There are Ground Grading criteria which each Home team must comply with. They are attached as appendices at the end of the Rules [Rule 7(a)].

***Please refer to the current legislation and/or guidance issued by the Government, Public Health England and/or The Football Association in relation to Covid19. It is possible that under current legislation changing facilities may not be available and so please check with home club before travelling. It is a requirement to provide male and female toilet facilities before, during and after the match.***

- Artificial Turf pitches are allowed provided they comply with the criteria as set out in the Rules and the Ground Grading criteria [Rule 7(g)].
- No player or goalkeeper can play in a shirt colour which is likely to cause confusion with the Referee's kit and where there is a clash between the two competing teams the Away team must change except in the final when both teams must change [Rule 16].
- Goalkeepers must wear colours that are different to both teams.
- ***A PDF Team Sheet has been provided. A completed Team Sheet should be given to the Referee and Opposition at least 30 minutes prior to kick off. This form also serves as the Result Form and should be emailed to the administering County by email within 5 working days from the date of the tie [Rule 12 (a)].***
- In the Senior Cup up to a maximum of 3 substitute players may be used from any 5 nominated on the Team Sheet [Rule 8 (k)]. In the Intermediate and Junior Cups teams may use up to 5 substitutes from 5 nominated names notified to the Referee

before the start of the match. The substitutes will be allowed to “roll” on and “roll” off in the Intermediate and Junior Cups only [Rule 8 (l)].

- There are Rules relating to the duration of the match which should be noted under Rule 11. In particular all matches shall be 90 minutes in duration. **If the score at the end of 90 minutes is a draw the match will proceed straight to penalties. There will be no extra-time.** This Rule does not allow for agreements to be made to change the times for Final Ties.
- Sin Bins apply in all sections of the Competition in accordance with the Laws of the Game.
- Postponements / abandonments are dealt with under Rule 7 (j).
- Clubs should note only recognised playing members as per Rule 8 (a) can take part in matches.
- Players cannot play for more than one competing Club in the Competition during any one playing season. [Rule 8 (b)]. Please note that players are only permitted to play for one team in any section of the competition. For clarity that means if a club has two teams in the Junior Cup a player can only represent one of those teams.
- Clubs should note Rules 8 (c) to (j) in respect of player eligibility. Please note that clubs which have teams not playing in a league must ensure their players are registered with their Parent County FA through the Whole Game System Player Registration. Please contact you Parent County FA for help with this.
- Clubs with Under 18 Teams playing in the **Capital Women’s Cups** are reminded that players must have reached the **age of 16 to participate**.
- The Home Club must inform the Away Club and Referee and Assistants where relevant of all necessary match details at least 10 days before the date of the match [Rule 7 (d)]. The Away club must acknowledge receipt of the match details within two days of such receipt [Rule 7 (e)].
- Clubs must **email the PDF Team Sheet** to be received by the administering County within 5 working days from the date of the tie [Rule 12 (a)]. Clubs that give a Referee a mark of 60 or below must include an explanation as to why. [Rule 12 (c)]
- Both Home and Away Clubs are required to text in the result (including details of postponements or abandonments) by no later than 12 noon on the day following the match [Rule 12 (b)]. See Full-Time guidance below for further information.
- The Home team will be responsible for covering the cost of the ground but both the Home and Away teams shall share equally the cost of the Match Officials expenses [Rule 13 (o)].

- The Referee shall be paid £40 flat fee. The Assistant Referee's shall be paid £30 flat fee. [Schedule of Fees]
- ***Where possible it is best practice to pay these by Bank Transfer. This must be agreed with the Referee before the match. The Referee has the right to request a cash payment.***
- Where a Referee fails to attend the match the teams MUST agree on a Referee [Rule 13] (l).
- ***Both teams should have their own Assistant Referee Flags. Where club Assistant Referees are being used each team should use their own flags. There should be no sharing of equipment***
- Any club wishing to lodge a protest should see Rule 19.

### **Referee Notes**

- Referees should note that in order to Referee in the Capital Women's Cup they may automatically be given an associate registration free of charge to the administering County for that cup to which they have been appointed if it is not their Parent County.
- The Capital Women's Cup is a County Cup competition and therefore takes precedence over every match other than those run by The Football Association.
- Referees must acknowledge receipt of match details from the Home Club no later than 2 days after receipt of the confirmation [Rule 7 (e)].
- Referees must acknowledge the match appointment to the administering County within 5 days of the appointment [Rule 13 (f)].
- Match Officials should be present at the ground at least 1 hour prior to kick off [Rule 13 (g)].
- ***The PDF Team Sheets provided by the teams must be emailed*** to the administering County duly endorsed with the result and actual kick off time. Referees must ***report on the email*** the reasons for any late starts of a tie, the Club (s) responsible having been informed they are being reported [Rule 13 (h)].
- Any discipline reports must be sent to the Clubs Parent County FA in the usual way.

### **Full-Time**

The Capital Women's Cup will be administered by Full-Time.

## Email Notifications

One of the key aspects to Full-Time is that it provides The Associations with the facility to have fixtures and referee appointments automatically emailed to clubs and referees on a “need to know” basis. We will send the emails when the fixtures and/or appointments are created or adjusted and as a reminder closer to match time.

Club Secretaries have been set up as the contact to receive the automatic email notification. However, each Club may login to Whole Game System and either replace the “Team Full Time Email Contact” or add further contacts (e.g. if you want the team managers to receive emails as well as the Club Secretary). We recommend the second option as the Club Secretary should still ensure they receive the email notifications as well. There is no limit to the number of Team FullTime Email Contacts that can be set up for each team.

## SMS Text Messages – Reporting Results

Another key aspect is that this system provides The Associations with the facility to have results sent in by SMS Text Message from Clubs. These will be published immediately on the County website. Full-Time sends the SMS prompts and receives results from both the home and away teams. Please note that Full-Time displays the latest score that it has received so if you make a mistake with the result you can text it in again.

The format of the text message you will receive is as below. Please note CHED and ARSD is the short code for the teams which is important when you are texting in more than one result.

FA Full-Time Results: CHED v ARSD, Sun 12 Feb 14:15. Reply with H-A score & Code CHED, followed by Pens if required: e.g. CHED 3-3 3-1 PENS

The Team Administrator may therefore be required to send back up to 4 pieces of information:

1. Score – the score after normal time in the usual way
2. Short Code (for your team) – if required to submit a short code this identifies which team are involved.
3. Penalty Score – the score after penalties, followed by PEN (it is essential that PEN is included, to identify the scores beforehand applies to penalties)

Examples:

All of the following examples assume that no team code is required:

**2-1** Reports that the home team won 2-1 in normal time

**2-2 4-3 PENS** Reports that the home team won 4-3 after penalties; the game having finished 2-2 at the end of normal time, with no extra time played

The SMS contact will automatically be selected as the Club Secretary (assuming you have provided us with a mobile contact number). If you wish to nominate someone else please contact the County that is administering your Cup and provide the relevant details. **Please note that only one SMS user may be used for each team.** If your League is using Full-Time it will not affect any of the details you have set up with your League.