



## Capital Women's Cup Notes for Clubs

Clubs and match officials should familiarise themselves with the Competition Rules for Season 2017-2018. These are accessible via all four County FA Websites and have been emailed to the Club Secretary prior to the first round.

This guidance note should be read in conjunction with those rules and has been prepared to assist you.

### Cup Administration

#### Junior Cup

The AFA and Surrey County FA will be administering the Junior Cup so any club involved in this section of the Cup will be liaising directly with AFA or Surrey FA over Cup matters only. The contact at the AFA is Mike Grimshaw [mike.grimshaw@amateur-fa.com](mailto:mike.grimshaw@amateur-fa.com) and telephone 020 8733 2613 option 1. The contact at Surrey FA is Bob Dick [bob.dick@surreyfa.com](mailto:bob.dick@surreyfa.com) and telephone 01372 384743 during Office hours and 07976 121182 and 07803 007233 out of hours. Please note all Junior Cup entrants will receive a separate note advising you who your contact is as clubs will be split between Surrey & the AFA to deal with queries etc.

#### Intermediate Cup

The London FA will be administering the Intermediate Cup so any club involved in this Competition will be liaising directly with London over Cup matters only. The contact is Nick Frith [nick.frith@londonfa.com](mailto:nick.frith@londonfa.com) and telephone 020 7610 8360.

#### Senior Cup

The Middlesex FA will be administering the Senior Cup so any club involved in this section of the Cup will be liaising directly with Middlesex over Cup matters only. The contact at Middlesex FA is [Isaac.jempeji@Middlesexfa.com](mailto:Isaac.jempeji@Middlesexfa.com) and telephone 020 8515 1919.



[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)

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

### **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)].
- 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 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].
- The Team Sheet (to be printed off before a fixture) must be handed to the Referee and opposition at least 30 minutes before kick-off except in the Final Tie where the match sheet must be handed over at least 45 minutes prior to kick-off [Rule 8 (n) and (o)].
- 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.
- 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)].
- Clubs should note Rules 8 (c) to (j) in respect of player eligibility.
- 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 return the Match Result Form (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 £35 plus expenses. The Assistant Referee's shall be paid £25 each plus expenses. Maximum number of miles that can be claimed by match officials is 20. [Schedule of Fees]
- Where a Referee fails to attend the match the teams MUST agree on a Referee [Rule 13 (l)].
- 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 match sheets provided by the teams must be retained by the referee for the duration of the season duly endorsed with the result and actual kick off time. Referees must report the results to the administering electronically via Formsite. This must include 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 you 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.