

## **Rules Applicable to All County Cup Competitions**

***Please also refer to individual competition rules on pages 53-63***

1. The entire control and management of all competitions shall be vested in the Council of the Association and all entries accepted or rejected at the discretion of the Council.
2. All games must be played in accordance with the Laws of Association Football and the rules, regulations and bye-laws of The Football Association.

### **Teams as Entered to be Played**

3. Each Club shall play its strongest team as entered in each Competition, and if it should be proven that a Club has lost a match in such a manner as to prejudice the possible interest of any other Club or Clubs, it shall be deemed guilty of misconduct.

Clubs contravening this Rule shall be dealt with by the appropriate Committee, who shall decide whether the match in which the senior player/players played shall be replayed, awarded to the opposing side or the result to stand. Offending Clubs shall also be liable to a fine not exceeding £50.

### **Registration of Players**

4. (a) In all Competitions, all players must be registered on a form supplied by the Association in duplicate. The form is to be sent to the Competitions' Secretary, Cambridgeshire Football Association Limited, Bridge Road, Impington, Cambridge, CB24 9PH accompanied by a stamped addressed envelope. No registration of players shall be accepted after 31st March.  
(b) Before the registration form is completed it shall be the duty of the Club to satisfy itself that the player is not already registered with another Club playing in the same Competition.  
(c) A Team shall not include more than 4 players who has/have taken part in 2 or more senior Competition Matches during the current Playing Season unless a period of 21 days has elapsed since they last played.

For the purpose of this Rules a senior competition(s) are a more senior team with the same Club or a team playing at step 6 or above. Apprentice professionals and Contract players shall not be allowed to take part in Youth Competitions. In other Competitions contract players can only play for the one Club at Step 7 or above to whom they are contracted.

- (d) The Council shall have power to reject or cancel any registration as it may deem expedient.  
(e) Any Club playing an unregistered or ineligible person in a Cup match shall be dealt with by the appropriate Committee, who shall decide whether such match shall be replayed or awarded to the opposing side. Offending Clubs shall also be liable to a fine not exceeding £50.  
(f) To play in open age competition a player must have attained the age of 16 years.

***Note: Please refer to guidance on International Clearance for Players on the Full-Time website.***

## Transfers

5. (a) The transfer of a player shall be on a Competitions transfer form. Subject to the provisions of Rule 27 of the Membership Rules, it shall be open to any Club to apply for the transfer of a non-contract player registered with another Club and the application shall be made on a form to be downloaded from the Full-Time website (or obtained from the Competitions' Secretary).
- (b) In the case of registration for Cup Competitions, no transfer shall be permitted in the case of a Competition in which the player has competed during the current season.
- (c) The transfer shall be considered to have been completed when the Club making the application receives notice in writing from the Association stating that the transfer has been granted. A Club shall not, however, be permitted to play a player in respect of whom a transfer has already been signed in favour of another Club.
- (d) Once completed, no further transfer request will be considered until at least 28 days have elapsed. Not more than two transfers shall be granted to any one player in any season.
- (e) No transfers shall be granted after 31st March.

## Fixtures

6. The Secretary of each Club shall confirm electronically with their opponents each home fixture at least five days before each match; shall notify their opponents of the precise colours in which their Club will play (giving particulars whether stripes, hoops, quarters etc., and if colour only in collar and/or edging), and the Secretary of the home Club shall notify its opponents of the exact location of the ground on which the match will be played. Home Clubs shall have available for use, if required, an alternative change of shirts. The away Club shall seek and acknowledge receipt of such particulars. Clubs failing to comply with any part of this rule shall be liable to a fine not exceeding £15.

## Substitute Players

7. A Club may at its discretion use 5 eligible substitute players, (except for in the Professional Cup and Invitation Cup where it shall be 3 from 5 named players which should be nominated to the referee before the start of the game), at any time in a match, except to replace a player who has been dismissed from the game by the referee. A player sent from the field of play by the referee shall not be eligible to take part in any other game on that day until the game in which he was participating has been completed.

When a substitution is to be made the following conditions shall be observed:

- (a) The names of all substitutes must be given to the referee prior to the commencement of the match and substitutes not named may not take part.
- (b) The referee shall be informed of the proposed substitution before it is made.
- (c) The substitute shall not enter the field of play until the player he is replacing has left and then only after having received the signal from the referee.
- (d) The player shall enter the field during a stoppage in play and at the half-way line.
- (e) A player who has been substituted becomes a substitute and may replace another player subject to the substitution being carried out in accordance with Law 3 of the Laws of the Game. This does not apply in the Professional Cup and Invitation Cup where a player who has been replaced shall not take any further part in the game.
- (f) If a Club's assistant referee's services are dispensed with because of serious misconduct he shall not be permitted to enter the field of play as a substitute.

## Duration of Play

8. The normal time of each match shall be 90 minutes. The half-time interval shall not exceed fifteen minutes. All matches are to be completed on the day.

## Grounds

9. The ground for all Competition matches shall be as near as possible to 120 yards long by 80 yards wide and not less than 100 yards long by 50 yards wide but at the discretion of the Council this can be

reduced. The touch line and goal lines and other necessary markings must be clearly marked. In all Finals and Semi-Finals, grounds should be roped off or barrier enclosed down both touch lines for the duration of the match, with the exception of the Invitation, Saturday and Sunday Challenge Cups where grounds are to be fully roped off or barrier enclosed. The Assistant Referees are to have ample room between the touch line and the ropes or barriers to carry out their duties.

### **Dressing Rooms and Refreshments**

10. The Home Club shall provide dressing room accommodation for the visiting team and advise them of its situation, and endeavour to provide separate accommodation for the Referee.

For Semi-Finals and Finals:

- a) Suitable changing accommodation for 3 Match Officials which should be a separate room with ample space.
- b) Drinks to be made available for both teams and the Match Officials.
- c) The balance of the cost of match officials for Semi-Finals, if gate receipts are insufficient, shall be shared equally by the competing Clubs

### **Colours**

11. In all matches club teams must wear a jersey or shirt of their distinguishing colours. When the colours of competing Clubs are similar the Away Club must change except in a final tie, when both Clubs must change or come to an agreement on colours. No player, including the goalkeeper, shall be permitted to wear predominantly black or very dark shirts. Any objection to colours must be made to the Referee before the game commences.

### **Match Results**

12. (a) The Secretary of each Club shall, not later than the day following any match, post the result to the Competitions' Secretary of the Association, together with the full names of players comprising the team, the name of the referee, and also report on the manner in which the referee carried out his duties (See Assessment of Referees). Clubs may enter the match details on the Full-Time website. If the referee is marked 60 or less a fuller statement of explanation, signed by the Club Chairman or the Club Secretary, must be submitted within 7 days of the fixture. Any Club failing to comply with this rule shall incur a penalty of £10, and any Club, upon a third such default in any season shall be considered guilty of misconduct and be dealt with in such manner as the Council may think fit. Any club knowingly submitting an incorrect result card shall be liable to a fine not exceeding £50.
- (b) A representative of the home team club competing in the Cambridgeshire Football Association's Saturday Challenge Cup and Invitation Cup shall telephone the match result in to the Competitions' Secretary on 07952 742561 within 30 minutes of the conclusion of the game.
- (c) In matches other than those in paragraph (b) the Secretary of each home club shall telephone the result to the Competitions' Secretary on 01223 209033 not later than 7 pm on the day of the match, or 10 pm for evening matches.
- (d) A representative of both teams together shall, at least 15 minutes before kick off, submit to the match referee a team sheet. All nominated players including substitutes must be entered on the sheet to correspond to their playing numbers. Captains to wear armbands.
- (e) Failure to comply with paragraphs (b), (c) and (d) will result in a fine of £10.

### **Disputes and Protests**

13. (a) All questions of eligibility, qualifications of players and Clubs, or interpretations of the rules, shall be dealt with by the Council.
- (b) Clubs desiring to protest against any supposed infringement of the rules must do so in writing, and in duplicate, and the protest must contain the particulars of the grounds upon which it is founded and be received by the Competitions' Secretary of the Association postmarked within seven days of the conclusion of the match to which it refers. All protests and claims must be accompanied by a deposit of £25, which will be forfeited to the funds of the Association at the

discretion of the Council.

- (c) Any objection or complaint relating to the ground or appurtenances of the game must be made verbally to the referee before the commencement of the match, failing which the protest will not be entertained.
- (d) No protest or claim shall be withdrawn except by leave of the Council.
- (e) The Council or Committee dealing with any protest, objection or claim, shall have power to decide by whom the cost of the enquiry (including witnesses' expenses) shall be borne.
- (f) Any appeal against a decision of the Council or Management Committee must be lodged with the FA within 14 days of the posting of the written notification of the decision causing the appeal, accompanied by a fee which must be forfeited in the event of the appeal not being upheld. A Copy of the appeal must also be sent to the Secretary.

## Time of Kick-off

(Matches played under Floodlights excepted)

14. The official times for starting of Competition matches shall be as follows:

September	3.00 pm	January	1.45 pm
October	3.00 pm	February	1.45 pm
November	1.45 pm	March	3.00 pm
December	1.45 pm	April	3.00 pm

All evening fixtures unless played under floodlights will kick-off not later than 6.15 pm.

When a match is not finished owing to the kick-off not taking place at the time fixed by the Association, the Club in default, failing a satisfactory explanation of delay, shall be liable to a fine not exceeding £10, and for the payment of match expenses if the game is ordered to be replayed.

The official time of starting may be varied, subject to the following provisions:

- (a) No match shall begin at a time that will not permit its conclusion 30 minutes after sunset (according to the calendar).
- (b) The convenience of visiting players in matters of travelling arrangements shall be a primary consideration when any alteration is made.
- (c) When any alteration is made from the official time of kick-off it shall be the duty of the Home Club to notify the Competitions' Secretary at least 7 days prior to the date of the match the time of kick-off.
- (d) A dispute between any two clubs as to a desired deviation from the official time of starting shall be referred to the Competitions Secretary of the Association for settlement.
- (e) Matches under floodlights shall kick-off on Saturdays at 3 pm Evening matches to kick-off at 7.45 pm, unless the Competitions' Secretary is advised 7 days prior to the match.

## Referees and Assistant Referees

15. Officials appointed by the Association shall receive fees etc. as follows:

<b>Competition</b>		<b>Fee</b>
Cup Finals: (excluding Professional Cup)		A Trophy
Invitation Cup & Professional Cup	Referee	£32.00
	Assistant Referees	£22.00
Saturday Challenge Cup & William Coad Intermediate Cup	Referee	£29.00
	Assistant Referees	£20.00
Sunday Challenge Cup, Sunday Centenary Cup & Sunday Millennium Cup	Referee	£22.00
	Assistant Referees	£16.00
Junior Cup, Lower Junior Cup, North Cambs. Junior Challenge Cup, North Cambs. Sunday Cup, Women's Invitation Cup & Women's Junior Invitation Cup	Referee	£21.00
	Assistant Referees	£16.00
Youth Cups	Referee	£18.00
	Assistant Referees	£13.00

In addition to a fee, all appointed officials shall be paid travelling expenses, at the rate of 35p per mile. A maximum of 90 miles may be claimed for matches where three officials have been appointed. A maximum of 50 miles may be claimed for other matches.

**(Note:** where joint travel is used involving 2 separate matches the return mileage to the nearest venue should be split equally and charged to the 2 Home clubs with the official adding the additional return mileage between the venues to their claim.)

Every effort must be made to keep travelling expenses to a minimum and Match Officials have a part to play in that quest. The overall responsibility lies with the Match Referee for ensuring the most cost effective and practical joint travel arrangements.

When travelling by private car, Match Officials must claim for the journey, calculating the mileage by the shortest route. It is appreciated that, despite this instruction, Match Officials may still use another route, which, although providing a quicker journey, is not necessarily the shortest. With the modern development of orbital motorway routes, especially around large conurbations, it is often easier to circumvent these areas rather than travel through them. That is the choice of Match Officials, but even in these cases, it is imperative that the shortest journey is claimed.

Match officials should be aware that joint travelling arrangements are not always designed on a "pick up on the way" basis. There may be occasions where all 3 officials are expected to meet at a mutually agreed point and then all travel together. In these cases, each individual is entitled to claim for the short journey to the meeting point.

When arranging for joint travel, every Match Official has an individual responsibility to ensure that the arrangements are made in good time ahead of the match day. It is not acceptable to leave the making of arrangements to the day before the game. If, when making arrangements, it transpires that there has been a replacement to any of the Officials, the remaining Match Official(s) must contact the Competitions' Secretary to establish the replacement and whether joint travel is required with that replacement Official.

There will be no dispensation from joint travel on a Saturday. If a Match Official wishes to withdraw from the joint travel arrangement on a Saturday, permission must firstly be sought, but he will do so at his own expense. It is accepted that - for midweek games - many Officials travel direct to the ground from work and that joint travel arrangements under those circumstances are not practical. To



be released from any possible joint travel arrangements in these situations, contact the Competitions' Secretary.

In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to half their fee plus expenses. Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses. All payments made by Clubs to appointed officials shall be in cash. A Club Official shall ascertain the fees and expenses of match officials before the game and these shall be paid to them immediately after the match in the Referees Changing Room. If for any reason no such payment is made to officials appointed by Cambridgeshire Football Association then these officials shall be paid by the Cambridgeshire Football Association who in turn will seek reimbursement from the Club.

***In all Competitions, other than the Invitation Cup, the Saturday and Sunday Challenge Cups, when a referee fails to arrive BOTH Clubs will be responsible for agreeing to a person to officiate as the referee. The match MUST BE played and the matter reported to the Competitions' Secretary. Standard Punishment will be enforced against the offending Club or Clubs if the game is not played.***

For all Invitation Cup, Saturday and Sunday Challenge Cup matches when a referee fails to arrive and there is no appointed assistant to referee BOTH Clubs must make every effort to agree to a replacement. If a replacement is not available BOTH Clubs will report immediately by telephone to the Competitions' Secretary the postponement of the match followed by a written explanation within 3 days. The Competitions' Secretary will recommend to the appropriate Committee, based on the explanations, whether or not to enforce any punishment for the game not having been played.

For all matches for which Assistant Referees are not appointed by the Association, each Club shall provide an Assistant Referee. The Home Club shall supply two Assistant Referee's flags. Clubs failing to meet either or both of these requirements shall be fined £10.

The Association shall have the power to appoint Assistant Referees to all matches. Referees shall report short teams, late starts, absence of linesmen and other breaches of rules to the Competitions' Secretary of the Association, which communication should be posted not later than the day following the match. The Club(s) responsible for the late start of any match unless an explanation acceptable to the Association is received within 7 days shall be liable to a fine not exceeding £15.

All Assistant Referees shall forward misconduct reports in cases where a player is sent from the field of play.

### **Clubs Intending to Withdraw**

16. Any Club intending to withdraw is required to give notice of that intention to the Competitions' Secretary and to the Secretary of the opposing Club not less than five days before the date fixed for playing. Clubs failing to play a Cup tie on the appointed date shall be deemed to have withdrawn from the Cup Competition and the game will be awarded to the opposing Club. Unless a reasonable explanation can be given for failing to fulfil a fixture the Club shall be fined a sum not exceeding £40, and otherwise dealt with as the Council may determine.

The Association will only accept Clubs submitting claims for expenses when supported with a voucher or receipt. The Association will then decide as to the amount of expenses to be paid

### **Abandoned Matches**

17. The Council shall have power to decide the result of an abandoned match.

### **Awards**

18. (a) The winners and runners-up of all Cups shall receive medals or trophies sixteen in number.  
(b) Where a player taking part in a Cup Final is sent from the field of play for misconduct, he shall not receive his trophy at the presentation ceremony.

## **Custody of Trophies and Engraving**

19. When the winners of trophies have been ascertained, the Chief Executive of the Association or his authorized representative shall hand over the trophy to such winners on their subscribing a document to the following effect:

'We "A.B." the Secretary of ..... Club and "C.D." and "E.F." members of and representing the said Club, having been declared the winners of ..... and the same having been delivered to us by "G.H." the Chief Executive of the Association or his authorized agent, do hereby on behalf of the said Club, and individually and collectively engage to return the same to the said "G.H." or his authorized representative on or before the 1st day of March next in like good order and condition, and should the said trophy be destroyed or damaged by fire or by any other cause or lost whilst assigned to our possession, we do hereby further jointly and severally promise to refund the amount of its value or the cost of thorough repair as may be determined by the Council.

Clubs failing to comply with the whole or any part of this Rule shall be fined £20.

Winning Clubs shall be responsible for engraving their name on all trophies. Failure to do so will result in a fine of £20, plus the cost of engraving.

*Note:* Clubs will be reminded by the Competitions' Secretary in January/February to return trophies.

## **Contingencies**

20. The Council shall have power to deal with any contingency which may arise for which there is no provision in these Rules.

## **Telephones**

21. All Clubs shall provide the name and address of an Officer or a Member who is on the telephone and is willing to receive emergency messages.

## **Telephone Messages**

22. All telephone messages either left on an answerphone or with a third party must be confirmed either by a return telephone call or in writing. This includes messages for the Competitions' Department or between Clubs. Disputes appertaining to messages left will not be considered unless proof of confirmation is available. Clubs proven to fail to comply with this Rule will be fined a sum not exceeding £25.

