

## Adult County Cup Competition Rules 2018/19

### 1. DEFINITIONS

(A) In these Rules:

“Affiliated Association” means an Association accorded the status of an Affiliated Association under the rules of The FA.

“AGM” shall mean the annual general meeting held in accordance with the constitution of the Competition.

“Club” means a club for the time being in membership of the Competition.

“Competition” means any individual Cup/Shield Competition.

“Competition Match” means any match played or to be played under the jurisdiction of the Competition.

“Contract Player” means any Player (other than a Player on a Scholarship) who is eligible to play under a written contract of employment with a Club.

“Deposit” means a sum of money deposited with the Competition as part of the requirements of membership of the Competition.

“Fees Tariff” means a list of fees approved by the Clubs at a general meeting to be levied by the Competitions Committee for any matters for which fees are payable under the Rules, as set out at Schedule A.

“Fines Tariff” means a list of fines approved by the Clubs at a general meeting to be levied by the Competitions Committee for any breach of the Rules, as set out at Schedule A.

“Ground” means the ground on which the Club’s Team(s) plays its Competition Matches.

“Management Committee” means in the case of a Competition which is an unincorporated association, the Management committee elected to manage the running of the Competition and where the Competition is incorporated it means the Board of Directors appointed in accordance with the articles of association of that company. In this context it means the Competitions Committee of the Hertfordshire Football Association

“Match Officials” means the referee, the assistant referees and any fourth official appointed to a Competition Match.

“Non-Contract Player” means any Player (other than a Player on a Scholarship) who is eligible to

play for a Club but has not entered into a written contract of employment.

“Officer” means an individual who is appointed or elected to a position in a Club or Competition which requires that individual to make day to day decisions.

“Participant” shall have the same meaning as that set out in the rules of The FA from time to time.

“Player” means any Contract Player, Non-Contract Player or other player who plays or who is eligible to play for a Club.

“Playing Season” means the period between the date on which the first competitive fixture in the Competition is played each year until the date on which the last competitive fixture in the Competition is played.

“Rules” means these rules under which the Competition is administered.

“Sanctioning Authority” means the Hertfordshire County Football Association.

“Scholarship” means a Scholarship as set out in Rule C 3 (a) (i) of the rules of The FA.

“Season” means the period of time between an AGM and the subsequent AGM.

“Secretary” means such person or persons appointed or elected to carry out the administration of the Competition.

“SGM” means a special general meeting held in accordance with the constitution of the Competition.

“Team” means a team affiliated to a Club, including where a Club provides more than one team in the Competition in accordance with the Rules.

“The FA” means The Football Association Limited.

“WGS” means the Whole Game System and the procedures for the operation thereof as determined by The FA from time to time.

“written” or “in writing” means the representation or reproduction of words or symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

(B) Unless stated otherwise, terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and vice-versa.

## GOVERNANCE RULES

### 2. COMPETITION NAME, CONSTITUTION

- (A) The Competition will be known as Hertfordshire Football Association County Competitions and may comprise of the following competitions subject to approval of Council: Hertfordshire FA Challenge Cup (Senior Cup), Hertfordshire Centenary Trophy (Senior Trophy), Hertfordshire FA Intermediate Cup, Hertfordshire FA Junior Cup, Hertfordshire FA Charity Cup, Hertfordshire FA Charity Shield, Hertfordshire FA Sunday (Senior) Cup, Hertfordshire FA Sunday (Intermediate) Cup, Hertfordshire FA Sunday (Junior) Cup, Hertfordshire FA Sunday Inter-League Cup, Hertfordshire FA Women's Cup, Hertfordshire FA Veterans' Cup (or such other name as the Competition may adopt). The Clubs participating in the Competition must be members of the Hertfordshire FA. A Club which ceases to exist, or which ceases to be entitled to play in the Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Competition.
- (B) This Competition shall consist of not more than 128 Clubs *and/or Teams* approved by the Sanctioning Authority.
- (C) The geographical area covered by the Competition membership shall be the boundary of the County of Hertfordshire.
- (D) The administration of the Competition under these Rules will be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Competitions Committee in accordance with the rules, regulations and policies of The FA.
- (E) All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition to have accepted the Rules and to have agreed to abide by the decisions of the Competitions Committee in relation thereto, subject to the provisions of Rule 7.
- (F) The Rules are taken from the Standard Code of Rules (the "Standard Code") determined by The FA from time to time. In the event of any omissions from the Standard Code then the requirements of the Standard Code shall be deemed to apply to the Competition.
- (G) All Clubs must be affiliated to an Affiliated Association and their names and particulars shall be returned annually by the appointed date in a manner prescribed by the Sanctioning Authority and must have a constitution approved by the Sanctioning Authority. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (H) Inclusivity and Non-discrimination
- (i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination and should abide and adhere to The FA Equality Policy and any legislative requirements (to include those contained in the Equality Act 2010).

(ii) This Competition and each Club must make every effort to promote equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community, irrespective of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise.

(iii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.

(I) Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including, but not limited to, Charter Standard and RESPECT Programmes. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(J) All Participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The FA from time to time.

(K) Clubs shall not enter any of their Teams playing in the Competition in any other competitions (with the exception of FA and Herts County FA Competitions) except with the written consent of the Competitions Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(L) This rule not applicable.

(M) This rule not applicable

### **3. CLUB NAME**

Any Club wishing to change its name must obtain permission from the Sanctioning Authority and from the Competitions Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

### **4. ENTRY FEE, SUBSCRIPTION, DEPOSIT**

(A) Applications by Clubs for admission to the Competition or the entry of an additional Team(s) from the same Club must be made in writing to the Secretary or nominated officer and must be accompanied by an Entry Fee per Team as set out in the Fees Tariff, which shall be returned in the event of non-election. The Entry Fee is payable on or before the 30<sup>th</sup> June in each year. Applications received after this date may result in a late fee being paid. Development teams shall be regarded as Reserve teams for the purposes of these rules.

(B) This rule is not applicable

(C) In the event of any issue concerning the membership of any Club with the Competition the

Competitions Committee may require a Deposit to be paid (in accordance with the Fees Tariff) by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(D) A Club shall not participate in this Competition until the entry fee has been paid.

(E) Clubs must advise the Secretary in writing, or on the prescribed form, of details of its headquarters, its Officers and any other information required by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(F) Entry to the Senior Challenge Cup and Senior Trophy should be determined by the Football Association Step level at which the Club operates. Senior Challenge Cup should be Football League Clubs plus non-League Clubs at Steps 1 to 5. Clubs at Steps 6 and 7 should enter the Senior Trophy. To enter the Senior Challenge Cup, a Club must have regular use of a ground where floodlights to a lux value of 120 are available and where a charge for admission must be made, and where there is a protective walkway from the dressing rooms to the playing area.

The reserve team of a Club playing in the Senior Challenge Cup or Senior Trophy may play in the Intermediate Cup (unless dispensation has been received to play in the Junior Cup) A Reserve team playing at Step 6 level shall enter the Senior Trophy. The reserve team of a Club playing in the Intermediate Cup may play in the Junior Cup. Clubs in the Herts Senior County League and Spartan South Midlands League not qualified in the above Competitions can only enter the Intermediate and NOT the Junior Cup. For the purposes of this rule Development teams shall be considered equivalent to Reserve teams.

(G) A team playing in the highest division of their affiliated Sunday Leagues shall play in the Hertfordshire FA Sunday Senior Cup. A team playing in the second and third highest divisions of their affiliated Sunday Leagues shall play in the Hertfordshire FA Sunday Intermediate Cup. A team playing in all other divisions of their affiliated Sunday Leagues shall play in the Hertfordshire F.A. Sunday Junior Cup.

In Sunday Leagues comprising of three divisions, teams shall enter the Hertfordshire F.A Sunday Senior Cup; Sunday Intermediate Cup and Sunday Junior Cup respectively.

In Sunday Leagues comprising of either one Division or two Divisions, teams will enter a Cup Competition as decided by the Competitions Committee.

(H) All teams competing in Women's Leagues shall enter the Women's Cup.

(I) All Veterans' teams may enter the Veterans' Cup.

(J) If there are less than 8 teams entering a Competition at the same time of the draw being made

for a particular Competition the Committee reserves the right to cancel that Competition for the forthcoming season.

(K) The Competitions Committee shall have the power to amend entry qualifications for a League with three divisions or less upon written request from the League concerned.

(L) The first, (or most Senior in status) team shall enter the Competition relevant to its status, determined by League membership. The second (or Reserve) team, plus any other teams operated by the Club, may enter the Competition/s relevant to their status. Where a Club has more than one team eligible for the same competition it may be entitled to enter both or all teams, however no player may play for more than one team in the same Competition in any one season.

(M) The County Competitions shall take precedence over all League and other competitions except the F.A. Challenge Cup, F.A. Challenge Trophy, F.A. Challenge Vase, Premier League, Football League, F.A. Sunday Cup and the F.A. Women's Cup.

(N) Clubs withdrawing or having been expelled mid-season from their domestic competition shall not be eligible to compete in the County Cup Competition unless agreed by the Competitions Committee.

## **5. MANAGEMENT, NOMINATION, ELECTION**

(A) The Competitions Committee shall comprise the Chairman of the Competitions Committee, Vice-Chairman of the Competitions Committee, Competitions Secretary, Assistant Competitions Secretary (Senior), Assistant Competitions Secretary (Sunday), Assistant Competitions Secretary (Youth) and other members as chosen by the Ad Hoc Committee of the Hertfordshire Football Association in accordance with the Articles and Rules of the Hertfordshire Football Association.

(B) The Chairman and Vice-Chairman of the Competitions shall be elected at the last Committee meeting prior to the Hertfordshire Football Association AGM each year

(C) The Competitions Committee shall meet as and when required, save that no more than three calendar months shall pass between each meeting.

(D) On receiving a requisition signed by two-thirds (2/3) of the members of the Competitions Committee the Secretary shall convene a meeting of the Competitions Committee.

(E) Except where otherwise mentioned all communications shall be addressed to the Secretary

or nominated officer who shall conduct the correspondence of the Competition and keep a record of its proceedings.

(F) All communications received from Clubs must be conducted through their Officers and sent to the Secretary or nominated officer.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

## **6. POWERS OF COMPETITIONS**

(A) The Competitions Committee may appoint sub-committees and delegate such of their powers as they deem necessary. The decisions of all sub-committees shall be reported to the Competitions Committee for ratification. The Competitions Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of The FA or Affiliated Association.

(B) Subject to the permission of the Association having been obtained, the Competitions Committee may order a match or matches to be played each Season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any club which may have withdrawn during the Season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the Season.

(C) Each member of the Competitions Committee shall have the right to attend and vote at all Competitions Committee meetings and have one vote thereat, but no member shall be allowed to vote on any matters directly appertaining to such member or to the Club so represented or where there may be a conflict of interest. (This shall also apply to the procedure of any sub-committee).

In the event of the voting being equal on any matter, the Chairman of the Competitions Committee shall have a second or casting vote.

(D) The Competitions Committee shall have powers to apply, act upon and enforce these Rules and shall also have jurisdiction over all matters affecting the Competition. Any action by the Competition must be taken within 28 days of the Competition being notified.

With the exception of Rules 6(I), 8(H), and 9, for all alleged breaches of a Rule the Competitions Committee shall issue a formal written charge to the Club concerned. The Club charged shall be given 7 days from the date of notification of the charge to reply. In such reply a Club may:

- (i) Accept the charge and submit in writing a case of mitigation for consideration by the Competitions Committee on the papers; or
- (ii) Accept the charge and notify that it wishes to put its case of mitigation at a hearing before the Competitions Committee; or

- (iii) Deny the charge and submit in writing supporting evidence for consideration by the Competitions Committee on the papers; or
- (iv) Deny the charge and notify that it wishes to put its case of mitigation at a hearing before the Competitions Committee.

Where the Club charged fails to respond within 7 days, the Competitions Committee shall determine the charge in such manner and upon such evidence as it considers appropriate.

Where required, hearings shall take place as soon as reasonably practicable following receipt of the reply of the Club as more fully set out above.

Having considered the reply of the Club (whether in writing or at a hearing), the Competitions Committee shall make its decision and, in the event that the charge is accepted or proven, decide on the appropriate penalty (with reference to the Fines Tariff where applicable).

With the exception of Teams playing at Step 7 of the National League System, the maximum fine permitted for any breach of a Rule is £250 and, when setting any fine, the Competitions Committee must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

The maximum fine permitted for a breach of a Rule by a Team playing at Step 7 of the National League System is £500.

No Participant under the age of 18 can be fined.

All breaches of the Laws of the Game, or the Rules and Regulations of The FA shall be dealt with in accordance with FA Rules by the appropriate Association.

(E) All decisions of the Competitions Committee shall be binding subject to the right of appeal in accordance with Rule 7.

Decisions of the Competitions Committee must be notified in writing to those concerned within 7 days.

(F) Four members shall constitute a quorum for the transaction of business by the Competitions Committee or any sub-committee thereof.

(G) The Competitions Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number.

(H) A Club must comply with an order or instruction of the Competitions Committee and must attend to the business and/or the correspondence of the Competition to the satisfaction of the Competitions Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.



(G) Subject to a Club's right of appeal in accordance with Rule 7 below, all fines and charges must be paid within 14 days of the date of notification of the decision. Any Club failing to do so will be fined in accordance with the Fines Tariff. Further failure to pay the fine including the additional fine within a further 14 days will result in fixtures being withdrawn until such time as the outstanding fines are paid.

(I) A member of the Competitions Committee appointed by the Competition to attend a meeting or Competition Match may have any reasonable expenses incurred refunded by the Competition.

(J) The Competitions Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the AGM or SGM called to decide the constitution and the commencement of the Playing Season.

(K) The business of the Competition as determined by the Competitions Committee may be transacted by electronic mail or facsimile.

(L) The Competitions Committee shall have the power to alter or add to the Rules of the County Competition as they may, from time to time, deem necessary or expedient; any such changes to be ratified by the Council of the Hertfordshire Football Association

## **7. PROTESTS, CLAIMS, COMPLAINTS, APPEALS**

(A) (i) All questions of eligibility, qualification of Players or interpretations of the Rules shall be referred to the Competitions Committee or a sub-committee duly appointed by the Competitions Committee.

(ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Competitions Committee unless a protest is lodged with the referee before the commencement of the Competition Match. Any club lodging such protest and not proceeding with it shall be deemed guilty of a breach of this rule and shall be dealt with by the Competitions Committee.

(B) Except in cases where the Competitions Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged with the Secretary within 3 days (excluding Sundays) of the Competition Match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Competitions Committee. A member of the Competitions Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.

(C) No protest of whatever kind shall be considered by the Competitions Committee unless the complaining Club shall have deposited with the Secretary, or nominated officer, a sum in

accordance with the Fees Tariff. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the inquiry or to order that the costs to be shared by the parties.

(D) All parties to a protest or complaint must receive a copy of the submission and must be afforded an opportunity to make a statement at least 5 days prior to the protest or complaint being heard.

(E) (i) All parties must have received 5 days' notice of the hearing should they be instructed to attend.

(ii) Should a Club elect to state its case in person then it should indicate such when forwarding the written response.

The Competitions Committee shall also have power to compel any party to the protest to pay such expenses as the Competitions Committee shall direct.

(F) Any appeal against a decision of the Competitions Committee must be lodged with the Sanctioning Authority within 3 days of the posting of the written notification of the decision causing the appeal, accompanied by a fee (as set out in the Fees Tariff) which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary or nominated officer. The procedure for the appeal shall be determined by the Sanctioning Authority, in such respect the Sanctioning Authority may (but is not obliged to):

- a. invite submissions by the parties involved;
- b. convene a hearing to hear the appeal;
- c. permit new evidence; or
- d. impose deadlines as are appropriate

Any appeal shall not involve a rehearing of the evidence considered by the Competitions Committee.

(G) This Rule is not applicable

(H) All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Competitions Committee, or a sub-committee duly appointed by the Competitions Committee. The Clubs or Players protesting, appealing, claiming or complaining must send a copy of such protest, appeal, claim or complaint and deposit a fee (as set out in the Fees Tariff) which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and the party not succeeding may, in addition, be ordered to pay the costs at the direction of the Competitions Committee.

All such protests, claims, complaints and appeals must be received in writing by the Secretary within fourteen days of the event or decision causing any of these to be submitted.

(I) If so requested, or at its discretion, the Competitions Committee may arbitrate on any disputes, protests, appeals, claims or complaints between two Clubs in which event both Clubs shall send a non-returnable fee. Such arbitration shall be final and binding upon the parties to the arbitration.

## **8. ANNUAL GENERAL MEETING**

This rule is not applicable to this Competition

## **9. SPECIAL GENERAL MEETINGS**

This Rule is not applicable to this Competition

## **10 AGREEMENT TO BE SIGNED**

By affiliating to the Hertfordshire County Football Association, a club agrees to conform to the rules and regulations and to accept, abide by, and implement the decisions of the Competitions Committee, subject to any right of appeal in accordance with Rule 7.

## **11. CONTINUATION OF MEMBERSHIP, WITHDRAWAL OF A CLUB**

(A) A club intending to withdraw any of its teams, or not fulfilling the fixture in any tie in a County Competition shall be deemed to have conceded the tie to its opponents unless decided otherwise by the Competitions Committee. A club intending to withdraw any or all its teams must give notice of its intention to do so to the Secretary, or nominated officer, the Association and the Secretary of the opposing club. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(B) The Competitions Committee shall have the discretion to deal with a Team being unable to start or complete its fixtures for a Playing Season, including, but not limited to, issuing a fine in accordance with the Fines Tariff.

(C) Notwithstanding the powers of the Competitions Committee pursuant to Rule 6(I), in the event of a Club failing to discharge all its financial obligations to the Competition in excess of £50, the Competitions Committee shall be empowered to refer the debt under The FA Football Debt Recovery provisions.

(D) A Club withdrawing any or all its teams from a County Cup Competition but remains a member

of the League that it entered at the start of the season, shall be fined a minimum of £60.00. A Club withdrawing any or all its teams with less than 8 days' notice shall be fined a minimum of £60.00. A Club withdrawing any or all its teams with less than 48 hours, but prior to the date of the match, shall be fined a minimum of £70.00. A Club withdrawing any or all its teams on the day of the match, shall be fined a minimum of £80.00, plus the reimbursement of any costs incurred. A Club withdrawing any or all its teams failing to keep its engagement without notification being given prior to kick off time shall be fined a minimum of £110.00, plus the reimbursement of any costs incurred.

(E) A club or team having withdrawn from its League shall not be permitted to continue in the County Competitions of that team.

A Club withdrawing any or all its teams in a semi-final or final of a County Competition shall be deemed guilty of serious breach of rules and dealt with in such manner as the Competitions Committee may direct.

## **12. EXCLUSION OF CLUBS, TEAMS. MISCONDUCT OF CLUBS, OFFICERS, PLAYERS, COMPETITIONS COMMITTEE**

This rule not applicable to this competition

## **13. TROPHY**

(A) The following agreement shall be signed on behalf of the winners of the cup or trophy:-

"We (A) (name) and (B) (name), the Chairman and Secretary of FC (Limited), members of and representing the Club, having been declared winners of cup or trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the cup or trophy to the Competition Secretary on or before the first day of February next.. If the cup or trophy is lost or damaged whilst under our care, we agree to refund to the Competition the amount of its current value or the cost of its thorough repair."

Failure to comply will result in a fine in accordance with the Fines Tariff.

(B) In addition to the Trophy, the Association shall present mementoes to the players, substitutes and match officials in the Final Tie. The Competitions Committee reserves the right to withhold a memento being handed to any player who has been sent off the field by the referee during the match. In such case, the memento will be handed to the player once the teams have left the field of play. No additional Trophies shall be presented by the Association.

#### **14. ALTERATION TO RULES**

Alterations shall be made to these Rules only at the last Council Meeting of the Hertfordshire Football Association Council prior to the Annual General Meeting of the Association. Any alteration made during the playing season to the Rule relating to the qualification of players shall not take effect until the following season.

Notice of proposed alterations to be considered at the Council shall be submitted to the Competitions Secretary by 1st January in each year. The proposals shall be circulated to the Committee Members by 28th February and any amendments thereto shall be submitted to the Secretary by 20th March. The proposals and proposed amendments thereto shall be circulated to Council members with the notice of the last Council Meeting prior to the Annual General Meeting. A proposal to change a Rule shall be carried if a majority of those present and entitled to vote are in favour. The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the AGM.

#### **15. FINANCE**

This rule not applicable to this Competition

#### **16. INSURANCE**

(A) All Clubs must have valid public liability insurance cover of at least ten million pounds (£10,000,000) at all times.

(B) All Clubs must have valid personal accident cover for all Players registered with them from time to time. The Players' personal accident insurance cover must be in place prior to the Club taking part in any Competition Match and shall be at least equal to the minimum recommended cover determined from time to time by the Sanctioning Authority. In instances where The FA is the Sanctioning Authority, the minimum recommended cover will be the cover required by the Affiliated Association to which a Club affiliates.

Failure to comply with Rule 16(A) or 16(B) will result in a fine in accordance with the Fines Tariff.

#### **17. DISSOLUTION**

This rule not applicable to this competition

## **MATCH RELATED RULES**

### **18. QUALIFICATION OF PLAYERS**

A registered playing member of a Club is one who, being in all other respects eligible, subject to following rules:-

#### **ELIGIBILITY OF PLAYERS (SATURDAY COMPETITIONS)**

Each County Competition shall be competed for annually by teams of eleven players.

Qualifications for all Hertfordshire F.A. County Cup Competitions in any season shall count only from the date fixed by the Association for the official opening date of that season.

A player qualified to play in any round of a County Cup Competition shall be deemed qualified to play in any subsequent round by virtue of his original qualifications, unless he has rendered himself ineligible.

In the case of postponed matches, only those players who were eligible by registration on the original date fixed for the playing of the fixture shall be allowed to play. (Not including players who were serving a period or match suspension)

A club having a player or players on loan must advise the Competitions Committee Secretary in writing, within the qualifying period appertaining to the County Cup Competition in which the Club compete before the date of their match, to confirm that written permission has been obtained from the Parent Club/s that the player(s) in question are eligible for the Competition that they are to play in provided that all Football Association Rules on Temporary Transfers (Rule 6.6) have been met.

#### **Charity Cup and Charity Shield**

In matches played prior to the start date of the Club's League programme each season, no player will have his eligibility impaired, and he will be able to play for another Club in either Competition as the season progresses. A designated trialist with a Club will be considered eligible to play.

In matches played after the start date of the Club's League programme, all players must be registered playing members with a League in which their team competes. A player will become cup tied for both the Charity Cup and Charity Shield once he has made an appearance for a Club. He will only be eligible to continue playing for that Club for the remainder of the season, and for no other Club in either Competition.

(Playing in the Charity Cup or Shield does not affect a player's eligibility for any other Competitions promoted and controlled by the Hertfordshire F.A.).

### Senior Challenge Cup, Senior Trophy, Intermediate Cup and Junior Cup

To be eligible to play in the Senior Challenge Cup and Senior Trophy, a player must be registered with a league in which the Club plays by 5.00pm on the day prior to the date of the match.

To be eligible to play in the Intermediate Cup and Junior Cup, a player must have must be registered with a league in which the Club plays no later than 3 days prior to the originally scheduled date of the match (ie by 9.00pm on the Wednesday immediately prior to the date of the match, if a Saturday). *Such registration may be via hardcopy or WGS.* In each of these Competitions a player can move up in status of Competition without being cup-tied, but he cannot move down in status unless it is for the reserve or lower team of the same Club. A player will be permitted to play for the same Club in another Competition, providing that Club operates more than one team.

#### Senior Challenge Cup

A player who has already played in the Senior Challenge Cup for another Club in the same season will not be eligible to play in this Competition.

#### Senior Trophy

A player who has already played in the Senior Challenge Cup or for another Club in the Senior Trophy in the same season will not be eligible to play in this Competition.

#### Intermediate Cup

A player who has already played for another Club in the Senior Challenge Cup, Senior Trophy or Intermediate Cup in the same season will be ineligible to play in this Competition. However, if a player has played in one of these Competitions, but only for his own Club, he will be eligible. Such a player must not have played in 15 or more first team\* matches in the same season. Qualification for playing in the semi-finals round or final round will increase to a player not having played in 20 or more first team\* matches.

\*The definition of a first team match includes all Competitions in which the first team of a club takes part.

#### Junior Cup

A player who has competed in the F.A. Challenge Cup, F.A. Trophy or F.A. Vase whether it be for different Clubs or within the same Club during the current season will not be eligible to play in the Junior Cup.

A player who has already played for another Club in the Senior Challenge Cup, Senior Trophy, Intermediate Cup or Junior Cup during the current season will not be eligible to play in the Junior Cup.

A player who has played in a competitive first team fixture for a Club designated as either Step 1, 2, 3 or 4 level - whether it be the same Club or another Club - during the current season, will not be eligible to play in the Junior Cup. This includes participation in the Senior Challenge Cup.

A player who has played in no more than 3 competitive first team fixtures\* for a Club at either Step 5 or Step 6 levels – whether it be the same Club or another Club – during the current season, will be eligible to play in the Junior Cup, subject to all other clauses of this rule. This includes participation in the Senior Challenge Cup and Senior Trophy Competitions. However, a club may play no more than three (3) such players in any one Junior Cup fixture.

No more than 3 players in total from Step 7 level and/or reserve or 2nd team level will be able to play in the Junior Cup for a team in any one match.

A reserve team or an 'A' or 'B' team may play up to 3 players who have played for a team that is below Step 7 level but above Junior Cup standard (i.e. a team that would enter the Intermediate Cup).

A player who has played in 10 or more first team fixtures\* for a Club designated at Step 7 level, during the current season, will not be eligible to play in the Junior Cup, subject to all other clauses of this Rule. The qualification figure of 10 rises to 15 for the semi-finals and final rounds. This includes participation in the Senior Trophy and Intermediate Cup Competitions.

If a Club enters a team below that of reserve team status in the Junior Cup, that team may include no more than three (3) players who have played in 10 or more matches for the reserve (or 2nd) team of the Club in the current season. The qualification figure of 10 rises to 15 for the semi-finals and final rounds. This includes participation in the Intermediate Cup Competition. If a Club has more than one team competing in the Junior Cup, a player will only be allowed to play for one team.

#### ELIGIBILITY OF PLAYERS (SUNDAY COMPETITIONS)

Each County Competition shall be competed for annually by teams of eleven players.

Qualifications for all Hertfordshire F.A. Cup Competitions in any season shall count only from the date fixed by the Association for the official opening date of that season.

To be eligible to play in the Hertfordshire F.A. Sunday Senior Cup, Sunday Intermediate Cup, Sunday Junior Cup and Women's Cup Competitions, a player must have must be registered with the league in which the Club plays no later than 3 days prior to the originally scheduled date of the match (ie by 9.00pm on the Thursday immediately prior to the date of the match, if a Sunday). Such registration may be via hardcopy or WGS.

A player who has played in either the Sunday Senior Cup, Sunday Intermediate Cup or Sunday Junior Cup becomes ineligible to play for any other Club in any of these competitions in the



same season. A player will be permitted to play for the same Club in another Competition, providing that Club operates more than one team, subject to; a player who is registered for a Club with more than one team may play in any Sunday Competition in the same season for that Club, but no Club shall include in its team more than three (3) players who have played in a more Senior Competition that season.

A player qualified to play in any round of a County Competition shall be deemed qualified to play in any subsequent round by virtue of his original qualifications, unless he has since rendered himself ineligible.

In the case of postponed matches, only those players shall be allowed to play who were eligible by registration on the date fixed for the completion of the round. (Not including players who were serving a period suspension.)

Playing in the Sunday Inter-League Cup Competition shall not affect the eligibility of a player for the Sunday Senior, Sunday Intermediate Cup or the Sunday Junior Cup Competitions.

If a Club enters more than one team in the same Competition, no player will be allowed to play for more than one team. (i.e. he/she becomes cup tied upon making their first appearance as a player in a match)

No Club, player, official, Referee or Assistant Referees shall be compelled to participate in football on Sundays, Good Friday or Christmas Day except that membership of, or participation in, Sunday football shall be taken as consent to play on Sundays, except when Christmas Day be on a Sunday.

### VETERAN'S CUP COMPETITION

The following Rules apply to the Veterans' Competition only:

Players must have reached the age of 40 years on the 1st September of the playing Season.

However, each competing team shall be allowed to play in any one match up to four (4) players who are over the age of thirty-five (35) as of 1st September.

A player may only play for one team in the Veterans' Cup Competition during the same season.

In the veterans' Cup the duration of the match shall be of two halves of 40 minutes, with extra time of 10 minutes each way (if required) followed by kicks from the penalty mark if the scores remain level after extra time. Kick off times shall be between 10.00am and 2.00pm except in the months of November, December, January and February when the kick off time must be no later than 1.30PM.

All disciplinary procedures will be followed in accordance with those set down by the Football Association.

Roll-on/roll-off substitutes (maximum of 5) are allowed – i.e. the reintroduction of previously

substituted players is permitted.

4. In all other circumstances the normal Sunday Competitions' Rules will apply

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(B)

(i) Contract players are not permitted in this Competition with the exception of those Players who are registered under Contract with the same Club who have a team operating at Steps 1 to 6 of the National League System.

It is the responsibility of each Club to ensure that any Player registered to the Club has, where necessary, the required International Transfer Certificate. Clearance is required for any Player aged 10 and over crossing borders including Wales, Scotland and Ireland.

(ii) This rule not applicable

(C) This rule not applicable

(D) This rule not applicable

(E) This rule not applicable

(F) It shall be a breach of Rule for a Player to:-

i) Play for more than one Club in the Competition in the same Playing Season. (NB Please also refer to the eligibility of Players, Saturday and Sunday Competitions Rule 18A.

ii) This rule not applicable

iii) This rule not applicable.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(G) This rule not applicable

(H) This rule not applicable.

(I) This rule not applicable.

(J) A Club shall keep a list of the Players it registers and a record of all matches in which those Players have played for the Club and shall produce such records upon demand by the Competitions Committee.

(K) This rule not applicable.

(L) This rule not applicable.

(M) This rule not applicable.

(N) Any team playing an unregistered or otherwise ineligible players or players may be removed from the competition and may be fined not less than £35 (in accordance with the fines tariff) and/or otherwise dealt with at the discretion of the Competitions Committee.

(i) This rule not applicable

(ii) This rule not applicable

(iii) This rule not applicable

(O) The following clause applies to Competitions involving Players in full-time secondary education:-

Priority must be given at all times to school and school organisations activities. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(i) The availability of children must be cleared with the Head Teachers (except for Sunday leagues competitions).

(ii) To play open age football the player must have achieved the age of 16.

(P) This rule not applicable

## **19. CLUB COLOURS**

Every Club must register the colour of its shirts and shorts with the Association by 30<sup>th</sup> June who shall decide as to their suitability.

Any Club wishing to change its colours during the Playing Season must obtain permission from the Sanctioning Authority.

Goalkeepers must wear colours which distinguish them from all other Players and the Match Officials.

No Player, including the goalkeeper, shall be permitted to wear black or very dark shirts.

Any Team not being able to play in its normal colours as registered with the Competition shall notify its opponents the colours in which they will play (including the colours of the goalkeeper's jersey) at least 7 days before the Competition Match.

If, in the opinion of the referee, two Teams have the same or similar colours, the Away Team shall make the change. Should a Team delay the scheduled time of kick off for a Competition Match by not having a change of colours they will be fined in accordance with the Fines Tariff.

Shirts must be distinctively numbered, failing which a fine will be levied in accordance with the Fines Tariff.

## **20. PLAYING SEASON. CONDITIONS OF PLAY, TIMES OF KICK-OFF. POSTPONEMENTS. SUBSTITUTES**

(A) The Competitions Committee shall determine the commencing date for the ensuing season which shall be in accordance with Football Association Rules. No club shall be compelled to play after the concluding date as determined at the AGM.

All Competition Matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board.

The County Competitions shall be conducted and decided on a knock-out basis unless otherwise determined by the Competitions Committee.

Once the draw notification bulletins have been issued, no team will be accepted into a Competition as a late entrant, except at the discretion of the Competitions Committee.

The ties (except in the cases of the Charity Cup and Shield, where clubs may be paired) shall be drawn, and within 7 days after such drawing, the Honorary Secretary of the Competitions' Committee, or the Honorary Assistant Secretary, shall intimate to each Club the name of its opponents, which Club has choice of grounds, the date the tie is to be played and time of kick-off.

In each tie (with the exception of the Charity Cup and Shield if Clubs are paired) the game shall be played on the ground of the club first drawn, unless otherwise mutually arranged and the consent of the Competitions Committee obtained.

In the Intermediate Cup Competition, if the Club drawn at home has the regular use of floodlights, then it may choose to play the match in midweek, by mutual agreement with the opposition, either

during the week before, or in the week after, the scheduled date for the match. At least 8 days' notice must be given to the opposing team. The new date shall be regarded as the original date for player eligibility and players must be eligible to play on the rearranged date.

Clubs must take all reasonable precautions to keep their Grounds in a playable condition. All Competition Matches shall be played on pitches deemed suitable by the Competitions Committee. If through any fault of the home Team a match has to be replayed, the Competitions Committee shall have power to order the venue to be changed.

The Competitions Committee shall have power to decide whether a pitch and/or facilities are suitable for Competition Matches and to order the Club concerned to play its Competition Match(es) on another ground.

Football Turf Pitches (3G) are allowed in this Competition provided they meet the required performance standards and are listed on the FA's Register of Football Turf Pitches. All Football Turf Pitches used must be tested (by a FIFA accredited test institute) every three years and the results passed to The FA. The FA will give a decision on the suitability for use and add the pitch to the Register.

The home Club is also responsible for advising Participants of footwear requirements when confirming match arrangements in accordance with Rule 20I.

Within the National League System ("NLS") all Competition Matches shall have a duration of 90 minutes. All Competition Matches outside of the NLS shall have duration of 90 minutes unless a shorter time (not less than seventy (70) minutes) is mutually arranged by the two Clubs in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves.

The times of kick-off shall be fixed at the AGM and can only be altered by the mutual consent of the two competing Clubs prior to the scheduled date of the Competition Match with written notification given to the Competition at least 7 days prior.

Referees must order matches to commence at the appointed time and must report all late starts to the Competition.

The home Team must provide goal nets, corner flags and at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(B) Except by permission of the Competitions Committee all Competition Matches must be played on the dates originally fixed but priority shall be given to The FA and parent County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a Competition match with the consent of the (*Fixtures*) Secretary. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. In the Senior

Challenge Cup Competitions ties shall be played during the week shown on the draw schedule and on the day of the week nominated by the Home team, unless mutually agreed by both teams to a different day of that week, or an earlier week altogether. Such an arrangement is to be submitted to the Honorary Secretary of the Competitions' Committee for approval.

In the case of a revised fixture date, the Clubs must be given by the Competition 5 clear days' notice of the match (unless otherwise mutually agreed).

All Home playing grounds must be within the borders of the Hertfordshire County, but the Competitions' Committee has the discretion to allow other certain grounds outside the County boundary to be used in exceptional circumstances, such as bad weather. Any Club wishing to play a fixture on a ground which is different from that shown in the Handbook and outside County boundaries must apply for permission to do so from the Association Officer responsible for the Club's relevant Cup Competition. Any Club which is found to have played a match in contravention of these conditions, having ignored this instruction, may be dealt with at the discretion of the Competitions' Committee.

In all County Competitions, (both Saturday and Sunday), changing facilities for players and officials must be provided, together with washing facilities i.e. running water. If a Home team is unable to provide this, an alternative venue must be found, unless both teams agree prior to the date of the match to use the existing facilities. For Senior Challenge Cup, Senior Trophy and Intermediate Cup games the playing area must be enclosed.

Grounds used by teams competing in the Senior Challenge Cup and Senior Trophy must have dugouts provided for both teams' Officials and must also have a clearly marked out Technical Area.

In all rounds of the Saturday Competitions (with the exception of the Junior Cup) the playing pitch must have a railed or roped-off area at least five feet from the goal and touch lines. In all other Competitions (with the exception of the Women's Cup and the Veterans' Cup where only the semi-finals apply) the quarter and semi-final ties must have similar provisions. Where local regulations do not allow this the home Club must find an alternative ground or play on the ground of their opponents, which must comply with the foregoing conditions. Fluorescent tape is not considered a satisfactory replacement for rope. All posts or stakes used must be of material considered satisfactory for players' safety.

The Competitions Committee shall have power to decide whether a pitch and/or facilities are suitable for matches in the Competition and to order the Club concerned to play its fixtures on another ground.

The dimensions of the field of play for matches in the County Competitions shall be:

Length - maximum 120 m (130 yds); minimum 90m (100 yds)

Breadth - maximum 90m (100 yards); minimum 45m (50 yards)

If the ground of a club which has choice of ground is considered unsuitable for a cup- tie, its opponents may complain to the Secretary of the Competitions' Committee at least seven days before the scheduled date of the match. The complaint, which must be in triplicate, must be accompanied by a deposit of £10.00. If the complaint is upheld, the Competitions Committee may order the game to be played on the ground of the complaining Club or on a neutral ground. If the complaint is not sustained, the deposit shall be forfeited, and the complaining Club may be called upon to pay expenses incurred in deciding the complaint.

The times of kick-off shall be fixed by the Competitions Committee. Any Club failing to commence at the appointed time may be fined in accordance with the fines tariff or be otherwise dealt with as the Competitions Committee may determine.

All matches must be concluded at the first meeting. Unless otherwise specified, in all rounds, in the event of the score being level at full time, an extra 15 minutes each way must be played, or if in the opinion of the Referee, prevailing circumstances did not permit the match being finished, 10 minutes each way may be played. In this case the referee shall decide at the end of full time and prior to the commencement of extra time and shall notify both teams. If the scores are still equal, kicks from the penalty mark shall decide the result according to the procedure laid down in the Laws of Association Football. If unforeseen circumstances prevent the completion of the kicks from the penalty mark, the game shall be played again the following week at the ground of the "away" team in the original match.

In all rounds of the Senior Challenge Cup, Senior Trophy, Charity Cup and Charity Shield except the semi-final and final, the score being level at full time, extra time will not be played but will proceed direct to kicks from the penalty mark as aforementioned to decide the result. In the semi-final and final of these competitions in the event of the score being level at full time an extra 15 minutes each way must be played. If the scores are still equal, kicks from the penalty mark shall decide the result according to the procedure laid down in the Laws of Association Football.

Referees must order matches to commence at the appointed time and must report all late starts to the Competition.

The home team must provide goal nets and at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable.

A club whose first team is at Level 4 or higher shall, if appropriate, have priority for a first team match over an Intermediate Cup match involving its reserve team scheduled for the same date.

(C) An Officer of the home Club must give notice of full particulars of the location of, and access to, the Ground and time of kick-off to the Match Officials and an Officer of the opposing Club at least 7 clear days prior to the playing of the match. If not so provided, the away Club shall seek such details and report the circumstances to the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(D) In accordance with the Laws of the Game, the minimum number of Players that will constitute a Team for a Competition Match is seven (7). In the event of a club playing with less than nine (9) players, Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff

(E)

(i) In the event of a Club failing to keep its engagement the Competitions Committee shall have power to impose a fine (in accordance with the Fines Tariff), order the defaulting Club to pay any reasonable expenses incurred by the opponents or otherwise deal with them except the award of goals. The Competitions Committee shall have power to order a Competition Match to be played on a neutral ground or on the opponent's Ground if they are satisfied that such action is warranted by the circumstances.

(ii) Any Club with more than one Team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence:- First Team, Reserve Team, A Team.

(iii) Any Club unable to fulfil a fixture or where a Competition Match has been postponed for any reason must, without delay, give notice to the relevant Competitions Secretary, the Competition Referees Appointments Secretary, the secretary of the opposing Club and the Match Officials.

(iv) In the event of a Competition Match not being played (except in the Charity and Senior competitions) or having been abandoned owing to causes over which neither Club has control, it must be played again on the same ground on or before the following Saturday, or Sunday if in the Sunday Competitions. If a game is abandoned, through no fault of either team, at the completion of normal time or during extra time, the re-arranged game will be played on the ground of the "away" team in the original tie. Where it is to the advantage of the Competition and the Clubs involved agree, the Management Committee shall also be empowered to order the score at the time of an abandonment to stand. Providing gate money is taken and retained the visiting Club shall receive the cost of coach travel (receipt required) up to a maximum of £3.00 per coach mile. If private cars are used by the away team, expenses can be claimed for up to five cars at the rate of 40 pence per mile on a direct route from Club Headquarters. These costs of staging the match shall comprise a floodlight charge (limited to £75.00 if used), gatemen (maximum allowance £40.00), A claim may be made for a doctor/first aid and policing/stewarding charges providing an invoice can be produced, if applicable as detailed on the Statement of Receipts and Payments. No



other deductions can be made. The residue (if any) to be equally divided between the two Clubs after deducting the cost of advertising, printing, posting, police and match officials' charges.

In the event of a fixture being postponed on two (or more) occasions both Clubs should have an alternative ground available in case a change of venue is required. The Competitions Committee has the authority to switch a venue (to either another ground supplied by the home drawn team, or to the away team's ground) if the circumstances are considered appropriate and beneficial to both Clubs and the running of the Competition concerned. However, the switching of a venue is not an automatic procedure and will be at the discretion of the appointed Competitions Officer. If a match in any Competition has the venue switched to the ground of the away drawn team, whether by mutual consent or by order of the Competitions Committee, the fixture shall be reversed – i.e. the away drawn team becomes the home team and vice-versa.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(v) The Competitions Committee shall review all Competition Matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Competitions Committee shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Competitions Committee are satisfied that a Competition Match was abandoned owing to the conduct of one Team or its Club member(s) they shall be empowered to award the points for the Competition Match to the opponent. In cases where a Competition Match has been abandoned owing to the conduct of both Teams or their Club member(s), the Competitions Committee shall rule that neither Team will be awarded any points for that Competition Match and it shall not be replayed. No fine(s) can be applied by the Competitions Committee for an abandoned Competition Match.

(vi) The Competitions Committee shall review any Competition Match that has taken place where either or both Teams were under a suspension imposed upon them by The FA or Affiliated Association. In each case the Team that was under suspension would be dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 18(N) above. Where both Teams were under suspension the game must be declared null and void and shall not be replayed.

(F) In the Senior Challenge Cup, Senior Centenary Trophy, Charity Cup, Charity Shield and Saturday Intermediate Cup a Club may at its discretion and in accordance with the Laws of the Game use substitute Players in any Competition Match. A Club may name up to 5 substitute Players of whom not more than 3 may be used.

Where the Competition does allow return substitutes, a Club may use up to 5 from 5 substitute Players in a Competition Match. (For clarification these Competitions are Saturday Junior Cup, all Sunday Competitions including the Veterans' Cup and Women's Cup)

A player who has been substituted himself becomes a substitute and may replace a Player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

The referee shall be informed of the names of the substitute Players not later than 10 minutes before the start of the Competition Match, or where team sheets are issued at least 30 minutes before the start of the match (except in Senior competition matches and the semi-finals and Final where it shall be 45 minutes) and a Player not so named may not take part in that Competition Match.

A Player who has been named as a substitute before the start of the Competition Match but does not actually play in that game shall not be considered to have been a Player in that Competition Match within the meaning of Rule 18 of this Competition.

(G) The half time interval shall be of up to 15 minutes' duration, but it shall not exceed 15 minutes. The half-time interval may only be altered with the consent of the referee.

(H) The Teams taking part in a Competition Match shall identify a Team captain who shall wear an armband and shall have a responsibility to offer support in the Competitions of the on-field discipline of his/her teammates. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(I) In all Saturday Competitions, team sheets must be exchanged between the teams, in the presence of the match Referee, at least 45 minutes prior to the set kick off time, with the exception of the Intermediate and Junior Cups which shall be 30 minutes prior to kick off. The names on the team sheets must correspond exactly to the number worn by the player and to those names included by Clubs on their match result sheets. Any failure to comply with this Rule will result in the offending club being fined or dealt with at the discretion of the Competitions Committee.

(J) All Clubs drawn at home in the Senior Challenge Cup, the Senior Trophy, the Intermediate Cup, and the Charity Cup and Shield, must supply refreshments to visiting Players, Officials and Match Officials to a standard equivalent to a home 1st team match in their own League.

(K) No request for a postponement of a match will be granted, whether the match in question is on the original published date, or on a later date due to an earlier postponement caused by weather or unplayable ground conditions etc., unless exceptional circumstances as decided by the Competitions Committee prevail.

(L) SEMI-FINALS AND FINAL TIES

(i) All semi-final ties must be played on the days and at times fixed by the Council.

(ii) Every Club playing in a semi-final or final of a County Competition shall send to the opposing club, the association Headquarters and to the nominated Officer of the Competitions Committee a list of players, which must include their dates of birth, from whom the team for the semi-final or final must be selected giving seven (7) clear days' notice. No player will be considered eligible unless his/her name appears in the list. Additions to the team lists can only be made with the consent of both the opposing Club and the nominated Association Officer. No objection to the qualifications of any players mentioned in such list shall be entertained unless notice of objection, setting out in detail the grounds of such objection, is in the hands of both the Secretary of the opposing Club and the nominated Association Officer prior to the date of the kick off for the match. Failure to submit a list of players with 7 clear days' notice will result in the offending Club being fined.

(iii) In the final ties, the Association will take the net surplus or loss in revenue, except Charity Competitions as covered in Rule 10N.

(iv) The Competitions Committee shall determine the venues on which Finals shall be played and all finals will be decided at the first meeting, with no replays.

(v) A Club on whose ground a final is played shall forward to the Honorary Treasurer of the Association, within seven days of the match, a detailed statement of the match receipts and expenses.

(vi) In the Senior Cup, Senior Trophy, Charity Cup, Charity Shield and in the Final Ties of all other competitions the exchange of team-sheets, in the presence of the referee, must be made at least 45 minutes prior to kick-off. In all other semi-final ties, the exchange is to take place no later than 30 minutes prior to kick-off. Failure to comply with this Rule will result in a fine in accordance with the fines tariff.

(vii) In the Senior Cup, Senior Trophy, Charity Cup and Charity Shield and in the final of all other Competitions a Technical Area form detailing the occupants of the Technical Area must be completed by each team and handed to the referee at least 45 minutes before kick-off. In all other semi-finals the time shall be 30 minutes before kick-off.

No more than two persons at a time are authorised to stand in the Technical Area from each Team at any time, but only one person is allowed to coach at any one time. Substitute players may warm up behind the nearest Assistant Referee and once this is completed must return to the dugout. A maximum of 8 (eight) persons are allowed in the dugout at any one time. No person under 16 years of age shall be permitted in the Technical Area.

(viii) Each club playing in the Final Tie of a competition must submit, at least 10 days prior to the date of the final, to the nominated member of the Competitions Committee and/or Herts FA staff member, details of the club history and pen pictures of each of the players liable for selection, together with a team photograph and club logo where possible, to be used in the match-day programme. Failure to comply with this rule will result in a fine in accordance with the Fines Tariff.

### **(M) MATCH RECEIPTS AND EXPENSES**

The home club shall provide for the sale of admission tickets and the visiting Club for checking the sale. The expenses of sellers and checkers shall not be a charge on the gate. In Senior Challenge Cup matches a minimum spectator admission charge of £4.00 must be made by each Home Club. In the Senior Trophy and Intermediate Cup, clubs making a ground admission fee must charge a minimum of £2.00.

In all games in the County Competitions where entry fees are charged a Statement of Receipts and Payments will be prepared on the form provided by the Competitions Committee. This statement shall be completed by the home club and one copy forwarded to the Hertfordshire Football Association Ltd office and a second copy forwarded to the opponents Secretary within 7 days of the game with the appropriate cheque.

In all games in the County Competitions EXCEPT the Charity Competitions, semi-finals played on a neutral ground, the gate receipts (less VAT where applicable), shall be equally divided between the two competing Clubs after deducting the Match Officials fees and expenses, the visiting teams reasonable travelling expenses and the cost of staging the match. The maximum fare for coach travel will be £3.00 per coach mile. If private cars are used by the away team, expenses can be claimed for up to five cars at the rate of 40 pence per mile on a direct route from Club Headquarters. These costs of staging the match shall comprise a floodlight charge (limited to £75.00 if used), gatemen (maximum allowance £40.00) doctor/first-aid and policing/stewarding charges if applicable all as detailed on the Statement of Receipts and Payments. No other deductions can be made.

In the event of the Gate receipts (less VAT) being less than the Expenses as detailed on the Statement of Receipts and Payments the deficit shall be borne by the two Clubs

equally.

In the Charity Cup Competition, the payment to the Hertfordshire Football Association Ltd shall be 50% of the gate receipts (less VAT if applicable) less £ 75.00 allowed towards the expenses incurred as shown on the Statement of Receipts and Payments.

The competing Clubs shall share any surplus or deficit as shown by this statement which shall show the gate receipts (less VAT if applicable) less the payment to the Hertfordshire Football Association Ltd, less the match officials fees and expenses, the visiting teams travelling expenses and the costs of staging the match as detailed in Rule 9b.

In the Charity Shield Competition any surplus shown by the Statement of Receipts and Payments is payable to the Hertfordshire Football Association. Any deficit is borne equally by the two competing Clubs.

The distribution of the funds arising from the Charity Cup and Charity Shield Competitions shall be under the absolute control of the Directors.

#### **(N) CLUB DOCTOR**

It is the responsibility of the Home or Host Club in any Senior Challenge Cup or Charity Cup Match involving an F.A. Premier League, Football League, or Conference National Club, to ensure that a qualified Medical Practitioner (i.e. registered GP) is in attendance at least 30 minutes prior to the kick-off, and throughout the match and until at least 30 minutes after the termination of the match, and that he is afforded ready access to the playing area. The medical practitioner's fee to a maximum of £130.00 may be deducted from gate receipts as per Rule 10(O) providing a copy of the Doctor's invoice is submitted with the Statement Receipts and Payments. A Nurse, Paramedic, St Johns Ambulance or a Qualified First Aider must attend each match involving Conference South teams if a GP is not available.

#### **21. REPORTING RESULTS**

(A) All clubs (whether home or away) must communicate the result of their County Cup match by 6.00pm (11.00pm for evening matches) on the date of the match. This communication must be in the form of an SMS message in response to an automated message sent from the County FA on the day of the game. A fine will be imposed if a club fails to communicate the result within the stipulated time.

(B) Each club playing in a match in the County Competitions shall notify the result by using an on-line of the match taking place. This shall indicate which substitute players actually took part in the match by entering the field during the duration of the match. Non-playing substitutes need not be named on the form, and this must include an assessment of the Match Referee, by allocating a mark out of 100. A club awarding a Referee a mark of 60 or less must forward a covering letter giving a valid reason for such low marking. To avoid a fine, the completed form must be submitted

to the County FA Office within two days of the date of the match. The Competitions' Committee shall have power to take such action as they deem suitable against a Club which submits an incomplete form or incorrect information.

(C) The match result notification, correctly completed, shall be signed by a responsible member of the Club

## **22. DETERMINING CHAMPIONSHIP**

This rule not applicable

## **23. MATCH OFFICIALS**

(A) Registered referees (and assistant referees where approved by The FA or County FA) for all Competition Matches shall be appointed in a manner approved by the Competitions Committee and by the Sanctioning Authority.

(B) In the event of the non-appearance of the appointed referee the appointed senior assistant referee shall take charge and a substitute assistant referee appointed by the competing Teams. In cases where there are no officially appointed Match Officials in attendance, the Clubs shall agree upon a referee. An individual thus agreed upon shall, for that Competition Match, have the full powers, status and authority of a registered referee. Individuals under the age of 16 must not participate either as a referee or assistant referee in any Competition Match.

(C) Where assistant referees are not appointed each Team shall provide a Club assistant referee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. Assistant Referees shall be appointed for all matches in the Senior Challenge Cup, Senior Trophy, Charity Cup and Charity Shield, and for the Quarter-finals, Semi-Finals and Finals of the Intermediate Cup, Junior Cup, Sunday Senior, Sunday Intermediate and Sunday Junior Cups. Assistant Referees shall be appointed for the Semi Finals and Finals of the Women's Cup and Veterans' Cup.

A Club may apply in writing to the Referees' Committee for the appointment of assistant referees in County Competition games, other than as set out in above paragraph, and if such Assistant Referees are available, the Club making the application shall be responsible for the payment of their fees.

(D) The appointed referee shall have power to decide as to the fitness of the Ground in all Competition Matches and that decision shall be final, subject to the determination of the Local Authority or the owners of a Ground, which must be accepted. Each Club must take every precaution to keep its ground in playing condition. If necessary, either Club must apply to the Competition's Honorary Secretary for an inspection to be made and the Secretary shall require the

referee or his nominated deputy to examine the ground and decide its fitness for play in sufficient time to save expenses of unnecessary journeys being incurred by the Clubs. The Club applying for the inspection shall pay the costs of such inspection, which shall not be a charge on the gate receipts

(E) Match Officials' fees shall be as follows:

Challenge Cup: Referee £45.00 Assistant Referee £30.00

Charity Cup: Referee £35.00 Assistant Referee £25.00

Match Officials appointed in the above competitions shall be entitled to charge standard class public transport expenses or private Car expenses of 40p per mile and any other permitted expenses actually incurred in addition to the match fee.

Senior Trophy: Referee £40.00 Assistant Referee £27.00

Charity Shield: Referee £35.00 Assistant Referee £25.00

Other Competitions: Referee £35.00 Assistant Referee £25.00

All above fees are inclusive of travel expenses.

Match Officials will be paid their fees and/or expenses by the home Club before/immediately after the Competition Match. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

In the finals ties of all competitions the appointed Match Officials shall receive suitable mementoes in lieu of a fee and travelling expenses of £15.00.

(F) In the event of a Competition Match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to half fee (plus expenses if Senior Cup). Where a Competition Match is not played owing to one Club being in default, that Club shall be ordered to pay the Match Officials, if they attend the Ground, their full fee (and expenses if Senior Cup). Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(G) A referee not keeping his or her engagement and failing to give a satisfactory explanation as to their non-appearance, will be reported to the Referees Committee, who shall take such action as is deemed necessary.

(H) Each Club shall, in a manner prescribed from time to time by The FA, award marks to the referee for each Competition Match and the name of the referee and the marks awarded shall be submitted to the Competition on the prescribed form provided. Clubs failing to comply with this Rule shall be liable to be fined (in accordance with the Fines Tariff) or dealt with as the Competitions Committee shall determine.

(I) The Competition shall keep a record of the markings and, on the form provided by the prescribed date each Season, shall submit a summary to The FA/County FA.

(J) The referee shall submit an online report form within two (2) days of the match. All sections should be completed in full, including the email addresses of the secretaries of the competing teams. Should a match referee have difficulty in providing this report, then a phone call should be made to the office of the Hertfordshire Football Association.

(K) Match Officials shall be supplied, each season, with a copy of the Competition Rules free of charge. This may be in the form of an electronic version. Match Officials shall have undertaken a RESPECT briefing offered by the FA/County FA or the League.

(L) In Senior Cup, Senior Trophy, Charity Cup, Charity Shield and Intermediate Cup matches, the Match Officials should arrive at the ground at least one hour before the stated kick-off time. In Junior Cup and Sunday Competitions, the officials should arrive at the ground at least 30 minutes before the stated kick-off times except in the Quarter-Finals onwards when this should be 60 minutes.

(M) Match Officials in all Competitions of the Hertfordshire Football Association shall wear traditional black shirts (either all black or with white trim), black shorts and socks which are all black or black with white tops. No coloured kit is permissible.



## SCHEDULE A

FEES TARIFF		
RULE NUMBER	DESCRIPTION	MAXIMUM FEE
4 (A)	CLUB ENTRY FEE (Senior Challenge Cup)	£25.00
	CLUB ENTRY FEE (Senior Trophy)	£20.00
	CLUB ENTRY FEE (Intermediate Cup)	£15.00
	CLUB ENTRY FEE (Charity Cup)	By Invitation: Free
	CLUB ENTRY FEE (Charity Shield)	By Invitation: Free
	CLUB ENTRY FEE (Junior Cup)	£10.00
	CLUB ENTRY FEE (Sunday Senior Cup)	£10.00
	CLUB ENTRY FEE (Sunday Intermediate Cup)	£10.00
	CLUB ENTRY FEE (Sunday Junior Cup)	£10.00
	CLUB ENTRY FEE (Women's Cup)	£10.00
	CLUB ENTRY FEE (Veterans' Cup)	£10.00
4 (A)	ENTRY FEE PAID AFTER 30 <sup>th</sup> JUNE	£10.00
7 (C), 7 (E), 7(G)	PROTEST/APPEAL FEES	£25.00
23 (E)	REFEREE FEES	See Rule 23E
23 (E)	ASSISTANT REFEREE FEES	See Rule 23E

<b>FINES TARIFF</b>		
<b>RULE NUMBER</b>	<b>DESCRIPTION</b>	<b>MAXIMUM FINE</b>
2 (I)	FAILURE TO COMPLY WITH FA INITIATIVES	£25.00
2 (K)	UNAUTHORISED ENTRY OF TEAMS INTO COMPETITIONS	£25.00
3	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£25.00
5(E)	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED OFFICERS	£20.00
6 (H)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE COMPETITIONS COMMITTEE	£25.00
6 (I)	FAILURE TO PAY A FINE WITHIN REQUIRED TIMEFRAME	£20.00
11(A)	FAILURE TO PROVIDE NOTICE OF WITHDRAWAL BEFORE DEADLINE	£50.00
	WITHDRAWAL OF TEAM ON DAY WITH NO NOTIFICATION	£110.00 PLUS COSTS
	WITHDRAWAL OF TEAM ON THE DAY OF THE MATCH WITH NOTIFICATION	£80.00 PLUS COSTS
	WITHDRAWAL OF TEAM WITH LESS THAN 48 HOURS' NOTICE	£70.00 PLUS COSTS
	WITHDRAWAL OF TEAM WITH LESS THAN 8 DAYS' NOTICE	£60.00 PLUS COSTS
	WITHDRAWAL OF TEAM FROM A SEMI-FINAL	£100.00
	WITHDRAWAL OF TEAM FROM A FINAL	£150.00
11 (B)	FAILURE TO COMMENCE/COMPLETE FIXTURES	£50.00
13 (A)	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY	£20.00
13 (A)	FAILURE TO RETURN THE TROPHY BY 1 <sup>ST</sup> FEBRUARY	£100.00
13 (A)	FAILURE TO HAVE TROPHY ENGRAVED	£25.00 PLUS COST OF ENGRAVING
13 (A)	FAILURE TO RETURN TROPHY DUE TO IT BEING LOST/STOLEN	COST OF SIMILAR REPLACEMENT
18 (M)	FIELDING MORE THAN THE PERMITTED NUMBER OF PLAYERS WHO HAVE PARTICIPATED IN SENIOR COMPETITIONS MATCHES	£50.00

18 (N)	PLAYING AN INELIGIBLE PLAYER	£50.00
18(O)	FAILURE TO GIVE PRIORITY TO SCHOOL ACTIVITIES	£20.00
19	DELAYING KICK OFF DUE TO NO CHANGE OF COLOURS	£25.00
19	FAILURE TO NUMBER SHIRTS	£25.00
20(A)	DELAYING KICK OFF DUE TO FAILURE TO PROVIDE REQUIRED EQUIPMENT	£50.00
	PITCH INSUFFICIENTLY ROPED OFF OT NOT ROPED OFF	£50.00
20 (B)	FAILURE TO PLAY MATCHES ON THE DATE FIXED	£60.00
20 (C)	FAILURE TO PROVIDE DETAILS OF A FIXTURE	£20.00
	FAILURE TO NOTIFY OF A POSTPONEMENT	£20.00
20 (D)	PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS	£20.00 PER PLAYER
20 (E) (i) & (iv)	FAILURE TO PLAY FIXTURE. See also 11A	£110.00
20 (H)	NO CAPTAIN'S ARMBAND	£20.00
20 (I) & (L)	LATE TEAM SHEET TO REFEREE (UP TO FINAL TIE)	£25.00
20 (L)	LATE TEAM SHEET TO REFEREE (FINAL TIE)	£50.00
20 (M)	FAILURE TO SUBMIT STATEMENT OF RECEIPTS	£30.00
20 (L) (viii)	FAILURE TO SUPPLY FINAL PROGRAMME INFORMATION	£50.00
21 (A)	LATE RESULT NOTIFICATION FORM	£20.00
21 (B)	FAILURE TO PROVIDE RESULT	£20.00
23 (B)	FAILURE TO AGREE A SUBSTITUTE REFEREE	£20.00
23 (C)	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE	£20.00
23 (E)	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	£25.00
23 (F)	FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED	£25.00
23 (H)	FAILURE TO PROVIDE REFEREE'S MARK	£20.00

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### **SCHEDULE A**

Fees Tariff

Fines Tariff