Hertfordshire FA

Guidance Notes for Clubs

Charity Shield 2019-20

PLEASE NOTE: The following provides **extracts** of Competition Rules and instructions for the above Competition. Clubs should, therefore, refer to the 'Cups and Competitions' pages of the Hertfordshire FA website for full details of the rules**.**

All rounds up to and including Semi-Finals

MATCH REPORT FORM

The Match Report Form is to be completed as an online document. This should be fully completed and submitted within two days of the match. A fine will be imposed if the Match Report Form is not received within the time stated.

Please ensure nominated substitutes, and used substitutes, are shown accordingly. Unused named substitutes are not considered to be 'cup tied'.

The Match Report Form can be found here:
https://fs4.formsite.com/Hertfordshirefa/form2/index.html

NOTIFICATION OF RESULT

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 fixture.

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. Any club failing to communicate the result of their game by this deadline shall be liable to a fine.

TEAM SHEET

Clubs must list players taking part in the game, including substitutes, on the provided Hertfordshire FA Triplicate Team Sheet and exchange copies with the Referee and their Opponents, in the presence of the Referee, at least 30 minutes before kick-off time.

Referees will report any club failing to comply with this instruction and any cases where a team sheet has been amended by a Club after being originally exchanged.

STATEMENT OF RECEIPTS

Home Clubs will receive a Statement of Receipts for each round, and this should be returned, fully completed, to the address stated within 7 days of the match. Competing clubs should refer to the **(Rule 14M)** with regards to the allocation of gate money.

CONFIRMATION OF MATCH

Home Clubs need to confirm match details with the Away team, Match Officials and the nominated Hertfordshire FA delegate. In the Final tie, confirmation will be made by Hertfordshire FA.

ELIGIBILITY OF PLAYERS

Clubs playing in either the Charity Cup or Charity Shield may play any bona fide playing member who has played for the Club in the current or preceding season.

In matches played prior to the start of Leagues' programmes, potential new players, and triallists, will be eligible to play. No player will have their eligibility impaired and will be able to play for another Club in either of the Charity Competitions, as the season progresses.

In matches played after the start of Leagues' programmes, a player becomes cup tied for both Charity Competitions 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 the Charity Cup or Charity Shield. A designated triallist with a club will be considered eligible to play.

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

To assist the checking of players' eligibility, the Competitions Committee now require the names of players and their relevant dates of birth to be entered on the Match Report Forms. A fine will be imposed if this is not adhered to.

SUBSTITUTES

Three substitute players may be used in County Cup ties from five names given to the Match Referee prior to the kick off. Unused, named, substitutes are not considered to be Cup Tied, but these should be clearly defined on each team's Result Sheet.

COLOURS

Home clubs are required to inform the Away team of the Home team colours, as it is the **Away** team who must change if there is a clash of colours.

TEMPORARY DISMISSALS (SIN-BINS)

Please be aware that the use of Temporary Dismissals (also known as sin-bins) will be used in this Competition as per FA requirements. Their use will only be for dissent and for no other cautionable offence.

DURATION OF MATCH

In all matches prior to the semi-finals round (including pre-season matches) will be of 90 minutes duration, with no Extra Time. Kicks from the Penalty Mark will decide the winning team if the scores are level as per the Laws of the Game.

In the Semi-final and Final rounds, extra time will be played if necessary. Kicks from the Penalty Mark will decide the winning team if the scores are level after extra time.

There are no replays in this competition.

HALF TIME

The half time interval shall not exceed 15 minutes which may only be altered with the consent of the Referee.

MATCH OFFICIALS

Match Official fees for this Competition are as follows:

Referee:	**£ 35.00**
Assistant Referees:	**£ 25.00**

The above fees are inclusive of travel expenses.

POSTPONED OR ABANDONED MATCHES

Note that in the event of a match being postponed, the same Match Officials remain appointed for the rearranged game. If the Referee abandons a match due to ground conditions, it becomes void and must be replayed.

Where a match is not played owing to causes over which neither club has control, the Match Officials shall be entitled to claim travel expenses incurred at 40p per mile.

If abandoned due to misconduct, a written misconduct report will be necessary from the Referee. The Home Club Secretary must advise **Paul Musgrave** from Hertfordshire FA and **Keith Hicks** of any abandoned matches as soon as possible.

If abandoned through no fault of either club after the completion of normal time, but before the end of extra time, then the game shall be played again at the ground of the away team.

HOSPITALITY

All Clubs drawn at home in the Charity Cup must provide refreshments to visiting players, officials, match officials and the Hertfordshire FA Representative to a standard equivalent to a home first team match in their own League.

In addition, the following rule will apply for the Semi-Final and Final ties

SQUAD SHEET

Clubs playing in the Semi-final and Final tie shall post or deliver by hand to the opposing Club, **Paul Musgrave** and **Keith Hicks** a list of players (with their date of birth) from whom the team for the Semi-final or Final must be selected giving 7 clear days notice.

A Copy must also be sent to the league, who will confirm that all players are registered and eligible to play. No player will be considered eligible unless their 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.

Key Contacts – Charity Shield

All competition and administration enquiries should be directed to:

Paul Musgrave
Football Services Administrator (Competitions)
Hertfordshire Football Association
The County Ground
Baldock Road
Letchworth
Hertfordshire
SG6 2EN

T: 01462 650201
F: 01462 677624
E: paul.musgrave@hertfordshirefa.com

Keith Hicks
Assistant Competitions Secretary
3 Pheasant Close
Berkhamsted
Hertfordshire
HP4 2HQ

T: 01442 863216
M: 07767 430087
E: keith55hicks@gmail.com

All Referee enquiries should be directed to:

Lee Grimsey
Saturday Competitions Referee Appointments
250 Lonsdale Road
Stevenage
Hertfordshire
SG1 5DH

T: 07702 172624
E: lee_grimsey@hotmail.com