

Hertfordshire FA



Guidance Notes for Clubs

Intermediate Cup 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.

CONFIRMATION OF MATCH

Home clubs need to advise match details as early as possible with the Away team, Match Officials and the nominated Hertfordshire FA delegate (if appointed). For the final tie, confirmation will be made to both clubs by Hertfordshire FA.

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, and to the nominated Hertfordshire FA Officer.

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.

ELIGIBILITY OF PLAYERS

To be eligible to play in the Intermediate Cup, a player must have been registered with a League in which your club plays for three days prior to the date of the match. (Only the Senior Challenge Cup and Senior Trophy can use players registered by the day before the match date).

A player who has played for another club in the Junior Cup will be eligible to play in the Intermediate Cup. A player who has played for another club in the Intermediate Cup, Senior Challenge Cup or Senior Centenary Trophy, will not be eligible to play and is classed as 'Cup Tied'.

There are other qualifications regarding players who have played first team games at a higher level, so it is recommended clubs read the whole of this rule for their own security.

Clubs should be aware of players who may be 'Cup Tied' if signing them on after the start of the season.

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.

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.

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.

DURATION OF MATCH

The match shall be of 45 minutes each way. Extra time, of 15 minutes each way, must be played if the scores are level at the end of normal time. If the scores are level at the end of extra time, then the game will be decided by kicks from the penalty mark in accordance to the procedure laid down in the Laws of the Game.

There are no replays in these competitions.

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:	£ 27.00 (where officially appointed)

These are 'all inclusive' fees - there is no separate payment for travel.

The **Home** team will pay the Referee the match fee. This is for all rounds up to and including the Semi-Finals. If Assistant Referees are appointed the **Home** team will pay one Official and the **Away** team will pay the other Official. It remains the responsibility of the **Home** team to ensure all payments are made to the Match Officials.

POSTPONED OR ABANDONED MATCHES

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

Where a match is not played owing to causes over which neither club has control, the Match Officials in attendance 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 and sent to the Association Headquarters.

The Home Club Secretary must advise **Paul Musgrave** and **Paddy Donovan** 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.

Hertfordshire FA may require a new venue to be found if the Home team pitch becomes unplayable and a match is postponed more than once.

HOSPITALITY

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

In addition, the following rules will apply from the Semi 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 **Paddy Donovan** 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 - Intermediate Cup

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

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All Referee enquiries should be directed to:

Lee Grimsey

Saturday Competitions Referee Appointments
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