Hertfordshire FA

Guidance Notes for Clubs

Veterans 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.

CONFIRMATION OF MATCH

Home Clubs need to confirm match details with the Away team, Match Officials and the nominated Hertfordshire FA delegate (if appointed), at least by the Monday prior to the game (or earlier if possible). Away teams are asked to report to **Keith Hicks** any team who has not contacted them by the Monday prior to the game.

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.

DRESSING ROOMS/CHANGING FACILITIES

The Home Club must ensure that Dressing Room accommodation and water **must** be provided. If this is not available, and an alternative ground cannot be obtained then the game should be switched to the opponent's ground, unless prior mutual agreement to play without the required changing facilities has been reached with the away team.

ELIGIBILITY OF PLAYERS

Players must have reached the age of at least 35 years on the 1st September of the playing season.

To be eligible to play in the Veterans 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. A player who has played for one club in the Veterans Cup becomes ineligible to play for any other club in that competition.

If a club does not play in a recognised Veterans' League, it must specially register each player it intends to use directly to Hertfordshire FA (**Paul Musgrave**) in writing, at least seven days prior to the date of the match. The first name, the surname, the full address including postcode, along with the player's date of birth are all required to allow the player to become eligible.

Beware 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

Five substitutes can be used from **five** named for each team, but the names must be given to the Referee prior to kick off.

In addition, repeated (roll-on, roll-off) substitutions are permitted. As such a player who has been substituted during a match becomes a substitute and may, in turn, replace another player at any time subject to the substitution being carried out in accordance within law 3 of the Laws of the Game.

Each Club is asked to check with their appointed Referee prior to their match that the referee is aware that this is the case.

DURATION OF MATCH

The match shall be of 40 minutes each way. Extra time, of 10 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 this competition.

HALF TIME

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

KICK OFF TIMES

Kick off times shall be between 10am and 2pm except in the months of November, December, January and February when the kick-off time must be no later than 1.30pm.

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 Hertfordshire FA.

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. 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.

In addition, the following rules will apply from the Semi Final ties:

SQUAD SHEET

Clubs playing in a Semi-final or 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 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.

TEAM SHEET

For the Semi-final and Final ties, Clubs must list players taking part in the game, including substitutes, on the official Hertfordshire FA Triplicate Team Sheet (already sent to Clubs) and exchange copies with the Referee and their Opponents, in the presence of the Referee, at least 30 minutes before kick off time.

ROPED OFF PITCHES

In the Semi-Final ties of this Competition, the playing pitch must have a railed or roped-off area at least five feet from the goal and touchlines on all sides. 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.

Tape is not considered a satisfactory replacement for rope. All posts or stakes used must be of material considered satisfactory for players' safety. If the pitch is not roped off satisfactorily the referee should play the match and then report this to Hertfordshire FA.

Key Contacts - Veterans 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
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:

Steve Dignum
Sunday Competitions Referee Appointments

T: 07850 145967
E: stevedignum@btinternet.com