

Guidance Notes for Match Officials

Senior Challenge 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](http://www.hertfordshirefa.com) for full details of the rules.

REPORTING OF MATCH RESULT

Each appointed Referee must report the result of their fixture to the Hertfordshire FA by completing the online Match Officials Report Form within two days of the fixture.

<https://fs4.formsite.com/Hertfordshirefa/RefereReportForm/index.html>

CONFIRMATION OF APPOINTMENT BY HOME CLUB

The Home Club in each tie is responsible for notifying the Match Officials of exact details of the location of the ground, date of match and kick-off time. Match Officials are required to acknowledge details of the match arrangements with the Home Club. For the Final tie, confirmation will be made by Hertfordshire FA.

ACKNOWLEDGEMENT OF APPOINTMENT TO REFEREES SECRETARY

Match Officials are required to acknowledge all appointments to Lee Grimsey, preferably by email to lee_grimsey@hotmail.com.

DRESS CODE/ARRIVAL AT GROUND

Match Officials appointed to County matches must wear the standard black and white kit or all black kit. Match Officials are also expected to be of a smart appearance. In all County Cup competitions, the Hertfordshire County Badge must be worn. Match Officials must arrive at the ground at least one hour before the advertised kick off.

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.

TEAM SHEET

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.

Referees will report to **Keith Hicks** any club failing to comply with this instruction.

Referees must, within two days of the match being played, forward their copy of the team sheet to **Keith Hicks**. The Referee should report any cases where a team sheet has been amended by a Club after being originally exchanged.

SUBSTITUTES

Three substitute players may be used in County Cup ties from five names given to the Match Referee prior to the kick off.

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.

FEES

Match Official fees for this Competition are as follows:

Referee:	£ 45.00
Assistant Referees:	£ 30.00

The above are entitled to claim 40 pence per mile for incurred travel expenses. The home club is responsible for payment to officials in rounds up to and including the Semi-finals.

POSTPONED 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. 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.

ABANDONED MATCHES

If the Referee abandons a match due to ground conditions, it becomes void and must be played again the following week. If abandoned due to misconduct, a written misconduct report will be necessary from the Referee and sent to Hertfordshire FA.

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.

MISDEAMEANOURS OF CLUBS

Referees are to report all cases of late match confirmations, late kick offs etc. Reporting of any misdemeanours should be made on the Match Official's Report Form (see above).

Key Contacts - Senior Challenge 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

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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
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Stevenage
Hertfordshire
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E: lee_grimsey@hotmail.com