

## Guidance Notes for Match Officials

### Intermediate Cup 2022-23

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](https://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 form in Full Time within two days of the fixture.

#### 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, by the Monday prior to the game. 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.

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 the match officials.

#### ACKNOWLEDGEMENT OF APPOINTMENT TO REFEREES SECRETARY

Match Officials are required to acknowledge all appointments to Lee Grimsey, preferably by email to [lee.grimsey@outlook.com](mailto:lee.grimsey@outlook.com). County Cup appointments take preference over all other appointments (except FA Competitions). Therefore, this appointment should be accepted unless the date has already been closed with Hertfordshire FA.

#### 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 45 minutes before the advertised kick off for matches prior to the Quarter-finals and at least one hour before the advertised kick off time for the Quarter-finals and subsequent rounds.

## **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 the **Competitions Secretary** 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 the **Competitions Secretary**. The Referee should report any cases where a team sheet has been amended by a Club after being originally exchanged.

## **DURATION OF MATCH**

The match shall be of 45 minutes each way. If the scores are level at the end of normal 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.

## **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 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: **£ 40.00**  
Assistant Referees: **£ 32.00** (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. It remains the responsibility of the **Home** team to ensure all payments are made to the Match Officials.

## **POSTPONED MATCHES**

In the event of a Competition Match not being played or having been abandoned owing to causes over which neither Club has control, it must be played again on the same ground on the second weekend until the Quarter Final stage where it will revert to the following weekend. 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**

In the event of a Competition Match not being played or having been abandoned owing to causes over which neither Club has control, it must be played again on the same ground on the second weekend until the Quarter Final stage where it will revert to the following weekend. 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 penalty kicks, 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, failure to wear numbered shirts, poor/lack of changing facilities and failure to provide a linesman for the duration of the game. These reports should be made in writing to the **Competitions Secretary**. Referees are advised to notify a representative of the offending team of their intention to make a report.

## **Key Contacts - Intermediate Cup**

**All competition and administration enquiries should be directed to:**

**TBC**

**Competitions Secretary**

T: 01462 677622

E: [contactus@hertfordshirefa.com](mailto:contactus@hertfordshirefa.com)

**All Referee enquiries should be directed to:**

**Lee Grimsey**

Adult Competitions Referee Appointments

T: 07702 172624

E: [lee.grimsey@outlook.com](mailto:lee.grimsey@outlook.com)

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