

## Guidance Notes for Clubs

### Charity Shield 2023-24

PLEASE NOTE: The following provides **extracts** of Competition Rules and Instructions for the above Competition. You 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*

### NOTIFICATION OF RESULT

All clubs (whether home or away) must communicate the result of their County Cup match by 11.00pm 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 or by entering the result on FA Full-Time or the Matchday app. Any club failing to communicate the result of their game by this deadline shall be liable to a fine.

### MATCH REPORT FORM

The FA Full-Time system is being used to record results and other relevant information and details of each match must be inputted onto this system. As above, results must be updated no later than 11.00pm on the night of the Match played.

All remaining information (e.g. the players selected for the match, substitutes used, referee scores, etc) must be added on the system no later than 11.00pm the day after the match is played. A fine will be imposed if the system has not been updated by the club within the time stated.

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

**Note:** For those Clubs who do not use Full Time in their leagues, team sheets on the day of the match must be sent to the Competition's appointed Fixture representative by no later than 24 hours after the match has finished

## 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 60 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. Teams must also submit their teams on FA Full Time by 11.00pm on the following day after the match.

## TEMPORARY DISMISSALS (SIN-BINS)

Please be aware that the Temporary Dismissals (also known as sin-bins) are not used in this Competition.

## STATEMENT OF RECEIPTS & ADMISSION CHARGES

Home Clubs will receive a Statement of Receipts for each round, and this should be returned, fully completed, to **competitions@hertfordshirefa.com** (at the address on the form) within 7 days of the match. Competing clubs should refer to **(Rule 14 M)** with regards to the allocation of Gate Money.

It is compulsory that gate money should be taken. A minimum spectator admission charge of £4.00 must be made by each Home Club. If a deduction is shown in the Payments Section for either Policing costs or Security costs, a copy of the invoice for this costing must be submitted with the completed Statement of receipts form.

## 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

In matches played prior to the start date of the Club's League programme each season, no player will have his eligibility impaired, and he will be able to play for another Club in the Competition as the season progresses. A designated trialist with a Club will be considered eligible to play.

To be eligible to play in the Charity Shield after the league season has commenced, a player must have to be registered with a league in which your club plays by 5.00pm on the day prior to the date of the Match (ie no 7 day qualification). **This includes any loan players, providing the club loaning the players has given written consent.**

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

Five 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

In all matches (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.

## 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:	<b>£ 50.00</b>
Assistant Referees:	<b>£ 37.00</b>

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.

In the event of a Competition Match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to half fee. Where a Competition Match is not played owing to one Club being in default, that Club shall be ordered to pay the Match Officials, if they attend the Ground, their full fee.

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 **Steve Trulock** 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 penalty kicks, 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 and **Steve Trulock** 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.

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**

*Competition and administration enquiries should be directed to:*

### **Football Operations Administration Assistant**

T: 01462 650203

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

### **Steve Trulock Assistant Competitions Secretary**

M: 07769 643365

E: [strulock@prestolite-eu.com](mailto:strulock@prestolite-eu.com)

*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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