Season 2022-23
Rules of the Capital Women's Cup Competition
managed by The AFA, London FA, Middlesex FA and Surrey FA.

1. Title

The title of the Competition shall be The Capital Women's Cup Competition (hereinafter referred to as the "Competition").

2. Custody of Trophies

Where The AFA, London FA, Middlesex FA or Surrey FA (hereinafter referred to as "the Associations") have supplied a Cup for the Competition, that County FA will remain the legal owner of that Cup. Where Cups have been supplied by all three Associations jointly all three will remain legal owners of those trophies.

3. Cups to be competed for Annually

The Cups shall be competed for annually.

(a) The Senior Cup Competition shall be open to Teams of Clubs playing within Leagues at Tiers 3-5 of the Women's Football Pyramid and Second, Under 21 and Under 23 Teams of Clubs playing within Leagues at Tiers 1-2 in the Women's Football Pyramid.

(b) The Intermediate Cup Competition shall be open to Teams playing in Leagues at Tier 6 and the top Division of Leagues at Tier 7 in the Women's Football Pyramid.

(c) The Junior Cup Competition shall be open to all teams that play in the GLWFL Divisions One and Two. It will also be open to Teams playing below the top division of Leagues at Tier 7 in the Women's Football Pyramid and those Teams that are not in membership of a League.

(d) The Competition will be open to all teams affiliated to the Associations.

(e) The Associations, may at their discretion, accept an entry from any club whose parent association is another recognised Football Association, provided such club is also in membership of one of the Associations and provided the assent of the Parent Association is provided.

(f) There will be no right of appeal against the Associations decision on which the correct Cup is for each club.



(g) Notwithstanding Rules (a) to (c) above, the Associations may from time to time amend the entry requirements for each of the Senior, Intermediate and Junior Cups. This may be necessary for example to accommodate League restructures.

4. Administration

(a) The Amateur Football Alliance (AFA) shall administer the Senior Cup Competition for season 2022/23.

(b) London FA shall administer the Intermediate Cup Competition for season 2022/23.

(c) Middlesex FA shall administer the Junior Cup Competition for season 2022/23.

(d) The Associations shall form a Management Committee which will meet regularly to discuss any relevant matters relating to the Cups and Rules. An emergency meeting of the Management Committee may be called at any point during the Season by the Associations should it be necessary. The Management Committee shall comprise of two nominated representatives for each Association. The Management Committee shall appoint a Chairman, Secretary, Treasurer and Safeguarding Officer and any other position from time to time as it deems fit.

5. Entry of Club and Withdrawal

(a) Applications to enter the Competition shall be made in writing to the clubs' Parent County Association by 1st July each year and shall be accompanied by the appropriate fee as detailed in the Schedule of Fees and Fines attached as Appendix 1 at the end of these Rules herein after referred to as the Schedule. The Parent County Association shall have the power to decline the application of any team. Notwithstanding the provisions of this section of the rule the Associations may accept entries after the dates specified herein. The Management Committee in consultation with the Parent County FA and Administering County FA will liaise over any late entries. Late entries will not be allowed once the first round draws have been made.

(b) The entry fee shall be decided from time to time by the Management Committee.

(c) All Clubs entering the Competition must have the appropriate Public Liability and Personal Accident Insurance in place as per FA Regulations.

(d) If, after having submitted an entry in accordance with the foregoing provisions, a Club wishes to withdraw a team from any section of the Competition a written application must be sent to the administering Association and Parent County FA. If the application is received before the draw has been published, the administering Association may permit withdrawal without penalty. If the application is received after the draw the arranged match shall be dealt with as an unfulfilled engagement and the defaulting club shall be fined in accordance with the Schedule.









(e) The Management Committee in consultation with administering Association may expel a team for any violation of the Rules of the Competition and may impose any other penalty thought fit.

6. Arrangement of Matches, Dates of Ties, Kick off times

(a) The administering Association shall make the draws for that Cup. The teams in all rounds shall be drawn by lot in couples.

(b) The administering Association shall have the power (in agreement with all Associations) to decide whether the entrants shall be seeded and / or grouped and the stage at which such seeding and groupings shall cease to apply. In each tie the first drawn team is referred to in these rules as the "home" team and the second drawn team as the "away" team. The team winning the tie shall proceed to the next stage.

(c) The dates on which all Cups are played shall be determined by the Management Committee in advance of the first rounds being drawn. Where possible the ties will be played on the 3rd Sunday of the month. Each Club will be notified of the draw dates in advance of the first round by the administering Association. All matches prior to the Final will take place on a Sunday. Any team wishing to play on a different day must obtain the permission of the opposing team and appointed match official(s) and administering Association.

(d) Any Club wishing to change the date of a match, up to and including semi-final ties, must send a written request to the administering Association. Such request must be made no later than 28 days prior to the scheduled date of the match. In any event fixtures can only be brought forward. Detailed reasons for the change in fixture date must be provided by the Club and the final decision shall rest with the administering Association.

(e) The scheduled kick-off times shall be no earlier than 10.30am and no later than 2.00pm in September, October and April and no later than 1.30pm in November to March unless both of the competing teams are in agreement. The Home team shall determine the exact kick off time. The one exception to this rule is in the Final Ties when the kick off time shall be decided by the Associations.

(f) Teams failing to appear for a fixture shall be liable to a fine in accordance with the Schedule and shall be liable to pay match expenses. They are also liable to pay travelling expenses to the non-defaulting team, as the administering Association decides. They may also be subject to having their application for entry into future competitions refused.



7. Choice of Ground, condition of ground and postponed / abandoned ties

(a) The Home team shall have choice of ground. Any Senior Cup matches must be played on grounds which meet The FA Ground Grading Criteria – Category E for clubs playing at Tier 5 of the Women's Football Pyramid. Any Intermediate or Junior Cup matches must be played on grounds which meet The FA Ground **Grading Criteria for clubs playing at Tiers 6 and 7 attached as appendices 2 and 3 at the end of these Rules.**

(b) If the Home team is unable to provide a ground with suitable facilities, the choice shall transfer to the Away team. The Home team must inform the Away team immediately that they are unable to provide a ground and that the choice has been transferred. The administering Association must also be informed. Should this not be done the defaulting Club may be fined in accordance with the Schedule.

(c) In the event of the Away team also not having a ground available on the prescribed date, both teams concerned must make every effort to obtain a ground including approaches to Local Authorities and to the Leagues in which the teams compete. In the event of a ground not being available on the prescribed date, both teams concerned must inform the administering Association, which may prescribe another date. Should both teams wish to play the tie on a date earlier than that prescribed or to change the venue, both teams must write to the administering Association at least 10 days before the suggested alternative date giving reasons for the request. Failure to comply with this rule may result in a fine being levied against the defaulting Clubs in accordance with the Schedule.

(d) The Club having choice of ground shall send in writing to the Honorary Secretary of the opposing Club, the Referee (and any Assistant Referees) and the Administrating County FA, all particulars necessary for the playing of the tie, including agreed kick off time, colours and directions, to be received at least 10 days prior to the date of the tie. If such confirmation is not received in this time the Away Club and Match Officials shall inform the administering Association. Defaulting clubs shall be liable to a fine in accordance with the Schedule.

(e) The Away club and the match officials must acknowledge receipt of these particulars by first class mail, email or other approved means, to reach the sender within 2 days of receipt of the confirmation from the Home club. If by 3 days before the date of the match the Home Club has not received written acknowledgement of the confirmation from the Away club and / or the match officials they must inform the administering Association. A club failing to acknowledge particulars may be liable to a fine in accordance with the Schedule.

(f) In relation to Rules (d) and (e) above Clubs should note that the match is still on unless otherwise notified by the administering Association.

(g) Football Turf pitches (3G) are allowed in this Competition providing they meet the required performance standards and are listed on the FA's Register of Football Turf









pitches. A pitch must be tested (by a FIFA accredited test institute) every three years and the results passed to the FA. The FA will give a decision on the suitability for use and add the pitch to the Register. The home Club is also responsible for advising participants of footwear requirements when confirming match arrangements.

(h) If the ground of the Club having the choice of ground is considered unsuitable for a Cup-tie, its opponent may appeal to the Committee within 3 days of receipt of the particulars mentioned in 7(d) above. The administering Association may thereupon order the tie to be played on the ground of the appealing Club, or on a neutral ground. If such an appeal is not sustained, the appellant Club may be required to pay the expenses incurred in deciding the appeal.

(i) The Referee shall, subject to the decision of the authority controlling the ground, have the power to decide as to the fit condition of the ground in all ties. If deemed necessary, either team having doubts as to the fit condition of the ground may require the Referee or another person approved by the Committee to visit the ground at least two hours before kick-off to decide the fitness of the ground.

(j) Matches which are Postponed or Abandoned:

i. If a match is postponed or abandoned in circumstances over which neither competing team has control, the competing teams must make arrangements for the match to be played no later than 7 days after the date of the fixture unless either competing team is engaged the following week in an FA Competition.

ii. When a match has been postponed or abandoned before the completion of 90 minutes and neither team being at fault, it shall be played on the same ground. This rule is subject to vi below.

iii. In drawn matches if penalties have not been commenced or a match has been abandoned prior to penalties starting and neither team being at fault, the result at 90 minutes will stand and the match shall be replayed on the ground of the team second drawn. This rule is subject to vi below.

iv. If the match be again postponed or abandoned it shall be played as directed by the administering Association.

v. Matches abandoned through the fault of the teams shall be dealt with by the Management Committee.

vi. In the cases of matches being abandoned before the conclusion of normal time or penalties, the Management Committee in consultation with the administering Association shall have the right to decide whether the score at the time of the abandonment should stand as the result or to order that the match be replayed.

vii. In the event of any match in the Competition not being completed as per v. and vi. above both Clubs concerned shall send a report of the circumstances to the administering Association, to arrive not more than 72 hours after the

time fixed for the match. Failure to do so may result in a fine in accordance with the Schedule.

viii. Where the match is postponed due to severe weather conditions, the administering Association may exempt Clubs from the requirement to send a report advising of the postponement providing that the postponement has been reported by text following the instructions that will be received by the nominated individual by text from Full-Time. It is the responsibility of the Secretary or other nominated individual of both clubs to report this fact to the administering Association via the Full-Time text service. The Home Club Secretary must inform the Match Referee and any Assistant Referees and the Away Club Secretary by telephone. The Secretary must receive an acknowledgement from the Referees / Assistant Referees and Away Club Secretary that the message has been received. Clubs in default of this Rule may be liable to a fine in accordance with the Schedule.

ix. If the match is postponed less than 3 hours before the arranged kick-off time and it is not possible to contact the Match Officials or Away Club for any reason then a representative of the Home Club must be at the ground to inform them of the postponement upon their arrival. Defaulting Clubs may be liable to a fine in accordance with the Schedule.

x. Matches may only be postponed due to severe weather and/or pitch conditions as follows:

- By the ground authority where control of the ground is not with the Home team.
- After inspection by the appointed match Referee if control of the ground is with the Home team. If the appointed match Referee is unable to make the inspection then another registered Referee may make the decision subject to the agreement of the appointed Referee.

xi. The Home Club shall notify the Match Officials, Away Club and the Administrating County FA of the revised arrangements for the playing of the tie.

xii. Any club in default of the above rules may be liable to a fine in accordance with the Schedule for each breach of this Rule.

xiii. The administering Association shall have the power to vary these arrangements if it is deemed necessary.

8. Qualification of Players

(a) In all rounds of the Cup competitions, a player taking part must be a recognised playing member of her Club. A recognised playing member is someone who has been registered as a player of her Club with a League in which the Club competes.



That registration must have been received and accepted by the League by 4pm on the last working day preceding the fixed date for playing the match and the registration must be continuous through to the date of the match. Any team that is not a member of a League must register its players with its Parent County FA by 4pm on the last working day preceding the fixed date for playing the match. Only players that are eligible to play in the semi-final on the first scheduled date for the tie shall be eligible to play in the final. If a Club is struggling to comply with this Rule due to injuries/illness they must contact the administering Association at the earliest opportunity and apply to allow a player to play. The Management Committee will make the final decision which will be confirmed in writing.

(b) Once a player has taken part in a section of the Competition, they shall not be eligible to play in the same section for any other Team. This rule should be read in conjunction with the rules below.

(c) When a player has played in two or more matches in the Senior or Intermediate Cup Competitions, they shall be ineligible to play in any lower section of the Competition.

(d) A Reserve/2nd/3rd (or any other lower) team of a Club may play no more than two players who have played in any of the previous three competitive matches for any of its more senior teams immediately prior to the actual playing date of the match in the Senior, Intermediate or Junior Cups. This provision will also apply to 'Dual Registered' players who have played in any of the previous three competitive matches for any other team playing in a higher Tier than that permitted to enter the competition in accordance with Competition Rules 3 (a), (b) and (c).
If a Club is struggling to comply with this Rule due to injuries/illness they must contact the administering Association at the earliest opportunity and apply to increase the number of players allowed. The Management Committee will make the final decision which will be confirmed in writing.

(e) When a Club is permitted to enter more than one team in the Senior, Intermediate or Junior Cups, a player who plays in one or more matches for one of the Club's teams shall be ineligible to play in other teams of her Club in the same section of the competition.

(f) Once a player of the Second, Under 21 or Under 23 Team of a Tier 1 or 2 Club has made two First Team appearances in any fixture recognised by The Football Association they will be ineligible to compete in all sections of the Capital Women's Cup in the same season.
A player is not eligible to play in the Women's Intermediate or Junior Cup competition if she is a contract player.

(g) A player who has been suspended may play in postponed or replayed ties after the term of her suspension has expired.

(h) For the purposes of Rule 8 a substitute shall be regarded as having played, if at any time in a match, she actually participates therein. Substitutes who do not participate shall not be regarded as having played.









(i) Any Club which includes in any of its teams in the Competition a player who is ineligible or is deemed ineligible or is not qualified in accordance with this Rule may be fined in accordance with the Schedule for each breach of this Rule. The Management Committee shall also have the power to expel any offending teams from the section of the Competition in which the offence occurred.

(j) Clubs with one team in the Competition shall be required to include their best available players in every tie. Clubs with teams in more than one section of the competition shall be required to include their best available players in the clubs most senior team, the second best available players in the second team and so on. In the event of one or more of the teams not having an engagement in the Competition the players who would normally have been included in those teams shall not displace players in other teams. Any Club not observing the foregoing principles by unduly strengthening or unduly weakening any team shall be called upon to give an explanation to the administering Association and if the explanation is considered to be unsatisfactory, shall be dealt with at the discretion of the Management Committee.

(k) In line with the FA Women's National League - In the Senior Cup a Club may at any time at its discretion use up to a maximum of five substitute players from any five nominated in a Cup-tie except to replace a player who has been sent off the field of play for misconduct by the Referee after play has commenced. The substitution can only be made when play is stopped for any reason and the Referee has given permission.

(l) In the Intermediate and Junior Cup competitions a Club may at its discretion use up to five substitute players from five nominated whose names have been notified to the Referee before the start of the match. In accordance with FIFA dispensations, substitutes will be allowed to 'roll on' and 'roll off' provided that the substitutions are made with the permission of the match Referee and conducted as per the requirements of the Laws of Association Football.

(m) In all Cups teams will be supplied with PDF Team Sheets.

(n) Each team is responsible for ensuring that a list of names of players taking part in the tie (including nominated substitutes) is given in all rounds of the Cups to the Referee and to a representative of the opposing club in the presence of the Referee at least 30 minutes before kick-off except in the Final Ties where team sheets must be exchanged 45 minutes prior to kick-off. Each player must be numbered on the list. Any team which fails to hand over its list by the specified time or which alters the composition of its team or changes the number of players after its list has been handed over will be subject to any appropriate action decided upon by the administering Association in accordance with the Schedule for each breach.

(o) In all rounds of the Cups where benches are provided the number of substitutes, players and officials seated on each team bench in the designated technical area shall not exceed eleven unless the team bench facility provides more than eleven individual seats. All team officials and substitutes seated on the bench shall be listed



on the Official team sheet which is submitted to the Referee in accordance with Rule 8 (o) above. Only those persons listed on the Official Team Sheet shall be permitted in the technical area. With the exception of the team manager, team coach and any substitutes warming up, all other personnel are to remain seated on the bench. Any club breaking this rule may be liable to a fine in accordance with the Schedule for each breach of this Rule.

Please refer to the current legislation and/or guidance issued by the Government, Public Health England and/or The Football Association in relation to Covid19 and social distancing.

(p) In all matches, the Club copy of the form is the result sheet, which must be fully completed by each team, detailing the match result, the details of substitutes and goal scorers, together with a Referee's mark and received by the administering Association within 5 working days of the tie. Any club failing to comply with this section of the Rule may be liable to a fine in accordance with the Schedule for each breach of this Rule.

Please refer to Guidance Notes re Teamsheets

9. Proof of qualification on objection, liability in default and frivolous objection.

(a) If, upon an objection being raised by a Club in accordance with Rule 19 or otherwise, the administering Association shall have any doubts as to the qualification of a player taking part in any of the Cup competitions, the Management Committee shall have the power to call upon such player or the Club of which she is a Member, or for which she has played, to prove to the satisfaction of the Management Committee that she is qualified according to these Rules and, failing such proof, the Management Committee may determine such player to have been and/or be disqualified, and may remove the Club from the competition, or deal otherwise with such player or Club as it deems fit. Any Club making a frivolous objection or losing a protest will be liable to be fined by the Management Committee, and to pay such attendant costs of the enquiry as the Management Committee may think fit.

10. Disqualification

(a) In addition to any other action or penalty, the Management Committee shall have the power to disqualify any competing team, or player of any competing team(s), which it determines to have breached the Rules of the Association or the Competition Rules









(and any rules or regulations issued pursuant to the Competition Rules), and the decision of the Management Committee shall be final and binding.

(b) If a team is removed from the League in which it is playing once it has been accepted into a Cup competition the Management Committee shall have the right to remove the team from the Cup competition.

(c) The Management Committee shall consider any reports received within seven days of the date of the tie of serious misbehaviour, abandoned matches, late starts beyond the stipulated time and shall disqualify, fine or take no action against the team(s) allegedly responsible. For the efficient management of the competition, such action will not be dependent on the outcome of any misconduct hearings that may be pending or the consequent result of any disciplinary hearings.

11. Conditions of Play

(a) In all sections of the Competition, the field of play shall conform to the Laws of the Game. Matches may be played on grass or any other artificial surface approved by The Football Association as per Rule 7(g). The Rule should be read in conjunction with Rule 7 (a).

(b) All lines must be clearly defined according to Law 1 of the Laws of Association Football

(c) In all matches the field of play must be equipped with goal nets attached to the goal and a pole with a flag must be placed at each corner of the field of play. The responsibility to ensure this rule is complied with shall lie with the Home team on whose ground the game is played. A fine in accordance with the Schedule for each breach of this Rule may be imposed if no goal nets are provided or if they are not fitted to the satisfaction of the Referee and less than four corner posts and flags are in position.

(d) The duration of each match shall be 90 minutes plus any additional time allowed by the Referee and subject to 11 (e) below. If at the expiration of this period, the scores are equal, the result of the tie shall be determined by the taking of kicks from the penalty mark in accordance with the conditions prescribed by the International Board.

(e) In all rounds in sections of the Cups the duration of each match shall be 90 minutes or, except in the semi-final and Final Ties, by agreement between the competing teams, a shorter period which is not less than 70 minutes. Both teams must agree, in the presence of the match Referee before the commencement of the match.

(f) The half-time interval shall be 15 minutes in the Senior Cup and 10 minutes in the Intermediate and Junior Cups and may only be altered with the consent of the match Referee.

(g) In all sections of the Competition, provided that both teams have a minimum of seven players ready to play, the referee shall order the match to commence at the appointed time or as soon as possible thereafter. Should a match start after the appointed time, the Referee must give details on the report card submitted in



accordance with Rule 13 (h). Any team causing a match to start up to and including 10 minutes late may be liable to a fine in accordance with the Schedule. Any team causing a match to start more than 10 minutes late may be fined in accordance with the Schedule.

(h) If a team is not ready to start by 30 minutes after the appointed time, it shall be deemed to be absent and the match shall be dealt with as an unfulfilled engagement. The defaulting team may be liable to a fine in accordance with the Schedule.

(i) Numbered shirts shall be worn by all players in all sections of the Cups. No two players from the same team shall wear shirts bearing the same number. Teams failing to comply with this requirement may be fined in accordance with the Schedule.

(j) If the ground is of a standard where there are benches and technical areas, only named substitutes and club officials will be allowed in the technical area in accordance with Rule 8 (o). They must remain seated at all times save that one person at a time is authorised to convey technical instructions from the technical area. Persons in the technical area must conduct themselves in a responsible manner at all times. If more than the permitted numbers of persons are observed by a match official in the technical area, the Referee shall have the power to stop the game and order the removal of all surplus persons. Any Club that breaches this Rule may be liable to a fine in accordance with the Schedule.

(m) Respect:

- (i) All Clubs should observe the Respect Handshake at the beginning of the match as per the Respect Code.
- (ii) The participating clubs taking part in the fixture shall identify a team captain designated with a captain's armband who has a responsibility to offer support in the management of the on-field discipline of the team.
- (iii) Any club failing to comply with the Respect rules may be fined in accordance with the Schedule.

(n) Sin Bins: Temporary Dismissals (Sin Bins) will be in use in all Capital Women's Cup Competitions

12. Reporting Results

(a) The Secretary of each club shall email the Match Result Form to be received by the administering Association within 5 working days of the tie as detailed in Rule 8 (p).

(b) The Secretaries or other nominated person of both Clubs must by no later than 12 noon on the next day (Sundays not included) confirm that result by text by following the instructions that will be received by the nominated individual by text.

(c) Should a Club award the match Referee a mark of 60 out of 100 or less, an explanation must be provided in writing, together with their result sheet, with











comments which could help the Referee improve future performances. Clubs not complying with this Rule may be liable to a fine in accordance with the Schedule.

(d) If a result sheet is received by the administering Association that is inaccurate or not properly completed the sheet shall be returned to the Club concerned for correction/completion and they may be liable to a fine in accordance with the Schedule.

(e) Any club failing to comply with 12 (a) or (b) above may be liable to a fine in accordance with the Schedule.

13. Referees and Assistant Referees

(a) In all sections of the Competition (except Final Ties), Referees shall be selected by the Home Club's Parent County Association's nominated officer (Referee Appointments Officer). Assistant Referees and 4th Officials may also be selected in a similar manner. The appointment of those selected match officials will then be made by the administering Association.

(b) All matches in the Competitions shall have a match Referee appointed. Assistant Referees shall be appointed in all rounds of the Senior Cup and in the Semi-Final and Final Ties of both the Intermediate and Junior Cups. In all Final Ties 4th Officials will be appointed.

(c) If Assistant Referees are not appointed in accordance with 13 (b) above, it shall be the duty of each competing team to provide a person to act as a Club Assistant Referee. Any team failing to provide an Assistant Referee shall provide a valid reason to the match Referee who shall report that to the administering Association. That club may be liable to a fine in accordance with the Schedule. All Club Assistant Referees must have attained a minimum age of 16 years.

(d) The administering Association's shall be responsible for appointing the match Referee, Assistant Referee and 4th Officials to the Final Matches. Each administering Association shall take responsibility for appointing Match Officials to their Final, which will change each year.

(e) Officials appointed to matches must be neither past nor present members or officers of the competing clubs. Should a match official receive an appointment that they feel puts the appointment in breach of this Rule, they must immediately notify the facts to the administering Association.

(f) Match Officials must acknowledge in writing by electronic mail or by first-class post, appointments made by the administering Association within 5 days of the appointment and must also acknowledge receipt of match details from the Home Club.

(g) The appointed Match Officials must be present at the ground at least one hour prior to the advertised time of kick-off.









(h) Referees are required to report results online electronically via the link provided to them as required by Rule 8 (n). The report must include the following:

i. The number of players in each team that took part
ii. The scheduled and actual kick-off times, together with the reason for any late kick-off.
iii. Any reduction in the scheduled match duration.
iv. In the case of matches not completed, details as to why such match was not completed.
v. Whether Assistant Referees were appointed or Club Assistant Referees were provided by the competing teams.
vi. Whether the corner posts with flags and goal nets were satisfactory.
vii. The date that the appointment was confirmed by the Home Club.
viii. The result of the match.
ix. Marks for any neutral Assistant Referees where appointed.
x. Any other information required by the administering Association.

(i) The team(s) responsible for a late start must be informed they are being reported.

(j) Match Officials appointed under this Rule shall be entitled to charge fees as per the schedule below. In the event of a match being postponed due to causes beyond the control of either team, the match officials shall be entitled to charge half the match fee if they attend the ground.

(k) If a match is not played owing to the default of one of the competing teams, the team that is present at the ground shall pay to the match officials their full fees. If neither team is present at the ground the match officials may submit their claims to the administering Association. The administering Association may order the defaulting teams to each reimburse half the expenditure incurred.

(l) In the Senior section where a Referee fails to attend the match one of the Assistant Referees will replace the appointed Referee and they will in turn appoint an individual to replace them as Assistant Referee. In the Intermediate and Junior Sections of the Cup, where a Referee fails to attend the match, the teams must agree on a Referee. If Assistants have been appointed, one shall replace the appointed Referee. If a match is not played as a consequence of the teams failing to agree an appropriate person to officiate, the match shall be dealt with as an unfulfilled engagement by the administering Association.

(m) A Match Official who fails to attend at a match to which he or she has been appointed under section (a) of this Rule, shall send a written explanation to the Referees' Appointments Officer. If the explanation is deemed unsatisfactory the facts shall be reported to the Association with which he / she is registered.

(n) In Final ties, fees and a medal / plaque shall be awarded by the administering Association.

(o) All payments under this Rule, except in (n) above, shall be made by the Home team immediately after the conclusion of the match. Where there are no gate receipts, the



Away team must pay to the Home team 50 per cent (half) of the payments made to the match officials only. Payments must be made by the Away team on the day of the match. Clubs in default may be liable to a fine in accordance with the Schedule.

14. Referees Fees and Travelling Expenses

(a) Referees, Assistant Referees and 4th Officials shall be paid in accordance with these Rules and by the amount described in the Schedule.

(b) All fees will be inclusive of expenses.

(c) Referees, Assistant Referees and 4th Officials shall be entitled to claim the Match Fee for Finals.

15. Proceeds of Final Ties

(a) In Final Ties, in all sections of the Cups, the Associations shall take the entire proceeds of the matches.

(b) All Final Ties shall be played on such grounds as the Management Committee may determine. The Management Committee shall jointly take control of the same, taking all receipts and paying all expenses in connection with such ties.

(c) Medals or other commemorative tokens shall be presented to the competitors in the Final Tie, save that the Management Committee may withhold such tokens from any player ordered from the field of play by the Referee for misconduct.

(d) Where receipts are insufficient to meet the entire expenses of the matches the deficit shall be borne equally between the Associations.

16. Colours

(a) No player including the Goalkeeper shall be allowed to play in a shirt the colour of which is likely to cause confusion by being similar to the outfit worn by the Referee (i.e. black or dark blue). Where the colours of the two competing teams are similar the Away team must change, unless otherwise mutually agreed between the teams. Goalkeepers must wear colours that are different to both teams. In the Final Tie where the colours of both teams are similar both teams must change their colours. The Home Club must notify the Away Club of their team and goal keeper colours.

17. Liability of Clubs in Final Ties

(a) In the Final Ties, any team failing to play, without showing a good and sufficient cause for such failure, may be adjudged by the Management Committee to have



been guilty of serious misconduct and liable to be dealt with by the Management Committee.

18. Misconduct

(a) Any disciplinary misconduct reported by the Referee and involving players, coaches, spectators (as opposed to a breach of these rules) shall be dealt with by that team's Parent Association.

19. Protests

(a) Every protest lodged under this Rule must set out in full the grounds for the protest and be sent, in duplicate, to the Secretary of the Management Committee to be received not later than 72 hours after the match or occurrence to which the protest relates. A deposit as set out in the Schedule must be sent with the protest which will be returned if the protest is upheld.

(b) If a complaint is lodged with the Referee of the match prior to the commencement of the match regarding the ground or the appurtenances of the game which the Referee is unable to have rectified without delaying the start of the match, the complaining team shall be required to set down details of the complaint in writing and hand it to the Referee who shall forward the document to the administering Association. The complaining team may then proceed to lodge a protest in accordance with Section 19 (a) of this Rule.

(c) The Management Committee will consider any protest and shall arbitrate, decide whether the deposit shall be forfeited to the funds of the Cup (and be put towards the costs of the Final) or returned and also may order the parties to a dispute to pay any expenses incurred in the arbitration. Any members of the Management Committee connected with the parties to the protest shall not sit on the Committee set up to deal with the protest.

(d) In all protests a copy of the statements lodged must be sent to the other parties and all parties shall be afforded an opportunity of making oral submissions to the Committee.

(e) No protest shall be withdrawn without the consent of the Management Committee.

(f) A Club may appeal against any decision of the Management Committee. Any such appeal must be lodged with the Secretary of the Management Committee, in duplicate, together with a deposit of as provided in the Schedule, no later than five days after receipt of the decision which is the subject of the appeal and must set out

detailed grounds for the appeal. The Management Committee will nominate a County FA to hear the appeal. There will be no further right of appeal.

20. Trophies

(a) When the winning Club shall have been ascertained, the relevant Cup shall be handed to the Representatives of the Club and the following agreement signed:

"We, ... the Secretary of .....Football Club, and ..... and ..... Members of and representing the said Club, having been declared the winner of the Capital Women's Cup (insert Cup name) Competition and the Cup having been delivered to us in good order do hereby, on behalf of the said Club and individually and collectively engage to return the Cup to the administering Association on or before the 1st March next in like good order and condition in accordance with the Rules of the Competition to which we also have subscribed our respective names provided always that if the said Cup is destroyed or damaged by fire or by any other cause or lost whilst in our care we agree to refund to the Association the amount of its value or the cost of thorough repair as the case may be. **Failure to return the Cup by the due date may result in a fine in accordance with the Schedule**."

21. The Associations may alter the rules

(a) Providing all Associations agree these rules may be altered, expunged, added to as they see fit from time to time. Such alteration, expunction or addition shall not come into force until the season following that in which the Associations shall have agreed upon it.

(b) Notwithstanding the foregoing, if the Management Committee have to adopt emergency measures to complete the Competitions in a season, such alteration, expunction or addition shall come into force forthwith if all three Associations agree.

(c) All decisions made by the Management Committee are final and are not subject to appeal.

Appendix 1 - Schedule of Fees & Fines 2020/21

Fees	**Relevant Rule**	**Amount**
Entry fee for all Competitions		£20
Referees	14 (a)	£40
Assistant Referees	14 (a)	£30
4th Officials	14 (a)	£30
Protest Fees	20 (a)	£15
Appeal fee against Protest decision	20 (f)	£15

Fines				
Schedule of Offences	Relevant Rule	Fine	2nd Offence	Subsequent offence
Late withdrawal of team from the Competition	5 (d)	Up to £50 and forfeit of entry fee		
Failing to appear for a fixture	6 (f)	Up to £50 + match expenses		
Failure of Home team to notify the administering Association and Away team of the inability to provide a suitable ground for the match	7 (b)	Up to £50	Up to £50	Up to £50
Failure to notify the administering Association about ground unavailability and also the Referee Appointments Officer…	7 (c)	£10	£20	£40
Failure to notify the Away Club and / or Match Officials of match particulars	7 (d)	£10 Clubs may also be liable to disqualification	£20	£40
Failure to acknowledge receipt of match details	7 (f)	£10	£20	£40
Failure to report incomplete matches	7 (j) (vii)	£10	£20	£40
Failure to report a postponement	7 (j) (viii)	£10	£20	£40
Failure to provide a representative to be at the ground for late postponements	7 (j) (ix)	£10	£20	£40



Playing an ineligible player	8 (i)	Up to £50 per player and team disqualification		
Failure to hand in the team sheet to the Referee	8 (n)	£10	£20	£40
Failure to send in the team sheet to the administering Association	8 (p)	£10	£20	£40
Failure to equip the field of play with the correct equipment	11 (c)	£10	£20	£40
Causing a match to start up to 10 minutes late	11 (i)	£10	£20	£40
Causing a match to start more than 10 minutes late	11 (i)	£15	£25	£45
Failure to be present 30 minutes after scheduled kick off causing an unfulfilled fixture	11 (j)	Up to £50 & disqualification from the competition		
Failure to wear numbered shirts	11 (k)	£10	£20	£40
A breach of the technical area rules	11 (l)	£10	£20	£40
Failure to provide reason for marking Referee 60 or below	12 (c)	£10	£20	£40
Inaccurate result sheet	12 (d)	£10	£20	£40
Failing to report results	12 (e)	£10	£20	£40
Failing to provide a Club Assistant Referee	13 (c)	£10	£20	£40
Failure to pay 50% of the match officials expenses	13 (o)	£10	£20	£40
Failure to have a change of strip where colour clashes occur	17	£10	£20	£40
Failure to return the Cup on time	21 (a)	Up to £250		









THE FOOTBALL ASSOCIATION

WOMEN'S PYRAMID OF FOOTBALL GROUND GRADING DOCUMENT

GRADING CATEGORY – E

Tier 5

1. GROUND

The ground must be suitable for staging a football match in the premier division of the Regional League structure.

A recreation ground or public park will be suitable provided that the criteria set out below can be met.

1.1 Security of Tenure

Where a club does not own the freehold of their ground then evidence of adequate security of tenure for one season must be provided.

1.2 Club House

Where there is a clubhouse facility, this should be within walking distance of the pitch.

1.3 Car Parking

Whilst car parking is not necessary where possible, there should be adequate car parking facilities on or near-by to the ground.

1.4 Pitch Perimeter Barrier

There should be a permanent fixed barrier of sound construction. The recommended height of the barrier is a minimum of 1.1 metres.

Where no permanent fixed barrier is available, the pitch must be roped off.

Clubs moving from Tier 6 to tier 5 of the Women's Pyramid of Football must comply with this requirement by the commencement of the following season.

1.5 Pitch Standards

The playing surface will be grass, unless otherwise authorised by the respective league Management Committee, and must be of a high standard. It must be level and free from surface depressions and excessive undulations.

The playing surface must be maintained to the highest possible standards.

Third Generation Artificial Football Turf pitches will be permitted, provided that the artificial turf meets the following conditions (i) to (vi) below have been met
(the "Performance Standard"):

(i) The pitch must be surfaced with 3G football turf that has laboratory type approval according to the FIFA Quality Concept for Football Turf (2012 & 2015 editions) – FIFA Recommended One Star/Quality performance.

(ii) The 3G football turf pitch must be listed on The Association's register of 3G football turf pitches by no later than 31 July and tested annually at the Club's expense

(iii) Where a 3G football turf pitch is not yet listed on The Association's register (for example if it is a newly installed pitch), a Club must obtain a Performance Test Certificate or Laboratory report and submit it to The Association by no later than 31 July.

(iv) The Association reserves the right to instruct a Club to have its pitch tested at any time in order to ensure that it meets the Performance Standard. All such tests shall be at the Club's expense.

(v) The 3G football turf, including run-offs, shall be one continuous playing surface and shall be green in colour at least one metre from the outer edge of the touchline and goal line. All line markings shall be in accordance with the Laws of Association Football.

A Club using a new generation rubber infill pitch must allow their opposition the opportunity to train on the facilities at least one hour prior to the fixture. Players must wear suitable footwear

1.6 Playing Area

The playing area to be a minimum of 90 metres by 45 metres (100 yards x 50 yards) and should conform to the requirements of the Laws of the Game.

Goal posts and goal net supports should be of professional manufacture and conform to the current safety requirements and to the requirements of the Laws of the Game.

Reference should be made to the Goalpost Safety information published by The Football Association.

2. DRESSING ROOM FACILITIES

All dressing room areas must be maintained to a high standard of cleanliness and be heated, well ventilated, free from damp and secure on match days.

2.1 Players

Separate dressing rooms must be provided for both teams within the enclosed area of the ground. There must be adequate washing and toilet facilities available with hot and cold running water.

2.2 Match Officials

Separate dressing rooms must be provided for match officials.



3. Medical

There must be a suitable qualified person (minimum F.A. Save a Life) in attendance.

All clubs must provide first aid equipment at their ground









Appendix 3- Women's Pyramid of Football Ground Grading Document - Grading Category – Unclassified - FA Women's Pyramid - Step 6 & Step 7

1. Ground

The ground must be suitable for staging a football match in the Capital Women's Cup Intermediate and Junior Sections.

A recreation ground or public park will be suitable provided that the criteria set out below can be met.

1.1 Security of Tenure

Where a club does not own the freehold of their ground then evidence of adequate security of tenure for one season must be provided. The minimum requirement would be deemed to be evidence of booked and granted pitch permits for a whole (or half) season (for Councils who operate half seasonal bookings only)

1.2 Club House

Whilst a clubhouse is not necessary, where there is a clubhouse facility, this should be within walking distance of the pitch. Dressing rooms are not classified as a clubhouse and their requirements are covered in Section 2.

1.3 Car Parking

Whilst car parking is not mandatory, where possible, there should be adequate car parking facilities on or nearby the ground.

1.4 Pitch Perimeter Barrier

If there should be a permanent fixed barrier, it must be of sound construction. The recommended height of the barrier is a minimum of 1.1 metres.

Where no permanent fixed barrier is available, Clubs must ensure the good conduct of their spectators and officials by not obstructing the touchline or the free passage of the Assistant Referees or Club linesman.

1.5 Pitch Standards

The playing surface will be grass, unless otherwise authorised by the administering Association and must be of a reasonable standard. It must be free from surface depressions and excessive undulations.

New generation (third generation - 3Gen) rubber infill pitches will be permitted, provided that the artificial turf meets the following conditions:

(a) the artificial turf meets any of the applicable FIFA quality standards for artificial turf, currently corresponding to the “FIFA Recommended 2-Star Standard”, the “FIFA Recommended 1-Star Standard” in accordance with the “FIFA Quality Concept - Handbook of Test Methods and Requirements for Artificial Turf Football Surfaces” dated February 2005 as well all requirements under the applicable national laws and regulations; and

(b) the artificial turf has passed all the necessary tests (laboratory and field tests) and, in the case of “FIFA Recommended 2-Star Standard” or “FIFA Recommended 1-Star Standard”, has obtained the required FIFA licence; and

(c) the artificial turf has passed all the necessary yearly tests confirming that it still meets the applicable FIFA quality standards. Such tests must be conducted by a FIFA accredited laboratory; and

(d) the surface of the artificial turf must be of a green colour.

A Club using a new generation rubber infill pitch must allow their opposition the opportunity to train on the facilities prior to the fixture. Players must not wear boots with blades or metal studs.

1.6 Playing Area

The playing area to be a minimum of 100 yards x 50 yards and should conform to the requirements of the Laws of the Game.

Goal posts and goal net supports should be of professional manufacture and conform to the current safety requirements and to the requirements of the Laws of the Game.

Reference should be made to the Goalpost Safety information published by The Football Association.

Corner flag posts should be of professional manufacture and their positioning should conform to the requirements of the Laws of the Game

Pitch markings must be well enough maintained that they are easily visible. The relative dimensions of the playing area must conform by being within the minimum / maximum requirements laid down by the Laws of the Game. The internal pitch markings must conform exactly with the required measurements laid down by the laws of the game.

2. Dressing Room Facilities

All dressing rooms must be secure, heated, well-ventilated and free from damp

2.1 Players

Separate dressing rooms must be provided for both teams within the enclosed area of the ground.

There must be adequate washing and toilet facilities available with hot and cold running water.

2.2 Match Officials

Separate dressing rooms must be provided for match officials.