



## Club Guidance Notes Suffolk FA Premier Cup

- Please ensure that you use the SMS text service to submit your result direct to Full Time.
- Or you can text your result to 07702 240122 or email: [countycups@suffolkfa.com](mailto:countycups@suffolkfa.com)
- **Do NOT call Adrian Moye with the result.** Use the communication methods stated above.

**ALL RESULTS MUST BE REPORTED WITHIN 1 HOUR OF THE MATCH FINISHING**

1. Kick off time:  
**7.45pm**      **Cup matches played midweek**
2. Duration of a match shall be 90 minutes (two equal halves of 45 minutes).
3. A result must be obtained on the day of the match. There shall be no extra time and so, if the scores are equal after 90 minutes the tie shall be decided by penalty kicks.

Should a match not be played, either due to bad weather or the match being abandoned for any reason, then the home team must immediately inform Adrian Moye (07702 240122). No match can be postponed without receiving permission from either the appointed match referee or Adrian Moye.

4. A club official from each side must together present a copy of the team sheet naming the players and substitutes to the match referee at least 45 minutes prior to the commencement of the game. A copy must be handed to your opponents at the same time.
- The **top copy** of the completed team sheet must be posted, delivered or scanned and e-mailed to [countycups@suffolkfa.com](mailto:countycups@suffolkfa.com) within 2 days (excluding Sunday) of the date of the match.
  - Please ensure that you place a tick against the substitutes that are used in the match.

**Alternatively**, a Word version of the team sheet to be sent to Suffolk FA can be completed and e-mailed by accessing the Cups page on the County FA website. This document is also normally emailed to Club Secretaries with the draw notification.

Please **PRINT** all details on the team sheet clearly and in **BLOCK CAPITALS**. Remember to include the scores and the Referee's mark which should be out of 100 and entered in the box provided. Awarding the referee a mark is a **MANDATORY** requirement and a mark of 60 or below requires a written report to be submitted outlining why such a mark was awarded.

5. The match officials and visiting club must be notified of the home club's ground, colours and full match details, **not later than six days prior to the match**. The Home Club shall pay the Officials their fees immediately after the match.
6. Substitutes – Each team may **name up to five** substitutes and are permitted to **use three**. The names must be provided on the Team sheet that is handed to the appointed Referee prior to kick-off. **A person not named on the team sheet prior to the commencement of the match may not take part in the match.**

Once a player has been substituted in these competitions he cannot be used to replace another player. **A person who is not named on the team sheets may not take part in the match.**

### 7. Qualification of Players:

In Semi-Final and Final ties, all players must have been registered with their Club and League at least 21 clear days prior to a County Cup's Semi-Final or Final match, as appropriate\*.

#### On Loan Players\*

Clubs must ensure on loan players are registered for matches. Any break in registration may break the 21 clear days stipulation for Semi Finals and Finals.

Season 2022-23



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8. The referee should provide each team with a Referee Disciplinary Report within 15 minutes of the match ending which will detail all cautions and dismissals from the field of play.
9. The referee must report all occasions of late starts, no club assistant referee provided, short teams, etc. to Adrian Moye preferably by e-mail, within two days of the match being played.
10. If a programme is produced, it must include the appropriate sponsor's advertisement.
11. The match officials fees are as detailed below:

## Match Officials Fees

£70 Referees

£43 Assistant Referees

Fourth Officials shall be paid direct by Suffolk FA and not by the clubs

Please Note: No travelling expenses as now included as part of match fee

12. **Adrian Moye** - **County Cup Competitions' Manager**  
Tel: 07702 240122 (Mobile) 01449 678390 (Home)  
email: Adrian.Moye@suffolkfa.com

**Ian Smillie** - **Referees' Appointments Officer – Saturday Adults**  
Tel: 07885 298363  
email: Ian.Smillie@suffolkfa.com

**Ruth Ward** - **County Support Officer**  
Tel: 01449 616606  
email: countycups@suffolkfa.com

This document has been prepared as a set of guidance notes highlighting some, but not all, of the main rules of the County Cup Competitions. Please go to the Suffolk FA County website and select 'Cups' to access the full rules of the competition.



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