Club Guidance Notes
Suffolk FA Sunday Trophy

- 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**
- **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

Season 2020-21

1. Kick off time: **10.30am**
2. Duration of a match shall be 90 minutes (two equal halves of 45 minutes), but should special circumstances render it desirable and both Teams mutually agree and acquaint the Referee thereof, prior to the match, the duration may be reduced to two halves of 40 minutes with the agreement of the Referee.
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 15 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 Suffolk FA 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 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. **Repeat Substitutes** – Each team **may use up to five** substitutes at any time **from a maximum of five substitute players named** to the referee on the team sheet prior to the commencement of the match.

   A player who has been substituted themselves then becomes a substitute and may replace another player at any time on a repeat substitution basis.

   In all County Cup competitions, substitutes must be named to the referee on the team sheet prior to the commencement of the match.

   A person who is not named on the team sheets may not take part in the match.



7. **Qualification of Players : IMPORTANT**

Note: Saturday football appearances and Band categories have no effect on Sunday football.

The Sunday Trophy is a Band C category – See Appendix D for reference.

A player cannot participate in the Sunday Trophy if he;
(All scenarios below relate to this season 2020-21)

1. **Has played for ANY team in the Sunday Cup or Sunday Shield.**
2. **Has played for any other team in the Sunday Trophy.**
3. **Has played 8 games* or more for ANY team in Bands A or B – See Appendix D for reference.**

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*.

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:

Referees Fees £35 Assistant Referees Fees £20 each

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

Graham Apperley - Referees' Appointments Officer – Sunday Adults
Tel: 07711 145420
email: grahamapperley@msn.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.

