

# **SURREY COUNTY FOOTBALL ASSOCIATION**



## **INFORMATION FOR CLUB SECRETARIES & REFEREES**

**2017-18 Season**

## **IMPORTANT CONTACTS**

### **Surrey County FA Football Services Officer (Competitions)**

Bob Dick

Tel: 01372 384743 Mobile: 07803 007233

Email: [bob.dick@surreyfa.com](mailto:bob.dick@surreyfa.com)

### **Challenge Trophies Chairman**

Mike Jermey

Tel & Fax: 01483 730072

Email: [mikejermey@fsmail.net](mailto:mikejermey@fsmail.net)

### **Referees Appointments (Senior, Saturday Premier & U21 Cups)**

Brian Fish

Tel: 07920 862821

Email: [fishbaak@yahoo.co.uk](mailto:fishbaak@yahoo.co.uk)

### **Guidance for Match Officials**

Referees must wear the traditional black and white or all black uniform and the County FA badge in all ties.

For the Senior and Saturday Premier competitions, all semi-finals and finals, officials should arrive at the ground at least 1 hour before kick off and should be smartly dressed in shirt, tie, jacket and trousers.

## **CONFIRMATION OF DATE, VENUE & KICK-OFF** - Rule 15(b)

The following must be advised by Home club to the following at least 7 days prior to the match in writing - email or letter, (text messaging is not acceptable). The visiting club shall confirm the receipt of the match details supplied by the home club via telephone or email. Failure to do so will result in a minimum statutory fine of £25 being imposed for each infringement.

### **Senior and Saturday Premier Cups & Intermediate Cup (if played midweek)**

- SCFA Competitions Officer – Bob Dick
- Referees Appointment Secretary – Brian Fish
- The Opponents
- The Match Officials & Referee Assessor (if appointed)
- SCFA Match Representative (if appointed)

### **Each club must also advise their respective leagues of the date**

To avoid re-appointments of match officials it is requested that a date is arranged as soon as possible.

### **Under 18 Midweek Floodlight Cup**

- SCFA Competitions Officer – Bob Dick
- The Opponents
- The Match Officials & Referee Assessor (if appointed)
- SCFA Match Representative (if appointed)

### **All Other Competitions (except Under 18 Midweek Floodlight Cup)**

- The Opponents
- The Match Officials
- SCFA Match Representative (if appointed)
- SCFA Referees Assessor (if appointed)

**Each club must advise their respective leagues of the date.**

## **FEES FOR MATCH OFFICIALS**

(Fees are inclusive of expenses and travel costs)

### **Senior Cup**

Referee	£50.00
Assistant Referee	£35.00
Reserve Official	£35.00

Rule 25(d) -The HOME club pays the officials. For the semi-final, the home club is re-imbursed by SCFA. Reserve Official (if appointed) - for all rounds up to the quarter final the fee will be re-imbursed by SCFA to the home club. (The SCFA Representative will supply a claim form).

### **Saturday Premier Cup & Under 21 Midweek Cup**

Referee	£42.00
Assistant Referee	£32.00
Reserve Official	£32.00

Rule 25e - In all ties (except semi-finals and final) the total fee is paid by the AWAY Team. For the semi-final the home club is re-imbursed by SCFA. Reserve Official (if appointed) - for all rounds up to the quarter final the fee will be re-imbursed by SCFA to the home club.

## **All Other Adult Competitions (except Sunday Junior & Lower Junior Cups)**

All rounds up to and including the Semi-finals:

Referees	£35.00
Assistant Referees - if appointed	£30.00
Reserve Official - if appointed	£30.00

Rule 25(f) – The AWAY team pays the referee up to and including Quarter Final. For the semi-final the home club is re-imbursed by SCFA.

## **ADULT Sunday Junior and Sunday Lower Junior Cups only:**

### **Reminder of Rule:**

The combined costs of the pitch and match officials (up to and including the quarter finals) shall be shared between the two competing teams, up to a maximum shared cost of £140 (£105 for pitch £35 for referee) In the semi-finals, where match officials fees are reimbursed by Surrey County FA, only the cost of the pitch shall be shared, again up to a maximum pitch cost of £105.

## **Youth & Girls Competitions**

- Youth & Girls U12-U14                      £25.00
- Youth & Girls U15                              £30.00
- Youth & girls U16 - U18                      £35.00
  
- Assistant Referees, when appointed by County (U12- U15) £22.00
  
- Assistant Referees, when appointed by County (U16-U18) £25.00
  
- U18 Midweek - Referee £35.00 Assistant Referees £30.00

Rule 25(f) - The AWAY team pays match officials up to and including Quarter Final. For the semi-final the home club is re-imbursed by SCFA.

# IMPORTANT RULE EXTRACTS

## **Law 4 –PLAYER’S EQUIPMENT**

Law 4 of the Laws of the Game states, “A player must not use equipment or wear anything, which is dangerous to himself or another player (including any kind of jewelry, metal hair clips, non safety glasses etc)”

## **FITNESS OF GROUND**

In the event of the Home club’s ground being unavailable for any reason, e.g., inclement weather, the match must be transferred to the opponents ground **immediately** if available. **See Challenge trophies Rule 16(a)**

## **KICK-OFF TIMES - Rule 18**

Matches shall kick off at the normal kick off time for the home club except that no match shall kick off before 10.00am. No match shall kick off after 3.00pm, or after 1.30pm between 22<sup>nd</sup> October to 15<sup>th</sup> March except where floodlights are available, or with permission of the Challenge Trophies Committee.

**DURATION of GAME** – See Rule 27 (Adult) & Rule 26 (Youth)

## **ALL ADULT & YOUTH COMPETITIONS**

- Games are 'one-off' games.
- In all rounds (EXCEPT SEMI-FINALS and FINALS) if the scores are level after normal time, kicks from the penalty mark shall be taken in accordance with FIFA instructions.
- In all semi-finals and finals ONLY, extra time **MUST** be played. If the scores are still level, the winner will be decided by kicks from the penalty mark, taken in accordance with FIFA instructions.

**ABANDONED and UN-PLAYED MATCHES** - See Rules 16, 29 & 30 for Adult Competitions. See Rules 15, 27 & 28 for Youth Competitions.

The SCFA Competitions Officer, the Challenge Trophies Secretary and Referees’ Appointment Officer **MUST BE ADVISED IMMEDIATELY**

## **SHIRTS - Rules 21a, 21b & 21c**

Must be numbered in all competitions. **In the event of a clash of colours, the away team must change. Teams must not wear black or dark blue kit which will clash with the referee.**

**CONTRACT PLAYERS**, including players on loan, as registered with the Football Association are permitted to play in the Senior, Saturday Premier Cup and Women's Cup competitions only.

**REPORTING OF RESULTS** - The HOME Club must text the result in within three hours of the end of the match in response to the SMS notification from Full Time. If no SMS notification received, email [bob.dick@surreyfa.com](mailto:bob.dick@surreyfa.com) with the result and update the role of SMS recipient for that team on the Team Officials tab on whole Game System.

<http://www.surreyfa.com/~media/CountySites/surreyfa/documents/county-cups/how-to-submit-your-county-cup-result-via-sms.ashx>

**COMPLETION OF RESULT CARDS:**

Both Clubs must complete an on-line "Result Sheet" containing the names and League Registration numbers of the players you participated in the match within 5 days of the match, together with a mark for the referee. Please click this link to access the Result Sheet:

<http://www.surreyfa.com/news/2015/sep/county-cup-match-sheets>

**Challenge Trophies Rules 31 (b) & (c), minimum fine of £10.**

## **TEAM SHEETS – Rule 22**

### **Senior Cup ties and all Semi-Finals and Finals**

Team sheets will be provided by the SCFA Match Representative these should be handed to the match referee no later than 60 minutes before kick-off in the presence of the SCFA Match Representative.

### **All Other Adult Cup Competitions**

Team sheets will be supplied by the appointed referee and should be completed and handed to the referee 20 minutes (Saturday Premier Cup 60 minutes) prior to kick-off. Referee to retain for THREE months after match is played.

The Team sheet can be found on the past page of this document.

### **U16 Girls, U16 & U18 Youth Cup Competitions - Sundays**

Team sheets will be supplied by the appointed referee and should be completed and handed to the referee 20 minutes prior to kick-off. Referee to retain for THREE months after match is played.

The Team sheet can be found on the past page of this document.

### **U18 Youth Cup Competitions – Mid-week**

Team sheets will be supplied by the appointed referee. After completion they should be exchanged in the referees room 20 minutes before kick-off and returned to the SCFA Competitions Officer with the match result card.

## **SUBSTITUTES – Rule 12**

### **Senior, Saturday Premier, Saturday Intermediate, Under 21 Midweek and Under 18 Midweek Floodlit Cups**

A club may use 3 substitutes from 5 named substitutes.

### **All Other Adult Competitions**

A team may use 5 from 5 named substitutes. A player who has been substituted during a game will become a substitute himself and may replace another player during the course of the game, (known as roll on, roll off).

### **Youth U12 & Girls U12 - U13 Competitions (9-a-side)**

A team may use 4 substitutes from 4 named substitutes. A player who is substituted during a match becomes a substitute themselves and may replace another player at any time during the course of the game, (known as roll on roll off).

### **Youth U13-U18 and Girls U14-U16**

A team may use 5 from 5 named substitutes. A player who has been substituted during a game will become a substitute himself and may replace another player during the course of the game, (known as roll on, roll off).

## **YOUTH SPECIFIC RULES**

### **Referees**

In all age groups from U12-U15 in all rounds up to the quarter finals, it is the duty of the HOME club to find a referee to officiate, unless one has been appointed by SCFA Competitions Officer. The referee should be uniformed and qualified if possible. If you cannot find one please approach your opponents.

A qualified referee will always take preference.

In age group U16-U18, the SCFA Competitions Officer will appoint referees.

### **Duration of Play**

Age Group	U12	U13	U14	U15	U16	U18
Duration (min)	60	70	70	80	80	90
Extra Time	14	20	20	20	20	30

(Extra Time applicable to semi-finals and finals only)

### **Qualification of Players**

Any club which enters more than one team in any age group must understand that for the duration of the Competition they will be considered as totally separate. The “A” team must in all cases be the senior team and the players will not be allowed under any circumstances to change teams at any time.

### **Exchange of Registration Cards – Rule 9, Youth**

Please ensure that you have available at the game your League players registration cards and that the players registration numbers are correctly recorded when completing the on-line Result Card.

### **Size of Ball**

Under 15 to Under 18 Age Groups must use a size 5 football.

Under 12 to Under 14 Age Groups must use a size 4 football.



# TEAMSHEET (FOR REFEREE)

Competition.....

Team.....

It is requested that this team sheet be handed to the referee prior to the commencement of the game preferable at least 20 minutes before kick off.

<u>Shirt No.</u>	<u>Print Name</u>	<u>Signed</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Named Substitutes : **ALL must be named (See Rule 12)**  
THREE may be used from FIVE (Saturday Senior, Premier & Intermediate and Under18 Midweek Cup)  
FIVE may be used from FIVE (Saturday Junior & Lower Junior and all Sunday Adult and Youth 11v11 Competitions as Roll On Roll Off/Repeat substitutions.  
FOUR may be used from FOUR in 9v9 format as Roll On Roll Off/Repeat subs.

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.....
.....

Signed (Club Official).....Print.....

Position in Club.....

**This team sheet to be retained by the referee for three months after the game.**

# RESULT CARD (FOR SCFA)

Match No:.....

Competition ..... (If Youth, which Age Group).....

..... Round Date .....

Club (H) ..... v. Club (A) .....

Result: (H) ..... goals (A) .....goals

Name of Players (Please use block Capitals) League Reg. No.

1.....	.....
2.....	.....
3.....	.....
4.....	.....
5.....	.....
6.....	.....
7.....	.....
8.....	.....
9.....	.....
10.....	.....
11.....	.....
Sub.....	.....
Sub.....	.....
Sub.....	.....
Sub.....	.....
Sub.....	.....

Please mark substitute players(s) who were used in match.

Referee ..... Performance Mark .....

Signed .....Hon. Sec.

Club..... F.C.

Please post, or email, immediately after the match to the Surrey County FA Football Services (Competitions Officer):

**Bob Dick: Unit 2 St Martin's Walk, Dorking, Surrey RH4 1UW**

Email: [bob.dick@surreyfa.com](mailto:bob.dick@surreyfa.com)

## RESULT CARD (FOR REFEREE)

Match No.....

County Cup .....

Round.....

Played at .....

On.....

Time of Kick Off.....

Result.....F.C.....Goals

.....F.C. ....Goals

SENIOR & PREMIER CUP ASSISTANT REFEREES MARKS 0 TO 100	

REMARKS:.....

.....

Referee.....

FAMOA Number.....

Referee must report late starts, short teams and which team is in default.

He must notify Captain of team causing late start that it will be reported.

Please post, or email, immediately after the match to the Surrey County FA Football Services (Competitions Officer):

**Bob Dick: Unit 2 St Martin's Walk, Dorking, Surrey RH4 1UW**

Email: [bob.dick@surreyfa.com](mailto:bob.dick@surreyfa.com)