

# COUNTY COMPETITION RULES



*(Except Youth)*

2009/2010 Rule changes are in bold type

## 1. NOMENCLATURE

The Hertfordshire Football Association's County Competitions comprise:

The Hertfordshire F.A. Challenge Cup (The Senior Challenge Cup)  
The Hertfordshire Centenary Trophy (The Senior Trophy)  
The Hertfordshire F.A. Intermediate Cup  
The Hertfordshire F.A. Junior Cup  
The Hertfordshire F.A. Charity Cup  
The Hertfordshire F.A. Charity Shield  
The Hertfordshire F.A. Sunday (Senior) Cup  
The Hertfordshire F.A. Sunday (Intermediate) Cup  
The Hertfordshire F.A. Sunday (Junior) Cup  
The Hertfordshire F.A. Sunday Inter-League Cup  
The Hertfordshire F.A. Women's Cup  
The Hertfordshire F.A. Veterans' Cup  
The Hertfordshire F.A. Youth Competitions (See Youth Competition Rules) and such other competitions as the Council may, from time to time, deem expedient to run.

The Council shall determine the dates on which County Cup matches shall be played and the lengths of its playing season within the limits laid down by the Football Association.

## 2. MANAGEMENT

- (a) The County Competitions shall be under the entire control and management of the Hertfordshire F.A. Council (hereinafter referred to as The Council) who may delegate the conduct of the Competition to the Competitions' Committee.
- (b) The Competitions' Committee shall comprise of Council Members as per Standing Order 15(1).
- (c) The full Committee shall meet as and when required to do so by the Council to discuss matters of general policy relating to Competitions in order to make recommendations to Council. (4 shall form a quorum).
- (d) The draws shall be made by Members as designated by the Competitions' Committee.
- (e) The Match Officials for all County Competitions shall be appointed by the Referee Appointments Officers as delegated by the Referees' Committee.
- (f) Failures by Clubs to comply with the Competitions Rules shall be referred to the Competitions' Committee and problems concerning referees shall be referred to the Referees' Committee.
- (g) The Council shall have power to alter or add to the Rules of the County Competitions as they may from time to time deem to be necessary or expedient.
- (h) All decisions made by the Competitions' Committee shall be final and binding.

## 3. METHOD OF ENTRY AND FEES

- (a) All Clubs affiliated to the Association, who are members of an affiliated League, are required, unless exempted by the Council, to take part in one of the County Competitions, provided one is suitable. Entries for the County Competitions (other than the Charity Cup and Shield which are by invitation of the Council) shall be made to the Chief Executive Officer at the same time as the Form A is submitted, which must be received by June 15th in each year, and must be accompanied by the entry fee as follows:

Hertfordshire Senior Challenge Cup	£25.00
Hertfordshire Senior Trophy	£20.00
Hertfordshire Intermediate Cup	£15.00
Hertfordshire Junior Cup	£10.00
Hertfordshire Sunday Senior Cup	£10.00
Hertfordshire Sunday Intermediate Cup	£10.00
Hertfordshire Sunday Junior Cup	£10.00
Hertfordshire Sunday Inter-League Cup	£10.00
Hertfordshire Women/s Cup	£10.00
Hertfordshire FA Veterans' Cup	<b>£10.00</b>

Any Club that is under suspension at the time of the Draws for the County Cup Competitions being made shall not have its Cup entry accepted and such entry fee will be refunded.

(b) **Entry to the Senior Challenge Cup and Senior Trophy should be determined by the Football Association Step level at which the Club operates. Senior Challenge Cup should be Football League Clubs plus non-League Clubs at Steps 1 to 5. Clubs at Steps 6 and 7 should enter the Senior Trophy.** To enter the Senior Challenge Cup, a Club must have regular use of a ground where floodlights to a lux value of 120 are available and where a charge for admission must be made, and where there is a protective walkway from the dressing rooms to the playing area. The reserve team of a Club playing in the Senior Challenge Cup or Senior Trophy may play in the Intermediate Cup (unless dispensation has been received to play in the Junior Cup) and the reserve team of a Club playing in the Intermediate Cup may play in the Junior Cup. Clubs in the Herts Senior County League and Spartan South Midlands League not qualified in the above Competitions can only enter the Intermediate and NOT the Junior Cup.

(c) Clubs playing in the highest division of their affiliated Sunday Leagues shall play in the Hertfordshire FA Sunday Senior Cup. Affiliated Sunday Leagues shall play in the Hertfordshire FA Sunday Intermediate Cup. Clubs playing in all other divisions of their affiliated Sunday Leagues shall play in the Hertfordshire F.A. Sunday Junior Cup.

In Sunday Leagues comprising of three divisions, teams shall enter the Hertfordshire F.A. Sunday Senior Cup; Sunday Intermediate Cup and Sunday Junior Cup respectively.

In Sunday Leagues comprising of either one Division or two Divisions, teams will enter a Cup Competition as decided by the Competitions' Committee.

All teams competing in Women's Leagues shall enter the Women's Cup.

All Veterans' teams may enter the Veterans' Cup.

The Competitions Committee shall have the power to amend entry qualifications for a League with three divisions or less upon written request from the League concerned.

(d) Where a Club has more than one team eligible for the same competition it may be entitled to enter both or all teams, however no player may play for more than one team in the same Competition in any one season.

(e) The County Competitions shall take precedence over all League and other competitions except the F.A. Challenge Cup, F.A. Challenge Trophy, F.A. Challenge Vase, Premier League, Football League, F.A. Sunday Cup and the F.A. Women's Cup.

(f) Clubs withdrawing or having been expelled mid season from their domestic competition shall not be eligible to compete in the County Cup Competition unless agreed by the Competitions Committee.

#### **4. DRAW AND NOTIFICATION**

(a) The County Competitions shall be conducted and decided on a knock-out basis unless otherwise determined by the Competitions' Committee.

Once the draw notification bulletins have been issued, no team will be accepted into a Competition as a late entrant unless exceptional circumstances prevail. Once the actual draw bulletin has been issued, no team under any circumstances will be added to a competition.

(b) All ties shall be played on the day, and commence at the time, ordered by the Council or Committee delegated to conduct the competition. In the Senior Challenge Cup Competitions ties shall be played during the week shown on the draw schedule and on the day of the week nominated by the Home team, unless mutually agreed by both teams to a different day of that week, or an earlier week altogether. Such an arrangement is to be submitted to the Honorary Secretary of the Competitions' Committee for approval. All games in the County Competitions shall be played in accordance with the Laws of the Game, the Rules of the Football Association and the Rules of the Hertfordshire F.A.

(c) In the Intermediate Cup Competition, if the Club drawn at home has the regular use of floodlights, then it may choose to play the match in midweek, by mutual agreement with the opposition, either during the week before, or in the week after, the scheduled date for the match. At least 8 days' notice must be given to the opposing team.

(d) The ties (except in the cases of the Charity Cup and Shield, where clubs may be paired) shall be drawn, and immediately after such drawing, the Honorary Secretary of the Competitions' Committee, or the Honorary Assistant Secretary, shall intimate to each Club the name of its opponents, which Club has choice of grounds, the date the tie is to be played and time of kick-off.

- (e) The Home Club in each tie in the County Competitions shall confirm the game with its opponents, referee, assistant referees and where appointed the Hertfordshire F.A. Representative at least seven days before the date of the tie, and when doing so, the home Club must give details of their colours to be worn and the exact location of the ground on which the game is to be played and a route to be taken to reach it.
- (f) Referees and Assistant Referees shall acknowledge acceptance of appointments for all County Competition ties to the appropriate appointing officer. Match Officials must also acknowledge to the Home Club the receipt of their match confirmation details once received.
- (g) In the Junior Cup (Saturday) teams who reached the round of the last sixteen in the previous season will be granted exemption to the **2nd** round.

In the Sunday Senior, Sunday Intermediate and Sunday Junior Cup Competitions, teams reaching the round of the last 16 in the previous season will be given exemption to the 2nd Round, (providing each team is still competing in the same Competition), and in the other Competitions, (except the Charity Competitions and Inter League Cups), the two finalists from the previous season will be given exemption to the 2nd Round (providing each team is still competing in the same Competition).

## 5. GROUNDS, DURATIONS OF GAMES, TEAMSHEETS

- (a) The dimensions of the field of play for matches in the County Competitions shall be:

Length - maximum 120 m (130 yds); minimum 90m (100 yds)

Breadth - maximum 90m (100 yds); minimum 45m (50 yds)

Grounds must be marked in accordance with the Laws of the Game, with corner flags and goal nets provided.

All playing grounds must be within the borders of the Hertfordshire County, but the Competitions' Committee has the discretion to allow certain grounds outside the County boundary to be used if considered appropriate. Any Club wishing to play a fixture on a ground which is different from that shown in the Handbook and outside County boundaries must apply for permission to do so from the Association Officer responsible for the Club's relevant Cup Competition. Any Club who is found to have played a match in contravention of these conditions, having ignored this instruction, may be dealt with at the discretion of the Competitions' Committee.

In all County Competitions, (both Saturday and Sunday), changing facilities for players and officials must be provided, together with washing facilities i.e. running water. If a Home team is unable to provide this, an alternative venue must be found, unless both teams agree prior to the date of the match to use the existing facilities. For Senior Challenge Cup, Senior Trophy and Intermediate Cup games the playing area must be enclosed.

Grounds used by teams competing in the Senior Challenge Cup and Senior Trophy must have dugouts provided for both teams' Officials, and must also have a clearly marked out Technical Area.

In all rounds of the Charity Competitions, Saturday and Sunday Inter League Cup Competitions and Quarter and Semi-Final ties of all other Competitions the playing pitch must have a railed or roped-off area at least five feet from the goal and touch lines.

Where local regulations do not allow this the home Club must find an alternative ground or play on the ground of their opponents, which must comply with the foregoing conditions. Fluorescent tape is not considered a satisfactory replacement for rope. All posts or stakes used must be of material considered satisfactory for players' safety.

- (b) In each tie (with the exception of the Charity Cup and Shield if Clubs are paired) the game shall be played on the ground of the club first drawn, unless otherwise mutually arranged and the consent of the Competitions' Committee obtained.
- (c) If the ground of a club which has choice of ground is considered unsuitable for a cup-tie, its opponents may complain to the Secretary of the Competitions' Committee at least seven days before the scheduled date of the match. The complaint which must be in triplicate, must be accompanied by a deposit of £10.00. If the complaint is upheld, the Council may order the game to be played on the ground of the complaining Club or on a neutral ground. If the complaint is not sustained, the deposit shall be forfeited and the complaining Club may be called upon to pay expenses incurred in deciding the complaint.
- (d) A Club wishing to play on any surface other than grass must apply for permission to do so from the nominated Competitions Officer at least 21 days before the date of the first round of matches in their relevant Competition(s). Failure to apply within these requirements may result in that Club's team being unable to play on their normal pitch for some or all of the matches in the Competition(s).

- (e) The duration of each match shall be one hour and a half (45 minutes each way), but by arrangement between the captains of the opposing teams, except in the semi-finals and finals, the duration of the game may be reduced to 70 minutes (35 minutes each way). Such arrangement must be notified to the referee before the commencement of the match. The half time interval shall not exceed 15 minutes which may only be altered with the consent of the Referee.
- (f) When a match (other than those in the Charity Competitions) has been postponed, or abandoned before the completion and neither side being at fault, it must be played again on the same ground on or before the following Saturday, or Sunday if in the Sunday Competitions. Matches abandoned through the fault of one or both Clubs shall be dealt with by the Council. If a game is abandoned, through no fault of either team, at the completion of normal time or during extra time, the re-arranged game will be played on the ground of the "away" team in the original tie.
- (g) In all rounds, the score being level at full time, an extra 15 minutes each way must be played, or if in the opinion of the Referee, prevailing circumstances did not permit the match being finished, 10 minutes each way may be played. In this case the referee shall decide at the end of full time and prior to the commencement of extra time and shall notify both teams.
- (h) All matches shall be concluded at the first meeting. If the scores remain level after 90 minutes, an extra 30 minutes shall be played. If the scores are still equal, kicks from the penalty mark shall decide the result according to the procedure laid down in the Laws of Association Football. If unforeseen circumstances prevent the completion of the kicks from the penalty mark, the game shall be played again the following week at the ground of the "away" team in the original match.
- (i) The appointed referee shall decide as to the fitness of a ground for a match in the County Competitions except where the match is on a ground rented from a Local Government Authority which, under the terms of letting, reserves to itself, or its delegated officials, the right to determine, whether or not the ground is fit for play, or in an Inter-League competition match where the Club whose ground is being used for the game shall have the right to determine and say that its ground is unfit for play. Each Club must take every precaution to keep its ground in playing condition. If necessary, either Club must apply to the Competition's Honorary Secretary for an inspection to be made, and the Secretary shall require the referee or his nominated deputy to examine the ground and decide its fitness for play in sufficient time to save expenses of unnecessary journeys being incurred by the Clubs. The Club applying for the inspection shall pay the costs of such inspection, which shall not be a charge on the gate receipts.
- (j) Clubs shall not mutually arrange to play a match in lieu of a cup-tie. If a match is played to a conclusion it must be a cup-tie.
- (k) In the event of the colours of the two competing Clubs being similar in any tie, the away team must change, except in a final when the second named team shall change.
- (l) Shirts bearing different numbers must be worn by players (including substitutes) of the competing teams in the County Competitions.
- (m) If a match is declared void for any reason, the game shall be re-arranged as directed by the Competitions Committee.
- (n) **In the event of a fixture being postponed on two (or more) occasions both Clubs should have an alternative ground available in case a change of venue is required. The Competitions' Committee has the authority to switch a venue (to either another ground supplied by the home drawn team, or to the away team's ground) if the circumstances are considered appropriate and beneficial to both Clubs and the running of the Competition concerned. However, the switching of a venue is not an automatic procedure and will be at the discretion of the appointed Competitions Officer.**
- (o) In all Senior Challenge Cup, Senior Trophy, Intermediate Cup and Charity Competition matches, and in the Semi Finals and Finals of all other Competitions, team sheets must be exchanged between the teams, in the presence of the match Referee, at least 30 minutes prior to kick off. The names on the team sheets must correspond exactly to those names included by Clubs on their match result sheets. Any failure to comply with this Rule will result in the offending club being fined.
- (p) All Clubs drawn at home in the Senior Challenge Cup, the Senior Trophy, the Intermediate Cup, and the Charity Cup and Shield, must supply refreshments to visiting Players, Officials and Match Officials to a standard equivalent to a home 1st team match in their own League.
- (q) No request for a postponement of a match will be granted, whether the match in question is on the original published date, or on a later date due to an earlier postponement caused by weather or unplayable ground conditions etc., unless exceptional circumstances as decided by the Competitions Committee prevail.

- (r) If a match in any Competition has the venue switched to the ground of the away drawn team, whether by mutual consent or by order of the Competitions' Committee, the fixture shall be reversed – i.e. the away drawn team becomes the home team and vice versa.

## 6. ELIGIBILITY OF PLAYERS (SATURDAY COMPETITIONS)

- (a) Each County Competition shall be competed for annually by teams of eleven players. All players must be 16 or over to play.
- (b) Qualifications for all Hertfordshire F.A. County Cup Competitions in any season shall count only from the date fixed by the Association for the official opening date of that season.
- (c) A player qualified to play in any round of a County Cup Competition shall be deemed qualified to play in any subsequent round by virtue of his original qualifications, unless he has rendered himself ineligible.
- (d) In the case of postponed matches, only those players who were eligible on the date fixed for the playing of the original fixture shall be allowed to play. (Not including players who were serving a period or match suspension).
- (e) If a Club is found guilty of knowingly or unknowingly playing an ineligible player in a County Cup Competition match, it SHALL be struck out of the Competition unless exceptional circumstances as decided by the Competitions' Committee prevail, and shall suffer such other penalties as the Committee deem appropriate. A Club found guilty of playing an ineligible player will be subject to a fine of not less than £25.00.
- (f) A Club may, at its discretion, use up to a maximum of three (3) substitute players at any time in a County Cup Competition match, except to replace a player who has been suspended from the game by the referee after play has commenced. The substitute players must be chosen from not more than five (5) players, whose names must be given to the referee prior to the commencement of the match. Substitutes not so named shall not take part in the game. The eligibility of a substitute to play in any other County Cup Competition match shall not be impaired unless he has entered the field of play to participate in the game.
- (g) A club having a player or players on loan must advise the Competitions' Committee Secretary in writing, seven days before the date of their County Cup Competition match, to confirm that written permission has been obtained from the Parent Club/s that the player(s) in question are eligible for the Competition that they are to play in.
- (h) **Charity Cup and Charity Shield**

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

Clubs playing in the Charity Competitions may play any bona fide playing member who has played for the Club in the current or preceding season.

In matches played after the start date of Leagues' programmes, all players must be registered playing members with a League in which their team competes. A player will become cup tied for both the Charity Cup and Charity Shield once he has made an appearance for a Club. He will only be eligible to continue playing for that Club for the remainder of the season, and for no other Club in either Competition.

(Playing in the Charity Cup or Shield does not affect a player's eligibility for any other Competitions promoted and controlled by the Hertfordshire F.A.).

- (i) **Senior Challenge Cup, Senior Trophy, Intermediate Cup and Junior Cup**

To be eligible to play in the Senior Challenge Cup, a player must be registered with a league in which the Club plays by 5.00pm on the day prior to the date of the match. (i.e. no 7 day player qualification)

To be eligible to play in the Senior Trophy, Intermediate Cup and Junior Cup, a player must have been a playing member of his Club for the last seven (7) days prior to the date of the match. A playing member is one who is registered with a League in which his Club plays. In each of these Competitions a player can move up in status of Competition without being cup-tied, but he cannot move down in status unless it is for the reserve or lower team of the same Club. A player will be permitted to play for the same Club in another Competition, providing that Club operates more than one team, (subject to Rules 6 l and m).

(j) **Senior Challenge Cup**

A player who has already played in the Senior Challenge Cup for another Club in the same season will not be eligible to play in this Competition.

(k) **Senior Trophy**

A player who has already played in the Senior Challenge Cup or for another Club in the Senior Trophy in the same season will not be eligible to play in this Competition.

(l) **Intermediate Cup**

A player who has already played for another Club in the Senior Challenge Cup, Senior Trophy or Intermediate Cup in the same season will be ineligible to play in this Competition. However, if a player has played in one of these Competitions, but only for his own Club, he will be eligible, but he must not have played in 15 or more first team\* matches in the same season. Qualification for playing in the semi finals round or final round will increase to a player not having played in 20 or more first team\* matches.

*\*The definition of a first team match includes all Competitions in which the first team of a club takes part.*

(m) **Junior Cup**

Please note the new qualification rules in place from season 2007/8 onwards.

A player who has competed in the F.A. Challenge Cup, F.A. Trophy or F.A. Vase **whether it be for different Clubs or within the same Club** during the current season will not be eligible to play in the Junior Cup.

A player who has already played for another Club in the Senior Challenge Cup, Senior Trophy, Intermediate Cup or Junior Cup during the current season will not be eligible to play in the Junior Cup.

A player who has played in a competitive first team fixture for a Club designated as either Step 1, 2, 3 or 4 level - whether it be the same Club or another Club - during the current season, will not be eligible to play in the Junior Cup. This includes participation in the Senior Challenge Cup.

A player who has played in no more than 3 competitive first team fixtures\* for a Club at either Step 5 or Step 6 levels – whether it be the same Club or another Club – during the current season, will be eligible to play in the Junior Cup, subject to all other clauses of this rule. This includes participation in the Senior Challenge Cup and Senior Trophy Competitions. However, a club may play no more than three (3) such players in any one Junior Cup fixture.

A player who has played in 10 or more first team fixtures\* for a Club designated at Step 7 level, during the current season, will not be eligible to play in the Junior Cup, subject to all other clauses of this Rule. The qualification figure of 10 rises to 15 for the semi finals and final rounds. This includes participation in the Intermediate Cup Competition.

If a Club enters a team below that of reserve team status in the Junior Cup, that team may include no more than three (3) players who have played in 10 or more matches for the reserve (or 2<sup>nd</sup> team) of the Club in the current season. The qualification figure of 10 rises to 15 for the semi finals and final rounds. This includes participation in the Intermediate Cup Competition. If a Club has more than one team competing in the Junior Cup, a player will only be allowed to play for one team.

**7. ELIGIBILITY OF PLAYERS (SUNDAY COMPETITIONS)**

(a) Each County Competition shall be competed for annually by teams of eleven players. All players must be 16 or over to play

(b) Qualifications for all Hertfordshire F.A. Cup Competitions in any season shall count only from the date fixed by the Association for the official opening date of that season.

To be eligible to play in the Hertfordshire F.A. Sunday Senior Cup, Sunday Intermediate Cup Sunday Junior Cup and Women's Cup Competitions, a player must have been a playing member of his Club for the last 7 days previous to the match. A playing member is one who has been registered with a League in which his club plays at least seven (7) days prior to the match concerned.

- (c) A player who has played in either the Sunday Senior Cup, Sunday Intermediate Cup or Sunday Junior Cup becomes ineligible to play for any other Club in any of these competitions in the same season. A player will be permitted to play for the same Club in another Competition, providing that Club operates more than one team, (subject to the remaining conditions of Rules 7c).
- A player who is registered for a Club with more than one team may play in any Sunday Competition in the same season for that Club, but no Club shall include in its team more than three (3) players who have played in a more Senior Competition that season. A player who has played in the F.A. Sunday Cup Competition, may only play for the Club for which he played in the F.A. Sunday Cup Competition.
- (d) A player qualified to play in any round of a County Competition shall be deemed qualified to play in any subsequent round by virtue of his original qualifications, unless he has since rendered himself ineligible.
- (e) In the case of postponed matches, only those players shall be allowed to play who were eligible on the date fixed for the completion of the round. (Not including players who were serving a period suspension.)
- (f) Playing in the Sunday Inter-League Cup Competition shall not affect the eligibility of a player for the Sunday Senior, Sunday Intermediate Cup or the Sunday Junior Cup Competitions.
- (g) If a Club is found guilty of knowingly or unknowingly playing an ineligible player in a County Competition match, or causing the match to be abandoned, it SHALL be struck out of the Competition, unless exceptional circumstances as decided by the Council prevail, and suffer such other penalties as the Council deem appropriate. A Club found Guilty of playing an ineligible player will be subject to a fine of not less than £ 25.00.
- (h) A Club may, at its discretion, use up to a maximum of three (3) substitute players at any time in a County cup-tie, except to replace a player who has been suspended from the game by the referee after play has commenced. The substitute players MUST be chosen from not more than five (5) players, whose names must be given to the referee prior to the commencement of the match. Substitutes not so named shall not take part in the game. The eligibility of a substitute to play in any other County cup-tie shall not be impaired unless he has entered the field of play to participate in the match.
- (i) If a Club enters more than one team in the same Competition, no player will be allowed to play for more than one team. (i.e. he/she becomes cup tied upon making their first appearance as a player in a match)

## 8. REFEREES AND ASSISTANT REFEREES

- (a) The Council shall, through the Referees' Committee, appoint referees for all matches in the County Competitions. Such referees shall be entitled to charge fees as follows:

Senior Challenge Cup	Referee <b>£42.00</b>	Asst Referee <b>£30.00</b>
Senior Trophy	Referee <b>£32.00</b>	Asst Referee <b>£23.00</b>
Intermediate Cup	Referee <b>£30.00</b>	Asst Referee <b>£22.00</b>
Charity Cup and Shield	Referee <b>£25.00</b>	Asst Referee <b>£18.00</b>

The above are also entitled to claim travel expenses of 35p per mile.

In the above Competitions the Home Team is responsible for the payment of all Match officials' fees up to and including the Semi-Finals.

Junior Cup	Referee <b>£28.00</b>	Asst Referee <b>£20.00</b>
Sunday Competitions	Referee <b>£28.00</b>	Asst Referee <b>£20.00</b>
Women's Cup	Referee <b>£28.00</b>	Asst Referee <b>£20.00</b>
Veterans' Cup	Referee <b>£28.00</b>	Asst Referee <b>£20.00</b>

The above are also entitled to claim travel expenses of 35p per mile.

In the above Competitions the Home Team is responsible for the payment of all Match officials' fees up to and including the Semi-Finals. Where Assistant referees are appointed their fees shall be shared equally by the two teams. The Home Team shall be responsible for ensuring payment is made to all Match Officials.

- (b) Assistant Referees shall be appointed **for all matches** in the Senior Challenge Cup, Senior Trophy, Charity Cup and Charity Shield, and for the Quarter-finals, Semi-Finals and Finals of the Intermediate Cup, Junior Cup, Sunday Senior, Sunday Intermediate and Sunday Junior Cups. **Assistant Referees shall be appointed for the Semi Finals and Finals of the Women's Cup and Veterans' Cup.**
- (c) A Club may apply in writing to the Referees' Committee for the appointment of assistant referees in County Competition games, other than as set out in paragraph (b), and if such Assistant Referees are available, the Club making the application shall be responsible for the payment of their fees.

- (d) In the event of the unavailability or non-appearance of the appointed referee, the senior Assistant Referee shall referee the game. He shall receive the referee's fee and the Clubs must agree to provide an Assistant Referee to take his place. When Assistant Referees are not appointed, each Club must provide an Assistant Referee who shall report to the referee five minutes before the appointed time of kick-off. In the event of the non-appearance of the appointed referee at a game, for which there are no officially appointed Assistant Referees, the Clubs must agreed upon a substitute to referee the game. Failure to do so may result in one or both clubs being eliminated from the Competition. In all cases where an officially appointed referee or Assistant Referee fails to appear, or is late for the kick-off, the matter must be reported to the Honorary Secretary of the Referee's Committee by the home club.
- (e) In the final ties of all competitions the appointed Match Officials shall receive suitable mementos in lieu of any fee and shall be entitled to claim traveling expenses for incurred costs of 35 pence per mile.
- (f) In the event of a match not being played owing to the causes over which neither Club has control, the Match Officials in attendance shall be entitled to claim traveling expenses for incurred costs of 35 pence per mile from the Home Club. Should a match not be played owing to the default of one of the Clubs concerned those Match Officials in attendance shall be entitled to the full fee, plus traveling expenses if applicable, as set out in paragraph (a) from the defaulting Club
- (g) Referees and Assistant Referees shall acknowledge acceptance of appointments for all County Competition ties once received to the appropriate appointing Officer and the Secretary of the home Club/League
- (h) In matches where team sheets are exchanged prior to kick off, each Referee must, within two days of the match being played, forward his copy of the team sheet to the relevant Officer of the Competitions' Committee. The Referee should report any cases where a team sheet has been amended by a Club after being originally exchanged.
- (i) In the Senior Challenge Cup, Senior Trophy, Charity Cup and Charity Shield matches, the referee will complete a triplicated discipline Report Form after the match, handing a copy to each team and sending a copy to the Association. This will advise the teams of any sendings off, cautions and general breaches of Rules that will be dealt with by the Competitions' Committee

## 9. MATCH RECEIPTS AND EXPENSES

- (a) The home club shall provide for the sale of admission tickets and the visiting Club for checking the sale. The expenses of sellers and checkers shall not be a charge on the gate. In Senior Challenge Cup matches a minimum spectator admission charge of £4.00 must be made by each Home Club. In the Senior Trophy, clubs making a ground admission fee must charge a minimum of £2.00.
- (b) In all games in the County Competitions where entry fees are charged a Statement of Receipts and Payments will be prepared on the form provided by the Competitions Committee. This statement shall be completed by the home club and one copy forwarded to the Hertfordshire Football Association Ltd office and a second copy forwarded to the opponents Secretary within 7 days of the game with the appropriate cheque.

In all games in the County Competitions EXCEPT the Charity Competitions and all the finals, the gate receipts (less VAT where applicable), shall be equally divided between the two competing Clubs after deducting the Match Officials fees and expenses, the visiting teams reasonable traveling expenses and the cost of staging the match. The maximum fare for coach travel will be £3.00 per coach mile. If private cars are used by the away team, expenses can be claimed for up to five cars at the rate of 35 pence per mile on a direct route from Club Headquarters. These costs of staging the match shall comprise a floodlight charge (limited to £75.00 if used), gatemen (maximum allowance £40.00) doctor/first aid and policing/stewarding charges if applicable all as detailed on the Statement of Receipts and Payments. No other deductions can be made.

In the event of the Gate receipts (less VAT) being less than the Expenses as detailed on the Statement of Receipts and Payments the deficit shall be borne by the two Clubs equally.

- (c) In the Charity Cup Competition the payment to the Hertfordshire Football Association Ltd shall be 50% of the gate receipts (less VAT if applicable) less £ 75.00 allowed towards the expenses incurred as shown on the Statement of Receipts and Payments.

The competing Clubs shall share any surplus or deficit as shown by this statement which shall show the gate receipts (less VAT if applicable) less the payment to the Hertfordshire Football Association Ltd, less the match officials fees and expenses, the visiting teams traveling expenses and the costs of staging the match as detailed in Rule 9b.

- (d) In the Charity Shield Competition any surplus shown by the Statement of Receipts and Payments is payable to the Hertfordshire Football Association Ltd. Any deficit is borne equally by the two competing Clubs.
- (e) The distribution of the funds arising from the Charity Cup and Charity Shield Competitions shall be under the absolute control of the Directors.

#### 10. CLUB DOCTOR

It is the responsibility of the Home or Host Club in any Senior Challenge Cup or Charity Cup Match involving an F.A. Premier League, Football League, or Conference National Club, to ensure that a qualified Medical Practitioner (i.e. registered GP) is in attendance at least 30 minutes prior to the kick-off, and throughout the match and until at least 30 minutes after the termination of the match, and that he is afforded ready access to the playing area. The medical practitioner's fee to a maximum of £130.00 may be deducted from gate receipts as per Rule 9(b) providing a copy of the Doctor's invoice is submitted with the Statement of Receipts and Payments. A Nurse, Paramedic, St Johns Ambulance or a Qualified First Aider must attend each match involving Conference South teams if a GP is not available.

#### 11. SEMI-FINALS AND FINAL TIES

- (a) All semi-final ties must be played on the days and at times fixed by the Council. **Where neutral grounds are used for Semi Final matches, the venue, kick off time and spectator entry fees will be as stipulated by the Competitions' Committee.**
- (b) Every Club playing in a semi-final or final of a County Competition shall post or deliver by hand to the opposing club, the association Headquarters and to the nominated Officer of the Competitions Committee a list of players 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 his/her 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.
- (c) In the final ties, except Charity Competitions as covered by Rule 9, the competing Clubs and the Association shall each take one-third of the net receipts after deducting the costs of staging the match in accordance with Rule 9 and any other charges as the Competitions Committee deem appropriate.
- (d) The Competitions' Committee shall determine the venues on which Finals shall be played and all finals will be decided at the first meeting, with no replays.
- (e) A Club on whose ground a final is played shall forward to the Honorary Treasurer of the Association, within seven days of the match, a detailed statement of the match receipts and expenses.
- (f) On the day of the Final Tie each Team shall hand to the Referee at least 45 minutes prior to Kick Off a Technical Area Form detailing the occupants of the Technical Area. Only those persons will be allowed in the Technical Area. Only ONE person at a time is authorised to stand in the Technical Area from each Team at any time. Substitute players may warm up behind the nearest Assistant Referee and once this is completed must return to the dug out. A maximum of 8 (eight) persons are allowed in the dug out at any one time.

#### 12. NOTIFICATION OF RESULTS

- (a) Each club playing in a match in the County Competitions shall notify the result, with an assessment of the referee allocating a mark out of 100 on a result sheet provided for the purpose, which must be forwarded to reach the Association Headquarters, not later than two days (Sunday excluded) after the match. Each team's results sheet must be complete in all aspects and must clearly indicate which substitutes were used. A Club awarding a Referee a mark of 50 or less must forward a covering letter giving a valid reason for such low marking.
- (b) Clubs whose result sheets are received late, incomplete, incorrect or not at all, shall be dealt with as shown in the Schedule of Fines and Costs.
- (c) Incorrect information given on any result sheet will be deemed to be misconduct and dealt with by the Council as appropriate.
- (d) If a match is postponed, the home team must advise the nominated Competition Officer of the Association on the same day by telephone.

- (e) All Hertfordshire F.A. affiliated Sunday Leagues must communicate the results of their member Clubs' County Cup matches to the appropriate Hertfordshire F.A. Officer by 6.00pm on the date of the match. Any League failing to notify their results may be subject to a fine of no more than £15.00.
- (f) Sunday teams playing in Leagues not sanctioned by the Hertfordshire F.A., all teams competing in the Women's Cup and all teams competing in the quarter finals and semi finals of the Sunday Competitions must phone the result of their County Cup game (whether home or away) directly to the nominated Competitions Officer by 6.00pm on the day of the game. Failure to comply will result in a fine.

**13. NON FULFILMENT OF CUP-TIE**

- (a) Any Club withdrawing, or not fulfilling, the fixture in any tie in a County Competition shall be deemed to have conceded the tie to its opponents unless exceptional circumstances, as decided by the Competitions' Committee prevail.
- (b) A Club intending to withdraw must give notice to its intention to do so to the nominated Competitions Officer, the Association Headquarters and to the Secretary of the opposing Club.

A Club that withdraws from a County Cup Competition, but remains a member of the League that it entered at the start of the season, shall be fined a minimum of £ 50.00. A Club withdrawing with less than 8 days' notice shall be fined a minimum of £50.00. A Club withdrawing with less than 48 hours, but prior to the date of the match, shall be fined a minimum of £60.00. A Club withdrawing on the day of the match, shall be fined a minimum of £70.00 plus the reimbursement of any costs incurred and a Club failing to keep its engagement and without notification given prior to kick off time shall be fined a minimum of £100.00 plus the reimbursement of any costs incurred.

- (c) A Club withdrawing in a semi-final or final of a County Competition shall be deemed guilty of serious misconduct and dealt with in such manner as the Council may direct.

**14. TROPHIES AND SOUVENIRS**

- (a) All Cups and Trophies must be returned to the Association by the 1<sup>st</sup> February each year. The Hertfordshire Football Association Ltd are the legal owners of the Senior Challenge Cup, the Senior Trophy, the Intermediate Cup, the Junior Cup, the Sunday Senior Cup, the Sunday Intermediate Cup, the Sunday Junior Cup, the Saturday and Sunday Inter- League Cups, the Women's Cup and the Veterans' Cup and any other trophies competed for in the County Competitions. When the winner of each trophy has been ascertained, it shall be handed to the winners on their subscribing to a document to the following effect:-

"We..... The Chairman and .....Secretary of the .....Club and ..... And ..... Members of, and representing the said .....Club, having been declared the winners of the .....Cup and the same having been delivered to us do hereby on behalf of the said Club, and individually and collectively engage to return the said Trophy to the Honorary Secretary of the Association's Competitions' Committee on or before the first day of February next in good order and condition and if the said Trophy is destroyed, lost or damaged whilst under our care and custody, we agree to refund to the Association the amount of it's insured value or the cost of a thorough repair and agree to have the Trophy suitably engraved."

A fine of £50.00 will be imposed on any Club returning the Trophy after the 1<sup>st</sup> February and any repairs for damage, cleaning or engraving will be charged to the responsible Club.

- (b) In addition to the Trophy, the Association shall present mementoes to the players, substitutes and match officials in the Final Tie. The Competitions' Committee reserves the right to withhold a memento being handed to any player who has been sent off the field by the referee during the match. In such cases, the memento will be handed to the player once the teams have left the field of play. No additional Trophies shall be presented by the Association.

**15. PROTESTS**

- (a) Any Club (or League in the Inter-League Competitions) Honorary Secretary shall put the subject matter of the protest in writing in triplicate with a deposit of £ 25.00 to the Competition's Honorary Secretary within seven days of the occurrence to which it relates. The grounds of the protest or complaint and the circumstances on which it is based must be clearly stated, otherwise the protest or complaint will not be entertained, the onus of proof being the responsibility of the protestor.
- (b) Any protest or complaint concerning the ground or the appurtenances of the game shall not be entertained unless any objection in writing is lodged with the referee before the commencement of the game. When such objection has been lodged with the referee a protest must be lodged with the Competitions Honorary Secretary and no protest, complaint or objection may be withdrawn except by leave of the Council.
- (c) The appropriate Officer of the Association as set out in section (b) shall send a copy of the protest and particulars to the Club protested against.
- (d) Each Club may support its case by witnesses.
- (e) If a member of the Council is connected with a Club concerned in a dispute or protest, he shall not sit on the Council while the dispute or protest is being considered.
- (f) An Association, Competition or Club may be legally represented only with the written consent of the Association.
- (g) The deposit accompanying a protest or a complaint shall be forfeited to the Association in the event of the protest not being sustained or the complaint considered unreasonable.
- (h) The Council may order any Club engaged in a dispute, protest or complaint to pay such sum as may be considered necessary towards defraying the expenses incurred in the hearing and adjudication of the matter.

**16. VETERAN'S CUP COMPETITION**

The following Rules apply to the Veterans' Competition only

- (a) Players must have reached the age of 40 years on the 1<sup>st</sup> September of the playing Season. No under age players will be allowed.
- (b) A player may only play for one team in the Veterans' Cup Competition during the same season.
- (c) Each team, whether home or away, must telephone the match result to the Association Officer responsible for the Competition by 6.00pm on the date of the match.
- (d) In the veterans' Cup the duration of the match shall be of two halves of 40 minutes, with extra time of 10 minutes each way (if required) followed by kicks from the penalty mark if the scores remain level after extra time. Kick off times shall be between 10.00am and 2.00pm except in the months of November, December, January and February when the kick off time must be no later than 1.30PM.
- (e) All disciplinary procedures will be followed in accordance with those set down by the Football Association.
- (f) Roll on roll off substitutes (maximum of 5) are allowed – i.e. the reintroduction of previously substituted players is permitted.
- (g) In all other circumstances the normal Sunday Competitions' Rules will apply.

**17. INTER-LEAGUE COMPETITIONS**

- (a) Leagues taking part in the Hertfordshire F.A. Inter-League Saturday and/or Sunday Competitions must be represented by players who have played in at least three (3) games in that League during the current season except in the first round where the qualification may be reduced to two (2) games. No player shall represent more than one Saturday League and one Sunday League in the same season.
- (b) No player who has played in the Senior Challenge Cup or Senior Trophy during the current season shall be eligible to play in the Hertfordshire Saturday Inter-League Competition.
- (c) All Leagues affiliated to the Hertfordshire F.A. must not enter any other county's inter-league competitions in preference to those in the Hertfordshire F.A.

- (d) A League may, at its discretion, use up to a maximum of three (3) substitute players at any time in a County cup-tie, except to replace a player who has been suspended from the game by the referee after play has commenced. The substitute players MUST be chosen from not more than five (5) players whose names must be given to the referee prior to the commencement of the match. Substitutes not so named shall not take part in the game.
- (e) Dependant on the number of entering teams, a Competition may be conducted on a group/league basis, as directed by the Competitions' Committee. If after completion of the matches in any one group, teams are tied on points, the higher placed team will be that which has the better goal difference of goals scored and conceded. If still level, the team who has scored most goals shall be higher placed. If further tie breaks are required, the winner of the match between the two teams involved shall be higher placed. If still level, the drawing of lots shall decide. The same principle shall be adopted if more than a two-way tie.

#### **SUNDAY FOOTBALL**

No Club, player, official, Referee or Assistant Referees shall be compelled to participate in football on Sundays, Good Friday or Christmas Day except that membership of, or participation in, Sunday football shall be taken as consent to play on Sundays, except when Christmas Day be on a Sunday.