

**Surrey County
Football Association Limited**



**Section Two
2008/2009
Challenge Trophies Rules
(County Cups)
Match Officials Fees
Guidance to Club Officials**

CHALLENGE TROPHIES RULES

APPLICATION

1. Application - The following Rules apply to all County Challenge Cup Competitions. For the purposes of the Rules, Youth shall mean the Boys and Girls competitions.
2. Ownership - The Surrey County Football Association Limited shall be, for all purposes, the legal holder of the above Cups.
3. Control - The Council shall appoint a Challenge Trophies Committee to control and manage the Competitions on their behalf and to give decisions on all matters arising out of the Competitions, which within the Rules laid down by the Council, shall be deemed to be the decisions of the Council. Clubs shall be bound by any contract entered into by the Council in relation to the Competitions. In any matter not specifically mentioned in these Rules the Challenge Trophies Committee shall have power to take such action and impose such penalties as it deems necessary. There shall be no appeal against the decisions of the Committee being made in accordance with Challenge Cup Competition Rules excepting in relation to monetary fines as imposed.
4. All matches will be played in accordance with the Laws of the Game as decided by the International Football Association Board
5. Cups to be competed for annually
 - (a)
 - i. All Competitions shall be open to clubs affiliated to this Association, qualified as hereinafter mentioned, and shall be competed for annually. In the Senior Challenge Cup, each club shall play its recognised First XI and in all other Cups each club shall play its strongest qualified team.
 - ii. Entries to all County Cups, with the exception of the Veterans and Womens Cup shall be confined to clubs who play their matches in a league recognised by the Association.
 - iii. All such matches shall be played within the boundaries of the County of Surrey, subject to the permission of the Challenge Trophies Committee.
 - iv. A club that is dual affiliated is permitted to enter another county's cup competition with the consent of the parent Association. In the event of a clash of fixtures the cup-tie of the parent Association shall take precedence.
 - v. Any club not parented to the Surrey County Football Association but duly affiliated and having entered one of the Association's cup competitions, may have to abide by the dates set by the Challenge Trophies Committee.
 - vi. No club parented to this Association will be permitted to enter more teams into another county's cup competition than into this Associations competition without the express permission of the Challenge Trophies committee.
 - (b)
 - i. The Senior, Premier, Intermediate, Junior and Lower Junior Cups shall be open only to those clubs who normally play their matches on Saturdays.
 - ii. The Mid-Week Cup shall be open only to clubs who play mid-week during the day.
 - iii. The Sunday Cups shall be open only to those clubs who play their matches on Sunday.
 - iv. The Veteran's Cup shall be open only to clubs who play in Veteran's matches. For the purposes of these Rules, the Veterans Cup shall be regarded as a Sunday competition although matches may be played on other days with the agreement of both clubs and the Challenge Trophies committee.
 - v. The Women's Cup shall be open to all Women's Clubs affiliated to this Association.
 - vi. The Youth cups shall be open to clubs who play in Sunday Youth leagues. Clubs who play in non-Sunday youth leagues may enter but all games shall be played on Sundays, although matches may be played on other days with the agreement of both clubs and the Challenge Trophies committee.

6. ENTRY OF CLUBS, CLOSING DATE.

- (a) Each club, unless granted exemption or rejected in accordance with sub-paragraph (b) below, must pay the appropriate cup entry fee on or before 30th June. Failure to pay by this date, thereby ensuring entry to the appropriate cup competition, will result in a fine of £25.00 and may be further dealt with, as the Committee deems appropriate.
- (b) Each club desirous of being granted exemption as provided for in Membership Rule D2a shall give notice of such desire to the Challenge Trophies Secretary on or before 1st June in each year.
- (c) Junior, Lower Junior, Mid-Week and Veteran's Challenge Cups
A club with only one recognized playing team may enter only one County Cup competition without the approval of the Committee with exception of Veteran's competition.

7. FEE

Annually the Board of Directors, following the recommendation of the Challenge Trophies Committee, will set fees for cup entry.

8. REJECTION OF AN ENTRY

The Committee may reject the entry of any club or transfer the entry to another cup competition if they deem it desirable.

9. QUALIFICATION OF PLAYERS

The members of each competing team must have the following qualifications:

A player who has played for a team in a Youth cup-tie can play for another team in an Adult cup-tie. A player can play for different teams in the under 18 Sunday Cup and under 18 Invitation Mid-week Floodlit Cup.

ADULT**(a) General**

- i. Subject to the exception covered later in the rule, each player must have been a bona fide member of his/her club and registered in accordance with the Rules of their Parent League or Competition, except for the Veteran's Competition who will register direct with the County Association, for at least seven days before taking part in the Competition.
- ii. In the Semi-Final and Final ties, all players must have been members of their Clubs for at least twenty-eight days and must have played in at least three Competition or League matches in the current season for the Club they represent in the Competition. In the Veteran's Competition, players have to be signed on at least 28 days before the Semi-Final and Final ties and have played at least three games or as determined by the Challenge Trophies committee
- iii. No player shall be allowed to play for more than one competing Club except as provided in Rule 9(a) (iv).
- iv. A player who has played in a County Mid-Week, Saturday or Sunday Cup Competition of this Association shall not be debarred from taking part in County Cup Competitions played on another day of the week provided he is otherwise qualified.
- v. Players competing in Veteran's Competitions must be aged 35 years and over as from 1st September for the current season.

(b) Saturday Premier Cup

A player who has competed for the Senior Cup may play in the same season in this competition but only for the club he played for in for the Senior Cup. If a player has registered more league and/or cup games in the reserve team of a club than the first team, then he shall be deemed a reserve team player. Equal numbers of appearances for both reserve team and first team competition games, do not qualify as more than, and the player is eligible to play for the reserve team. Only players who are deemed to be reserve team players shall be allowed to compete in the Surrey Premier Cup, additionally any Combined Counties, Division One players who are duly registered.

(c) Saturday Intermediate Cup

A player who has competed for the Premier Cup may play in the same season in this competition but only for the Club he played for in the Premier Cup. If a player has registered more league and/or cup games in the reserve team of a club than the first team, then he shall be deemed a reserve team player. Equal numbers of appearances for both reserve team and first team competition games, do not qualify as more than, and the player is eligible to play for the reserve team. Only players who are deemed to be reserve team players shall be allowed to compete in the Surrey Intermediate Cup.

(d) Saturday Junior Cup

- i. No player shall be allowed to compete for this Cup who has taken part in any Senior Cup or League, Premier Cup, Intermediate Cup or League, or County Intermediate League (*Premier Divisions*) during the current season.
- ii. If a Senior club or Intermediate club has a reserve team in this competition it shall be allowed to play any player providing he is otherwise qualified, if he has not taken part in more than three Senior and Intermediate matches for such Senior or Intermediate club during the current season.

(e) Saturday Lower Junior Cup

- i. No player shall be allowed to compete for this cup - except as provided in clause (ii) - who has taken part in;
 - a. Any Senior Cup and/or League or Premier Cup and/or League Intermediate Cup and/or League or County Intermediate League (Premier Division) during the current or preceding season.
 - b. Any County Junior Cup or County Mid-Week Cup during the current season.
 - c. The higher of two divisions of any recognized Junior League or in either of the two highest divisions of any Junior League having more than two divisions, during the current season.
- ii. Any club having a reserve team in this Competition shall be allowed to play any player, provided he is otherwise qualified, if he has taken part in not more than three Competition matches in the current season for a higher team of his club.

(f) Sunday Cups

- i. This Cup shall be divided into six sections, which shall be known for purposes for division of entries as:
 - a. Senior Section
 - b. Premier Section
 - c. Intermediate Section
 - d. Junior Section
 - e. Lower Junior Section
 - f. Women's Section
- ii. A player who has competed for the Sunday Senior Section Cup may play in the same season in the Sunday Premier Section Cup, but only for the club he played for in the Sunday Senior Section Cup, provided he has not played for the first team in any of the last three league or cup games, or preceding 28 days.
- iii. A player who has competed for the Sunday Premier Section Cup may play in the same season in the Sunday Intermediate Section Cup, but only for the club he played in for the Sunday Premier Section Cup, provided he has not played for the first team in any of the last three league or cup games or preceding 28 days.
- iv. A player who has competed for the Sunday Intermediate Section Cup may play in the same season in the Sunday Junior Section Cup, but only for the club he played in for the Sunday Intermediate Section Cup, provided he has not played for the first team in any of the last three league or cup games or preceding 28 days.
- v. A player who has competed for the Sunday Junior Section Cup may play in the same season in the Sunday Lower Junior Section Cup, but only for the club he played for in the Sunday Junior Section Cup, provided he has not played in a more senior team within his own club, in any of the last three league or cup games or preceding 28 days.

YOUTH

- i. A player competing in the under 16 and under 18 competition shall not have attained the age of 16 or 18 as at midnight on 31st July of the playing season.
A player competing in the under 11, under 12, under 13, under 14 and under 15 competitions shall not have attained the age of 11, 12, 13, 14 or 15 respectively as at midnight on 31st August of the playing season.
- ii. Each player must have been a bona fide member of his/her club and registered in accordance with the Rules of their Parent League or Competition for at least 7 days before taking part in the Competition.
- iii. In the Semi-Final and Final ties, all players must have played in at least three Competition or League matches within 28 days preceding the semi-final and final ties, or as determined by the Challenge Trophies committee.
- iv. No individuals shall be allowed to play for more than one competing team or age group in the same season.
- v. The Association may at any time, require a club to provide a Birth Certificate or any other acceptable form of documentary evidence in order to verify a participants date of birth
- vi. All teams from under 16 and below must produce personalized registration cards as supplied by their leagues. These must be presented to a responsible official of the opposition and member of the Association on demand prior to the commencement of the match. Failure to produce the cards will make the players ineligible to play in the match
- vii. Clubs having 2 or more outfield players or a goalkeeper selected to represent the county in FA county matches, or inter-county matches, may have their County Cup match re-scheduled providing their request is made by the Club Secretary to the Challenge Trophies Committee at least 14 days prior to the scheduled date.

10. CONTRACT PLAYERS

Contract players, including players on loan, as registered with the Football Association are permitted to play in the Saturday Senior, Saturday Premier and Women's Cup competitions, providing they meet the criteria stated under Rule 9.

11. VALIDITY OF PLAYER'S QUALIFICATION

All questions of eligibility or qualification of participants shall be referred to and dealt with by the Challenge Trophies committee whose decision shall be final. Any club playing an ineligible player shall be ruled out of the competition. Should clubs in connection with or directly interested in any enquiry have a member on the Committee; the said member shall not sit on the Committee while the matter is being considered.

12. SUBSTITUTES**General**

Substitutes not named may not take part in the match. For qualification purposes within Cup Rule 5, a substitute player is not deemed a player until he/she enters the field of play. Clubs must indicate on the result card in the appropriate section, if the substitute player played in game.

Adult Cup Competitions (except Veterans Cup) and under 18 Youth Cups.

A club, at its discretion, may use three substitute players at any time in a match, except to replace players who have been dismissed from the field of play by the Referee for misconduct after play has commenced. Only three substitutions from five named substitute players by each side will be permitted in any match, and the substitute players shall be nominated to the match Referee prior to the commencement of the Game.

Youth Cup and Veterans Cup competitions excluding under 18 cup competitions

A team may use 5 substitutes from 5 named substitutes. A player who has been substituted during a match himself becomes a substitute and may in turn; replace another player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws for Association Football.

Youth/Girls small sided Competitions (7-a-side)

A team may use 3 substitutes from 3 named substitutes. A player who is substituted during a match becomes a substitute themselves and may in turn replace another player at any time, subject to the substitution being carried out in accordance with Law 3 of the Laws of the Association Football.

13. WITHDRAWING FROM A COMPETITION

- (a) Clubs withdrawing from a cup competition after the draw has been made, but prior to the commencement of the competition, must notify the appropriate Challenge Trophies Secretary in writing giving the full name of the club. Such clubs will be fined at the discretion of the Challenge Trophies committee with a minimum of £25 per team for their withdrawal.
- (b) Clubs in default may be liable for any costs and expenses incurred. Claims must be submitted in writing within 7 days of the scheduled match date to the Challenge Trophies Secretary.

14. DRAWING AND DATES OF TIES

- (a)
 - i. The ties shall be drawn and the dates fixed by the Committee, and after each drawing the Secretary of the Committee shall intimate to each club the name of the club it is drawn against, the date on which the tie is to be played, and the time of kick-off. Except with the discretion of the Referee no game shall start thirty minutes later than the appointed kick-off time.
 - ii. In the (Senior Challenge) Cup, clubs may mutually agree to play the tie at any time up to and including the scheduled date. In circumstances when the match cannot be played on the original date, due to another fixture taking precedence, the match shall be played on or before the following Thursday.
 - iii. In the Saturday Premier (Challenge) Cup where floodlights are available, matches must be played mid-week prior to the scheduled Saturday. Where the home club does not have floodlights, the tie can be switched to another ground with floodlights or failing that, must be played on the opponents ground subject to floodlights being available. Where neither team has floodlights the tie will be played on the scheduled Saturday.
 - iv. Other than in the Senior and Premier Challenge Cups, all matches must be played on the date specified.
 - v. Clubs in the Mid-Week competition may mutually agree to play the tie earlier than the scheduled date. If the clubs fail to agree the tie must be played on the specified date.
 - vi. Surrey County FA Limited cup competitions shall take precedence over league or other Competitions in which clubs compete except Football Association competitions, and as provided for in regulation 21 of the Football Association Regulations for the Sanction and Control of Competitions.
 - vii. Saturday Senior and Premier clubs must contact the Challenge Trophies Secretary, the Referees Secretary and the County Office with all match details, whether playing home or away, at least 7 days before the date of the match. Failure to comply will incur a fine of twenty-five pounds (£25.00).
- (b) Full particulars of ground, dressing room and normal colours shall be notified in writing, by fax, email or letter. (*text messaging is not acceptable*), by the home club to the visiting Club and match officials; also Members in Charge if appointed to match, at least seven days prior to the match. The visiting club shall confirm the receipt of match details supplied by the home side via phone, fax or email. Failure to comply will incur a minimum fine of £25 for each infringement.
- (c) Referees must report short teams and late starts to the Challenge Trophies Secretary and inform the defaulting clubs that they are being reported. Club Secretaries must send their explanations, within two days of the match, to the Challenge Trophies Secretary of the Association. The defaulting clubs will be dealt with as the Committee may determine.
- (d) Saturday Senior Challenge Cup - each club shall notify the opposing club of a list of players in writing from which the team will be selected, not less than 7 days before the agreed date.

15 POSTPONED AND REPLAYED MATCHES

- (a) In the case of postponed or replayed matches, only those players shall be allowed to play who were eligible on the scheduled date fixed for the playing of the round.
- (b) A player who has been suspended may play in postponed or replayed ties after his term of suspension has expired.

16 CHOICE OF GROUND

- (a) The first club drawn in each tie shall have choice of ground but such club shall only use the ground (*except with the approval of the Committee*) upon which it is accustomed to play. For this purpose the ground allocated by a Local Authority or affiliated league to a junior club shall be regarded as the ground upon which it is accustomed to play.
- (b) (i) Semi-final and final ties of all cup competitions shall be played on such ground as the Committee may determine.
(ii) The final tie of all cup competitions shall be played on a neutral ground to the successful finalists.
- (c) Intermediate, Junior, Lower Junior, Mid-Week, Sunday Challenge Cups, Veteran's, Women's and Youth Cups.
- (d) In the event of a match not being played, or in doubt, all details must be sent by phone, fax or email to the Challenge Trophies Secretary immediately by the Secretary of both clubs. Failure to do so will incur a fine of £10.

In all rounds, except Final ties the Club first drawn shall be the home Club, but in the event of its ground not being available on the date fixed, due to inclement weather etc. match must be transferred to opponents ground if available, in which event the Club on whose ground the tie actually takes place shall be deemed to be the home club. In the event of neither ground being available the tie shall be played on the ground of the first-named club the week immediately following.

17. GROUND DIMENSIONS AND REQUIREMENTS

(a) General

All ties shall be played on grounds marked out with clearly defined lines as per the Laws of the Game. For all matches the field of play must be rectangular.

- i. Goal nets must be used.
- ii. Dressing rooms must be available in all competitions
- iii. All ties shall be played on natural turf pitches. Only in extreme circumstances will the use of an artificial pitch be allowed. Permission for its use must be sought from the Challenge Trophies Committee, who will require the agreement of both teams in advance of any decision being given.

(b) Dimensions

Adult matches and under 18 youth matches.

All ties shall be played on pitches complying with the dimensions as defined in Law 1 of the Laws of the Game

Youth matches

The following dimensions are recommended by the Football Association.

Mini-soccer

Maximum length 54.9 metres (60 yards). Minimum length 45.7 metres (50 yards)

Maximum width 36.4 metres (40 yards). Minimum width 18.3 metres (20 yards)

11 a-side up to and including age 16.

Maximum length 82 metres (90 yards). Minimum length 70 metres (75 yards)

Maximum width 56 metres (60 yards). Minimum width 42 metres (45 yards)

18. KICK-OFF TIMES

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 15th October to 15th March except where floodlights are available, or with the permission of the Challenge Trophies committee

19. SIZE OF BALL

All competitions must use a size 5 ball with the exception of ties for Under 14 and below when a size 4 ball must be used.

20. GATE RECEIPTS, SHARING, SIGNED STATEMENT

(a) Saturday Senior Challenge Cup

- i. In all rounds up to and including the semi-final stage the home club shall pay to the opponents, half of the net match receipts within seven days. Charges that may be made against match receipts are police, turnstile personnel, stewards, match officials fees, advertising and programmes. Where a match is played wholly or partly under floodlights a sum not exceeding forty pounds (£40.00) may also be deducted. Any club failing to make payment within the time stated shall be dealt with at the discretion of the Committee, who shall have power to impose such further penalty for any second or subsequent offence as the circumstances may require. A full statement shall be made to the County Treasurer within seven days of the match with a copy to the opposition.

- Note:** - Receipts include gate, stand and enclosure payments and proceeds from the sale of tickets and programmes.
- ii. Where a match is postponed through causes over which neither club has any control, the expenses incurred shall be paid out of the receipts of the rearranged match.
- (b) **All other competitions**
Up to and including the semi-finals, the home club shall retain the net gate receipts.
- (c) **All Finals**
The Association shall take all receipts and pay all expenses in final ties. In the final ties, the net gate shall be divided as follows: one-third to the Association and one third to each participating club.

21. CLUB COLOURS

- (a) In the case of clubs having a similar colour shirt and/or shorts and/or socks the away club shall change unless the competing clubs mutually agrees alternative arrangements.
- (b) Player's shirts shall be clearly numbered on the back in accordance with the team sheet. Club's failing to comply will be fined £20.00 and otherwise dealt with at the discretion of the Challenge Trophies Committee.
- (c) Club colours must not clash with the traditional black uniforms worn by match officials.

22. TEAM SHEETS

- (a) **Saturday Senior and Premier Cup Competitions**
Team sheets will be provided for all ties, for completion and handing to the match referee 45 minutes prior to the scheduled time for kick off. Clubs to put player's number of shirt on team sheet alongside the player's name. Failure to hand the team sheet to the match referee by the appointed time may incur a fine of £20.00. The referee is responsible for the return of both team sheets to the Challenge Trophies Secretary.
- (b) **Semi-Final and Final Ties (All Competitions other than Saturday Senior and Premier Cups).**
The appointed Member in Charge will provide both teams with a team sheet at least 75 minutes prior to the scheduled time for kick off. Clubs to put player's number of shirt on match sheet alongside the player's name. Each club to hand completed match sheet to the appointed referee 45 minutes prior to kick off. Failure to comply by any club may result in a fine of £20.00. Referee is responsible for the return of both match sheets to the Challenge Trophies Secretary.
- (c) **All other adult ties**
The referee will provide a team sheet that should be returned to him/her, duly completed, 10 minutes prior to kick-off. The referee should retain the team sheets for one month. If no official team sheet is available a league team sheet or suitable alternative should be used.
- (d) **Late kick-offs and player shortages** will be dealt with at the discretion of the Challenge Trophies committee and discretionary fines imposed.

23. PROGRAMMES

The home club in all senior cup ties must provide a match programme for spectators. Failure to do so will incur a fine of £10.00.

24. APPOINTMENT OF MATCH OFFICIALS

- (a) **Saturday Senior Challenge and Premier Cup.**
The Referees' Committee will appoint match officials to all matches in these competitions. In the event of the appointed referee failing to attend, the senior assistant will be appointed as referee. In this instance or if an assistant referee fails to attend, the home club will be required to find a replacement assistant referee. A reserve referee shall be appointed to the quarter-final, semi-final and final ties.
- (b) **Intermediate, Junior, Lower Junior, Mid-Week, Sunday Challenge Cups, Veteran's, Women's and Under 15, 16 and 18 Youth Cups.**
The Referees' Committee will appoint match officials. In the event of the appointed Referee failing to attend, the clubs may mutually agree upon a Referee, such agreement to be notified to him by the respective captains before starting the game, which shall count as a cup-tie. Each club must provide a club assistant referee. Failure to do so will incur a fine of £20.00.
- (c) **All other Youth ties**
In the event of no appointed Referee the clubs may mutually agree upon a Referee. Each club must provide a club assistant referee. Failure to do so will incur a fine of £20.00.
- (d) **Sunday Senior Challenge Cup, Quarter Finals Only**
The Referees' Committee will appoint assistant referees.

25 FEES FOR MATCH OFFICIALS

- (a) The Council following the recommendations of the Challenge Trophies Committee annually after having approved the fees submitted by the Referees Committee, will approve the fees of match officials.
- (b) Where the match is not played - in the event of the ground being declared unfit for play, the home club shall pay the match official's their traveling expenses only, as approved by Council.
- (c) If the match officials attend and the match not be played due to a defaulting club, the defaulting club shall be liable to pay the match official's their full fee.

Saturday Senior Cup

Up to and including the quarter-finals, the home club will pay fees.

- (d) **Saturday Premier Cup**

In all ties (*except semi-finals and final*), the match official's fees will be shared equally between both clubs. The home club is responsible for payment to the match officials on the day.

- (e) **Sunday Cup, Senior section, quarter-finals**

The home club is responsible for paying all match officials the appropriate fees. The away club shall reimburse the home club half of the total fees of the match officials.

- (f) **All other competitions**

The match official's fee is to be borne by the away club up to and including the quarter finals.

- (g) **Semi-Finals; Payment of Match Officials Fees will be paid by the home club and re-imbursed by the Surrey County Football Association Ltd."**

Challenge Cup

The home club, before the match, will pay the match official's fees on the day of the match. Reimbursement of the match official's fees will be made to the home club by the County Treasurer on receipt of a valid claim, which includes the signatures of the match officials paid.

- (h) Final ties – the appointment to a final tie shall be recognized as decided by the Challenge Trophies committee from time to time. Where a final tie is postponed for reasons beyond the control of the Challenge Trophies committee, traveling expenses incurred by the match officials will be paid.

26. FITNESS OF GROUND

- (a) The appointed referee shall be the sole judge as to the fitness of the ground when ever possible.
- (b) For (Saturday) Senior and Premier Ties.

Should a pitch inspection be required, the appointed referee should be the sole arbiter when ever possible. If the appointed referee is unavailable, the home club should contact the County Office by telephone where an approved list of referees is available. Should the match be postponed, the home club is responsible for notification to the match officials, Assessor (*if appointed*), Member in Charge, Challenge Trophies Secretary and Referees' Secretary.

27. DURATION OF PLAY INCLUDING EXTRA-TIME

- (a) Senior and Premier Challenge Cups & Sunday Challenge Cup, Senior Section

The duration of each match shall be two equal periods of forty five (45) minutes. Extra time, if required, shall be two equal periods of 15 minutes each way.

- (b). Intermediate, Junior, Lower Junior, Mid-Week, Sunday Challenge Cups (*Excluding Senior Section*), Veteran's and Women's Cups.

The duration of each match shall be two equal periods of forty five (45) minutes, but by arrangement or at the discretion of the Referee, except in Semi-Final and Final ties, this may be reduced to two equal periods of thirty five (35) minutes. Extra time, if required, shall be two equal periods of 15 minutes each way but may be reduced to 10 minutes each way at the discretion of the referee.

- (c). **Youth Cup matches**

Under 11 & 12,	30 mins each way, 7 minutes each way extra time
Under 13 & 14,	35 minutes each way, 10 minutes each way extra time
Under 15 & 16,	40 minutes each way, 10 minutes each way extra time.
Under 18,	45 minutes each way, 15 minutes each way extra time.

- (d) **Mini-Soccer**

Under 10 & under 11	20 minutes each way. 5 minutes each way extra time
Under 12	25 minutes each way. 5 minutes each way extra time

- (e). **All competitions.**

If a match is played to a conclusion (full-time) it must be a cup-tie. If the conditions are favourable full-time should not be curtailed. In all rounds, including the final, if the scores are level at the end of full time, extra time will be played. If the scores are still level, penalty kicks shall be taken in accordance with the International Board decision contained in the Laws of Association Football. In the event of the light failing

before the end of the taking of kicks from the penalty mark, the toss of a coin or the drawing of lots shall decide the result.

- (f) The half-time interval should be of 15-minute duration. The interval may be changed at the discretion of the match referee but should not be less than 5 minutes.

28. FIRST AID

- (a) Both clubs are responsible for providing a basic first aid kit
 (b) In Saturday Senior and Premier Cup ties, a stretcher must be readily accessible.

29. CANCELLED MATCHES

Any club cancelling a match must give notice to the Challenge Trophies Secretary, Hon. Secretary of the opposing club, match officials and, if appointed, the assessor and member in charge. The Committee shall have power to award the tie to the club not in default and to take any other action they may deem appropriate.

30. ABANDONED AND UN-PLAYED MATCHES

- (a) Where a match is abandoned for a reason not the fault of either club it shall be replayed in its entirety. If abandoned at or before the end of normal time the match shall be replayed on the ground of the home club. If however the match is abandoned during extra time it shall be replayed on the ground of the visiting club.
- (b) Where a match is abandoned due to misconduct of players, officials or members of one club the game shall be awarded to the club not at fault.
- i. Where a match is not completed, also to include extra time through the fault of the visiting club, it must be replayed on the ground of the home club. Should the home club be at fault the match will be replayed at the discretion of the Committee.
- (c) In the event of any match in a competition not being played, both clubs concerned shall send a report of the circumstances to the Secretary of the competition, together with any claim for expenses arising from the match to reach him within five days after the date fixed for the match. If the reports disclose that the engagement was not fulfilled due to circumstances beyond the control of both teams the match shall be rearranged. If the reports disclose that one or both competing teams were at fault the defaulting team(s) shall be dealt with at the discretion of the Committee.
- (d) Subject to (c) & (d) above, for clubs failing to fulfill a fixture, the following penalties may be imposed:
- i A fine at the discretion of the committee not exceeding £500.
- ii Defaulting clubs may be liable for the costs and expenses incurred if submitted to the Challenge Trophies Committee within 7 days of the scheduled date of the tie.

31. REPORTING OF RESULTS

- (a) The home club must telephone the result of the match within one hour of the end of the match in accordance with instructions issued from time to time. Failure to comply will incur a minimum statutory fine of £25.
- (b) The Secretary of each club shall also send a correctly completed result card, together with the printed names of players composing its team and the referee's marking. All result cards for Veteran's cup-ties must have registration numbers and dates of birth, so as to be in the hands of the Challenge Trophies Secretary within five days of the date of the match. (*Sundays not included*). A minimum statutory fine of £25 will be imposed for late or non-arrival of the result card and for each error or omission.
- (c) When a club considers that a referee has discharged his duties incompetently and a mark of 40 or less is given, a detailed report from the club must be included with the result card. Failure to comply may entail a minimum statutory fine of £25

32. CLUB RESPONSIBLE FOR SAFE CUSTODY OF TROPHY

When such matches as aforesaid have ascertained a recipient of a cup or trophy, the Secretary of the Association shall hand over the cup or trophy to the club on their subscribing a document to the following effect.

We, A, B, the Secretary of the Club and C, D and E, F, members of and representing the said club, having been awarded a cup or trophy in the Surrey County Football Association (.....) Challenge Cup, and the same having been delivered to us by G, H, the Secretary of the Association, in good order and condition, do hereby, on behalf of the said Club and individually and collectively engage to return the same to the said G, H, the Secretary of the Association for the time being, on or before the first day of February next, in like good order and condition. We accept and understand that the club will be responsible for any damage whilst in our keeping and liable to pay for any repair or replacement costs.

Failure to return the trophy by the stipulated date or on the report of the loss of the trophy, a minimum fine of £100 will be imposed."

Note: The County Association will arrange for the engraving of the cup or trophy.

33. TROPHIES AND MEMENTOES

At the conclusion of the final ties, mementoes shall be presented to the players, substitutes and team manager taking part in the final ties. When a player is ordered to leave the field of play for misconduct or is subsequently proved to have been ineligible, the memento to which he may have been entitled shall be withheld at the discretion of the Challenge Trophies committee.

34. DISPUTES

All questions of interpretation of the Rules shall be referred to and dealt with by the Challenge Trophies committee whose decision shall be final. No question as to the interpretation of the Rules, nor any objection relative to the ground, or goalposts, or bars, or other appurtenances of the game, shall be entertained by the Committee unless a written protest (with two copies of the same) is lodged with the Secretary of the Association within two days (Sundays not included) after such match. All protests as to the ground, goalposts or bars, or other appurtenances of the game must also be made to the referee on the ground before the commencement of the match; otherwise they will not be entertained by the Committee. The Committee whose decision shall be final shall deal with any disputes between clubs. Should clubs in connection with or directly interested in any dispute or enquiry have a member on the Committee, the said member shall not sit on the Committee while the matter is being considered.

35. PROTEST FEE

No protest will be entertained unless accompanied by a deposit of £100.00 that will be forfeited to the funds of the Association at the discretion of the Committee. No protest or objection shall be withdrawn except by leave of the Committee. Clubs at fault, either on a protest or on a referee's report or for any breach of the Rules by their players, may be called upon by the Committee to defray the expenses of witnesses, etc.

36. CONTINGENCIES

The Committee shall have power to provide for any contingency that may arise.

37. WHERE COMMUNICATIONS ARE TO BE SENT

All notices required by these Rules are to be addressed to the Challenge Trophies Secretary of the Association.

**CODE OF INSTRUCTIONS FOR CLUBS TAKING PART IN A FINAL TIE
OF A COUNTY CUP COMPETITION**

1. Each Club must appoint an Officer from their committee to liaise with the County F.A. appointed Members in Charge, and named in writing at least 14 days prior to the match, to the Hon. Challenge Trophies Secretary.
2. The appointed Club Officer must make himself available at any time, (before, during and after the match) to carry out any duties requested by the County Appointed Member in Charge.
3. The Challenge Trophies Member appointed to the match, and the appointed Officer of each Club, together with a representative of the staging Club, to inspect Dressing Rooms, Showers, Toilets (*inside and out*), and anything else that would merit inspection, before and after the match.
4. Clubs are reminded, Football Association Rule E20 states that the Clubs are responsible for their supporters.
5. Presentation of Players and Club Officials to the County Officials and/or other Dignitaries to commence ten minutes prior to kick off time.
6. Club Officials to note: only the Team Manager, Team Coach, Club Physiotherapist and substitutes to be allowed in dug out accommodation during the match.
7. Clubs are reminded of their responsibilities in accordance with Membership Rule L1c, the presence of alcohol, glasses, cans and other items within the vicinity of the playing area that may constitute a danger to participants.
8. The appointed Club Officer must attend at the ground at least one hour before kick off time. See Rules 22(b) and 25(g).
9. Teams are advised to arrive at the appointed ground at least one hour before the time of kick off.
10. These Instructions are subject to Surrey County FA and Football Association Rules.



**SPECIAL INSTRUCTIONS FOR COUNTY CUP MATCHES
FOR CLUB HON. SECRETARIES**

1. The home club will be notified of any change of match official(s).
The first named club in each case to have choice of ground.
Any team delaying time of kick-off may be fined. See Cup Rule 22(d).
The home club must send to the visiting club and the match official(s), also Member in Charge if appointed to match, full particulars as to ground and dressing accommodation at least five days before the match.
Result forms must be sent to the Challenge Trophies Secretary within two days after the date of the match (Sundays not included). Where required a Match Accounts return and cheque must be sent to the County Treasurer within seven days of the match - along with a copy to the opponents - Rule 20(a).

MARKING OF REFEREES

2. Club marks should be awarded ranging from a minimum of 1 to a maximum of 100.
Clubs' assessments should be made up of marks awarded under the following headings as approved by the Referees Committee of the Football Association:

SECTION 1

General Control

50marks

- (a) Did he face up to difficulties or was he influenced by the crowd?
- (b) Were his decisions given clearly?
- (c) Did he make effective use of his linesmen?
- (d) Was his positioning satisfactory?

SECTION 2

Application of Laws

30 marks

- Was he generally correct in his decisions based on his interpretation of the Laws of the Game?
(N.B. - Isolated controversial decisions must be ignored.)

SECTION 3

Personality and Personal Appearance

20 marks

- (a) Was he confident and quick thinking?
- (b) Did his appearance and personality inspire confidence?

In cases where the Total Club Mark awarded to the Referee is 40 or less a short letter indicating the reasons for the low marking should be made direct to the County Hon. Challenge Trophies Secretary or directly to the County Hon. Referees' Secretary.

NOTICE TO REFEREES

3. Referees must notify the Referees' Appointments Officer by Postcard (no letters please) as to their acceptance or non-acceptance of any match within two days of receiving the notice.
Officials not receiving particulars as to ground, etc., must get in touch with the home Club.
Fees - See Cup Rule 25 and Appendix to Challenge Cup Rules.
It is most important that Referees should report late starts and short teams on the appropriate Postcard on the day of the match.
Referee to send clubs Match Sheets to Hon. Challenge Trophies Secretary within two days of the match (see Rule 22 (a),(b)) for all Senior, Premier Cup Ties and all other Semi-Final and Final Ties.

FEEES FOR MATCH OFFICIALS FOR COUNTY CUP TIES - Excluding Finals

All fees are inclusive of expenses and travel costs

Competition	Referee	Asst Ref	Reserve	To be paid by
SATURDAY SENIOR Up to and including Quarter Finals	45.00	30.00	30.00	Home club
SATURDAY SENIOR Semi-final	45.00	30.00	30.00	Home club re-imbursed by SCFA
SATURDAY PREMIER All rounds up to and including Quarter Final	33.00	27.00	27.00	Total fees shared equally by both clubs - home club responsible for payment.
SATURDAY PREMIER Semi-Finals	33.00	27.00	27.00	Home club re-imbursed by SCFA
ALL OTHER ADULT COMPETITIONS up to and including Quarter-Finals <i>*see note below</i>	30.00	27.00	27.00	Away club
Semi-Finals	30.00	27.00	27.00	Home club re-imbursed by SCFA
YOUTH U11 - U14 excluding Semi Finals	22.00			Away club
Semi Finals	22.00	20.00	20.00	Home club re-imbursed by SCFA
YOUTH U15 excluding Semi Finals	25.00			Away club
Semi Finals	25.00	20.00	20.00	Home club re-imbursed by SCFA
YOUTH U16 - U18 (except U18 Midweek Cup) excluding Semi-Finals	30.00			Away club
Semi Finals	30.00	20.00	20.00	Home club re-imbursed by SCFA
YOUTH U18 MIDWEEK CUP	30.00	27.00		Away club
GIRLS U10 - U12 (Small sided)	14.00			Away club
GIRLS U13 - U16 (11-a-side) Up to and including Quarter Finals	22.00			Away club
Semi Finals U13 - U16 only	22.00	20.00	20.00	Home club re-imbursed by SCFA

*** Note - Sunday Senior Quarter Finals.**

The Referee Committee will appoint assistant referees. The total fees of the three match officials will be shared equally by the two clubs. The home club is responsible for payment.

SURREY COUNTY FOOTBALL ASSOCIATION

Club: F.C.

To be handed to referee before kick-off. Referee to retain for one month after match.

Team: v

Competition: Round

Played at: Kick-off:

Colours - Shirts: Shorts: Socks: G/keepers Jumper:

Shirt numbers MUST match team sheet – amend team sheet if necessary

Print Name

Signed

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

SUBSTITUTES

- 12.....
- 13.....
- 14.....
- 15.....
- 16.....

Signed: Date: Position in Club: