



**Season 2016-2017**  
**Rules of the Capital Girls' Cup Competition run**  
**by The AFA, London FA and Middlesex FA**

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**1. Title**

The title of the Competition shall be The Capital Girls' Cup Competition (hereinafter referred to as the "Competition").

**2. Custody of Trophies**

Where The AFA, London FA or Middlesex FA (hereinafter referred to as "the Associations") have supplied a Cup for the Competition, that County FA will remain the legal owner of that Cup. In the event of joint trophies being provided all three Counties shall remain the legal owners of those Cup's unless otherwise stated.

**3. Cups to be competed for Annually**

The Cups shall be competed for annually in the following age groups:

- U17
- U15
- U13

- (a) The Competition will be open to all teams affiliated to the Associations.
- (b) The Associations may, at their discretion, accept an entry from any club whose parent association is another recognised Football Association, provided such club is also in membership of one of the Associations and provided the assent of the Parent Association is provided.
- (c) The Associations shall have the power to decide not to run any individual Section should the number of entries, in its opinion, not make it viable.
- (d) The Associations shall have the power to refuse the entry of any Team/Club should they consider that the past conduct of such a Team/Club and/or its officials make it desirable to do so.
- (e) This Competition and its Clubs shall support the FA's Respect programme. As such it recognises that everyone in football has a collective responsibility to create a fair, safe and enjoyable environment in which the game can take place. A Respect Competition values the contribution of match officials, players and spectators and ensures that they are treated with courtesy and fairness by opposing players, club

officials and spectators. The Competition and its Clubs will seek to play fixtures in a fair, competitive but not antagonistic environment.

#### **4. Administration**

- (a) The London Football Association Limited shall administer a minimum of one cup. During season 2016-2017 London FA will administer the U13 competition.
- (b) The Middlesex County Football Association Limited shall administer a minimum of one cup. During season 2016-2017 Middlesex FA will administer the U17 competition.
- (c) The Amateur Football Alliance Limited shall administer a minimum of one cup. During season 2016-2017 the AFA will administer the U15 competition.
- (d) The Administration of the Cups will be decided once the deadline for entry has closed. Clubs will be advised which County they need to work with for the relevant age groups. The administration of the Cups may rotate each season if required.
- (e) The Associations shall form a Committee which will meet annually to discuss any relevant matters relating to the Cups and Rules. An emergency meeting of the Committee may be called at any point during the season by the Associations should it be necessary.

#### **5. Entry of Club and Withdrawal**

- (a) Applications to enter the Competition shall be made in writing to the club's Parent County Association by 1st July each year and shall be accompanied by the appropriate fee as detailed in the Schedule of Fees and Fines attached as Appendix 1 at the end of these Rules herein after referred to as the Schedule. The Parent County Association shall have the power to decline the application of any team. Notwithstanding the provisions of this section of the rule the Associations may accept entries after the dates specified herein. The Parent County and administering County FA will liaise over any late entries. Late entries will not be allowed once the first round draws have been made.
- (b) The entry fee shall be decided from time to time by the Associations and is per team.
- (c) If, after having submitted an entry in accordance with the foregoing provisions, a Club wishes to withdraw a team from any section of the Competition a written application must be sent to the administering County. If the application is received before the draw has been published, the administering County may permit withdrawal without penalty. If the application is received after the draw the arranged match shall be dealt with as an unfulfilled engagement and the defaulting club shall be fined in accordance with the Schedule.
- (d) The administering County may expel a team for any violation of the Rules of the Competition and may impose any other penalty thought fit.

#### **6. Arrangement of Matches, Dates of Ties, Kick off times**

- (a) The administering Association shall make the draws for that Cup. The teams in all rounds shall be drawn by lot in couples.
- (b) The administering County shall have the power (in agreement with all Associations) to decide whether the entrants shall be seeded and / or grouped and the stage at which such seeding and groupings shall cease to apply. In each tie the first drawn team is referred to in these rules as the "home" team and the second drawn team as the "away" team. The team winning the tie shall proceed to the next stage.

- (c) For the youngest age groups it is intended that wherever possible the early rounds shall be regionalised. Clubs should note however that this may not always be possible as it will depend on the number of entrants from each area.
- (d) The dates on which all Cups are played shall be determined by the Associations in advance of the first rounds being drawn. Where possible the ties will be played on the 3rd Sunday of the month. Each Club will be notified of the draw dates in advance of the first round by the administering County. All matches will take place on a Sunday. Any team wishing to play on a different day must obtain the permission of the opposing team, appointed match official(s) and administering County.
- (e) Any Club wishing to change the date of a match, up to and including semi-final ties must send a written request to the administering County. Such request must be made no later than 28 days prior to the scheduled date of the match. In any event fixtures can only be brought forward. Detailed reasons for the change in fixture date must be provided by the Club and the final decision shall rest with the administering County.
- (f) The scheduled kick-off times shall be no earlier than 10.30am and no later than 2.00pm in September, October and April or 1.30pm in November to March unless both of the competing teams are in agreement. If there is a dispute in relation to kick off times when one club tries to arrange kick off outside of the given times, the clubs must contact the administering County. The Home team shall determine the exact kick off time. The one exception to this rule is in the Final Ties when the kick off time shall be decided by the Associations.
- (g) Teams failing to appear for a fixture shall be liable to a fine in accordance with the Schedule and shall be liable to pay match expenses. They are also liable to pay travelling expenses to the non-defaulting team, as the administering County decides. They may also be subject to having their application for entry into future competitions refused.

## **7. Choice of Ground, condition of ground and postponed / abandoned ties**

- (a) The Home team shall have choice of ground.
- (b) The pitch sizes are contained in Appendix 2. They may be modified but clubs are advised where possible to meet the recommended dimensions.
- (c) Goal post dimensions are contained in Appendix 2.
- (d) The size of the ball to be used is as follows:
  - i. U10 to U14 – Size 4
  - ii. U15 to U18 – Size 5
- (e) If the Home team is unable to provide a ground with suitable facilities, the choice shall transfer to the Away team. The Home team must inform the Away team immediately that they are unable to provide a ground and that the choice has been transferred. The administering County must also be informed. Should this not be done the defaulting Club may be fined in accordance with the Schedule.
- (f) In the event of the Away team also not having a ground available on the prescribed date, both teams concerned must make every effort to obtain a ground including approaches to Local Authorities and to the Leagues in which the teams compete. In the event of a ground not being available on the prescribed date, both teams concerned must inform the administering County, which may prescribe another date. Should both teams wish to play the tie on a date earlier than that prescribed or to change the venue, both teams must write to the administering County at least 10 days before the suggested alternative date giving reasons for the request. Failure to comply with this rule may result in a fine being levied against the defaulting Clubs in accordance with the Schedule.

- (g) The Club having choice of ground shall send in writing to the Honorary Secretary of the opposing Club and to the Referee (and any Assistant Referees) all particulars necessary for the playing of the tie, including agreed kick off time, colours and directions, to be received at least 10 days prior to the date of the tie. Defaulting clubs shall be liable to a fine in accordance with the Schedule.
- (h) The Away club and the match officials must acknowledge receipt of these particulars by first class mail, email or other approved means, to reach the sender within 2 days of receipt of the confirmation from the Home club.. A club failing to acknowledge particulars may be liable to a fine in accordance with the Schedule.
- (i) The Away Club and match officials must receive confirmation of the match at least 10 days prior to the date of the fixture. If such confirmation is not received in this time the Away Club and Match Officials shall inform the administering County. If by 3 days before the date of the match the Home Club has not received written acknowledgement of the confirmation from the Away club and / or the match officials they must inform the administering County. Clubs in default of this rule may be fined in accordance with the Schedule. In relation to this Rule Clubs should note that the match is still on unless otherwise notified by the administering County FA.
- (j) Artificial Football Turf pitches are allowed in this Competition providing they meet the required performance standards and are listed on the FA's Register of 3G (Third Generation) Football Turf pitches. To meet the criteria a Football Turf pitch must pass a test every three years as defined in the FIFA Quality Concept for Football Turf. The Home Club is responsible for advising participants and match officials of footwear requirements when confirming match arrangements.
- (k) If the ground of the Club having the choice of ground is considered unsuitable for a Cup-tie, its opponent may appeal to the administering County within 3 days of receipt of the particulars mentioned in 7(g) above. The administering County may thereupon order the tie to be played on the ground of the appealing Club, or on a neutral ground. If such an appeal is not sustained, the appellant club may be required to pay the expenses incurred in deciding the appeal.
  - (l) The Referee shall, subject to the decision of the authority controlling the ground, have the power to decide as to the fit condition of the ground in all ties. If deemed necessary, either team having doubts as to the fit condition of the ground may require the Referee or another person approved by the administering County to visit the ground at least 2 hours before kick-off to decide the fitness of the ground.
  - (m) Matches which are postponed or abandoned:
    - i. If a match is postponed or abandoned in circumstances over which neither competing team has control, the competing teams must make arrangements for the match to be played no later than 7 days after the date of the fixture.
    - ii. When a match has been postponed or abandoned before the completion of the match and neither team being at fault, it shall be played on the same ground. This rule is subject to vi below.
    - iii. In drawn matches if penalties have not been commenced or a match has been abandoned prior to penalties starting and neither team being at fault, the result at the end of the match will stand and the match shall be replayed on the ground of the team second drawn. This rule is subject to vi below.
    - iv. If the match be again postponed or abandoned it shall be played as directed by the administering County.
    - v. Matches abandoned through the fault of the teams shall be dealt with by the administering County.
    - vi. In the cases of matches being abandoned before the conclusion of normal time, the administering County shall have the right to decide whether the score at the time of the abandonment should stand as the result or to order than the match be replayed.

- vii. In the event of any match in the Competition not being completed as per v. and vi. above both Clubs concerned shall send a report of the circumstances to the administering County, to arrive not more than 72 hours after the time fixed for the match. Failure to do so may result in a fine in accordance with the Schedule.
- viii. Where the match is postponed due to severe weather conditions, the administering County may exempt Clubs from the requirement to send a report advising of the postponement providing that the postponement has been reported by text following the instructions that will be received by the nominated individual by text from Full-Time. It is the responsibility of the Secretary or other nominated individual of both clubs to report this fact to the administering County via the Full-Time text service. The Home Club Secretary must inform the Match Referee and any Assistant Referees and the Away Club Secretary by telephone. The Secretary must receive an acknowledgement from the Referees / Assistant Referees and Away Club Secretary that the message has been received. Clubs in default of this Rule may be liable to a fine in accordance with the Schedule.
- ix. If the match is postponed less than 3 hours before the arranged kick off time and it is not possible to get hold of the Match Officials or Away Club for any reason then a representative of the Home Club must be at the ground to inform them of the postponement upon their arrival. Defaulting Clubs may be liable to a fine in accordance with the Schedule.
- x. Matches may only be postponed due to severe weather and/or pitch conditions as follows:
  - By the ground authority where control of the ground is not with the Home team.
  - After inspection by the appointed match referee if control of the ground is with the Home team. If the appointed match referee is unable to make the inspection then another registered referee may make the decision subject to the agreement of the appointed referee.
- xi. The Home Club shall notify the Match Officials and Away Club of the revised arrangements for the playing of the tie.
- xii. Any club in default of the above rules may be liable to a fine in accordance with the Schedule for each breach of this Rule.
- xiii. The administering County shall have the power to vary these arrangements if it is deemed necessary.

## **8. Qualification of Players**

- (a) Children who have attained the age of eight as at midnight on the 31st August in each season may be permitted to play in a match between sides with a maximum of seven players and shall play according to the correct Laws of the Game for that format.
- (b) Children who have attained the age of ten but are under the age of twelve as at midnight on the 31st August in each season may be permitted to play in a match between sides with a maximum of nine players and shall play according to the correct Laws of the Game for that format.
- (c) Children who have attained the age of twelve as at midnight on the 31st August in each season may play in a match between sides with a maximum of eleven players and shall play according to the correct Laws of the Game for that format.

- (d) (i) FA Rules state that children shall not play, and shall not be permitted or encouraged to play, in a match between sides of more than the following number of players, according to their age group:
  - Under 10 – 7v7
  - Under 11 – 9v9
  - Under 12 – 9v9
  - Under 13 – Under 18 – 11v11
- (d) (ii) For the purposes of this competition the following formats will apply:
  - Under 12 – 7v7
  - Under 14 – 9v9
  - Under 16 and Under 18 - 11 v 11
- (e) For the purposes of this Competition a table has been provided in Appendix 3 that clearly shows the age qualification dates for each of the relevant age groups. Notwithstanding the above, a child is permitted to “play up” in the age group above his or her chronological age, irrespective of any difference in format or competition structure.
- (f) Children permitted to play 11 v 11 but who are under the age of fifteen as at the 31st August in a playing season shall not be permitted to play in a match where any other player is older or younger by two years or more than that person.
- (g) The above qualification dates are subject to the provisions contained in FA Rule C4(a) in its entirety. (h) To play in an under eighteen competition, a child must have attained the age of fifteen by midnight on the 31st August of the playing season.
- (i) A child in the age ranges Under 10, Under 11, Under 12, Under 13, Under 14, Under 15, Under 16, Under 17 and Under 18 may play in a match involving boys and girls.
- (j) In all rounds of the Cup competitions, a player taking part must have been a recognised playing member of her Club. A recognised playing member is someone who has been registered as a player of her Club with the League in which the Club competes. That registration must have been received and accepted by the League 7 days preceding the fixed date for playing the match and the registration must be continuous through to the date of the match.
- (k) The Cup Competitions are not open to Contract players who are registered with The Premier League or Football League Academies under the elite player performance plan or in The FA Programme for Excellence. Eligible players are non-contract players who must be *bona-fide* members of their club.
- (l) All teams must have personalised Identity Cards for each player which includes a passport-type photograph and date of birth which shall be available for inspection by the opposing team manager on match days at least 30 minutes prior to kick off. Failure to comply with this section may result in a fine in accordance with the Schedule. Such a card issued by a League is acceptable provided it has been signed and dated by the authorized League Secretary(s) at least 7 days before the match. Failure to produce these registration cards will make the player(s) ineligible to play in the match. Teams who do not have such cards should contact the administrating County for a set of identity cards for all players enclosing copies of their birth certificates, passport-size photographs plus an administrative charge (see Schedule) per card, not less than 7 days before the match. Clubs must report any issues with ID cards to the Referee prior to kick-off. Any club wishing to raise a protest against another for breach of this Rule are referred to Rule 9 (a).
- (m) A player will be permitted to play for no more than one team in the in the same season. All players will be cup-tied to the team for which they first played.
- (n) No player may play for more than one club/team nor participate in more than one section of the Competition.
- (o) Where a club enters more than one team in a section of the Competition then it must clearly identify those teams.

- (p) The administering County may, at any time, require a club to produce documentary evidence in order to verify the age of any player. Any team that fails to satisfy the administering County in this regard shall be deemed to have included an ineligible player in a match.
- (q) Players shall not be permitted to register with a participating team after 28th February of the current season, nor will any player be permitted to play in a semi-final tie unless she has played in 3 or more League, League Cup or County Cup games. The 3 qualifying games must be played before the semi-final tie for a player to be eligible for the final tie. An exception to this rule may be made by the administering County where the first tie to be played in the Cup in question is a Semi-Final.
- (r) For 7v7 formats the minimum number of players required to start or continue a game is 5. For 9 v 9 formats the minimum number of players required to start or continue a game is 6. For 11 v 11 formats the minimum number of players required to start or continue a game is 8.
- (t) A player who has been suspended may play in postponed or replayed ties after the term of her suspension has expired. For the purposes of Rule 8 a substitute shall be regarded as having played, if at any time in a match she actually participates therein. Substitutes who do not participate shall not be regarded as having played.
- (u) Any Club that includes in any of its teams a player who is ineligible or is not qualified in accordance with this Rule may have a fine, as detailed in the schedule levied in respect of each such player. In addition, the Club shall be expelled from the section of the Competition in which the offence occurred. Any Club, Club Official or other person within the Parent County Football Association who is deemed to have induced a breach of this Rule may be charged with misconduct and penalised in accordance with the Rules of The Football Association.

#### **9. Proof of qualification on objection, liability in default and frivolous objection.**

- (a) Protests which relate to the qualifications of any players who may have taken part must be made in writing to the administering County to be received within 72 hours of the tie in question. The Administering County shall have the power to call upon any player or Club concerned and may require either to prove qualification to their satisfaction. In the event of failure to give such proof, the Administering County shall have power to act as it thinks fit: such power to include awarding the tie, ordering a rematch and/or initiating disciplinary action in respect of the player and/or the Club. This rule should be read in conjunction with Rule 8 (l).
- (b) If, upon an objection being raised by a Club in accordance with Rule 19 or otherwise, the administering County shall have any doubts as to the qualification of a player taking part in any of the Cup competitions, it shall have the power to call upon such player or the Club of which she is a Member, or for which she has played, to prove to the satisfaction of the administering County that she is qualified according to these Rules and, failing such proof, the administering County may determine such player to have been and/or be disqualified, and may remove the Club from the competition, or deal otherwise with such player or Club as it deems fit. Any Club making a frivolous objection or losing a protest will be liable to be fined by the administering County, and to pay such attendant costs of the enquiry as the administering County may think fit.

#### **10. Disqualification**

- (a) In addition to any other action or penalty, the administering County shall have the power to disqualify any competing team, or player of any competing team(s), which it determines to have breached the Rules of the Association or the Competition

Rules (and any rules or regulations issued pursuant to the Competition Rules), and the decision of the administering county shall be final and binding.

- (b) If a team is removed from the League in which it is playing once it has been accepted into a Cup competition the administering County shall have the right to remove the team from the Cup competition.
- (c) The administering County shall consider any reports received within 7 days of the date of the tie of serious misbehaviour, abandoned matches, or late starts beyond the stipulated time and shall disqualify, fine or take no action against the team(s) allegedly responsible. For the efficient management of the competition, such action will not be dependent on the outcome of any misconduct hearings that may be pending or the consequent result of any disciplinary hearings.

## **11. Conditions of Play**

- (a) In all sections of the Competition, the field of play shall conform to the Laws of the Game. Matches may be played on grass or any other artificial surface approved by The Football Association as per Rule 7(j).
- (b) All lines must be clearly defined according to Law 1 of the Laws of Association Football
- (c) In all matches the field of play must be equipped with goal nets attached to the goal and a pole with a flag must be placed at each corner of the field of play. The responsibility to ensure this rule is complied with shall lie with the Home team on whose ground the game is played. A fine in accordance with the Schedule for each breach of this Rule may be imposed if no goal nets are provided or if they are not fitted to the satisfaction of the Referee and less than 4 corner posts and flags are in position.
- (d) The duration of each match shall be as follows:
  - i. U18 – ordinary time of 90 minutes with a half time interval of 10 minutes.
  - ii. U16 – ordinary time of 80 minutes with a half time interval of 10 minutes.
  - iii. U14 – ordinary time of 70 minutes with a half time interval of 10 minutes.
  - iv. U12 - ordinary time of 60 minutes with a half time interval of 10 minutes.
  - v. Plus any additional time allowed by the Referee and subject to 11 (e) below.
  - vi. If, at the end of the expiration of normal time, the scores remain equal the result of the tie shall be determined by the taking of kicks from the penalty mark in accordance with the conditions prescribed by the International Board.
- (e) In all round of the Cups the duration of each match shall be as stated above in Rule 11 (d) or, except in the Semi-final and Final ties, by agreement between the competing teams a shorter period not less than the times prescribed below may be agreed. Both teams must agree in the presence of the match Referee, before the commencement of the match. The minimum time for any game will be not less than;
  - i) 40 minutes for players in the age groups of U14 and U12
  - ii) 50 minutes for U16 age groups
  - iii) 60 minutes for U18 age groups.
- (h) The half-time interval may only be altered with the consent of the match Referee.
- (i) In all sections of the Competition, provided that both teams have the minimum number of players ready to play, the referee shall order the match to commence at the appointed time or as soon as possible thereafter. Should a match start after the appointed time, the referee must give details on the report card submitted in accordance with Rule 13 (h). Any team causing a match to start up to and including 10 minutes late may be liable to a fine in accordance with the Schedule. Any team

causing a match to start more than 10 minutes late may be fined in accordance with the Schedule.

- (j) If a team is not ready to start by 30 minutes after the appointed time, it shall be deemed to be absent and the match shall be dealt with as an unfulfilled engagement. The defaulting team may be liable to a fine in accordance with the Schedule.
- (k) Numbered shirts shall be worn by all players in all sections of the Cups. No 2 players from the same team shall wear shirts bearing the same number. Teams failing to comply with this requirement may be fined in accordance with the Schedule.
- (l) If the ground is of a standard where there are benches and technical areas, only named substitutes and club officials will be allowed in the technical area in accordance with Rule 8 (o). They must remain seated at all times, except that one person at a time is authorised to convey technical instructions from the technical area. Persons in the technical area must conduct themselves in a responsible manner at all times. If more than the permitted numbers of persons are observed by a match official in the technical area, the referee shall have the power to stop the game and order the removal of all surplus persons. Any Club that breaches this Rule may be liable to a fine in accordance with the Schedule.
- (m) For all Competitions, a Team may, at its discretion, use a maximum of 5 substitutes who must be named to the referee before the kick-off. Such substitutes may be used at any time in the match to replace an existing player but not to replace a player who has been dismissed from the field of play by the referee for misconduct after play has commenced. A player who has been replaced can return to the field of play as a substitute for another player (roll-on/roll-off substitution).
- (n) In all Cups, teams will be supplied with multi-part forms which act as a team sheet and result sheet. There will be 4 sheets – one for the Club to keep (Yellow Club Copy), an opponents' copy (green), a Referee copy (blue) and administering County copy (pink).
- (o) Each team is responsible for ensuring that a list of names of players taking part in the tie (including nominated substitutes) is given in all rounds of the Cups to the Referee (blue copy) and to a representative of the opposing club (green copy) in the presence of the Referee at least 30 minutes before kick-off except in the Final Ties where team sheets must be exchanged 45 minutes prior to kick-off. Clubs must use the team sheet provided to them as per Rule 11 (n) above. Each player must be numbered on the list. Any team which fails to hand over its list by the specified time or which alters the composition of its team or changes the number of players after its list has been handed over will be subject to any appropriate action decided upon by the administering County in accordance with the Schedule for each breach.
- (p) In all rounds of the Cups where benches are provided the number of substitutes, players and officials seated on each team bench in the designated technical area shall not exceed 11 unless the team bench facility provides more than 11 individual seats. All team officials and substitutes seated on the bench shall be listed on the Official team sheet which is submitted to the Referee in accordance with Rule 11 (o) above. Only those persons listed on the Official Team Sheet shall be permitted in the technical area. With the exception of the team manager, team coach and any substitutes warming up, all other personnel are to remain seated on the bench. Any club breaking this rule may be liable to a fine in accordance with the Schedule for each breach of this Rule.
- (q) In all matches, the administering County copy (pink) of the form is the result sheet, which must be fully completed by each team, detailing the match result, the details of substitutes and goal scorers, together with a Referee's mark and received by the administering County office within 5 working days of the tie. Clubs must also send with the pink copy to the administering County the opponent's team sheet (green).

Any club failing to comply with this section of the Rule may be liable to a fine in accordance with the Schedule for each breach of this Rule.

- (r) Competing Clubs must each nominate a responsible adult, aged 18 years or over, to act on their behalf as a Match Delegate. Failure to comply with any section of this Rule may result in a fine as per the Schedule. The responsibility of the nominated individual to be as follows:
  - i. To report to the match referee at least 30 minutes before the scheduled start of the match to introduce themselves.
  - ii. To ensure the needs of the referee are met before, during and after the match.
  - iii. To ensure the appropriate behaviour of all club members, parents and spectators before, during and after the match.
  - iv. To assist the referee, as requested, in dealing with any problems that may arise.
- (s) Respect:
  - i. The Competition shall require all players and club officials to have signed the FA's Respect Codes of Conduct and produce these if so requested by the administering County. (ii) Prior to each match the participating teams and officials shall conduct the 'Respect' handshake and/or participating teams to offer 'three cheers' and handshakes to the opposing team after the match.
  - ii. The participating clubs taking part in the fixture shall identify a member of the teams coaching staff to offer support in the management of the on-field discipline of the team.
  - iii. Each home club shall make arrangements for the provision of designated areas for spectators. This area can be marked by an additional painted line, the use of cones, a roped-off area or use of a temporary spectator barrier. The area for spectators should start 3 yards from the touchline and be on the opposite side of the pitch from the club officials and substitutes. This area should run the full length of the pitch. It is recognised, however, that the alignment of some public pitches does not allow for this arrangement in which case other appropriate arrangements should be made to best meet these requirements.
  - iv. Any club failing to comply with the Respect rules may be fined in accordance with the Schedule.

## **12. Reporting Results**

- (a) The Secretary of each club shall return the Match Result Form to be received by the administering County within 5 working days of the tie as detailed in Rule 11 (q).
- (b) The Secretaries or other nominated person of both Clubs must by no later than 12 noon on the next day (Sundays not included) confirm that result by text by following the instructions that will be received by the nominated individual by text.
- (c) Should a Club award the match Referee a mark of 60 out of 100 or less, an explanation must be provided in writing, together with their result sheet (pink copy), with comments which could help the Referee improve future performances. Clubs not complying with this Rule may be liable to a fine in accordance with the Schedule.
- (d) If a result sheet is received by the administering County that is inaccurate or not properly completed the sheet shall be returned to the Club concerned for correction/completion and they may be liable to a fine in accordance with the Schedule.
- (e) Any club failing to comply with 12 (a) or (b) above may be liable to a fine in accordance with the Schedule.

### 13. Referees and Assistant Referees

- (a) In all sections of the Competition (except Final Ties), Referees shall be selected by the Home Club's Parent County Association's nominated officer (Referee Appointments Officer). Assistant Referees and 4th Officials may also be selected in a similar manner. The appointment of those selected match officials will then be made by the administering Association.
- (b) All matches in the Competitions shall have a match Referee appointed. Assistant Referees shall be appointed in all rounds of the Semi-Final and Final Ties of all Cups that play 9v9 and 11 v 11 formats. All Cups with 7v7 formats shall have a Referee only appointed in all ties. In all Final Ties 4th Officials will be appointed.
- (c) If Assistant Referees are not appointed in accordance with 13 (b) above, it shall be the duty of each competing team to provide a person to act as a Club Assistant Referee. Any team failing to provide an Assistant Referee shall provide a valid reason to the Match Referee who shall report that to the administering County. That club may be liable to a fine in accordance with the Schedule. All Club assistant referees must have attained a minimum age of 16 years.
- (d) The administering Counties shall be responsible for appointing the Match Referee, Assistant Referee and 4th Officials in the Final Matches. Each administering County shall take responsibility for appointing Match Officials to their Finals, which will change each year.
- (e) Officials appointed to matches must be neither past nor present members or officers of the competing clubs. Should a match official receive an appointment that they feel puts the appointment in breach of this Rule, they must immediately notify the facts to the administering County.
- (f) Match Officials must acknowledge in writing by electronic mail or by first-class post, appointments made by the administering County within 5 days of the appointment and must also acknowledge receipt of match details from the Home Club.
- (g) The appointed Match Officials must be present at the ground at least 1 hour prior to the advertised time of kick-off.
- (h) Referees must be handed each Club's Team Sheet as required by Rule 11(o) and shall return both sheets to the administering County. The report must include the following:
  - i. The number of players in each team that took part
  - ii. The scheduled and actual kick-off times, together with the reason for any late kick-off.
  - iii. Any reduction in the scheduled match duration.
  - iv. In the case of matches not completed details as to why such match was not completed.
  - v. Whether Assistant Referees were appointed or Club Assistant Referees were provided by the competing teams.
  - vi. Whether the corner posts with flags and goal nets were satisfactory.
  - vii. The date that the appointment was confirmed by the Home Club.
  - viii. The result of the match.
  - ix. Marks for any neutral Assistant Referees where appointed.
  - x. If a club reported that ID Cards were not made available to them.
  - xi. If a match delegate was made available from both sides.
  - xii. Any other information required by the administering County.
- (i) The team(s) responsible for a late start must be informed they are being reported.
- (j) Match Officials appointed under this Rule shall be entitled to charge fees and reasonable travelling expenses as per the Schedule below. In the event of a match being postponed due to causes beyond the control of either team, the Match

Officials shall be entitled to charge half the match fee plus full travelling expenses if they attend the ground.

- (k) If a match is not played owing to the default of one of the competing teams, the team that is present at the ground shall pay to the Match Officials their full fees and full travelling expenses. If neither team is present at the ground the Match Officials may submit their claims to the administering County. If both teams have been found to be in default of this Rule the administering County shall order both teams to reimburse one half each of the match officials fees and expenses.
- (l) Where a Referee fails to attend the match, the teams must agree on a Referee. If Assistants have been appointed, one shall replace the appointed Referee. If a match is not played as a consequence of the teams failing to agree an appropriate person to officiate, the match shall be dealt with as an unfulfilled engagement by the administering County.
- (m) A Match Official who fails to attend at a match to which he or she has been appointed under section (a) of this Rule, shall send a written explanation to the Referees' Appointments Officer. If the explanation is deemed unsatisfactory the facts shall be reported to the Association with which he / she is registered.
- (n) In Final ties, fees and a medal / plaque shall be awarded and paid for by the administering County.
- (o) All payments under this Rule (except 13 (n) above) shall be made by the Home team immediately after the conclusion of the match. The Away team must pay to the Home team 50% (half) of the payments made to the Match Officials only. Payments must be made by the Away team on the day of the match. Clubs in default may be liable to a fine in accordance with the Schedule. (p) Referees under the age of 16 are only eligible to officiate in competitions where the players age band is at least one year younger than the age of the referee e.g. a 15 year old referee may only referee in competitions where the age banding is 14 or younger.

#### **14. Referees Fees and Travelling Expenses**

- (a) Referees, Assistant Referees and 4th Officials shall be paid in accordance with these Rules and by the amount described in the Schedule.
- (b) Referees, neutral Assistant Referees and 4th Officials shall be entitled to claim expenses as per the Schedule.
- (c) Referees shall be entitled to claim expenses for Finals.

#### **15. Proceeds of Final Ties**

- (a) In Final Ties, in all sections of the Cups, the Associations shall take the entire proceeds of the matches.
- (b) All Final Ties shall be played on such grounds as the Associations may determine. The Associations shall jointly take control of the same, taking all receipts and paying all expenses in connection with such ties.
- (c) Medals or other commemorative tokens shall be presented to the competitors in the Final Tie, save that the Committee may withhold such tokens from any player ordered from the field of play by the Referee for misconduct.
- (d) Where receipts are insufficient to meet the entire expenses of the matches the deficit shall be borne equally between the Associations.

#### **16. Colours**

- (a) No player shall be allowed to play in a shirt the colour of which is likely to cause confusion by being similar to the outfit worn by the Referee (i.e. black or dark blue).

Where the colours of the 2 competing teams including the Goalkeeper are similar the Away team must change, unless otherwise mutually agreed between the teams. In the Final Tie where the colours of both teams are similar both teams must change their colours. The Home Club must notify the Away club of their team and goalkeeper colours. Clubs in default may be liable to a fine in accordance with the Schedule.

### **17. Liability of Clubs in Final Ties**

- (a) In the Final Ties, any team failing to play, without showing a good and sufficient cause for such failure, may be adjudged by the administering County to have been guilty of serious misconduct and liable to be dealt with by the administering County.

### **18. Misconduct**

- (a) Any disciplinary misconduct reported by the Referee and involving players, coaches, spectators (as opposed to a breach of these rules) shall be dealt with by that team's Parent Association.

### **19. Protests & Appeals**

- (a) Every protest lodged under this Rule must set out in full the grounds for the protest and be sent, in duplicate, to the administering County to be received not later than 72 hours after the match or occurrence to which the protest relates. A deposit as set out in the Schedule must be sent with the protest which will be returned if the protest is upheld.
- (b) If a complaint is lodged with the Referee of the match prior to the commencement of the match regarding the ground or the appurtenances of the game which the Referee is unable to have rectified without delaying the start of the match, the complaining team shall be required to set down details of the complaint in writing and hand it to the Referee who shall forward the document to the administering County. The complaining team may then proceed to lodge a protest in accordance with Rule 19 (a).
- (c) The administering County will set up a Committee to consider any protest and shall arbitrate, decide whether the deposit shall be forfeited to the funds of the Cup (and be put towards the costs of the Final) or returned and also may order the parties to a dispute to pay any expenses incurred in the arbitration. Any members of the administering County connected with the parties to the protest shall not sit on the Committee set up to deal with the protest.
- (d) In all protests a copy of the statements lodged must be sent to the other parties and all parties shall be afforded an opportunity of making oral submissions to the Committee.
- (e) No protest shall be withdrawn without the consent of the Committee.
- (f) A Club may appeal against any decision of the Committee. Any such appeal must be lodged with the Chief Executive of the administering County, in duplicate, together with a deposit of as provided in the Schedule, no later than 5 days after receipt of the decision which is the subject of the appeal, and must set out detailed grounds for the appeal. There will be no further right of appeal. (g) Provisions concerning appeals:
  - (i) A Club that is expelled from the Competition may appeal against that decision to an appeal board comprising 3 members of administering County's Council selected by the Chairman of Council or his nominee. Any such appeal shall only be permitted on one or more of the following grounds:

- (ii) The Cup sub-Committee misinterpreted/failed to comply with the procedures relevant to the hearing of the charge.
- (iii) The Cup sub-Committee came to a decision on the facts of the case which no reasonable body could have reached; or
- (iv) The Cup sub-Committee imposed a sanction that is excessive.
- (v) Any appeal must be made in accordance with such procedures as may be determined by the Association from time to time.
- (vi) For the avoidance of doubt, a Club may not appeal against any penalty imposed on it other than expulsion from the Competition.

## 20. Trophies

- (a) When the winning Club shall have been ascertained, the relevant Cup shall be handed to the Representatives of the Club and the following agreement signed:

"We, ..... the Secretary of .....Football Club, and ..... and ..... Members of and representing the said Club, having been declared the winner of the Capital Girls' Cup (insert Cup name) Competition and the Cup having been delivered to us in good order do hereby, on behalf of the said Club and individually and collectively engage to return the Cup to the administering Association on or before the 1st March next in like good order and condition in accordance with the Rules of the Competition to which we also have subscribed our respective names provided always that if the said Cup is destroyed or damaged by fire or by any other cause or lost whilst in our care we agree to refund to the Association the amount of its value or the cost of thorough repair as the case may be. **Failure to return the Cup by the due date may result in a fine in accordance with the Schedule.**"

## 21. The Associations may alter the rules

- (a) Providing all Associations agree these rules may be altered, expunged, added to as they see fit from time to time. Such alteration, expunction or addition shall not come into force until the season following that in which the Associations shall have agreed upon it.
- (b) Notwithstanding the foregoing, if the Associations have to adopt emergency measures to complete the Competitions in a season, such alteration, expunction or addition shall come into force forthwith if all three Associations agree.
- (c) All decisions made by the Associations or administering County in relation to Rule 19 (g) (vi) above are final and are not subject to a further appeal.

## 22. Any matter not covered by the rules above

- (a) Any matter not included in these rules will be dealt with at the discretion of the administering County. Their decision shall be final and binding.

## Appendix 1 - Schedule of Fees & Fines 2016-17

Fees	Relevant Rule	Amount
Entry fee for all Competitions	5 (a) & (b)	£15
Referees 7v7 9v9 11v11	14 (a)	£23 £25 £30
Assistant Referees 9v9 11v11	14 (a)	£23 £25
4 <sup>th</sup> Officials	14 (a)	£25
Expenses for Match Officials <ul style="list-style-type: none"> <li>• By rail / underground</li> <li>• Other public transport</li> <li>• By private car (maximum mileage that can be claimed is 20 miles total and number of miles being claimed should be provided to the clubs – this excludes the Final)</li> </ul>	14 (b)	Cheapest available fare Actual fare by cheapest direct route 35p per mile and any reasonable incurred congestion charge or toll
Protest Fees	19 (a)	£25
Appeal fee against Protest decision	20 (f)	£25
Purchase of ID Cards	8 (m)	£ 2 per card

Fines				
Schedule of Offences	Relevant Rule	Fine	2 <sup>nd</sup> Offence	Subsequent offence
Late withdrawal of team from the Competition	5 (c)	Up to £50 and forfeit of entry fee		
Failing to appear for a fixture	6 (g)	Up to £50 + match expenses		
Failure to notify the administering County and Away team that you are unable to provide a suitable ground for the match	7 (e)	Up to £50	Up to £50	Up to £50
Failure to notify the administering County about ground	7 (f)	£10	£20	£40

unavailability				
Failure to notify the Away Club and / or Match Officials of match particulars	7 (g)	£10 Clubs may also be liable to disqualification	£20	£40
Failure to acknowledge receipt of match details	7 (h & l)	£10	£20	£40
Failure to report incomplete matches	7 (m) (vii)	£10	£20	£40
Failure to report a postponement	7 (m) (viii)	£10	£20	£40
Failure to provide a representative to be at the ground for late postponements	7 (m) (ix)	£10	£20	£40
Failure to show ID cards	8 (m)	Up to £10 per card		
Playing an ineligible player	8 (u)	Up to £50 per player and team disqualification		
Failure to equip the field of play with the correct equipment	11 (c)	£10	£20	£40
Causing a match to start up to 10 minutes late	11 (i)	£10	£20	£40
Causing a match to start more than 10 minutes late	11 (i)	£15	£25	£45
Failure to be present 30 minutes after scheduled kick off causing an unfulfilled fixture	11 (j)	Up to £50 & disqualification from the competition		
Failure to wear numbered shirts	11 (k)	£10	£20	£40
Failure to hand in team sheet to referee and opposition	11 (o)	£10	£20	£40
A breach of the technical area rules	11 (p)	£10	£20	£40
Failure to send in the team sheet to the administering County	11 (q)	£10	£20	£40
Failure to nominate a match delegate	11 (r)	£10	£20	£40

Failure to comply with Respect Rules	11 (s)	£10	£20	£40
Failure to provide reason for marking Referee 60 or below	12 (c)	£10	£20	£40
Inaccurate result sheet	12 (d)	£10	£20	£40
Failing to report results	12 (e)	£10	£20	£40
Failing to provide a Club assistant referee	13 (c)	£10	£20	£40
Failure to pay 50% of the match officials expenses	13 (o)	£10	£20	£40
Failure to have a change of strip where colour clashes occur	16	£10	£20	£40
Failure to return the Cup on time	21 (a)	Up to £250		

## Appendix 2 – Pitch Layouts and Goalpost Dimensions

Age Grouping	Type	Recommended size without runoff (safety area around pitch)		Recommended size including runoff (safety area around pitch)		Recommended size of goal posts	
		Length x width (yards)	Length x width (yards)	Length x width (yards)	Length x width (yards)	Height x width (ft)	Height x width (ft)
Mini-Soccer U9/U10/U11/U12	7v7	60	40	66	46	6	12
Youth U13	9v9	80	50	86	56	7	16
Youth U14	11v11	90	55	96	61	7	21*
Youth U16	11v11	100	60	106	66	8	24
Youth U18	11v11	110	70	116	76	8	24

If a pitch is to be provided for U14 it is recommended that 7 x 21 goalposts are used. However, it should be noted that 8 x 24 is also acceptable as not all sites will provide specifically for this age group.

### Appendix 3 – Age Bands

<b>Age Group</b>	<b>Born between</b>
<b>U12</b>	<b>01/09/2003 to 31/08/2005</b>
<b>U14</b>	<b>01/09/2001 to 31/08/2003</b>
<b>U16</b>	<b>01/09/1999 to 31/08/2001</b>
<b>U18</b>	<b>01/09/1997 to 31/08/2000</b>