

Rules for the County Challenge Cups 2017-18

The Cups

1. The Cups shall be called:
 - The Norfolk Senior Cup
 - The Norfolk Junior Cup
 - The Norfolk Primary Cup
 - The Norfolk Sunday Senior Cup
 - The Norfolk Sunday Junior Cup
 - The John Savage Cup
 - The Stuart Dracup Cup
 - The Norfolk Veterans Cup
 - The Norfolk Women's Cup

Ownership

2. The Chief Executive of the Association shall be for all intents and purposes the legal owner of the cups in trust for the Association.

Control and Management

3. The management of the competitions shall be vested in the Council, who shall have power to delegate the work to any committee appointed. Except where the words 'Chief Executive of the Association' are used, the words 'Competition Secretary' shall mean the Secretary from whom the club received the cup draw.

Council, or any delegated committee appointed, shall have powers to apply, act upon and enforce these Rules and shall also have jurisdiction over all matters affecting the County Cup Competitions. Where possible any action by Council or the delegated committee, must be taken prior to the next Round of the relevant County Cup Competition being played.

For any County Cup competition to be held there must be a minimum of eight clubs actually playing in the competition.

Notice & Entrance Fees

4. Each club, competing for the Cups, shall give notice to the Chief Executive of the Association by the 1st July at the latest and, with such notice, shall send an entrance fee of:

Norfolk Senior Cup	£ 30
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Norfolk Sunday Senior Cup	£ 30
Norfolk Junior Cup	£ 30
Norfolk Primary Cup	£ 30
Norfolk Sunday Junior Cup	£ 30
John Savage Cup	£ 30
Stuart Dracup Cup	£ 30
Norfolk Veterans Cup	£ 30
Norfolk Women's Cup	£ 30

No adult club shall be allowed to play in any competition unless it takes part in one of the County competitions. (See Sanction and Control of Competitions: FA Regulation 21).

Withdrawals

5. Clubs, which enter and withdraw before the First Round, will be considered as not having played and may be liable to a fine not exceeding £100. The entry fee will not be refunded.

Club Eligibility

6. All County Cup competitions shall be open only to Norfolk clubs (not to Associations of clubs) belonging to the Association except for the Invitation Cup. All County Cups shall be competed for annually.

The eligibility of teams to play in these competitions shall be as shown in Rule 10.

All eligible adult Clubs must enter at least one County Cup Competition, including any Club whose only adult teams are female.

The Cup that is entered must be the most senior Competition for which the Club is eligible, unless otherwise authorised by the Cup Committee.

Should a Club affiliate after the drawing of the First round of said competition they may still be charged the applicable entry fee for that competition and may additionally be fined a sum not exceeding £30.

When a club has more than one team playing in eligible leagues for a competition, the senior of the teams must compete in that competition, with the exception of professional Clubs.

Any club, desirous of playing in a competition of a higher standard to that for which it is eligible, must apply for permission to do so to the Chief Executive of The Association not later than 1st July each year.

The Cup Committee has the right to select a club to play in a competition of a higher status than its eligibility if it is felt that the strength of the team so warrants.

The Council of the Association may reject the entry of any club, if they deem such a course advisable.

Qualification of Players

7. A player shall be eligible to play in Norfolk County Cup matches provided he/she meets the following criteria:

- He/she is a bona fide playing member of the club during the current season, and so remains.

However, a player shall be ineligible to play in Norfolk County Cup matches under the following circumstances:

- No player shall be registered unless they are a bona fide member of their club for the current season. A bona fide player is one who is a registered player for that club in one of the leagues in which the club participates on the same match day as the relevant County Cup competition.
- A player, having already played in a County Cup competition, is not eligible to play for another club in a County Cup competition of the same match day if the competition is of a lower or equal status or lower age group in that same season.

No player shall play for a team in the Semi-Finals or final of any County Cup competition unless he/she has played in at least two league or league cup or County Cup matches for the said team prior to the Semi-Finals during the current season (or was a registered bona fide player for the said team on 1st October of the current season), except with the permission of this Association. Such permission will only be given in exceptional circumstances.

Temporary (Loan) Players

8. A player on a temporary (loan) transfer including a Trainee, Scholarship Player or Work Experience is ineligible to compete in any County Cup competition unless permission to do so is given by the lending Club in writing and a copy is received by The Association at least 48 hours prior to the confirmed kick off time of the relevant match. Any permissions must clearly state that the player has approval to play in the appropriate County Cup competition.

Contract Players

9. Contract players are not eligible to play in any County Cup competition apart from the Norfolk Invitation and Norfolk Senior Cup.

Specific Competition Eligibility

10 Norfolk Senior Cup

Teams entering must be part of one of the following:

Anglian Combination League Premier Division & Division 1

Eastern Counties League Premier Division & Division 1

Isthmian Football League Premier Division & Division 1 North

Northern Premier League Premier Division & Division 1 South

Professional Clubs

Southern Football League Premier Division & Division 1 Central

United Counties League Premier Division & Division 1

Norfolk Junior Cup

A player shall be eligible to play for his club in the above mentioned competition provided that he has not played in ten or more matches in a more senior competition during the current season.

For the purpose of this rule a more senior competition is defined as any Cup competition or division within a League where the competing clubs are eligible to enter the Norfolk Senior Cup or the equivalent Cup of any other County Association.

However a player, having played in the Norfolk Senior Cup is not eligible to play in any other Saturday County Cup competition during said season.

Teams entering must be part of one of the following:

Anglian Combination League Divisions 2, 3, 4, 5 North & 5 South

Central & South Norfolk League Division 1

Eastern Counties League Reserves Divisions

Gt Yarmouth & District League Division 1
Lowestoft & District League Division 1
North East Norfolk League Division 1
North West Norfolk League Division 1
St Edmundsbury Football League Division 1
United Counties League Reserves Divisions

Norfolk Primary Cup

A player shall be eligible to play for his club in the above mentioned competition provided that he has not played in ten or more matches in a more senior competition during the current season.

For the purpose of this rule a more senior competition is defined as any Cup competition or division within a League where the competing clubs are eligible to enter either the Norfolk Senior Cup or Norfolk Junior Cup or the equivalent Cup of any other County Association.

However a player, having played in the Norfolk Senior Cup or Norfolk Junior Cup is not eligible to play in the Norfolk Primary Cup during said season.

Teams entering must be from any Division below the top Division of the following Leagues:

Central & South Norfolk League

Lowestoft & District League

North East Norfolk League

North West Norfolk League

St Edmundsbury Football League

Primary Cup Pilot

Where a Club has more than one team eligible to enter the Junior Cup and they have entered their most senior eligible team into that competition, a Club may choose to enter their next most senior team into the Primary Cup if they wish to do so, irrespective of the League / Division that such team plays in.

For example if a Club enters their First or Reserve Team into the Junior Cup they may then enter their Reserves or A Team respectively into the Primary Cup.

Where a team is entered in these circumstances, a player shall be eligible to play for this team in the Primary Cup provided that he has not:

- i) Played in 10 or more matches for a team eligible to enter the Senior Cup or the equivalent Cup of any other County Association
- ii) Played in 10 or more matches for any other team that is eligible to enter the Junior Cup or the equivalent Cup of any other County Association, including the more senior team(s) of this Club
- iii) Played in the Norfolk Senior Cup or Norfolk Junior Cup in the current season
- iv) Played in the Norfolk Primary Cup for any other team in the current season

Norfolk Sunday Senior Cup

Teams entering must be part of one of the following:

Gt Yarmouth & District Sunday League Division 1

King's Lynn & District Sunday League Division 1

Norwich & District Sunday League Premier Division & Divisions 1 and 2

Norfolk Sunday Junior Cup

A player shall be eligible to play for his club in the above mentioned competition provided that he has not played in ten or more matches in a more senior Sunday competition during the current season.

For the purpose of this rule a more senior Sunday competition is defined as any Cup competition or division within a League where the competing clubs are eligible to enter either the Norfolk Sunday Senior Cup or the equivalent Cup of any other County Association.

However a player, having played in the Norfolk Sunday Senior Cup is not eligible to play in the Norfolk Sunday Junior Cup during said season.

Teams entering must be part of one of the following:

Bury & District Sunday League Divisions 2, 3 & 4

Norwich & District Sunday League Divisions 3, 4, 5 & U19 Divisions

All Clubs with an U19's team eligible to compete in the Sunday Junior Cup must enter their team in the competition.

John Savage Cup

A player shall be qualified to play for his club in the above mentioned competition provided he is under 16 years of age but at least 14 years of age on the 31st August.

Teams entering must be part of one of the following:

Any Norfolk affiliated Under 15 or Under 16 team from any affiliated league will be eligible to enter this competition. No player who is under the age of 14 on 31 August shall be allowed to play in this competition.

Stuart Dracup Cup

A player shall be qualified to play for his club in the above mentioned competition provided he is under 14 years of age but at least 12 years of age on the 31st August

Teams entering must be part of one of the following:

Any Norfolk affiliated Under 13 or Under 14 team from any affiliated league will be eligible to enter this competition. No player who is under the age of 12 on 31 August shall be allowed to play in this competition.

Birth certificates must be produced if so demanded for both the John Savage and Stuart Dracup Cup competitions respectively.

Norfolk Veterans Cup

A player shall be qualified to play for his club in the above mentioned competition provided he is at least 35 years of age.

Teams entering must be part of one of the following:

Norfolk FA Veterans League

Norfolk & Suffolk Veterans League

Norfolk Women's Cup

Any Norfolk affiliated Women's team from any affiliated league will be eligible to enter this competition.

Registration of Players

11. As part of the Norfolk County FA Central Player Registrations scheme, all players registered with the County by a Club will automatically be registered for County Cup competitions, subject to the player complying with all aspects of Cup Rules 7, 8, 9 and 10.

In all County Cup competitions, Clubs are permitted to sign an unlimited number of players on a match day prior to playing **up to and including the Quarter Finals**. Such Registrations must be completed on the Norfolk County FA Player Registration Form and be countersigned by an officer of the Club and witnessed by an officer of the opposing Club and submitted to the Norfolk County FA Registrations Officer within two working days of the match.

Players may be registered at the last possible moment by sending the relevant details to the Competition Secretary by recorded post or electronic mail and such registration shall be deemed to have been received at the time such recorded post or electronic mail was despatched.

Clubs may be fined up to £30 per player for failing to register any player prior to the match he/she plays in.

Playing an Ineligible Player

12. In the event of a club playing an ineligible player, the Cup Committee may:
- Expel the offending club from the competition, or
 - In exceptional circumstances order the match in question to be replayed

and in all instances may fine the club a sum not exceeding £100. The offending club may also be held responsible for any expenses incurred. The Cup Committee shall also have the power to impose an appropriate penalty against the player(s).

The Drawing

13. The names of the clubs, entered for each competition, shall be placed in one lot, unless otherwise decided, and drawn there from in couples. The two clubs drawn together shall compete with each other. The names of the winning teams in that round shall be drawn together in the same way and so on until the final tie is played when the winning club shall hold the Cup for the current year.

The Norfolk Primary Cup shall be regionalised on an East/West regional basis up to and including the Third Round with teams being placed in the appropriate region prior to the

First Round. From the Fourth Round onwards the competition shall continue on a County wide basis with all teams being placed in one pot.

Immediately after each respective draw the Chief Executive of the Association or the Competition Secretary shall intimate the cup draw result to the competing clubs along with the date on which the ties must be played. The date for all the rounds shall be fixed by the Council before the beginning of each season, but may be altered at any time if the Council so determine.

Each home club shall, at least three days before its respective cup tie, confirm with its opponents the match arrangements including the venue, colours and kick off time.

Each appointed match official shall, at least 24 hours prior to the kick off time, confirm with the home club the match arrangements, including the venue, colours and kick off time.

Any match official or club in default may be fined the sum of up to £30.

Venues

14. The venue of each match (apart from the Semi-Finals and Final of the Norfolk Senior Cup and the Final of all other competitions) will be that of the first drawn club unless an alternative arrangement is made under Cup Rule 21.

For the Norfolk Senior Cup Semi-Finals, the following shall apply:

- Both ties shall be played at the Football Development Centre on dates determined by the Cup Committee
- A draw shall be made to determine the designated home and away teams
- The entrance fees shall be determined by the Cup Committee
- For each Semi-Final, after all expenses have been paid, including the match officials, any profit shall be divided equally between the two competing teams

If the ground of the first drawn club is not available due to adverse ground conditions or more Senior County Cup games or FA competitions, on the date fixed, the match shall be moved to the next available match day or if both Clubs are in agreement and the consent of the Cup Committee has been obtained may be played at an alternative venue.

If the ground of the first drawn club is not available for any other reason, and the ground of the opposing team is available, then the venue of the tie shall be switched to the ground of the opposing team. In the event of a tie being switched to the ground of the second drawn

club, they shall become the home team and shall be responsible for payment of the Match Officials fees and pitch fees if applicable.

In any event, the Cup Committee shall have the power to order that any match be played on an alternative ground or date if it is considered appropriate and necessary. For ties switched from the ground of the club first drawn, the Cup Committee shall determine the financial conditions in which the tie shall be played.

Late Arrivals

15. Should a team arrive so late as to cause the cancellation of the tie, the Cup Committee may expel that team from the competition and the team may be liable to pay the expenses of both its opposition and the match officials.

The Ground and Match Balls

16. The field of play for cup ties shall be a rectangle as follows:

Competitions	Maximum Length	Minimum Length	Maximum Width	Minimum Width
All Adult County Cups	130 yards / 120 metres	100 yards / 90 metres	100 yards / 90 metres	50 yards / 45 metres
The John Savage & Stuart Dracup Cups	130 yards / 120 metres	75 Yards / 70 metres	100 yards / 90 metres	45 yards / 42 metres

All the lines must be clearly defined according to Law 1 of the Game

In all County Cup competitions goal nets must be used.

In all Stuart Dracup Cup matches the minimum height of the crossbar may be 7 feet (2.1 metres).

The home team shall supply a minimum of two match balls (three in the Norfolk Senior Cup). They shall be size 5 except in the Stuart Dracup Cup, when a size 4 ball shall be used. Failure to comply with this rule may result in a fine of up to £30.

For County Cup Finals Norfolk FA shall provide the match balls.

Technical Areas

17. If clubs wish to have a technical area, it must be marked out in accordance with the Laws of Association Football and must have a designated seating area for club officials and substitutes.

Technical areas are required for all clubs participating in the Norfolk Senior Cup.

Failure to comply may result in the club being fined a sum not exceeding £100.

Barrier Requirements

18. In each round of the Norfolk Senior Cup and in all semi-final fixtures the home club must ensure there is a barrier (rope and stakes as a minimum) to prohibit spectators' encroachment at least 1 metre (preferably 2 metres) out from the touchline on at least both sides of the pitch.

Failure to comply may result in the club being fined a sum not exceeding £100.

Artificial Pitches

19. New generation rubber infill pitches will be permitted in all County Cup competitions. New generation rubber infill pitches must meet the required British Standards and be maintained to the performance standards as laid out in FA publications and/or meet Norfolk County FA's requirements.

Colours and Shirt Numbers

20. All players in County Cup ties shall wear club colours, but in the event of two clubs having the same or similar colours, the visiting team must change. Goalkeepers must wear colours which distinguish them from the other players and the match officials. All clubs entering County Cup competitions are required to have shirts numbered on the reverse thereof and those numbers must correspond to those players submitted on the official team sheet. Clubs failing to comply with this rule may be fined up to £30.

Match Arrangements

21. The times for kick-off in all the County competitions shall be arranged by the Cup Committee and detailed in the schedule of dates of rounds of Cup competitions.

Clubs may be fined for late starts in cup matches, unless a satisfactory explanation is given. The Competition Secretary has the power to act on behalf of the Cup Committee as soon as

the report is received from the referee and impose a fine of up to £30 or report the matter to the Cup Committee, who shall have power to impose a fine not exceeding £100 or to take any other appropriate action.

In the Norfolk Senior Cup the following rules shall apply to fixtures involving professional clubs and teams playing at Step 4 and above of the National League System.

- If a professional club or a team at Step 4 and above are drawn at home the fixture will be played at their home ground during either the midweek prior to or the midweek after the scheduled date of the round, unless both teams agree to play the fixture on the scheduled Saturday.
- If a professional club or a team at Step 4 and above are drawn away to a team with floodlights that come up to the standard that would allow them to enter the FA Vase, the fixture will be played during either the midweek prior to or the midweek after the scheduled date at the ground of the first drawn team, unless both teams agree to play the fixture on the scheduled Saturday.
- If a professional club or a team at Step 4 and above are drawn away to a team without floodlights that come up to the standard that would allow them to enter the FA Vase, the home club can choose one of the following options:
 - Find an alternative venue to play the tie during the midweek prior to or the midweek after the scheduled date
 - Reverse the fixture to the opponents ground during the midweek prior to or the midweek after the scheduled date, or
 - If both clubs are in agreement, play at the ground of the home club on the scheduled Saturday.

In the event of the tie being played at an alternative ground, or reversed, where the expenses incurred for the fixture are greater than the income received, such deficit will be borne equally by both clubs. Should the income be greater than the expenses then the side that conceded home advantage shall be entitled to keep all of the profits up to a maximum of £300. Any additional profit over that amount would be divided equally between the 2 clubs.

For all Norfolk Senior Cup ties not involving either professional clubs or teams playing at Step 4 and above of the National League System and in all other Saturday Cup competitions the following shall apply.

- A club with floodlights of a lux value necessary for entry in the FA Vase may kick off no later than 3.00pm or may, if its opponents agree, play the fixture during the midweek prior to or the midweek after the scheduled date of the round or on the Friday evening, the day before the scheduled match.

Where clubs have floodlights installed the referee shall be the sole arbiter in deciding their use after the commencement of the match.

In all competitions except for the Norfolk Senior Cup, if both teams are in agreement, any tie prior to the Quarter Finals may be played on no later than the weekend following the date of the Round. Such agreement shall be confirmed with Norfolk County FA no later than 7 days after the draw is published.

Team Sheets

22. In the Norfolk Senior Cup team sheets shall be exchanged between both teams, the referee and a designated person from the Norfolk County FA (if applicable) 30 minutes prior to kick off. The names on the team sheets must include players' first names and surnames. The players' names must correspond with the numbers on their shirts.

Failure to comply with this rule may result in a fine not exceeding £100.

In all other County Cup competitions team sheets shall be exchanged between both teams, the referee and a designated person from the Norfolk County FA (if applicable) 20 minutes prior to kick off, except at County Cup Finals when it shall be 30 minutes. The names on the team sheets must include players' first names and surnames. The players' names must correspond with the numbers on their shirts.

Failure to comply with this rule may result in a fine not exceeding £100.

Substitutes

23. **Norfolk Invitation Cup**
In the Norfolk Invitation Cup a team may, at its discretion, use up to seven substitutes, selected from a maximum of seven. They must be nominated to the referee prior to the match on the official team sheet. Substitutes, not so named, may not take part in the match. (In accordance with Law 3 of the Laws of the Game).

Norfolk Senior Cup

In the Norfolk Senior Cup a team may, at its discretion, use up to three substitutes, selected from a maximum of five. They must be nominated to the referee prior to the match on the official team sheet. Substitutes, not so named, may not take part in the match. (In accordance with Law 3 of the Laws of the Game).

A nominated substitute, who does not enter the field of play and therefore does not participate in the game, shall not be considered to have played in the match. Neither should it be considered as an appearance when a player participates in a match, which is subsequently abandoned, except where the Association declares the result of the match to stand.

All Other Cup Competitions

In all other Cup Competitions, repeat substitutes are allowed as follows:

Norfolk Veterans Cup, John Savage Cup and Stuart Dracup Cup

Five substitutes may be used who may be selected from five players who must be nominated to the referee on the official team sheet prior to the match

Norfolk Junior Cup, Norfolk Primary Cup, Norfolk Sunday Senior Cup, Norfolk Sunday Junior Cup, Norfolk Women's Cup

Three substitutes may be used who may be selected from three players who must be nominated to the referee on the official team sheet prior to the match

A nominated substitute, who does not enter the field of play and therefore does not participate in the game, shall not be considered to have played in the match. Neither should it be considered as an appearance when a player participates in a match, which is subsequently abandoned, except where the Association declares the result of the match to stand.

In the Finals of all Cup Competitions except the Norfolk Senior Cup five substitutes may be used who may be selected from five players who must be nominated to the referee on the official team sheet prior to the match

Duration

24. The duration of all County Cup fixtures will be as per the tables below

Original Fixtures

Competition	Duration	Half Time Interval	Extra Time	Penalties
Invitation Cup	2 x 45 minute periods	Shall not exceed 5 minutes, except by consent of the referee	No	Yes
All other Adult Competitions	2 x 45 minute periods	Shall not exceed 5 minutes, except by consent of the referee	2 x 15 minute periods	Yes
John Savage Cup	2 x 40 minute periods	Shall not exceed 5 minutes, except by consent of the referee	2 x 10 minute periods	Yes
Stuart Dracup Cup	2 x 35 minute periods	Shall not exceed 5 minutes, except by consent of the referee	2 x 10 minute periods	Yes

The referee shall allow for any time, which he/she considers has been wasted either owing to an incident or other cause

All adult matches shall have a normal duration of 90 minutes unless a shorter time (not less than 70 minutes) is mutually arranged by the two captains in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves.

Postponed and/or Abandoned Fixtures

25. Each Club must take every precaution to ensure that its ground is in a fit playing condition.

For all matches prior to the Semi-Final in the Norfolk Senior Cup and for Semi-Final matches in all other County Cup competitions, in the event of doubt regarding the condition of the pitch and/or the possibility of the match not being played due to adverse ground conditions, the Home Club shall immediately notify Norfolk County FA to enable a Match Official to conduct an inspection. The pitch inspection must be made by the Match Referee or a Referee appointed by Norfolk County FA who must immediately contact Norfolk County FA

with the result of the inspection (and the Match Referee if applicable). The inspecting Referee shall be entitled to claim expenses which will be paid by the home club.

For the Semi-Final matches in the Norfolk Senior Cup, in the event of doubt regarding the condition of the pitch and/or the possibility of the match not being played due to adverse ground conditions Norfolk FA shall arrange for a suitable Match Official to conduct an inspection.

For all other matches, in the event of a match being postponed or abandoned because of weather conditions, it shall be the responsibility of the home club to notify the Competition Secretary of the postponement/abandonment as soon as possible and by no later than 1 hour after the scheduled completion time of the fixture (in line with Rule 26).

Failure to do so may result in the club being fined up to £30.

A postponed or abandoned match shall be played in the midweek following the Friday/Saturday fixture, provided there is enough daylight to complete the match or the home club has floodlights, that come up to the standard that would allow them to enter the FA Vase. Otherwise the match will be played seven days after the original date.

If a midweek fixture is postponed or abandoned the match shall be played in the following midweek, provided there is enough daylight to complete the match or the home club has floodlights that come up to the standard that would allow them to enter the FA Vase, unless both clubs agree to play on the Saturday following the original midweek date. Should there be any further postponements this process shall then be repeated until a result is achieved.

In cases where the abandonment of a match is due to the fault of one of the competing clubs, the Cup Committee may allow such a result to stand, or may award the match to the club not at fault.

In cases where neither club is at fault for the abandonment of a match the Cup Committee may, allow such a result to stand or order the match to be replayed in its entirety. In the event of a match being replayed, the Cup Committee shall have the power to order the match to be played on an alternative ground if it is considered appropriate and necessary. For ties switched from the ground of the Club first drawn, the Cup Committee shall determine the financial conditions in which the tie shall be played.

Notice of Result

26. Texting of Result

For each team a club has entered into a County Cup Competition, they are required to advise Norfolk County FA at least 72 hours prior to the team's first match in the Competition each season of the name and mobile telephone number of the individual who will be responsible for texting in County Cup Competition results. Failure to do so may result in a fine of up to £30.

Additionally, each club is required to notify any subsequent changes to the above contact details at least 72 hours prior to any County Cup Competition match. Failure to do so may result in a fine of up to £30.

Both home and away clubs are required to notify the Competition Secretary of the result of their respective Cup match by using the prescribed method of texting the result. Notification of the score at the end of 90 minutes and if applicable extra time and penalties must be received by the Competition Secretary within one hour of the completion of the match. Failure to do so may result in a fine of up to £30.

In the event of a match being abandoned both the home and away clubs are required to text A-A in line with the above procedure.

Return of Team Sheet

Each club shall give notice of the result and mark awarded to the referee to the Competition Secretary together with a list of players taking part in the match, indicating any substitutes that have been used and all goal scorers on the team sheet completed on the day of the match. In the event of the official Post Office postmark on the envelope being later than the Monday following a weekend match or Friday following a midweek match or, if posted, the team sheet is sent by other than first class mail, the club sending the same may be fined the sum of up to £30. If the team sheet is delivered by hand, a club may be fined up to £30 if the result sheet is not in the hands of the Competition Secretary within 48 hours of the end of the match.

Alternatively completed team sheets can be scanned and emailed to CountyCups@NorfolkFA.com and must be received by the Competition Secretary within 48 hours of the end of the match.

In the event of the returned team sheet not being correctly and fully completed, a club may be fined up to £30.

Match Expenses and Gate Money

27. Norfolk Senior Cup

Clubs which enter the Norfolk Senior Cup and charge a league admission fee, are required to charge a fee for any home fixture in this competition. Such fee shall be agreed by the two competing clubs and the home club shall confirm the agreed fee with Norfolk County FA no later than 72 hours prior to kick off if it varies from the normal league fee charged. Should the clubs be unable to agree, the fee will be determined by Norfolk County FA. The net proceeds, after deduction of VAT (where applicable), the match expenses and the visiting team's travelling expenses, will be shared equally between the participating clubs.

Further to the above, the Home Club are required to complete the Statement of Receipts and Expenses Form and submit copies of the form to both the opposing team and Norfolk County FA within 14 days of the fixture. Any Club failing to comply with this rule may be fined up to £30.

If no gate is able to be taken, the home club shall be responsible for all match expenses and the away club shall be responsible for its own travelling expenses. Match and travelling expenses are defined as those applicable to The FA Vase competition.

All Other Cup Competitions

In all other County Cup competitions the home club shall be responsible for all match expenses. The away club shall be responsible for its own travelling expenses. Gate monies and collections shall be retained by the home club.

Appointment of Referees and Assistant Referees

28. No referee shall be a member of either of the competing clubs, except as provided in Rule 29 below.

The Referees Committee shall be responsible for appointing all match officials for each respective County Cup Final.

In all other adult County Cup fixtures the Norfolk County FA Referees Appointments Officer shall appoint the match officials. This includes the appointment of assistant referees in all Saturday Senior Cup fixtures and all Semi-Final fixtures.

For the John Savage and Stuart Dracup Cups, the Norfolk County FA Referees Appointments Officer shall appoint the match officials for the Quarter-Finals onwards, including the

appointment of assistant referees for the Semi-Finals. Prior to this stage the home club shall be responsible for providing a referee.

In all other fixtures each club shall supply an assistant referee. Any club failing to comply with this rule may be fined up to £30.

Referees and assistant referees, appointed by the County FA, shall receive travelling expenses for journeys between their residence and the ground at a rate not to exceed 30p per mile (up to a maximum of £20) and fees as per the following scale:

Referees Fees:

(a) Norfolk Senior Cup to Final	£35
(b) Norfolk Sunday Senior Cup to Final	£30
(c) Norfolk Junior, Primary & Sunday Junior Cups to Finals	£25
(d) Norfolk Veterans Cup to Final	£25
(e) Norfolk Women's Cup to Final	£25
(f) John Savage & Stuart Dracup Cups to Finals	£25

Assistant Referees Fees:

(a) Norfolk Senior & Sunday Senior Cups to Finals	£20
(b) Norfolk Junior, Primary & Sunday Junior Cups to Final	£15
(c) Norfolk Veterans Cup to Final	£15
(d) Norfolk Women's Cup to Final	£15
(e) John Savage & Stuart Dracup Cups to Final	£15

In all Rounds prior to the Semi-Finals of the Norfolk Senior Cup the expenses and match fees of such officials shall be borne by the home club. In the Semi-Finals of the Norfolk Senior Cup the expenses and match fees of such officials shall be borne by Norfolk FA. In all other competitions the expenses and match fees of such officials shall be borne equally by both clubs.

Referees and assistant referees are expected to travel together whenever possible.

Referee No Show/No Appointment

29. In the event of no referee being appointed or the appointed referee failing to arrive, a referee shall be chosen on the ground and must be mutually agreed by both teams. This individual will be considered as an official appointment by the Association for the duration

of the match. The absence of the appointed referee shall not be deemed sufficient cause for the match not being played.

Teams, failing to comply with this rule, may be fined an amount not exceeding £100 and may be expelled from the competition.

Abortive Journey

30. In all unplayed matches, where the referees or any appointed assistant referees attend they shall be entitled, if no club is at fault, to expenses only.

If the Cup Committee deem any club is at fault for the non-playing of a fixture it may be required to pay the appointed official(s) their full fees and expenses.

County Cup Final Appointments

31. A medal or memento will be presented to the referee and the assistant referees, who officiate in the finals of all County Cup competitions, instead of a match fee. Match officials may also receive remuneration as determined by the Cup Committee.

Failure to Play

32. Any club, intending to withdraw from the competition, must give information of their intention to do so to the Secretary of the opposing club and the Competition Secretary not less than eight days before the date fixed for playing or they shall be reported to the Cup Committee, who shall have power to compel such offending club to pay the legitimate expenses incurred by their opponents or of taking such action as they deem expedient.

Teams, failing to comply with this rule, may be fined an amount not exceeding £100 and be liable for any expenses incurred except in the case of a disbanded club.

A team, unable to fulfil its fixture, shall, other than in extenuating circumstances be deemed to have scratched from the competition and may be fined an amount not exceeding £100 and be responsible for any legitimate expenses incurred.

County Cup Finals

33. The final ties of all County Cup competitions shall be played on a ground to be determined by the Cup Committee.

In the event a final match is level after normal time, two equal periods of extra time will be played. If the score remains tied after extra time, it shall be decided by the taking of kicks from the penalty mark in accordance with regulations laid down by the International Board.

The Cup Committee shall have direct control of all arrangements for the Cup Finals.

In all County Cup finals the only persons allowed in the technical areas will be the named substitutes and club officials as named on the official Team Sheet on the day of the match. All named persons shall act in a responsible manner. The names of all individuals, eligible to enter the technical areas, must be submitted to the match referee, opponents and a designated person from the Norfolk County FA prior to kick off when submitting the club's completed team sheet.

Responsibility for the Cups

34. The cups shall be presented to the captain of each winning club immediately after the completion of the Final. An officer from each winning club will be required to sign the 'Custody of County Cups' form, confirming the club knows and accepts its personal responsibility for the cup and its value along with the undertaking that the Club will be financially liable for any damage caused.

Each County Cup shall be returned to the Chief Executive of the Association no later than 1st March in the following year or earlier if so requested.

Before it is returned the name of the winning club must be inscribed thereon. Failure to return the cup by the stipulated date, properly inscribed, may result in the club being fined an amount not exceeding £100.

Medals

35. In addition to the County Cup trophy the Association shall provide 20 (22 in the Senior Cup) medals for the winners of the competition and 20 (22 in the Senior Cup) medals for the runners-up of the competition. No further medals will be issued to Clubs under any circumstances.

Players Sent Off In County Cup Finals

36. Any player, who is sent from the field of play during a final, may be prohibited from receiving his/her memento during the official presentation.

Protests

37. Protests, regarding the arrangements of the ground and size of the ball, must be made to the referee in writing prior to the commencement of the match.

Protests, regarding the qualification of any member of the competing teams, shall be sent in writing to the Competition Secretary in duplicate and be accompanied by the particulars of the grounds, on which each protest is founded, within five working days of the match, together with a deposit of £35.

All protests shall be referred to the Cup Committee, who shall have power to refer them to a sub-committee. The decision of the Committee or the sub-committee shall be final subject to the appeal process as stated in Cup Rule 42

Should either of the two clubs, in connection with any protest, have a member on the Council, the said member shall not be eligible to sit on the Cup Committee or sub-committee while such protest is being considered. The Chief Executive of the Association or the Competition Secretary shall send a copy of the protest and particulars to the club protested against. Each club may support its case by witnesses.

In the event of any protest not being upheld, the deposit of £35 shall be forfeited to the funds of the Association. Additionally the protesting club may be required to meet the costs of the hearing.

No protest shall be allowed to be withdrawn by a club without the consent of The Association.

Payment of Fines

38. All fines and costs shall be paid to The Association within 21 days of the date of notice to the club. Any club, failing to pay any fine and/or cost, shall be dealt with by an appointed sub-committee of the Cup Committee.

Match Programmes

39. In the Norfolk Senior Cup, at the Quarter-Finals stage the home club shall be required to produce a match programme which must consist of at least 4 sides of A5 paper. As a minimum the away team must send in writing to the home Club details of the squad they plan to use at least 5 days prior to the scheduled date of the match. If available, pen pictures and Club history should also be provided to the home Club. Failure to do so may result in a fine of up to £30.

In the Semi Finals of the Norfolk Senior Cup, Norfolk County FA will produce a match programme. Competing Clubs must provide details as requested at least 14 days prior to their respective Semi Final. Failure to do so may result in a fine of up to £30

The home Club must submit one copy of the programme to Norfolk County FA within 7 days of completion of the match. Failure to do so may result in a fine of up to £30.

Post Match Player/Match Official Hospitality

40. In the Norfolk Senior Cup, at the Quarter-Finals stage the home club shall be required to provide post-match hospitality to the opposition and the match officials. This should be a minimum of sandwiches or equivalent with tea/coffee/squash. Failure to do so may result in a fine not exceeding £100. If the visiting club do not wish to take up the offer of hospitality, they must inform the home club in writing at least 7 days prior to the match. Failure to do so may result in a fine not exceeding £100.

Club's are free to provide additional hospitality as they wish and for earlier rounds of the Norfolk Senior Cup and all other County Cup Competitions post-match hospitality is optional.

Alteration of Rules

41. Alterations in these rules shall be approved only at the last meeting of the Council in each season. Notice of any proposed alteration shall be given to the Chief Executive of the Association not later than 1st February in any one year, excepting members of the Cup Committee, who may make proposals at the Spring Committee meeting.

Provisions Concerning Appeals

42. A Club that is expelled from a County Cup may appeal against that decision to a Board of Appeal comprising 3 members of Norfolk County FA 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:
- (i) The Cup Committee or an appointed sub-committee misinterpreted/failed to comply with the procedures relevant to the hearing of the charge.
 - (ii) The Cup Committee or an appointed sub-committee came to a decision on the facts of the case which no reasonable body could have reached; or
 - (iii) The Cup Committee or an appointed sub-committee imposed a sanction that is excessive

Any such appeal must be received by the Chief Executive of Norfolk County FA within 7 days of the posting of written notification of the decision of the Cup Committee or appointed sub-committee, detailing the grounds on which the appeal is being made and including an appeal fee of £35. The grounds of appeal must be in accordance with the above criteria. The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne.

The decision of the Board of Appeal is final and binding on all parties concerned. For the avoidance of doubt, a Club may not appeal against any penalty imposed on it other than expulsion from a competition.