

**THE STAFFORDSHIRE FOOTBALL ASSOCIATION LIMITED
COUNTY YOUTH CUP COMPETITIONS HANDBOOK**

SEASON 2009-2010



Index

Page 2	-	Introduction
Page 3	-	List of Contacts
Page 4,5,6	-	Club Responsibilities
Page 7	-	Match Officials Responsibilities
Page 8	-	Conference Dates and Season 2008-2009 Honours Board
Page 9-13	-	County Youth Cup Competition Rules
Page 14	-	County Under 16 & Under 15 Cup Rules
Page 15	-	The Tesco Under 13 Cup Rules



Introduction – Adam Evans, County Governance Manager



It gives me pleasure to welcome to you to our first County Youth Competition Handbook which we trust that you will find to be a useful tool as your club sets out on the glory trail for season 2009-2010.

We have put this handbook together in an attempt to make your experience in the County Cup as enjoyable and straightforward as possible. We recognise the fantastic work carried out by the army of volunteers in our game, whom I know from experience do not always get the credit that they deserve in ensuring that our game runs smoothly and efficiently. As such this guide is an aid in easing the administrative burden of the modern day Club Secretary.

Included is advice for the home team and away team, the match officials, the competition rules, and the dates on which the ties will be played. All of the sections are based on past experience and further to consultation with clubs who have made us aware of problems that have arose in previous seasons.

Of course this is only a guide and as such you should always refer back to the Rules of the Competition (detailed on pages 9-15 of this guide and also in your Association Handbook) for definitive clarification, however, we have attempted to chronologically list the basic steps that you should follow in the lead up to, on the match day and after the tie has taken place as this will differ from your usual League procedures. We have a team of dedicated staff who are here to assist and we have listed their contact details in this publication for you to contact with any queries you may have.

It only remains for me to wish you all the best for the season and I hope that you enjoy your run in the County Cup to whatever degree of success you achieve but most importantly of all, I hope that you enjoy the experience of playing against different opposition whilst making new friends and acquaintances along the way.

Best Wishes

Adam Evans
County Governance Manager

Competition Contacts

Competition Administrator – Laura Hartless



Telephone : 01785 256994 (Press 1 for Governance and then option 5)

Email : laura.hartless@staffordshirefa.com

Laura is responsible for the County Cup Competitions and all enquiries relating to player eligibility, postponed matches, draws and results should be made to her.

Referees Appointments – Peter Heafield (Referees Development Officer)



Telephone : 01785 256994 (Press 1 for Governance and then option 2)

Email : peter.heafield@staffordshirefa.com

Peter is responsible for the appointment of match officials to all of the County Cup Competitions. All enquiries relating to match officials should be made to Peter.

During Office Hours (9.00am-5.00pm Monday to Thursday, 9.00-4.00pm Friday)

Details of all of the County Cup Competitions including fixtures and results can be found at the Association Website - **www.staffordshirefa.com**

2009/2010 Youth Committee

G. Sinstadt (Chairman), E.F. Evans (Vice Chairman), D.M. Bathurst, Mrs. L. Cusack, C. Dean, P. Fowler, H. Fullelove, D.H.H. Jenkins, R.H. Jenkinson, G. Leadley, P. Martin, W.K. Martin, D.E. Ramsbottom, A.S. Sheldon, C. Simmons, G. Singh, G. Sinstadt, A. Smith, M. Youds. Co-opted Members ; I. Broad, D. Vale and E. Whitmore

Club Responsibilities

Below is a list of guidelines aimed to assist clubs in the lead up to, the playing of and after the tie has been played. However, these are guidelines and the Rules of the County Youth Cup Competitions (pages 83-86) should be referred to for full details.

The Home Club

Date of Match

All ties must be played on the advertised Conference Date. (page 8 of this guide)

Confirmation of the Match

Confirmation of the tie should be made in writing at least five days prior to the playing of the tie. This should contain full details of the address of the ground, date and time of kick off to both the opposing team and the match officials. Kit colours should also be confirmed and in the event of a colour clash the home team must change.

Pitch Markings and Facilities

Teams are required to ensure that the pitch is marked out correctly, corner flags and goal nets must be used in accordance with the Laws of the Game.

Match Balls

The home team in all rounds prior to the Final shall supply the match ball in accordance with the Laws of the Game.

Bad Weather Procedure

In the event of adverse weather the home team must contact the appointed Referee who is the only person authorised to postpone a County Cup tie, after a pitch inspection, if the pitch is deemed unsuitable for play then the home team shall notify all parties. (Including this office)

Postponed Matches

If a tie is postponed or abandoned owing to causes over which neither team has control (i.e. weather) then the tie shall be played in its entirety fourteen days later.

Referees Non Attendance

If the Referee does not turn up on the day then the home club should attempt to contact him / her on the contact details provided on the draw sheet. If this course of action proves to be unsuccessful then the home Club should contact their own League Secretary for further instructions. The home team must report this to the Office within three days of the tie taking place.

Payment of Match Officials

In all ties preceding the Final the Match Officials fees shall be paid by the home team. The match official/s must be paid immediately after the final whistle.

Scale of fees;

All Rounds prior to the Final –

Referee £20.00

Assistant Referee £15.00

The Away Team

The away team must acknowledge receipt of the confirmation of the tie by the home team. If confirmation is not received within the stipulated time then it is the away teams responsibility to contact this Office.

The away team should ensure that they arrive at the ground in good time to commence the tie.

Both Teams

Both teams must supply a suitable individual who will act as an Assistant Referee to the Referee before kick off (unless appointed by the Committee).

Teamsheets

Both teams must provide the referee and their opponents a list of names of players taking part in the game (including substitutes) before the time set for kick off. This should be done on the supplied teamsheet, pink for the opposition and yellow to the Referee.

Eligibility of Players

Both teams should refer to Competition Rule 12 of the County Youth Challenge Cup and Rule 5 of the County Youth Cups to ensure that all players are eligible to play in the Competition before taking to the pitch. Any team proved to have played an ineligible player will be removed from the Competition, Fined and / or dealt with the discretion of the Committee.

Duration of Matches, Extra Time and Drawn Matches

All ties in all rounds of the Competition shall be played to a finish on the day. The duration of each match shall be:-

Ninety minutes played in two equal halves (County Youth Challenge Cup)

Eighty minutes played in two equal halves (County Youth Cups)

Seventy minutes played in two equal halves (Tesco U13 Cup)

In the event of the scores being level after normal time then an extra twenty minutes shall be played in two equal halves.

If the score is still level at the end of extra time, the winner shall be determined by the taking of kicks from the penalty mark in accordance with the procedure adopted by FIFA.

Match Report Forms

Both teams must send the completed match report form (green copy) detailing the result, the names of competing players and goalscorers, the referees name and mark and must be signed by the Secretary or person in charge. Failure to do this within three days of the match will result in a fine of £10.00 being imposed.

Please refer to appendix for an example of a correctly completed Match Report Form.

Protests

All protests should be made in line with Competition Rule 14 on page 85 of the Staffordshire Football Association 2009/2010 Handbook.

All protests must be made within three days of the tie taking place. Protests received later will not be heard.

All protests should be addressed to the County Governance Manager, Staffordshire Football Association Ltd, Dyson Court, Staffordshire Technology Park

Any decision made by Council is final and binding on all parties.

The County Cup Final

The Council shall fix the ground for the Final Tie and shall be in direct control of the arrangements.



Match Officials Responsibilities

Please ensure that the Rules of the Competition are read and understood before officiating the tie.

Match Officials are required to confirm acceptance or the reasons for non acceptance of the appointment to the Referees Development Officer immediately on receipt.

This can be done via the confirmation card or email:

peter.heafield@staffordshirefa.com

Match Officials who do not confirm their appointment will be reported to the Referees Committee and dealt with accordingly.

Reporting Violations of the Rules and Regulations.

Match Officials are required to report Clubs / Teams for any of the following;

- Non or late confirmation (five days prior to the game) In the event of non confirmation you must report this to the Office who will then take this up with the Club/Team. Non attendance due to no confirmation from the home Club/Team will not be accepted.
- Late Kick Off's
- Incorrect Pitch Markings / no Corner Flags etc
- No Assistant Referee provided
- Teams commencing without the full complement of players

All reports should be received within two days of the tie taking place to the Referees Development Officer.

Any on-field misconduct, such as cautions, sending offs or reports of misconduct should be reported in the normal matter.

Match Officials are required to be in attendance at least one hour before kick off.



Conference Dates (Dates on which the ties shall be played)

County Youth Challenge Sunday Cup

11th October 8th November 13th December 10th January
14th February
Semi Finals 14th March
Final Tuesday 13th April 2010

Under 16 Sunday Cup and Under 15 Sunday Cup

4th October 1st November 6th December 3rd January
7th February
Semi Finals 7th March
U16 Final Tuesday 4th May 2010
U15 Final Thursday 6th May 2010

The Tesco Under 13 Cup

11th October 8th November 13th December 14th February
U13 Final Thursday 25th March 2010

County Youth Cup Winners Season 2008-2009

The County Youth Challenge Cup Sponsored by Mark Harrod Ltd
Hanley Town 2 Norton United Youth 0

The County Under 16 Cup
Audley 1 Willenhall Town Juniors 1 (after extra time)
(Audley won 5-4 on kicks from the penalty mark)

The County Under 15 Cup
Holy Name 2 Harpfield 1

The Under Tesco Under 13 Cup
Bilbrook Juniors 2 Stafford Rangers Juniors 1



County Youth Cup Competition Rules

RULES of the COUNTY YOUTH CHALLENGE CUP

1. Name of Cup

The Cup shall be called 'The Staffordshire Football Association County Youth Challenge Cup'.

2. Cup Ownership

- a) The Cup is the property of the Staffordshire Football Association Limited.
- b) The Association President or his Deputy shall present the Cup to the winning club, which shall then be responsible for its return to the Association on or before 1st February in the ensuing year, in good order and condition.
- c) Should the Cup be lost, destroyed or damaged whilst under the care or custody of the club, the club shall refund to the Association the amount of its current insured value or the cost of thorough repair, in addition to any other penalty that the Association may impose.

3. Medals

- a) In addition to the Cup, the Association shall present medals to the players, substitutes and club secretary in the final match.
- b) When a player taking part is ordered to leave the field of play for misconduct, the medal to which he may have been entitled may be withheld at the discretion of the Association.

4. Control of the Competition

- a) The ownership, organisation, control and management of the Competition shall be vested entirely and exclusively in the Association.
- b) The Association shall have the power to make delete and amend rules for the organisation, control and management of the Competition.
- c) The Association's Youth Committee shall exercise the Association's powers in relation to the organisation, control and management of the Competition, which shall be deemed decisions of the Association and binding on all participants.
- d) All clubs participating in the Competition shall be bound by and comply with the Competition Rules.
- e) All correspondence or enquires relating to the Competition shall be addressed to the Association's Competitions Officer.

5. Eligible Clubs

The Competition for the Cup shall be annual, open only to the teams of clubs whose parent association is the Staffordshire Football Association Limited, competing in affiliated under 17 / under 18 Sunday leagues. All such teams shall enter the Competition.

6. Entry

The entrance fee shall be £10 for each team, to be paid with the club affiliation fee direct to the Association Secretary.

7. Organisation of the Competition

- a) The Association shall have discretionary power to grant exemption from earlier rounds of the Competition.
- b) The matches in all rounds up to and including the semi finals shall be played on conference dates. If a match is not played or is abandoned owing to the unfitness of the ground, it shall be played (or replayed) 14 days later.
- c) The names of the teams entered for the Competition shall be drawn in pairs. These pairs shall compete and the winners shall be drawn and compete in the same manner until the final match of the Competition.
- d) After each draw is made notice shall be given to each club of the name of its opponent club and the date on which the match shall be played.
- e) The home club shall confirm in writing the address and location of their ground, and their colours, to their opponents and the match officials, no later than five days before the date of the match. The match officials shall acknowledge receipt.
- f) Each club secretary shall send notice of the result with the names of the competing players, including all nominated substitutes actually used, on the form supplied so that it is received by the Association within three days of the match (Sundays not included)
- g) The Rules of the Association shall apply to this Competition. The Association shall have the power to disqualify any competing team, or player or players of any competing team proved guilty of any breach of the Association's Rules.

8. Grounds

- a) Each match preceding the final shall be played on the ground of the team first drawn. No ground other than their recognised ground shall be used without the consent of their opponents.
- b) The dimensions of the field of play shall comply with the Laws of the Game.

- c) If the ground of the home team is considered unsuitable, their opponents may appeal to the Association. Such appeal must be made within seven days of publication of the draw, and be accompanied by a fee of £50 which may be forfeited if the appeal is not sustained. The Association may order the match to be played on the ground of the appealing team or on a neutral ground. The payment of expenses incidental to the appeal shall be at the discretion of the Association.

9. Club Colours

- a) All players shall wear distinguishable colours. Where the colours of the two competing teams are similar the home team shall change.
- b) Any objection to the colours must be lodged before the match commences with the referee, who shall have the power to order any necessary change.
- c) In the semi final and final matches the Association may order both teams to change unless a mutual agreement is reached by the teams.

10. Duration of Matches

- a) The duration of each match shall be ninety minutes played in two equal halves
- b) When a match has resulted in a draw an extra twenty minutes played in two equal halves shall be played. If no result is obtained the match shall then be decided by the taking of kicks from the penalty mark in accordance with the procedure adopted by the International Football Association Board.
- c) The half time interval shall be ten minutes, which may only be altered with the consent of the referee.

11. Provisions for Final

- a) The Association shall have direct control of the arrangements for the final, including the date and venue thereof.
- b) In the final the Association shall take the gate receipts. If the receipts are insufficient to cover the entire expenses of the match the Association shall meet any loss.
- c) The competing clubs shall provide any information required by the Association to enable a match programme for the final to be prepared.

12. Qualification of Players

- a) The Competition shall be confined to non-contract players under age of eighteen years and not under the age of fifteen years on 1st August in the current season.
- b) All players shall be registered members of the team in the league in which that team normally competes. They shall have been registered with that league at least seven days prior to playing in this Competition.

- c) A player shall not in the same season play for more than one competing team in this Competition.
- d) (i) Only players who have played (including having played as a nominated substitute) in an earlier round of the Competition shall be eligible to play in the semi final and final matches.
(ii) Not less than fourteen days before the semi final, each club shall send to the opposing club and to the Association a list of eligible players (with names in full) from which the team shall be selected. The Association shall deal with a club including on the list the name of an ineligible player, or playing a player whose name does not appear on the list. Objections to qualification of any player included in the list shall be made to the Association in duplicate before the start of the match, stating particulars and accompanied by a deposit of £50.
- e) A team can obtain a list of their own players or another team's list of players from the Association on payment of £25.
- f) Club secretaries shall give to the secretary of the opposing club the full names of the players, in writing, before the start of each match.
- g) A team may nominate a maximum of five substitutes and at their discretion use three at any time in a match in this Competition, except to replace a player who has been suspended from the match by the referee. The substitution can only be made at a stoppage in play and with the referee's permission. The team shall give the names of the substitutes to the referee before the start of the match. Substitutes not so named shall not take part in the match.

13. Match Officials

- a) The Association shall appoint referees for all matches in the Competition. It shall also appoint assistant referees in the quarter final, semi final and final matches, and in earlier rounds where deemed appropriate. In matches up to the quarter finals, the competing clubs shall themselves appoint assistant referees.
- b) The home club shall pay the fees of match officials appointed by the Association unless otherwise instructed by the Association.
- c) Scale of Fees
 - All rounds including the semi finals
Referee £20 Assistant Referee £15
 - Final
The match officials shall receive a medal or token and travelling expenses.
- d) If a match is not played the referee and assistant referees, if in attendance at the ground, shall be paid:
 - (i) half the fee, to be shared by both clubs, if the referee decides the ground is unfit for play.
 - (ii) the full fee if they travel to the ground and find one club has defaulted, to be paid by the defaulting club
 - (iii) the full fee, to be paid by the home club, in the event of a match being started and abandoned.

- e) The duties of the match officials shall be as defined in Laws of Association Football.

14. Protests

- a) All questions relating to the qualification of competitors or interpretation of the rules, or any dispute or protest whatever shall be referred to the Association, whose decision shall be final and binding on both clubs.
- b) A protest shall be made in writing and shall contain the particulars of the grounds upon which it is founded. Two copies of the protest shall be lodged with the Association accompanied by a deposit of £50 within three days of the match to which it relates (Sundays not included). The fee shall be forfeited to the Association in the event of the protest not being sustained.
- c) The Association may order any club engaged in a dispute or protest to pay such sum as may be considered appropriate towards defraying the expenditure incurred.
- d) The Association shall not entertain a protest relating to the ground, goal posts, crossbars or other appurtenances of the game unless objection has been lodged with the referee at least one hour before the official kick-off time. The referee shall require the responsible club to correct the cause of objection, if this is possible without unduly delaying the progress of the match.
- e) When an objection has been lodged with the referee, a protest must be made to the Association and neither the objection nor protest shall be withdrawn except with the consent of the Association.
- f) The Association shall send a copy of the protest and particulars to the club protested against.
- g) If an Association Council Member is connected in any way with a club concerned in a dispute or protest, that person shall not take part in the determination of such dispute or protest. Such person shall not however be prevented from acting as a bona fide representative of a club.
- h) A club summoned to attend a hearing of a dispute or protest may be represented by one or more of its members. Each club may support its case by witnesses.

15. General

- a) In all matches prior to the final the home team shall pay costs of staging the match.
- b) In all matches the teams shall be responsible for their own travel expenses.
- c) Referees shall report all late kick offs, and advise the teams responsible of their intention to do so.

County Youth Cup Competition Rules (Under 16 & U15)

RULES of the COUNTY YOUTH CUP COMPETITIONS

1. Names of Cups

The Cups shall be called "The Staffordshire Football Association Limited Under 16's Sunday Cup" and "The Staffordshire Football Association Limited Under 15's Sunday Cup"

2. Competition Rules

The Rules of "The Staffordshire Football Association Limited County Youth Challenge Cup" shall apply except as provided hereafter.

3. Eligible Clubs

The Competition for the Cups shall be annual, open only to teams of clubs whose parent association is the Staffordshire Football Association Limited, competing in affiliated under-15 / under-16 Sunday leagues. All such teams shall enter the Competition(s) appropriate to their age groups(s).

4. Duration of Matches

The duration of each match shall be eighty minutes played in two equal halves.

5. Qualification of Players

The Competitions shall be confined to non-contract players who on 31st August in the current season:

- are not under fourteen nor over sixteen years of age, in respect of the Under 16's Competition;
- are not under thirteen nor over fifteen years of age, in respect of the Under 15's Competition.

6. Substitutes

A team may at its discretion use five substitutes, who may be selected from five players, in any match in these Competitions. A player who has been substituted himself becomes a substitute and may replace another player at any time provided the substitution is carried out in accordance with Law 3 of the Laws of the Game. The team shall give the names of the substitutes to the referee before the start of the match.

7. Management of the Competitions

All correspondence or enquiries relating to the Competition shall be addressed to the Association's Competitions Officer.

The Tesco U13 Cup Rules

- 1. Name of Cup**
The Cup shall be called 'The Staffordshire Football Association Limited Tesco Under 13 Cup'.
- 2.** The Rules of 'The Staffordshire Football Association County Youth Challenge Cup' (page 89 of the Association Handbook) shall apply except as provided for hereafter.
- 3. Eligible Clubs**
The Competition for the Cup shall be annual, open only to clubs whose parent Association is this Association, competing in affiliated Under 13 Sunday and Saturday Leagues.
- 4. Qualification of Players**
The Competition shall be confined to non contract players who on the 1st September in the current season shall not be under Eleven years of age nor over Thirteen years.
- 5. Duration of Matches**
 - a) The duration of each match shall be seventy minutes played in two halves of thirty five minutes.
 - b) When a match has resulted in a draw, extra time of twenty minutes played in two halves of ten minutes shall be played. If no result is obtained the match shall be decided by the taking of kicks from the penalty mark in accordance with the procedure adopted by the International Football Association Board.
 - c) The half time interval shall be ten minutes; this may only be altered with the consent of the Referee.
- 6. Day of Matches**
Each Tie preceding the Semi Final Tie shall be played on Sunday afternoon unless the Association Secretary has given permission in writing for a match to be played on a Sunday morning.
- 7. Match Ball**
All matches shall be played with a size 4 ball.
- 8. Substitutes**
A club may nominate and at their discretion use five substitutes at any time in a match in this Competition, except to replace a player who has been suspended from the match by the referee. An official of the club shall give the names of the substitutes to the referee before the match begins, and if they are not given to the referee, they shall not be permitted to play. A player who has been substituted himself becomes a substitute and may replace another player at any time subject to the substitution being carried out in accordance with the Laws of Association Football. A substitution shall only be made when play is stopped for any reason and the referee has given permission.
- 9. Provisions for the Semi Final and Final Ties**
 - a) The Committee shall fix the ground for the Semi Final and Final Ties and shall have direct control of the arrangements.