



ESSEX COUNTY FOOTBALL ASSOCIATION

Brief Competition Guidelines Season 2024/25

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ESSEX COUNTY FA CUPS 2024/25

Welcome to this season's County Cup competitions - whether you are associated to a club or an appointed Match Official, we trust you'll enjoy any matches you are involved in. To make your experience as smooth as possible, we have noted below some important points.

REFEREE APPOINTMENT OFFICERS

Referee Appointment Officers will take care of all Match Official appointments up to and including the semi-final stage of each competition. All correspondence relating to the appointment of Match Officials is to be directed to the Officers, including confirmation of fixtures from officials. The Officers will also act as an emergency contact for the Competitions Department outside of ordinary office hours (Monday-Friday, 9am-5pm).

Appointment Officers for 2024/25 are as follows:

Saturday Premier Cup, Saturday Junior Cup & Saturday Junior Trophy - Andrew French: andylfrench@btinternet.com
Sunday Premier Cup, Sunday Junior Cup & Sunday Junior Trophy - Dave Threadgold: davezed@tiscali.co.uk
Saturday Veterans Cup, Veterans Trophy & Sunday Veterans Cup - Martin Berry: martinberry@blueyonder.co.uk
U12 Cup (boys) - Kevin Ward: kevin.ward15@hotmail.co.uk
Cordell U13 Cup & U13 Trophy - Derek Hornsey: derekhornsey56@gmail.com
Andrews U14 Cup & Rosser U15 Cup - Justin Wiseman: jwiseman77@gmail.com
Cassels U16 Cup & Pelly U18 Cup - Matthew Jarvis: mattsjarvis@hotmail.co.uk
U12 Girls Cup, U13 Girls Cup, U14 Girls Cup - Kim Farmer: kim.farmer2020@gmail.com
U16 Girls Cup, U18 Girls Cup - Paul Anderson: paul.anderson@bcfayl.co.uk
Senior Cup, Women's Cup, Women's Trophy, Tolleshunt D'Arcy Memorial Cup, Thames-Side Trophy - Referees Department: closed.dates@essexfa.com

FA FULL-TIME: ESSEX FA COUNTY CUPS

County Cups are available on The FA's Full-Time system, here: <http://fulltime-league.thefa.com/Index.do?league=152336429>

County Cups have now been integrated on FA Full-Time, which means teams should now be able to enter match team details and results directly on our Full-Time. Note our Full-time has a separate page to your league's Full-Time, you can find this from a drop down in Full-Time (example left).

Club contacts will need to verify their account before they can log-in, even if their account has already been verified for your league's Full-Time. Please check your emails, including junk or spam folders, for verification links.

SMS RESULTS SERVICE

Team managers for whom we have been provided a mobile number will receive a text from Full-Time at around kick-off time in your match(es). Should the manager's number not be provided, the text will be sent to the club secretary. Please respond to the text as instructed - note the home team score should always be first. This score will be immediately uploaded to the Full-Time website. You should also be able to log the result directly on Essex FA County Cups Full-Time. If you are unable to add the result via any of these means, [results can be emailed to competitions@essexfa.com](mailto:results@essexfa.com).

CONFIRMATION OF FIXTURES

The home club shall advise the opposing Club, Match Officials and Essex FA (via email to competitions@essexfa.com) the kick-off time (in youth and girls competitions), and the venue no later than five days before the prescribed date of the tie. Youth and girls fixtures must kick-off between 10am and 2pm. **NB.** Failure to confirm details to opposing team should be notified to competitions@essexfa.com, but is not reason for any side not to fulfil a fixture.

TEMPORARY DISMISSALS (SIN BINS)

Sin Bins are to be used to [ALL Essex FA County Cups](#) with the [EXCEPTION of the BBC Essex Senior Cup](#).

MATCH OFFICIALS

Referees (and officially appointed Assistant Referees) are required to acknowledge their appointments without delay within two days of notification to the Appointment Officer. If the Secretary of the Home Club does not communicate the particulars as to the ground etc within four days of the match, the Referee should contact the Home Club Secretary and report the matter to competitions@essexfa.com.

Referees and/or Assistant Referees unable to accept the appointment must state the reason. **County Cup Appointments take precedence over all other appointments** except those of The Football Association, Premier League, The Football League, National League System Steps 1-4* and Women's Super League.

Essex Women's Cup fixtures take precedence over all fixtures as above, with additional exception of The FA Women's Cup and Women's Championship.

Should the Referee or Assistant Referee be a past or present member of a Club in a tie to which they have been appointed, they should notify the Appointment Officer at once to enable a change of match official(s).

** County Cup appointments only take precedence over National League System, The FA Youth and FA County Youth Challenge Cup Competitions appointments if the appointment is in the Essex Senior Cup or in the Semi-final and/or Final of any other County Cup whether the appointment is as a Referee or an Assistant Referee.*



SUBSTITUTES

In the BBC Essex Senior Cup, BBC Essex Women's Cup, Tolleshunt D'Arcy Memorial Cup & Essex Thames-Side Trophy five substitutes can be named of which five may be used. A substituted player cannot return to the field.

In all other competitions five substitutes can be named of whom all five may be used. A substituted player themselves becomes a substitute and is permitted to return to the field of play.

MATCH OFFICIALS' FEES

BBC Essex Senior Cup - Preliminary Round-Round Two: Referee: £75, Assistants £55; Rounds Three-Quarter-Final: Referee: £85, Assistants £60; Semi-Finals: Referee: £95, Assistants £65

BBC Essex Saturday Premier Cup - All Rounds (including Quarter-Finals): Referee: £55, Assistants (where appointed): £40; Semi-Finals: Referee: £60, Assistants (where appointed): £45

All other Open-Age competitions - All Rounds (including Quarter-Finals): Referee: £50, Assistants (where appointed): £35; Semi-Finals: Referee: £55, Assistants (where appointed): £40

Pelly U18 Cup, Girls U18 Cup - All Rounds (including Quarter-Finals): Referee: £50, Assistants (where appointed): £35; Semi-Finals: Referee: £55, Assistants (where appointed): £40

Cassels U16, Rosser U15, Girls U16 Cups - All Rounds (including Quarter-Finals): Referee: £45, Assistants (where appointed): £30; Semi-Finals: Referee: £50, Assistants (where appointed): £35

Cordell U13, U13 Trophy, Andrews U14, Girls U14 Cups - All Rounds (including Quarter-Finals): Referee: £40, Assistants (where appointed): £30; Semi-Finals: Referee: £45, Assistants (where appointed): £35

[Boys] **U12, Girls U12 Cups** - All Rounds (including Quarter-Finals): Referee: £35, Assistants (where appointed): £25; Semi-Finals: Referee: £40, Assistants (where appointed): £30

Final (All Competitions): Referee: souvenir+travel, Assistants & Fourth Official (where appointed): souvenir+travel

All match official fees are inclusive of travel. For finals only, travelling expenses are 25p per mile.

PRE-MATCH TEAM SHEETS & POST-MATCH DETAILS

All clubs will be posted a copy of the Team Sheet. Team sheets are required to be completed prior to kick-off.

Should clubs prefer to avoid exchanging paperwork on the day, forms can be emailed between clubs and Referees or sent via SMS if agreeable by all parties. These forms are also available to download from www.essexfa.com, via editable or static PDFs.

Match details are subsequently required to be submitted onto FA Full-Time within three days.

In the BBC Essex Senior Cup, Tolleshunt D'Arcy Memorial Cup and Essex Thames-Side Trophy only, PDF Match Report Forms are required to be sent to competitions@essexfa.com within three days instead of a Full-Time submission.

IDENTITY CARDS

In all Youth and Girls competitions, identity cards with current photo, duly endorsed by the respective leagues, must be exchanged before the commencement of the match and returned within 10 minutes of the conclusion of the match. If a Club does not have all or some of the Registration ID cards, a protest must be lodged in accordance with Rule 15 for adjudication by the Council. If any irregularity is found, the matter will be dealt with by the Council as provided by the Rules of this Competition on player eligibility.

DURATION OF PLAY

All Open-Age Competitions: 90 minutes (two 45 minute halves); Extra-Time 30 minutes (two 15 minute halves)

Pelly U18s Cup, U18s Girls Cup: 90 minutes (two 45 minute halves); Extra-Time 30 minutes (two 15 minute halves)

Cassels U16s Cup, Rosser U15s Cup & U16s Girls Cup: 80 minutes (two 40 minute halves); Extra-Time 20 minutes (two 10 minute halves)

Andrews U14s Cup, Cordell U13s Cup & U14s Girls Cup: 70 minutes (two 35 minute halves); Extra-Time 20 minutes (two 10 minute halves)

U12s Cup & U12s Girls Cup: 60 minutes (two 30 minute halves); Extra-Time 20 minutes (two 10 minute halves)

In all matches, except in the Essex Senior Cup, Thames-Side Trophy and Tolleshunt D'Arcy Memorial Cup extra-time shall be played if scores are level at the end of normal time. If scores are level after extra-time, the winner shall be decided by a penalty shoot-out. In the Essex Senior Cup, matches will be decided by penalties if level at 90 minutes. Only players on the field of play at the end of extra-time may participate in a penalty shoot-out, with the exception of players in Sin Bin at the end of the match who may participate in a shoot-out.

COMPETITION RULES

Please familiarise yourself with all competition rules. These are available on the Essex FA website under 'Rules & Documents' from the 'County Cups' section of www.essexfa.com and will be regularly emailed email to Club Secretaries and are also.

