



# Club Guidance Notes

## Suffolk FA Womens Cup

- Please text your result to 07702 240122
- Note: You may also receive a text request from your league. If you respond to that one only, I do not see it! That is why I ask you to text the result to me
- Do **NOT** call Adrian Moye with the result.

**ALL RESULTS MUST BE REPORTED WITHIN 1 HOUR OF THE MATCH FINISHING**

1. Kick off time:  
**1:30pm** (November, December, January)  
**2:00pm** (September, October, February, March, April, May)  
**3:00pm** Clubs using floodlights.
2. Duration of a match shall be 90 minutes (two equal halves of 45 minutes), but should special circumstances render it desirable and both teams mutually agree and acquaint the Referee thereof, prior to the match, the duration may be reduced to two halves of 40 minutes with the agreement of the Referee.
3. A result must be obtained on the day of the match. There shall be no extra time and so, if the scores are equal after 90 minutes the tie shall be decided by penalty kicks.  
  
Should a match not be played, either due to bad weather or the match being abandoned for any reason, then the home team must immediately inform Adrian Moye (07702 240122). No match can be postponed without receiving permission from either the appointed match referee or Adrian Moye.
4. A club official from each side must together present a copy of the team sheet naming the players and substitutes to the match referee at least 15 minutes prior to the commencement of the game. A copy must be handed to your opponents at the same time.
  - **NEW RULE FOR 2024-25 – Team sheets are to be completed on Full Time, including referees marks, within two days of the match being played.**
  - In addition to Full Time, the **top copy** of the completed team sheet must be posted, delivered or scanned and e-mailed to Suffolk FA within 2 days (excluding Sunday) of the date of the match.
  - Please ensure that you place a tick against the substitutes that are used in the match.Alternatively, a Word version of the team sheet can be completed and e-mailed by accessing the Cups page on the County FA website.  
  
Please **PRINT** all details on the team sheet clearly and in **BLOCK CAPITALS**. Remember to include the scores and the Referee's mark which should be out of 100 and entered in the box provided. Awarding the referee a mark is a **MANDATORY** requirement and a mark of 60 or below requires a written report to be submitted outlining why such a mark was awarded.
5. The match officials and visiting club must be notified of the home club's ground, colours and full match details, **not later than six days prior to the match**. The Home Club shall pay the Officials their fees immediately after the match.
6. **Repeat Substitutes** – Each team may use up to five substitutes at any time from a maximum of five substitute players named to the referee on the team sheet prior to the commencement of the match.  
**A player who has been substituted themselves then becomes a substitute and may replace another player at any time on a repeat substitution basis.**  
  
In all County Cup competitions, substitutes must be named to the referee on the team sheet prior to the commencement of the match. **A person who is not named on the team sheets may not take part in the match.**

Season 2024-25



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## 7. Qualification of Players:

**Suffolk Women's Cup** – This competition is open to any female player aged 16 years or over on the date of the fixture.

In Semi-Final and Final ties, all players must have been registered with their Club and League at least 21 clear days prior to a County Cup's Semi-Final or Final match, as appropriate.

8. The referee should provide each team with a Referee Disciplinary Report within 15 minutes of the match ending which will detail all cautions and dismissals from the field of play.
9. The referee must report all occasions of late starts, no club assistant referee provided, short teams, etc. to Adrian Moye preferably by e-mail, within two days of the match being played.
10. If a programme is produced, it must include the appropriate sponsor's advertisement.
11. A Club intending to withdraw from a County Cup shall give notice of its intention to do so to the County Cups Manager in the first place. Once agreed, the club must then advise the secretary of the opposing Club and the match officials, where appointed.
12. Any team that has entered a County Cup and withdraws before their first match is played yet continues to exist shall be considered to have made a request for exemption and the Club shall contribute a sum equal to the exemption fee, minus any entrance fee already paid. If the competition does not require an exemption fee then the entrance fee shall be forfeited to the Association.
13. The match officials fees are as detailed below:

**Referees Fees £35**

**Assistant Referees £25**

**Please Note: No travelling expenses as now included as part of match fee**

### **County Cup Competitions Manager**

Adrian Moye 07702 240122 (Mobile)

email: [Adrian.Moye@suffolkfa.com](mailto:Adrian.Moye@suffolkfa.com)

### **Referees' Appointments Officer – Sunday Adults**

Nick Cooper 07519 113751

email: [RefereeAppointments@SuffolkFA.com](mailto:RefereeAppointments@SuffolkFA.com)

### **County Support Officer**

Ruth Ward 01449 616606

email: [countycups@suffolkfa.com](mailto:countycups@suffolkfa.com)

This document has been prepared as a set of guidance notes highlighting some, but not all, of the main rules of the County Cup Competitions. Please go to the Suffolk FA County website and select 'Cups', then 'County Cups Rules and Documents' to access the full rules of the competition.