



Suffolk FA Primary Cup Guidance Notes for Clubs

The result **MUST** be telephoned, e-mailed or sent by text to Suffolk County FA HQ by the **HOME CLUB ONLY** within three hours of the match finishing.

Telephone : **01449 776388** and clearly leave the score of the match after the tone

E-Mail: cups@suffolkfa.com

Text: **07810 244731** - please start your text PRIMARY followed by your TEAM NAME, the SCORE of the match, followed by the result, i.e. WON or LOST. Example - PRIMARY DOG & DUCK 4-1 WON.

In all forms of communication, please provide details of any extra-time or penalties required. Failure to communicate the result in one of the above formats within the timescale specified will result in a £20.00 fine.

1. Kick off times will be:
 - **2:15pm** (September, October, February, March, April, May)
 - **1:30pm** (November, December, January)
2. A result must be obtained on the day of the match with extra time of 30 minutes (2 x 15 minutes halves) and penalty kicks used if required.

Please also note that should a match not be played, either due to bad weather or the match being abandoned for any reason then **both clubs must** telephone Suffolk FA Referees Secretary Tony Trevers, (01206) 851579 between 7pm-8pm on the day of the match with full details. Arrangements should be made between the two teams for the match to be played the following week. Clubs that fail to contact Suffolk FA HQ in such circumstances are subject to a fine of £20.00.
3. A club official from each side must together present the **yellow copy** of the team sheet naming the players and substitutes to the match referee at least 30 minutes prior to the commencement of the game. The **pink copy** is to be handed to your opponents at the same time as you hand your own sheet to the match referee. The **green copy** should be made available to the press. The **blue copy** should be retained for your own records. Clubs are liable to a fine of £20.00 for late returned team sheets.

If your club, as per County Competition rules, fails to hand the appointed match referee a copy of the team sheet prior to the commencement of the match, your club will be subject to a fine of £20.00.

The **white copy** of the completed team sheet must be posted or hand delivered to the Suffolk FA HQ within two 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, clubs may submit the white copy of the team sheet using Suffolk FA's new online teamsheet. Simply visit www.suffolkfa.com/FixturesAndResults/SuffolkFACups and enter in the required information.
4. 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**. Match officials should be paid **BEFORE** the match commences.
5. Substitutes - Please refer to Suffolk FA Handbook page 134 for advice.
6. Ensure that all of your players are qualified to take part in the competition as stated in competition Rule 4 - Special Clauses, Suffolk FA Handbook page 124-125.
7. Please **PRINT** all details on the team sheet clearly and in **BLOCK CAPITALS**. Remember to include the scores and referees mark on the team sheet, the referee's mark should be out of 100 and entered in the box provided. Awarding the referee a mark is a **MANDATORY** requirement.
8. The officials match fees for the Suffolk FA Primary Cup are as follows:-

Match Referee	-	£20.00 plus travelling expenses at 30p per mile
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9. Technical Area - Please refer to County Competition Rule 10, Suffolk FA Handbook page 129 for additional requirements regarding technical areas.