

## IMPORTANT TELEPHONE NUMBERS

### The Association Offices

The National Secretary, Hampden Park, GLASGOW G42 9BF

Tel Number: 0141.620.4590

Fax Number: 0141.620.4591

E: mail: [syfa@scottish-football.com](mailto:syfa@scottish-football.com)

Website: [www.scottishyouthfa.co.uk](http://www.scottishyouthfa.co.uk)

Registrations Website [www.syfaregistrations.co.uk](http://www.syfaregistrations.co.uk)

### The Match Secretary

John Manzie: 01382.552.164

[john\\_manzie@hotmail.com](mailto:john_manzie@hotmail.com)

### Regional Secretaries

Central Jim Dolan 01698.400.920

[jd009a2705@blueyonder.co.uk](mailto:jd009a2705@blueyonder.co.uk)

East Hugh McGregor 01383.734.002

[hughfifesecc@hotmail.com](mailto:hughfifesecc@hotmail.com)

North Neil Paterson 01224.897.897

[Nap18lang@aol.com](mailto:Nap18lang@aol.com)

Southeast Allan Archibald 0131.334.0135

[allanarchibald@blueyonder.co.uk](mailto:allanarchibald@blueyonder.co.uk)

Southwest Lynn McBride 01292.479.768

[lynnmcbride.pwk@btinternet.com](mailto:lynnmcbride.pwk@btinternet.com)

West Jim Smith 0141.764.3663

[syfawest@onetel.com](mailto:syfawest@onetel.com)

### Some Additional Useful Contacts

Central John Morton 01236.631.016

Southeast Iain Shaw 01506.859.113

West 21's Bob Toohill 0141.569.6605

Your own League Secretary or Match Secretary

## THE SCOTTISH YOUTH FOOTBALL ASSOCIATION



## SCOTTISH YOUTH FA CHALLENGE CUP

2010/2011

Incorporating



## GUIDELINES FOR CLUBS

## Information

**This leaflet is for guidance only and should be read in conjunction with the Constitution and Cup Rules of The Scottish Youth Football Association which can be viewed on the SYFA Website**

[www.scottishyouthfa.co.uk](http://www.scottishyouthfa.co.uk)

### Useful Rule

122. On the application of either club, the ground on which a cup tie is to be played **must be inspected a minimum of four hours before kick off time** or, in the event of long distance traveling, the ground may, on application, be inspected on the afternoon of the day prior to the tie, but not later than 5.30pm by a local referee appointed by the relevant Match Secretary. A fee of £20.00 shall be paid by the home club to the referee carrying out the ground inspection.

For any late cancellation of matches the away club may submit a claim for travel expenses against the home club. Only travel expenses actually incurred and receipted will be considered.

Where negligence is proven against the home club the General Purposes Committee may apportion all or part of the travel costs against the home club.

**After the Scottish Cup Draw is made** your club will be sent an email to notify you that your club has a tie. You must then go to the website to find out who your opponents are and where appropriate your referee.

Scottish Cup Team lines **must be used** and **will be** emailed plus can be downloaded from [www.svfaregistrations.co.uk](http://www.svfaregistrations.co.uk) then click SYFA Downloads & Policies, two teamlines are required for every Scottish Cup match.

## RESPONSIBILITIES

The **HOME** club is responsible for

Ground availability and conditions (see Rule 122)

Advertising for match if appropriate

Crowd behaviour, conduct of spectators, calling of police, ambulances etc

Security of personal belongings of both teams and the match official,

**Notification of the result to the Regional Secretary before 6pm on day of match. (Automatic £10.00 fine for failure to comply) AND Notification of the result to their league secretary.**

Payment of the match referee and assistant referee where applicable.

The **AWAY** club is responsible for

Travelling to the match in plenty of time for kick off

Conduct of their spectators, players and officials

**Notification of your result to the Regional Secretary before 6pm on the day of the match (Automatic £10.00 fine for failure to comply) AND notification of the result to their league secretary**

Your **REGIONAL SECRETARY** is responsible for

Appointing the referee on behalf of the Match Secretary

Collecting all Match results in their Region

Forwarding the Match results to the Association Offices before **noon** on Monday following the games by e-mail, fax or letter

Making match results available to all local and regional press.

The **MATCH SECRETARY** is responsible for the smooth running of the competition.

The **ASSOCIATION OFFICE** is responsible for the collation of results, discipline plus notification of cup draws to all clubs and making all arrangements for Cup Finals.

The HOME club pays for the park, changing accommodation, pitch inspections and the referee's / assistant referee's fee(s) in full.

The AWAY team only pays their own travel expenses.

### Teamlines?

**You must** use the teamlines supplied by the SYFA.

**You must** complete all details required on the form.

**You must** write clearly and in black or blue ink.

**You must** give player's number, full name, full address, place of registration of birth, date of birth and the players POSTCODE.

**You must** ensure that your Club Registration Number is on both teamlines. **No abbreviations or dittos will be accepted.**

**You must** give two identical copies of the teamline to the match referee **BEFORE** the game can start.

**You will** receive a copy of your opponent's teamlines **BEFORE** the game starts.

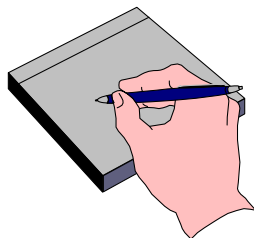
Failure to fill in team lines properly **WILL** result in an automatic **FIVE POUNDS** fine.

### Protests or Claims?

Protests relative to the ground, goalposts, crossbar or other appurtenances of the game, must be intimated in writing to the Referee and to the secretary or official in charge of the opposing team at the time the infringement takes place or prior to the match kicking off.

Protests and claims for ties and other protests by claiming/protesting club concerning the eligibility of players, which must specify the grounds of ineligibility, must be lodged in writing accompanied by a deposit of £40.00 by the protesting club to the National Secretary and a verbatim copy lodged with the club protested against, both to be sent by recorded or special delivery and to bear a postmark not later than the second day after the match (excluding Sunday). If the protest is considered trivial or groundless the protesting club may be held liable for all or part of the expenses connected with the protest and forfeit their deposit.

For all information on protests and claims refer to Rule 149.



### What should I do today?

1. Telephone your opponents and make initial contact. Give opponent Mobile No.
2. The club, which is the home team in each tie, shall play the match on the day their league normally competes with a 2pm kick-off, unless otherwise agreed, e.g. Saturday or Sunday.
3. Confirm with your opponents what colours will be worn, type of surface of proposed park Rule 112, proposed kick off time.  
**Remember** – In the event of a colour clash – the away team will have the choice of colours.
4. Telephone the match referee and confirm his availability and inform him of the date and time of the game and colours of both the teams.
5. If you have any problems with the match referee telephone your **Regional Secretary** for a replacement immediately



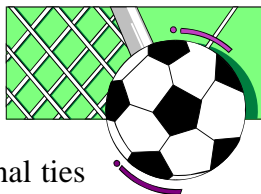
### What should I do next?

1. Make arrangements for the game - book the park for the game.
2. Ensure that **all** players who will play for your club in any cup tie are registered. A player shall not be eligible to play for a member club in a cup-tie unless he is **registered** and appears on the clubs list of Registered Players at [www.syfaregistrations.co.uk](http://www.syfaregistrations.co.uk) **before playing**. It is your clubs responsibility to check the registration system.
3. Keep in contact with your opponents and the referee up to kick off time on the day the game is actually played.
4. If the weather is doubtful keep your opponents, the referee and the Regional Secretary informed of any pitch inspections.
5. If your opponents are travelling a distance for the game your club may want to put on a cup of tea or something. If you do keep your opponents informed so that they can tell the bus company etc.
6. If you have any problems contact your Regional Secretary.



## What do I need for the game?

Corner flags and goal nets are compulsory for all matches. For all ties before the quarterfinal it is permissible to play matches on grass, blaze or third generation artificial turf with a rubber infill. Quarterfinal ties must not be played on blaze. Two footballs of playing standard and the correct size (13's size 4 all other age groups are Size 5.)

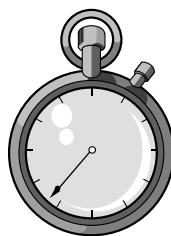


Fully completed and correct Teamlines.

Playing kit for team with numbers as per Rule 140 Ensure that the players wear the correct number according to the teamlines

## Duration of the game?

|                     |   |            |
|---------------------|---|------------|
| 13's and 14's       | - | 70 minutes |
| 15's and 16's       | - | 80 minutes |
| 17's, 19's and 21's | - | 90 minutes |



## Substitutes.

In all ties the substitution of players will be permitted in accordance with the following stipulations, which must be adhered to;

13s' to 17's age groups - 5 substitutes from 5 named substitutes.

At all age groups up to and including 17's level, players substituted are available to retake the field of play at a later time in the match.

19's to 21's age groups – 3 substitutes from 5 named substitutes.

## What if the game ends in a draw?

In preliminary, round 1, round 2, which are played within their region, in the event of the score being level after the stipulated playing time has been completed and the game is still level – extra time will be played. If still level – penalty kicks will be taken.

If this is the first game, for round 3 up to quarter final, it will be replayed at the ground of the away team two weeks later. Make arrangements immediately after the first game. Kick off will be 30 minutes earlier to allow for extra time, if required. New Home team should contact their Regional Secretary for a referee.

If the replayed game is still level at the end of normal time – extra time will be played. If still level – penalty kicks will be taken.

## Extra Time?

|                           |   |                     |
|---------------------------|---|---------------------|
| 13's, 14's, 15's and 16's | - | 10 minutes each way |
| 17's, 19's and 21's       | - | 15 minutes each way |

## Players eligibility?

Players must only play at the age group at which they are registered as per SYFA Rule No. 130. Date qualification is ON or after 1<sup>st</sup> of January.

Players must be **registered with your club** using the SYFA Online Registration System before they are allowed to participate in ANY cup tie. If the association for any reason rejects the players' registration form you need time to register the player BEFORE he participates in any cup tie.

Players must wear the number noted on the teamlines.

Players cannot play for more than ONE club in the relevant Scottish Cup Competition.

Players must be registered on or BEFORE 31<sup>st</sup> March in the current season to play for your club in **any** cup competition after that date. (Goalkeeper exemption - but check with SYFA)

Players playing in any final MUST have been eligible to play in the semi final of that cup other than through being under suspension.

Players are only cup tied if they play in the cup-tie or come on as a substitute. Unused substitutes are not cup tied.

## Referees Fees?



The Referee's fees in all Scottish Cup-Ties at all age levels are **£33.00 in total**. Assistant referee's fees are **£22.00**. Travel expenses are not paid until the quarterfinals. The Regional Secretary of the Home club will appoint referees up to the quarterfinal round.



**Northern and Tayside** Clubs should contact their Regional Secretary regarding referee's fees.