

Kent County Football Association Limited

Dwayne Ellis | Competitions Officer
Invicta House, Cobdown Park, London Road,
Ditton, Nr. Aylesford, Kent. ME20 6DQ
Tel: 01622 791850 Mobile: 07534 964224
Email: Dwayne.Ellis@kentfa.com www.kentfa.com



Kent FA County Cup Competitions – Frequently Asked Questions

Q. If I have any cup enquiries not specifically catered for in the rules who do I contact?

A. Dwayne Ellis is the Competitions Officer and the best person to contact by phone or email (details above).

Q. Who do I contact if I can't reach Dwayne on weekends?

A. If you can't get hold of Dwayne on weekends then the 'on call' contact is Michael Tapp, Chairman of the Competitions Committee, by phone on 07771 740 393 or email on tapp.michael@gmail.com This is only for match days when the office is closed.

Q. Can I appeal a decision relating to a Kent FA cup match?

A. Clubs can only appeal a decision from a Kent FA cup competition when they have been removed by Kent FA. The appeal is in accordance with the FA standard code of rules and must come with the relevant protest fee. These cases are held independently of the Competitions Committee.

Q. What happens if my team withdraw after entering a Kent FA cup?

A. Once the draw has been made, teams that withdraw from the competition face a financial penalty (the amount is dependant of the competition and proximity to the match date) apart from the demise of the club.

Q. How do I enter a county cup and how do I find out which cups I can enter?

A. Cup entry is part of the club affiliation process, although clubs can still enter cups after. Most cups are either self-explanatory (i.e. under 14 girls cup) or the team will be automatically entered because of their playing level (i.e. Senior Cup) but any queries please contact the county office. Clubs can't enter a competition once the draw has been made.

Q. How do I check if a new player signed from a club also in the competition is cup tied or not?

A. If you contact the county office with the players previous club we will be able to check the relevant match report form(s). However the player will also know whether he played or not!

Q. When's the latest I can sign a player for a Kent FA cup match?

A. Generally it is the day prior to the match (four hours before for Senior Cups) and best to have paperwork to hand if needed to be proved. Emergency registrations are **NOT** permitted in any Kent FA Cups.

Q. Who's responsibility is it to send the match details to the opposition and match officials?

- A. It is the designated home clubs responsibility (even when the tie is reversed or on a 3G pitch) to send written (usually email or text) match details at the very latest 7 days before the match.
- Q. What do I do if the club and/or the match official(s) haven't responded to my match notification?
- A. Contact the Competition administrator if you have received no reply from the club or match official for a few days. **Do not** leave it till the day before/of the match to let the Competition administrator know as at this point there isn't much that can be done.
- Q. What information do I need to tell the opposition and the match officials before the match?
- A. At the very least the date, time, club colours and venue (with postcode) need to be included, directions to venue, time the changing rooms are open, whether there is food after etc. should also be included for all matches.
- Q. What do I do if I want to play my match on a 3G pitch?
- A. You need permission from the Competition administrator to use a 3G pitch and the hire cost needs to be agreed between both clubs. The pitch in question also **MUST** be on The FA Register – <http://3g.thefa.me.uk> for accepted pitches.
- Q. What happens if my ground's changing rooms are unavailable for my cup match?
- A. Every club **MUST** provide changing facilities for **ALL** cup matches, unless mutually agreed with all parties. If this means that the club has to find an alternative venue or reverse the fixture you must let the competition administrator know as soon as possible.
- Q. What do I do if the match is postponed due to inclement weather?
- A. As soon as the match is postponed you need to contact the opposition, match official(s) and competition administrator as soon as possible. Your league will also probably need to know.
- Q. When is my cup match rescheduled after a postponement?
- A. All cup matches are rescheduled within seven days of the original fixture (usually the following week) apart from exceptional circumstances.
- Q. How do I know which order matches have to be played in?
- A. Generally apart from FA competitions, Kent FA Cups will take precedence over all others (like league and league cup matches).
- Q. Who is responsible for paying the match official(s) for the match?
- A. Except for the Senior Cup, Senior Trophy and Intermediate Cup, the home team is responsible for paying match official(s) directly after the match but the fee is shared between both clubs for all matches apart from the final. See individual cup rules for the costs. For the other 3 Cups, it is the home teams responsibility.
- Q. What paperwork do I need to fill out before the cup match?
- A. The 3 part team sheet which you give to the opposition and the referee (one copy you keep) 30 (45 for Senior and Intermediate Cups) minutes before the match.
- Q. What paperwork do I need to fill out after the cup match?
- A. The match report form needs to be sent (by post or email) to the Competition administrator within 3 days of the match.

Q. How do I report the cup result?

A. All club secretaries will receive a text from Full-Time before the match to reply to (instructions are on the automated text which automatically update the website) or home clubs need to email the Competition administrator within 2 hours of the match. It is always the home clubs responsibility to report the result of the match.

Q. Where do I receive all the paperwork from and where can I access it?

A. All cup related paperwork (rules, match report form etc.) is accessible on the Kent FA online library as attachments the match report forms, rules and cup draws will be attached to round emails. All clubs will receive by post enough 3 part team sheets to use until the final.

Kent FA County Cups Match Officials – Frequently Asked Questions

Q. How much is the match fee and expenses?

A. Each set of competition rules stipulates the fees and expenses, which can be accessed in the online library on the website or sent as an attachment by the Competitions administrator.

Q. Is there a referee match report form to fill in?

A. There is no referee match report form for county cup competitions.

Q. Where do I submit discipline for county cup matches?

A. Like all discipline, these need to be submitted **ONLY** through Whole Game System. Your county appointments should appear on the WGS Portal so discipline should be inputted there. If the game does not appear, then please input the fixture manually.

Q. What badge do I need to wear?

A. Official Kent FA badges (or the FA badge if awarded) need to be worn for **ALL** county cup matches. Please see rule 11(d) in the Regulation for Registration and Control of Referees for the full rule. Badges can be purchased from the county office.

Q. What do I do if I'm appointed to a county cup match and the home team hasn't contacted me?

A. The home team should provide you with the match details at least 7 days before the match, if they haven't then you **MUST** let the Competition administrator and Referee secretary know.

Q. I've been appointed to a league fixture and county appointment on the same day, what takes precedence?

A. County cup appointments take precedence over all others apart from those highlighted in the 'Order of Precedence' 9(b) in the Regulation for Registration and Control of Referees.

Q. What happens if I appointed cup match is postponed?

A. For all postponed matches, match officials automatically appointed to the rescheduled match. If you are unavailable for the rearranged match then you need to let the Competition administrator and referee secretary know as soon as possible.

Q. Do I need to close my dates with the county?

A. You may be appointed county cup matches from time to time, so you must ensure your availability is updated. Appointments are done on an open date policy and you will appear available, unless otherwise stated.