

Welcome to the 2017-18 London County Cups. All administration for these competitions is run from the London FA Office by Nick Frith, Cups and Competitions Officer. He can be contacted on Nick.Frith@LondonFA.com or 020 7610 8360.



Please ensure you have familiarised yourself with the London FA Cup Rules, which can be seen on our website or in the London FA Handbook.

Full-Time

The London County Cups will be administered by Full-Time.

Email Notifications

One of the key aspects to Full-Time is that fixtures and referee appointments are automatically emailed to clubs and referees on a “need to know” basis. Emails are sent when the fixtures and/or appointments are created or adjusted and as a reminder closer to match time.

Club Secretaries have been set up as the contact to receive the automatic email notification. However, each Club may login to Whole Game System and either replace the “Team Full Time Email Contact” or add further contacts (e.g. if you want the team managers to receive emails as well as the Club Secretary). We recommend the second option as the Club Secretary should still ensure they receive the email notifications as well. There is no limit to the number of Team Full-Time Email Contacts that can be set up for each team.

SMS Results

Full-Time also allows SMS users to submit full score-lines from cup games, including the scores after extra time and penalties.

The format of the outgoing SMS message sent to administrators is as follows:-

FA Full-Time Results: CHED v ARSD, Sun 12 Feb 14:15. Reply with H-A score & code CHED, followed by AET & PENS if required: eg 2-2 CHED 3-3 AET 3-1 PENS

The Team Administrator is therefore required to potentially send back up to four pieces of information in the same SMS text message:-

1. Score – The score after normal time in the usual way
2. Short Code – if they are required to submit a short code, to identify which team is involved.
3. Extra Time score – the score line after extra time, followed by AET (it is essential that AET is included, to identify that the scores beforehand applies to extra time)
4. Penalty score – the score after penalties, followed by PEN (it is essential that PEN is included, to identify that the scores beforehand applies to penalties) If the normal time score is not level, then any extra time and penalty score will be ignored. If extra time is not

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played, and the game goes direct to penalties, then do not input an extra time score nor AET (e.g. 2-2 CHED 3-1 PEN means the game finished 2-2 and went straight to penalties).



Pre-match Communication

The secretary of the home club is responsible for communicating the kick-off time and venue to the away team secretary and match officials a minimum of 10 days before the game.

Contact details for all parties will be sent via Full Time as soon as the match has been arranged, and again 14 days before the fixture. You will also receive notification when match officials are added or changed. It is then vital the home club secretary contacts the away team and match officials. Failure to do so can result in the home club being fined.

Kick-Off Time – Any teams failing to agree on a kick-off time should contact the office for a decision. In all Sunday Competitions matches must kick-off between 10.30-14.00. All youth matches must kick off between 10.00-14.00.

Any teams failing to contact their opposition and referee may face a fine.

Team Sheets

Clubs must download, print and complete their team sheet and give to the referee 15 minutes prior to kick off. The team sheets can found at www.LondonFA.com/cups.

In the Senior Cup carbonless copy team sheets will be sent out and must be submitted to the referee 45 minutes before kick-off.

After the match teams are asked to return a copy of their team sheet to the office, preferably via email, or alternatively via post. These can be returned to:-

Email - Nick.Frith@LondonFA.com

Post - Nick Frith, London FA, 11 Hurlingham Business Park, Sullivan Road, SW3 6DU.

Referee Marks Results Sheet

A copy of this completed form must be returned by both clubs after each game. It can be downloaded from www.LondonFA.com/cups.

This must include both the match result and the referee mark for the game. The referee should be marked out of 100, with anything below 60 counting as below standard and therefore requiring a written report explaining the low mark.

These must be returning with 4 days of the match or the club can face a £20 fine.

Match Officials

Referee and Assistant Referee's will be appointed by London FA. Assistant Referee's will be appointed for all Senior Cup, Senior Trophy and Sunday Challenge Cup matches, as well as from the Quarter Finals of the Junior Cup, Sunday Trophy and Sunday Junior Cup, and the semi-finals of Youth and Veterans Cups.



Match Fees and Expenses

Match fees for London Cup games are as follows:

Competition	Referee	Assistant Referee/4 th Official
Senior Cup	£53	£34
Senior Trophy	£35	£25
Junior Cup	£35	£25
Veterans Cup	£35	£25
Sunday Challenge Cup	£35	£25
Sunday Trophy	£35	£25
Sunday Junior Cup	£35	£25
Capital Women's Cup	£34	£27
U15/16/17/18 Youth	£30	£25
U12/13/14 Youth	£25	£23
U16 Capital Girls Cup	£32	£20
U12/14 Capital Girls Cup	£25	£25

Expenses can be claimed at 35p per mile if driving by car or the cheapest available fare if travelling by public transport.

Fees and expenses should be shared between the home and away team, with the home team responsible for paying the match officials before claiming half of the amount from the away team.

In the event of the match being postponed the officials are entitled to half the match fee plus expenses if they travelled to the ground.

Match Expenses and Costs

Match expenses shall be split between both teams. The home team can claim for the cost of pitch hire (up to £100) and away team for travel, and the amount shall be divided equally between the two teams alongside the match officials expenses and fees. Any issues with costs please contact London FA. This applies for Adult Cups only.

Play ID Cards (Youth Cups)

In all youth games players must present their ID Cards alongside the team sheet to the referee ahead of kick-off. The game cannot commence without this taking place and the team who do not produce ID cards may be disqualified from the competition.

If any team are not provided with ID Cards by their league they can obtain them from London FA. To do this please contact Nick.Frith@LondonFA.com.

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Important Cup Rules



- **Extra time and penalties**

- Adult Male games – no extra-time is played until the Semi-Finals. All matches in rounds before the Semi-Finals proceed straight to penalties if the scores are level after 90 minutes
- Youth Male games – Extra time is played in all games if the score is level at full time. Exact timings of extra time for each age group can be seen in the cup rules.
- Capital Women's and Capital Girls' games – no extra time to be played in any games. All matches proceed to penalties if the scores are level after regulation time.

- **Substitutions**

- In all Adult Male (other than Veterans) and Capital Women's Senior Cup a maximum of 3 substitutes may be made, from a bench of a maximum of 5 players.
- In Capital Women's Intermediate and Junior Cup a maximum of 5 substitutes may be named, with roll-on roll-off substitutions made throughout the game.
- In the Veterans Cup a maximum of 7 substitutes may be named, with roll-on roll-off substitutions made throughout the game.
- In all Youth Cups a maximum of 5 substitutes may be named, with roll-on roll-off substitutions made throughout the game.

All other Cup rules can be seen on the London FA website or in the London FA Handbook. Any rule queries should be directed to Nick.Frith@LondonFA.com.

Please ensure you have familiarised yourself with the London FA Cup Rules, and enjoy playing in the 2017/18 London County Cups this season.