



# ADDITIONAL INFORMATION TO SUPPORT THE ADULT COMPETITION RULES

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## BEDFORDSHIRE FA CONTACTS

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(General Queries, Rules, Fixtures & Results)

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(Teamsheets & Fines)

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There has been an overhaul of the Adult Competition Rules for season 2022/23. They are now split into Governance Rules (1-5) & Match Related Rules (6-12) to hopefully make things easier for clubs. If you are unsure of any rule then please contact Nicholas Snelson for clarification.

### Some Important Rules to highlight:

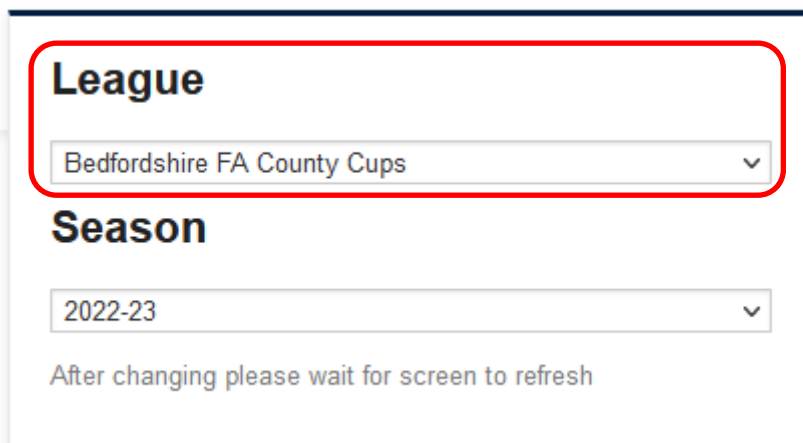
- **2(d) - Team Colours** - Away Team to now change colours if required  
*"In the event of the colours of the two competing Clubs being similar in any tie, the away team must change, except in a final when the second named team shall change."*
- **2(e) - Away Team contributions to match expenses**  
*"In the Intermediate Cup, Junior Cup, all Men's Sunday Cups & the Women's Cup the Away team shall pay the Home team £25 towards the cost of the match expenses in all rounds upto and including the Quarter Finals."*
- **APPEALS AND PROTESTS**  
**5(a)** *"All appeals and protests must be made to Bedfordshire FA via email at least 7 days prior to the date of the next round to which the protest relates. Protests from clubs relating to player eligibility should be accompanied by clear photographic or video evidence of the player participating in the fixture. Other evidence may be considered (eg Teamsheet, Social Media Posts) if they clearly indicate participation in the match."*  
**5(b)** *"Protests related to markings, measurements, goalposts etc, will not be entertained unless a protest has been lodged with the Referee before the match"*
- **ELIGIBILITY OF PLAYERS** - Rule 8 (Saturday Cups - Page 4) & Rule 9 (Sunday Cups - Page 5) cover player eligibility so please check through the rule relevant to your competition to ensure that your players are eligible for County Cup ties.
- **NOTIFICATION OF RESULTS**  
**11(a)** *"Both clubs will receive an automatic SMS from Full-Time which must be replied to by the Home Club to report the result within one hour of the match ending. If you do not receive the automatic message then you must phone or text the result to 07834 955549. Any Club failing to comply with this rule shall be fined as per schedule of fines."*

## FULL-TIME

All teams should be familiar with The FA's Full-Time system used by all Leagues in the County. County Cup admin is now fully conducted through Full-Time so if you receive fixture details for league games and have a login to your league full-time site the same will apply for the County Cups.

Fixture reminders will be periodically sent by the system depending on the proximity of your game and any new confirmed games or changes to current games will be advised via the system by email.

When you are logged in to Full-Time in the top right section which shows League & Season you can toggle between your league & Bedfordshire FA County Cups in order to complete the required admin.



The screenshot shows a user interface for selecting a league and season. The 'League' dropdown menu is highlighted with a red border and currently displays 'Bedfordshire FA County Cups'. Below it, the 'Season' dropdown menu displays '2022-23'. At the bottom of the form, there is a text instruction: 'After changing please wait for screen to refresh'.

If there are any issues with these notifications or access then please contact Bedfordshire FA.

County Cup fixtures will automatically appear on league full-time pages and are managed centrally now so changes will show instantly on league sites too and you will no longer receive double notifications.

## POST MATCH TEAMSHEET SUBMISSION

This will now also be completed on Full-Time in the same way you complete your weekly league teamsheets. You will need to toggle to the Bedfordshire FA County Cups page and then follow the normal process of clicking on results and then statistics and following the process. **This needs to be completed by 10am on a Wednesday following a weekend fixture. For any midweek games the submission should be completed within 3 days.**

## OTHER GENERAL GUIDANCE

Matchday Teamsheets are only required in the Saturday Cups and normal league forms should be used. They are no longer required in any Sunday County Cups.

For Sunday County Cups teams must advise the Referee of the names of their substitutes prior to kick off.

Please be reminded that in **ALL COMPETITIONS** there will be **NO EXTRA TIME** played and games level at the end of normal time will go straight to penalties. Should Extra Time be played by mistake and the match not then go on to penalties the game will be declared void and replayed.

**Primary Contacts** - This is the persons details that will appear on the email notifications to opposition teams. You can amend this by navigating to People > Primary Contacts in Full-Time. People attached to the team as Manager, Coach, Assistant Manager, Assistant Coach or Team Secretary will be listed and can be selected. Clubs can add new officials via Club Portal and they will show instantly in Full-Time.

**SMS Contacts for Results** - These will be set by Bedfordshire FA from the Team Contacts available. If you require a specific person to receive these or you need a contact changing then please advise Bedfordshire FA.