



#WorkplaceCup



Handbook 2019

Competition Administrator
Jose Gomes
Bedfordshire Football Association
Century House
Skimpot Road
Dunstable
Bedfordshire
LU5 4JU

Telephone: 01582 567717
Mobile: 07921 451105
E-Mail: Jose.Gomes@BedfordshireFA.com



Bedfordshire Football Association Workplace Cup 2019

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The Cup

The competition will be called: The Beds FA "Workplace Cup". It will be affiliated to the Bedfordshire Football Association Ltd., and is open to any business from Bedfordshire who will register a team and affiliate to their County Football Association.

The competition will be a midweek cup for males over 16, looking to continue participation in affiliated football.

Quick-fire 11-a-side games, with teams playing multiple fixtures on each night. Four social nights will contribute to the overall competition. The aim is to provide workplaces across the county with the chance to participate in an exciting football competition with a social aspect attached to the event.

Divisions

All games will be played at central venues:

Workplace Cup – Kempston

Bedford and surrounding area.

Address: Kempston Rovers AGP, Hillgrounds Road, Kempston, MK42 8SZ
Contact: Andy Kirby | 01234 852346 | AFCKempston@Yahoo.co.uk

Workplace Cup – Cedars

Leighton Buzzard and surrounding area.

Address: Cedars Upper 3G, Mentmore Road, Leighton Buzzard, LU7 2AE
Contact: Liam Broxup | 07513 795940 | LBroxup@CedarsUpper.org.uk

Workplace Cup – Redborne

Amphill and surrounding area.

Address: Redborne Upper School, Flitwick Road, Amphill, MK45 2NU
Contact: Tim Sergeant | 07866 453511 | Tim.Sergeant@Reborne.com

Structure

Three divisions will run separate competitions, with four teams making up each division. Teams will be entered into their catchment area.

Winners of each group and subsequent best placed runners-up will then progress into the Workplace Cup Final, where they will play each other for the Workplace Cup.

Code of Conduct

This competition and its teams shall support the FA's Respect programme. As such it recognises that everyone in football has a collective responsibility to create a fair, safe and enjoyable environment in which the game can take place.

Please ensure that The Football Association Code of Conduct for Coaches, Players and Parents/Carers, copy available online at Thefa.com/leagues/Respect/CodesofConduct, is adhered to at all times.

Responsibility of the Team Manager

Team managers/organisers will only be required to:

- Register the team with the league organiser (by email).
- Pay the entry fee upon entry. *Option to pay full fees at entry.*
- Register players at the start and throughout the season (full name and employer).
- Be the main point of contact for the league administrator. *Main source of communication will be via email*
- Pay the fixture fees on the night of a game.
- Ensure your team and players arrive on time and adhere to the competition rules.

Fees

Entry: **£50**

Per team, per fixture: **£50**

Failure to fulfil a fixture date: **£50**

Breakdown: £50 (entry) + £200 (4 x fixtures) = £250 total cost.

The fees collected for the competition have been calculated to cover:

- Affiliation.
- Personal Accident Insurance.
- Venue hire.
- FA qualified referees.
- High quality equipment.
- Trophies for all division winners.
- Medals for champions and that impressive trophy.

Should your team fail to fulfil a fixture night, a charge will be issued. By entering the competition, you are agreeing to commit to the competition and pay the full costs over the season. Withdrawal from the competition will result in a charge for the money owed across the season.

Teams will be representing their workplaces but ultimately the designated team's manager is responsible for the costs. They will be required to pay the league administrator on fixture nights. Any charges will need to be paid directly to the Bedfordshire FA.

Disciplinary charges will also be paid directly to the Bedfordshire FA.

Contact

Tracy Bailey (Financial Control Officer – Bedfordshire FA | 01582 567715

Results

Results will be recorded on the day by the League Administrator, and will be entered onto league records via Full-Time (<http://full-time.thefa.com>).

3 points for a Win, 1 point for a Draw, 0 points for a Loss

Positions will be determined on: Points – Goal Difference – Goals Scored – Goal Conceded. Results and standings will be published online using the FA's Full-Time league website. Top Goal-Scorers will also be published on this webpage.

The final cup positions will determine who has progressed into the Workplace Cup final.

Times

Games will get underway from 19:00 with all teams expected to arrive at least 15 minutes before the start. With 6 fixtures to fit in, teams will be expected to get on and off the pitch for the next game as quickly as possible. This includes organising your own assistant referees for your fixture.

If teams are slow to enter and exit the field of play, match times will have to be reduced to stay within the 3 hour slot booked. Punctuality is essential.

Teams

Teams will consist of 11 players; however teams can play with a minimum of 7 players on the pitch. Squads have no limit on the amount of players that can be registered. Registration of players must be fulfilled before an individual can play. However this will be an on-going process; should a team wish to register additional players during the season, the team organiser should contact the league co-ordinator. This is a 'Male Only' competition.

An estimated 25% of registered players should:

- Be an employee of your business/workplace.
- Be an associate of your workplace (work in partnership with your business).

100% of the players must:

- Either live or work in Bedfordshire.

Subs

Teams may at its discretion and in accordance with the Laws of the Game use unlimited substitutions in any match of this competition. A maximum of five substitutes may be named in a match day squad.

Duration of Matches

All matches will be of 20 minutes duration – with no half time, however, this may be subject to change at any time. Games will be shortened if teams are slow to enter and exit the pitch between games.

Match Balls

All matches will be played using approved size 5 Nike footballs.

Kit

Teams are encouraged to wear matching shirts where possible. However, coloured bibs will be provided on the night should they be needed. Players must wear shorts and football socks.

Shin pads are mandatory for all players at all times. There are no acceptable excuses, whatsoever.

Due to the surface of the pitch, only astro-turf trainers and moulded boots are permitted. Metal studs or blades are strictly not allowed in any circumstances.

Referees

Qualified referees or individuals with sufficient refereeing experience will be supplied whenever possible. The FA **'RESPECT'** will operate at all times. Copy available online at Thefa.com/leagues/Respect/CodesofConduct

As there will be no qualified assistant referees appointed, teams will be asked to help out with running the line. Failing to provide an assistant will result in no assistant in your team's half.

Whilst the competition is highly competitive, it has been set up to give players and workplaces the opportunity to participate and enjoy football. Discipline must be strict to ensure players are safe, healthy and able to work the next day.

Yellow cards will be recorded by the referee and will have implications on your team:

- Yellow cards will result in the player serving a 5 minute sin-bin.
- The team continue playing with 1 player less until the touchline time is up.
- Yellow cards will not be submitted to the Bedfordshire FA's Discipline department.

Red cards will be issued where appropriate, submitted to the Bedfordshire FA and subject to their disciplinary procedures:

- Red cards will therefore result in a disciplinary charge and suspension, only affecting any midweek football for that player.
- The player will then miss Workplace Cup games depending on the severity of the charge and at the discrepancy of the league organiser.
- A team will play the rest of an evening with a player less should a red be handed out.

The cost of the referee is included in the Match Fee.

Misconduct and Appeals

Any failure to fulfil a fixture will result in a charge of the standard match fee. To ensure fair play and quality throughout the competition, all teams will be expected to fulfil their commitment.

All complaints and appeals must be made in writing to The Chief Executive, Bedfordshire Football Association Ltd. Century House, Skimpot Road, Dunstable, Beds LU5 4JU, within 14 days of the decision being made.

Registration

All players must be registered on the minimum of 1 day prior to a game, which must then be submitted to and held by the League Administrator.

No player can play for more than one team in any one league/division unless authorised by the League Administrator. Any issues raised by other teams regarding player eligibility will result in a review and actions taken. At least 25% players must be an employee or associate of the business. There are no exceptions to this.

Insurance

All teams have been covered by Public Liability Cover and Personal Accident Insurance through the Bedfordshire FA's partnership with Sportsguard. Entry fees have been utilised to fund this.

Please contact the league administrator and/or Bedfordshire FA to find out more or make a claim.

Sportsguard / 01604 644277 – Bedfordshire FA / 01582 565111

Entries

In the first instance, team organisers should contact Jose Gomes (Football Development Officer) at Bedfordshire FA:

Telephone:	01582 567717
Mobile:	07921 451105
E-Mail:	Jose.Gomes@BedfordshireFA.com

Fixture Arrangements

All fixtures will be organised by the league administrator and viewable on the evening of your fixtures. Printed fixture sheets will be provided to ensure you are aware when you will be playing and who you will be playing.

Fixture Dates

Cedars

Cedars Upper
19:00 to 22:00

Wednesday 3rd April

Wednesday 8th May

Wednesday 5th June

Wednesday 3rd July

Kempston

Kempston Rovers
19:00 to 22:00

Friday 26th April

Friday 24th May

Friday 21st June

Friday 19th July

Redborne

Redborne Upper
19:00 to 22:00

Friday 12th April

Friday 17th May

Friday 7th June

Friday 5th July

Final – to be confirmed: August 2018



Team Agreement

The Workplace Cup is a non-profit competition with the aim of developing 11 a-side football in Bedfordshire. All fees go into the running of the competition and providing a standard of quality.

A team will only be entered once the 'Entry Fee' is paid in full to the Bedfordshire FA.

By entering your team you are committing to the competition in full. 4 dates have been setup and teams must attend all 4 dates. Failing to do so will hinder the competition and result in a charge.

Should you wish to pay the 'Entry Fee' and 4 dates before the competition starts, you should contact the league organiser.

The form below should be signed and sent back to the Bedfordshire Football Association:

Bedfordshire FA
Century House
Skimpot Road
Dunstable
LU5 4JU



Workplace Cup 2019

I agree to these terms and accept responsibility/liability for compliance to the Workplace Cup handbook rules and regulations;

NAME:

DATE:

SIGNATURE:

TEAM NAME: