



Season 2024-25 (Version 1 July 2024)

RULES OF THE KENT FA SENIOR TROPHY

The Rules are taken from the FA Regulations determined by The FA from time to time. In the event of any omissions then the requirements of the FA Regulations shall be deemed to apply to the Competition. The Rules are taken from the Standardized Code of Rules (the 'Standard Code') determined by the FA from time to time. In the event of any omissions from the Standard Code then the requirements of the Standard Code shall be deemed to apply to the Competition.

BOARD OF APPEAL

- A. *For all Kent County Competitions, the entire control and management of the Competitions shall be vested in the Kent FA (hereinafter known as the "Association") from whose decision there will be no appeal, with the only exception of when a Club has been removed from a Competition due to a decision from the Association.*
- B. *The Board of Appeal will be independent and will not include members of the Competitions Committee or the Competitions Officer.*
- C. *Within 7 days of the posting of written notification of any decision from the Association, a Club against whom action has been taken may appeal against such decision by lodging particulars in duplicate with the Chief Executive of the Association, including a fee of £25 for adjudication of a Board of Appeal.*
- D. *The grounds of appeal shall be in accordance of FA Rules. The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne.*
- E. *The decision of the Board of Appeal is final and binding on all parties concerned.*

1. CONTROL OF COMPETITION – RULES AND REGULATIONS

- A. *The entire control and management of the Competition shall be vested in Kent County Football Association Limited (hereinafter known as the "Association") from whose decision there shall be no appeal (with the exception of when the association has removed a team from a competition).*
- B. *The Association shall have the power to appoint Committees or Sub-Committees and may delegate all or any of their powers to such Committees.*
- C. *The Association shall have the power to alter, add or amend the rules of the Competition should it be deemed expedient.*
- D. *The Association, Committee or Sub-Committee appointed by the Association, shall have the power to deal with any incident not catered for specifically in the forgoing Competition rules.*

2. ENTRIES

- A. *It is compulsory for teams playing at Step 5 and Step 6 to enter this Competition with the exception of the current holders of the Kent Senior Trophy, who have the option to defend the Trophy for one season only. The current holder of the Kent Intermediate Challenge Shield and the Champion Club of the Kent County League will be invited to participate each season.*
- B. *The matches played in this Competition take precedence over all other matches with the exception of the FA Cup, FA Trophy and FA Vase Competitions.*

- C. Applications for entry, accompanied by the appropriate fee, must be made to the Chief Executive of the Association (hereinafter known as the "Chief Executive") on the appropriate form, to the County Office on or before the 1st of July in the season the club proposes to compete in.
- D. The Association may reject the application of any Club if such course is deemed desirable.
- E. Any Club withdrawing from the Competition after the draw is made may incur a fine not exceeding £250.

3. QUALIFICATION OF PLAYERS

- A. All players must be bona fide members of the Club and duly registered as playing members on the day prior to the match taking place.
- B. No player registering to play for a Club after the 31st of March in the current season shall be eligible to compete.
- C. A player shall not be allowed to play for more than one competing Club in this Competition in any season.
- D. A suspended player may play in a postponed match after his term of suspension has expired, provided he was otherwise eligible to play on the date of the original match. Emergency registrations are not permitted.
- E. Any Club found guilty of playing an ineligible player and failing to give a reason acceptable to the Association will be removed from the Competition and be liable to other penalties as may be imposed by the Association.
- F. Any question of player qualification must only be referred to the Chief Executive or Competitions Officer.

4. POWER TO PROVIDE PROOFS

- A. If the Association has any doubt as to the qualification of any player taking part in the Competition it shall have the power to call upon him or the Club to which he has played for, to prove that he is qualified according to the rules.
- B. Failing satisfactory proof, the Association may disqualify him, remove the Club from the Competition and impose such other penalty as it deems fit.
- C. A Club making a frivolous objection shall be liable to removal from the Competition or dealt with as the Association may decide.

5. SUBSTITUTIONS

- A. **Five** substitutes from up to five nominated to the Referee in accordance with Rule 9 below are permitted at any time other than to replace a player suspended from play by the Referee.

6. COLOURS

- A. Where the colours of competing Clubs are similar, the visiting Club must change.
- B. In the Final Tie, where colours are similar, a toss of a coin will decide which Club is required to change.
- C. Match officials are permitted to wear coloured shirts as from the 2017/2018 season however, the nominated colour for match officials in the Competition (where neutral assistant referees are appointed) is YELLOW/ORANGE if there is a clash. All match officials must wear the same colour. If all officials cannot wear yellow, then match officials must default to black.
- D. Players' shirts shall be numbered including those of substitutes in all rounds of the Competition.
- E. The names of sponsors are permissible providing the regulations of the Football Association are confirmed with.

7. GROUNDS FOR TIES

- A. Prior to the Final Tie, ties shall be played on the ground of the Club first drawn, unless application to vary the venue is made to the Association within seven days of notification of the draw, stating fully the reasons for desiring the change.

- B. *If the ground of the Club first drawn does not have adequate operating floodlights 14 days prior to the fixture, the tie will be reversed to the Club second drawn.*
- C. *The right of ground shall not be varied except with the permission of the Association, which shall not be granted without acceptable reasons for change.*
- D. *A Club shall not be allowed to select for its home ground one other than that at which it normally plays without the consent of the Association, which will only be given in exceptional circumstances.*
- E. *Clubs with ground sharing arrangements must arrange ties to be played on Friday, Saturday or Sunday. If a clash of fixtures occurs with the sharing Club or other sport, if for any reason a tie is unable to be played on the ground of the first drawn Club on a Saturday, the tie must be completed on either the day before i.e., on Friday or the day after, i.e., on Sunday on the ground of the First drawn Club. If Clubs are unable to agree on the date, then it will be played on the Sunday, unless the Association decides otherwise.*
- F. *Home Clubs must advise opponents, Match Officials, and Kent FA Member in Charge of all match details in writing (kick off, situation of ground, dressing rooms etc.) at least seven days prior to the tie. Failure to do so may incur a fine of £20.*
- G. *All matches shall be played on the dates set by the Association as the Conference Date. Postponed or rearranged matches will automatically be rescheduled for the first midweek (Tuesday unless mutually agreed by both Clubs and the Association before the original date), if there is a second postponement the match will be rescheduled for the following midweek (Tuesday unless mutually agreed by both Clubs and the Association before the first rearranged date) and the tie may be reversed at the discretion of the Association. If any fixture is unfulfilled without an acceptable reason, the offending Club may be fined up to £1,000.*
- H. *The Final Tie shall be played on a ground as determined by the Association who will also control the Final. In the Final Tie any Club that fails to observe the match day instructions will be fined £200.*

8. APPEALS AGAINST FITNESS OF GROUNDS

- A. *Each Club must take every precaution to keep its pitch in good playing condition.*
- B. *If necessary, either Club may apply to the Chief Executive who shall require the Referee or other qualified Official to inspect the pitch and decide as to its fitness for play in sufficient time to save expenses of unnecessary journeys being incurred by their opponents.*
- C. *Subject to this Rule, the Referee shall have the power to decide as to the fitness of the pitch in all matches and must report to the ground where the match is to be played at least one hour before time of kick off.*
- D. *During the months of December, January and February, the Referee shall visit the Club two hours before kick-off time.*
- E. *If necessary, the home Club may require the Referee to visit the ground two hours or more before the time of kick-off anytime during the season.*
- F. *Where the appointed Match Officials report to the ground and decide that the pitch is unfit, they shall be entitled to half their match fee and travelling expenses of 35p per mile. Where another Match Official is called to inspect the pitch, they shall be entitled to travelling expenses of 35p per mile.*

9. LISTS OF TEAMS TO BE EXCHANGED

- A. *Each Club shall hand a completed and accurate Kent FA team sheet to the Referee and a representative of their opponents at least forty-five minutes prior to the time scheduled for kick off.*
- B. *Any club failing to carry out this requirement will be dealt with at the discretion of the Association.*

10. PROTESTS

- A. *All questions of qualifications of competitors shall be referred to the Association or its appointed Sub-Committee whose decision be final and binding on both Clubs.*
- B. *Should either of the two Clubs have Member of Council of the Association, and then they shall not be eligible to sit while a protest is being considered.*

- C. *An objection as to the fitness of ground or appurtenances shall not be entertained unless a protest is lodged with the Referee at least half an hour before the commencement of the match, such protest being confirmed by afterwards being forwarded in due form as provided by this rule. The Referee shall transmit the protest lodged with them to the Chief Executive, together with his report, immediately after the match, but in any event within two days.*
- D. *No reference or protest of any kind shall be entertained unless it is accompanied by a protest fee of £50, which may be forfeited if the protest is dismissed. The Association may, if it deems fit, order the protesting Club to pay a sum as considered necessary to defray expenses of the other Club.*
- E. *A protest shall not be withdrawn except by leave of the Association. In the Final tie, a protest shall not be considered unless it is lodged in writing before the close of the match.*
- F. *All protests, except from those relating to fitness of ground or appurtenances, must be sent in duplicate to the Association together with the requisite fee to arrive no later than three days (excluding Sundays) of the match in which they relate.*

11. DURATION OF MATCHES

- A. *The duration of all matches shall be one hour and a half. The half-time period shall not exceed 15 minutes.*
- B. *If the scores are level after normal time, then the tie will be decided by the taking of kicks from the penalty mark.*
- C. *The Referee shall allow for time lost through accident or other cause. The Referee is the sole judge of allowance of time and his decision on this matter shall be final.*

12. MATCH OFFICIALS

- A. *The Association shall appoint all Match Officials for this Competition.*
- B. *Match Officials shall be entitled to the under mentioned fees and expenses.*
 - (i). Referee £65
 - (ii). Assistant Referee £45.00
 - (iii). Fourth Official £40
- C. *Fees and expenses for the referee and assistant referee are to be paid by the home Club at the conclusion of the match. Fees for the fourth official, where appointed, are to be paid by the Association. In the Final tie, Officials will receive a souvenir in lieu of a fee.*
- D. *Match Officials who fail to accept County appointments without good and sufficient reason will be dealt with at the discretion of the Association.*
- E. *Clubs will award Referees a mark on the form provided in accordance with Football Association requirements.*

13. CLUB RESULTS SHEETS

- A. *The Secretary of each Club shall send a completed and accurate Kent FA Match Report Form to the Competitions Officer, within three days (excluding Sundays) of the match being played. Failure to comply will incur a fine of £10 or the Club will be otherwise dealt with as the Association may decide.*
- B. *The home Club must reply to the text from Full-Time or email the result of the match to Competitions@KentFA.com or the Competitions Officer within two hours of the completion of the match. Failure to do so will result in the Club being fined £25.*

14. DIVISION OF GATE

- A. *The proceeds of matches (except those replayed in consequence of a breach of rule) shall, after paying out approved expenses, be divided prior to the Final tie, 10% of the net gate receipts to the Association with the balance divided equally between the competing Clubs.*

- B. *In the Final tie, the Club whose ground the match was played, to receive 10% of the net gate receipts, with the remaining balance going to the Association. Prize Fund payments as determined by the Kent County Football Association Board from time to time shall be made by bank transfer direct into a bank account in the name of the legal entity of the Club that is entered into the Competition.*
- C. *The match statement must be approximately agreed by the two competing Clubs and Kent FA Member in Charge immediately following the match.*
- D. *A full statement and necessary payment must be sent to the visiting Club and the Association within seven days of the match being played. Clubs failing to comply will be fined £10.*
- E. *Unless agreed beforehand with the Chief Executive, Clubs must charge the normal admission charge for a home First Team match. All persons including season Tickets Holders must be charged admission to the ground.*
- F. *Each Club will be entitled to 10 complimentary tickets unless Clubs mutually agree an alternative number.*
- G. *The proceeds of matches (definition of acceptable charges on the gate) shall be after paying out the following:*
 - 1. *Travelling expenses, actually incurred by the visiting club which must not exceed £3 per coach mile. If private cars are used, then the expenses which can be claimed will be for a maximum of 5 cars are 40p per mile. The travelling expenses for the visiting Clubs are to be calculated on a direct route from the Clubs home ground. The total mileage must be agreed by both Clubs prior to the match and confirmed in writing.*
 - 2. *Floodlighting (where used) to a maximum of £50.*
 - 3. *Printing (although the printing of a programme is not an acceptable charge on the gate)*
 - 4. *Posting*
 - 5. *Advertising*
 - 6. *Police*
 - 7. *Referee and Assistant Referee*
 - 8. *Stewarding and gateman although if this is to be a charge then the amount to be claimed against the gate must be agreed with the Chief Executive before the match takes place.*
- H. *Any dispute in respect of the forgoing must immediately be referred to the Chief Executive whose decision in the matter shall be final.*
- I. *If receipts are insufficient to pay entire expenses of the match, the fees and expenses of the Officials shall be the first charge on the takings, but if the later do not cover this item the deficit shall be made up by the competing Clubs in equal shares.*
- J. *Any balance after paying the Officials shall be applied towards the payment of the financially Clubs expenses, the ultimate deficit being borne pro rata by all parties financially interested, subject to payment of such percentage as is due to the Association (minimum £5)*

15. TERMS REGARDING POSTPONED TIES

- A. *In the event of a match not being played owing to causes over which neither Club has control, or being abandoned, or having to be replayed through protest or other cause, the following terms as to payment and division of receipts shall apply to the percentage payable to the Association when the match is played or replayed:*
 - 1. *When a gate has been taken the visiting Club to receive half the gross receipts.*
 - 2. *When the visiting Club has travelled and the match has not been played or a gate not taken, such Club may claim expenses for the postponed gate from the takings (if sufficient) from the match when it is eventually played.*
 - 3. *When the visiting Club has not travelled the fixture to be fulfilled with no special allowances.*
 - 4. *Any special circumstance to be dealt with by the Association as it may arise.*
- B. *Postponement requests for events to which neither Club has control, such as Covid outbreak, Fuel shortage will be dealt with on a case-by-case basis whilst following Government Guidance where possible. The Final*

and Binding decision on granting a postponement under these grounds is the decision of the Kent FA Competitions Committee.

16. TROPHY

- A. *The Trophy is the property of the Association. When the winning Club has been ascertained, the Association shall deliver the Trophy to such Club who shall be responsible for its return in good condition on or before the agreed date in the ensuing year. Failure to do so will incur a fine of £400.*
- B. *The Trophy will be insured by the Association. The holder will be required to pay the standard £250 excess fee for each, and every claim made against the insurance to the Association for the period that the Trophy is held by the holder.*
- C. *A Club must take every precaution to ensure the safe custody of the Trophy whilst it is in its possession. Should the Trophy become lost or damaged in any way, the Association reserves the right to issue charges against the Club and act in any other manner deemed to be fitting.*
- D. *The winning Club must have the Trophy suitably inscribed before returning it to the Association. Failure to do so will incur a fine not exceeding £75.*

17. MEDALS

- A. *In addition to the Trophy, the Association will present souvenirs to the winners and runners-up in the Final tie.*
- B. *A player guilty of misconduct in the Final tie may forfeit his right to a souvenir at the discretion of the Association,*

18. CONDUCT OF PARTICIPANTS

- A. *Clubs entering the Competition are responsible for the actions of their players, officials and spectators. Any Club whose conduct is found to be objectionable will be dealt with at the discretion of the Association and may, if the Association deem it, be disqualified.*

FINES TARIFF

FINES TARIFF		
RULE NUMBER	DESCRIPTION	MAXIMUM FINE
N/A	APPEAL FEE	£25.00
2E	WITHDRAWAL FROM COMPETITION	£250.00
3E	INELIGIBLE PLAYER	£100.00
7F	FAILURE TO NOTIFY OPPONENTS AND MATCH OFFICIALS OF MATCH ARRANGEMENTS SEVEN DAYS PRIOR TO THE TIE	£20.00
7G	FIXTURE NOT PLAYED WITH NO ACCEPTABLE REASON OFFERED	£1000.00
7H	FAILURE TO OBSERVE MATCHDAY INSTRUCTIONS AT THE FINAL	£200.00
10D	PROTEST FEE	£50.00
13A	FAILURE TO SUPPLY COMPLETED MATCH REPORT FORM WITHIN THREE DAYS OF THE MATCH BEING PLAYED	£10.00
13B	FAILURE TO REPORT THE RESULT OF THE MATCH WITHIN TWO HOURS OF THE MATCH CONCLUDING	£25.00
14D	FAILURE TO SUPPLY COMPLETED MATCHDAY FINANCE STATEMENT WITHIN SEVEN DAYS OF THE MATCH BEING PLAYED	£10.00
16A	FAILURE TO RETURN TROPHY BY AGREED DATE	£400.00
16D	FAILURE TO HAVE THE TROPHY ENGRAVED UPON RETURN TO THE ASSOCIATION	£75.00