

WORCESTERSHIRE FA

COUNTY CUP PACK – 2022/2023



Contents Page

BEFORE THE MATCH

Title	Page Number
Conference Dates	3
Competition Rules	5
Postponing a Match	5
Fixtures and Results	5
Match Official Fees	6

AFTER THE MATCH

Title	Page Number
Checklist	7
Accessing Full-Time to Submit Returns	8
Submitting Referee Marks	9
Submitting Teamsheet	9

PLEASE NOTE: Worcestershire FA County Cups are now paperless – no forms or team sheets should be posted or emailed in to Worcestershire FA. Further guidance is available on page 8.

WORCESTERSHIRE FA CONFERENCE DATES 2022/2023 SEASON

Worcestershire FA Senior Invitation Cup		
Date	Round	Notes
Tuesday 18 October	Round 1	19:45 kick-off
Tuesday 15 November	Round 2	19:45 kick-off
Tuesday 10 January	Quarter Final	19:45 kick-off
Tuesday 7 February	Semi Final	19:45 kick-off
TBC	Final	19:45 kick-off at a venue TBC

Worcestershire FA Saturday Cup (formerly Saturday Junior & Saturday Minor Competitions)		
Date	Round	Notes
Saturday 24 September	Round 1	14:00 kick-off
Saturday 29 October	Round 2	14:00 kick-off
Saturday 26 November	Round 3	14:00 kick-off
Saturday 28 January	Quarter Final	14:00 kick-off
Saturday 25 February	Semi Final	14:00 kick-off
Saturday 25 March	-	Will only be used if required – no fixtures currently scheduled
Saturday 29 April	Final	14:00 kick-off at Worcestershire FA

Worcestershire FA Sunday Premier Cup		
Date	Round	Notes
Sunday 25 September	-	Will only be used if required – no fixtures currently scheduled
Sunday 30 October	Round 1	10:30 kick-off
Sunday 27 November	Round 2	10:30 kick-off
Sunday 29 January	Quarter Final	10:30 kick-off
Sunday 26 February	-	Will only be used if required – no fixtures currently scheduled
Sunday 26 March	Semi-Final	10:30 kick-off
Sunday 7 May	Final	18:30 kick-off at Worcestershire FA

Worcestershire FA Sunday Junior Cup		
Date	Round	Notes
Sunday 25 September	Round 1	10:30 kick-off
Sunday 30 October	-	Will only be used if required – no fixtures currently scheduled
Sunday 27 November	Round 2	10:30 kick-off
Sunday 29 January	Round 3	10:30 kick-off
Sunday 26 February	Quarter Final	10:30 kick-off
Sunday 26 March	Semi Final	10:30 kick-off
Sunday 7 May	Final	14:00 kick-off at Worcestershire FA

Worcestershire FA Sunday Minor Cup		
Date	Round	Notes
Sunday 25 September	-	Will only be used if required – no fixtures currently scheduled
Sunday 30 October	Round 1	10:30 kick-off
Sunday 27 November	Round 2	10:30 kick-off
Sunday 29 January	Quarter Final	10:30 kick-off
Sunday 26 February	-	Will only be used if required – no fixtures currently scheduled
Sunday 26 March	Semi Final	10:30 kick-off
Sunday 30 April	Final	18:30 kick-off at Worcestershire FA

Worcestershire FA Sunday Women's Cup		
Date	Round	Notes
Sunday 16 October	Round 1	14:00 kick-off
Sunday 20 November	Round 2	14:00 kick-off
Sunday 18 December	-	Will only be used if required – no fixtures currently scheduled
Sunday 15 January	Quarter Final	14:00 kick-off
Sunday 19 February	Semi Final	14:00 kick-off
Sunday 19 March	-	Will only be used if required – no fixtures currently scheduled
Sunday 30 April	Final	14:00 kick-off at Worcestershire FA

Worcestershire FA Midweek U18 Youth Cup		
Date	Round	Notes
Wednesday 9 November	Round 1	19:30 kick-off
Wednesday 14 December	Quarter Final	19:30 kick-off
Wednesday 11 January	-	Will only be used if required – no fixtures currently scheduled
Wednesday 8 February	Semi Final	19:30 kick-off
Wednesday 8 March	-	Will only be used if required – no fixtures currently scheduled
Wednesday 10 May	Final	19:30 kick-off at Worcestershire FA

Worcestershire FA Saturday Youth Cups (U18, U16, U15, U15 Girls, U14 and U14 Girls)		
Date	Round	Notes
Saturday 17 September	Round 1	Minimal fixtures currently scheduled (U14 Girls, U15 Girls and U18)
Saturday 15 October	Round 1	U14 and U16 fixtures only
Saturday 19 November	Round 1/2	U14 and U15 fixtures only
Saturday 17 December	Round 2	U14 Girls, U15 Girls and U18 fixtures only
Saturday 21 January	Round 2	U15 and U16 fixtures only
Saturday 18 February	Round 3	U14, U15 and U18 fixtures only
Saturday 18 March	Round 3/4	U14, U15 and U16 fixtures only
Saturday 15 April	Round 3/4	U14 Girls, U15 Girls, U16 and U18 fixtures only
Saturday 6 May	Final	U14 Girls 10:00 kick-off & U15 Girls 14:00 kick-off at Worcestershire FA
Saturday 13 May	Final	U14 10:00 kick-off & U18 14:00 kick-off at Worcestershire FA
Saturday 20 May	Final	U15 10:00 kick-off & U16 14:00 kick-off at Worcestershire FA

Worcestershire FA Sunday Youth Cups (U18, U16, U15 and U14)		
Date	Round	Notes
Sunday 18 September	Round 1	Minimal fixtures currently scheduled (U15 and U18)
Sunday 16 October	Round 1	U14 and U16 fixtures only
Sunday 20 November	Round 2	U15 and U16 fixtures only
Sunday 18 December	-	Will only be used if required – no fixtures currently scheduled
Sunday 22 January	Round 2/3	U14, U16 and U18 fixtures only
Sunday 19 February	Round 3/4	U14 and U16 fixtures only
Sunday 19 March	Semi Final	All age groups – 14:00 kick-off
Sunday 16 April	-	Will only be used if required – no fixtures currently scheduled
Sunday 14 May	Final	U14 10:00 kick-off & U18 14:00 kick-off at Worcestershire FA
Sunday 21 May	Final	U15 10:00 kick-off & U16 14:00 kick-off at Worcestershire FA

Note: Should any Team be unable to play on a Conference date, they may withdraw from the Competition by emailing cups@worcestershirefa.com – if this is done more than 7 days prior to the First Round of the Competition taking place then there will be no penalty for withdrawal.

Cup Final dates are set at the start of the season and, unfortunately, are unable to be changed for any reason.

Please ensure that your League is aware if you are scheduled for a fixture once the draw for the next round is publicised.

COMPETITION RULES

The Competition Rules for all Worcestershire FA County Cups can be found on Worcestershire FA's website.

Based on feedback received from Clubs, the Rules have been re-organised. Please take note of the table on Page 1 of the Rules to ensure that you are aware of which Rules apply to each competition.

We strongly recommend that all Clubs ensure that they are aware of the rules specific to their Competition(s).

Click [here](#)

to access the WFA County Cup homepage online

POSTPONING A MATCH

Please ensure that you follow the Competition Rules relating to postponing a match. If a match needs to be postponed on the day (e.g. due to a waterlogged pitch), the Home Team must click [here](#) and complete the match postponement form.

FIXTURES AND RESULTS

All fixtures and results will be published via the Worcestershire FA [website](#) for each Competition. There is also a dedicated FA Full-Time website for Worcestershire FA County Cups which can be accessed by clicking [here](#).

Results are text in by Team Administrators and then verified by Worcestershire FA before the next round is drawn.

Please note: After each round, fixtures for the next round are drawn again from scratch, so the diagram shown within Full-Time does not necessarily indicate the path to the Final or the likely opponents in future rounds.

Please ensure that your League is aware if you are scheduled for a fixture once the draw for the next round is publicised.

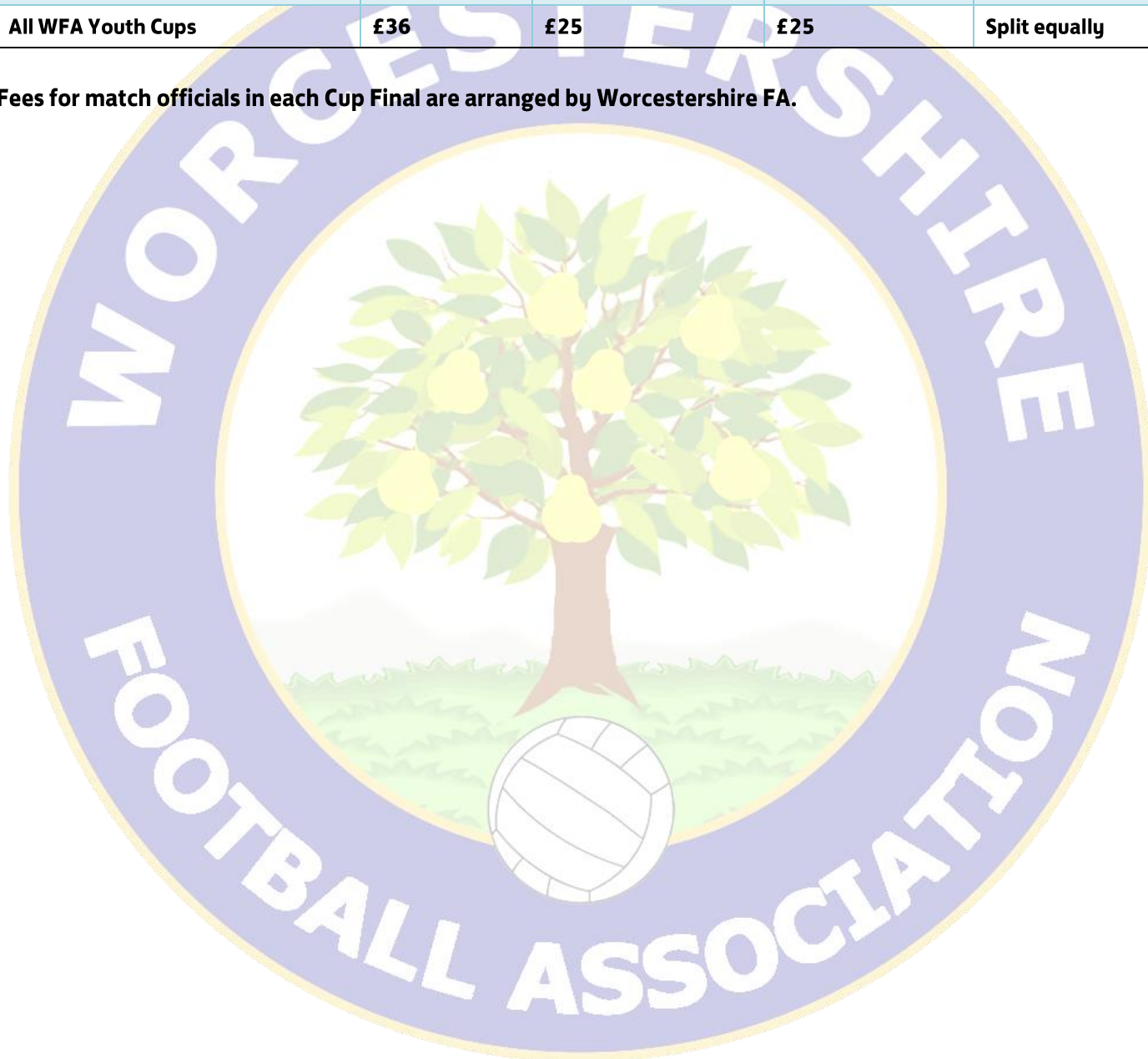
MATCH OFFICIAL FEES

The table below details the fees payable to match officials for 2022/23. All fees include travel expenses.

ALL ROUNDS

Competition Name	Referee Fee	Assistant Referee Fee (if appointed)	Fourth Official Fee (if appointed)	Payment By
WFA Senior Invitation Cup	£65	£40	£30	Home Club
WFA Saturday Cup	£45	£30	£30	Home Club
All WFA Sunday Adult Cups	£37	£25	£25	Home Club
All WFA Youth Cups	£36	£25	£25	Split equally

Fees for match officials in each Cup Final are arranged by Worcestershire FA.



PRE-MATCH CHECKLIST

Before each match, Clubs must ensure the following items are completed:

Item	Notes
✓ Check Competition Rules	Make sure you are aware of rules including player eligibility, kick-off times, etc. (details on page 5 of this pack)
✓ Confirm match details with opponents and appointed match officials (home team)	Contact details sent via Worcestershire FA Full-Time emails once fixtures are created and match officials appointed
✓ Prepare fees for match officials (dependent on Competition Rules)	Fees detailed on page 6 of this pack. Ensure that correct cash or arrangement of bank details is completed pre-match
✓ Prepare paperwork/administration	Record full list of participants for your team so that it can be submitted online post-match
Got a question or issue? Email cups@worcestershirefa.com with details of your query	

POST-MATCH CHECKLIST

After each match, Clubs must submit the following information:

Item	Notes
✓ Final score	Reply to automated text message from Full-Time with final score
✓ Teamsheet	Online via Worcestershire FA County Cups Full-Time website (Team Administrator required to login and submit information)
✓ Referee mark	
Got a question or issue? Email cups@worcestershirefa.com with details of your query	

Further information on how to complete post-match administration can be found on page 8 of this County Cup Pack.

ACCESSING FULL-TIME TO SUBMIT RETURNS

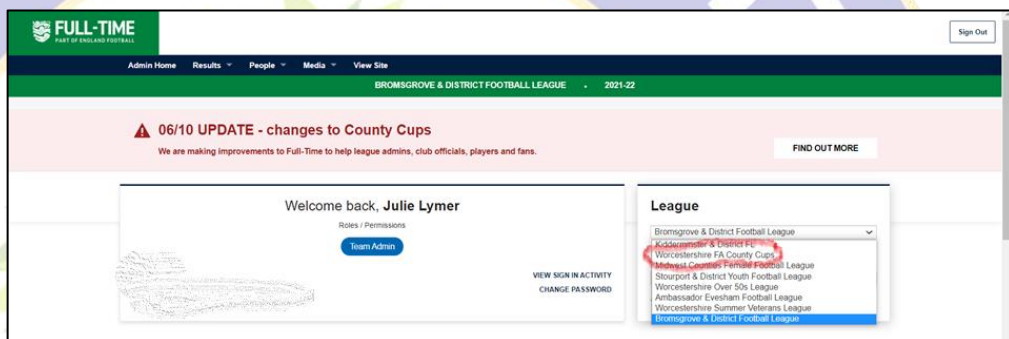
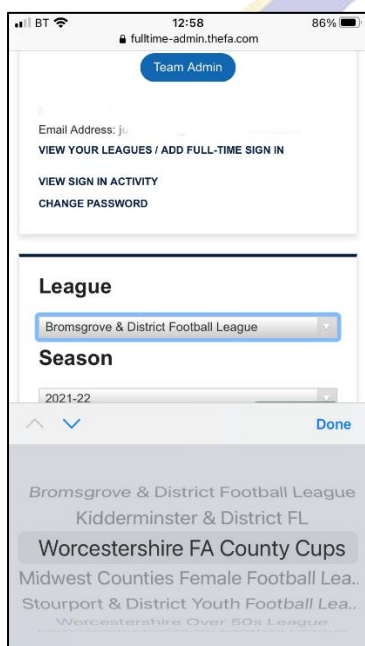
Team Administrators should [login](#) to Full-Time using their email address (not a username).

If a Team Administrator is unable to login using their email address, they should email their full name, team name and FA Number to cups@worcestershirefa.com

They will then be sent an email invitation to enable them to login using their email address.

Please note: Post-match returns for Worcestershire FA County Cups must be completed on the Worcestershire FA County Cups Full-Time site (not your League site).

After logging in to Full-Time, please make sure that you change the Competition to County Cups using the dropdown menu. See images below (mobile devices on the left, computer devices on the right).



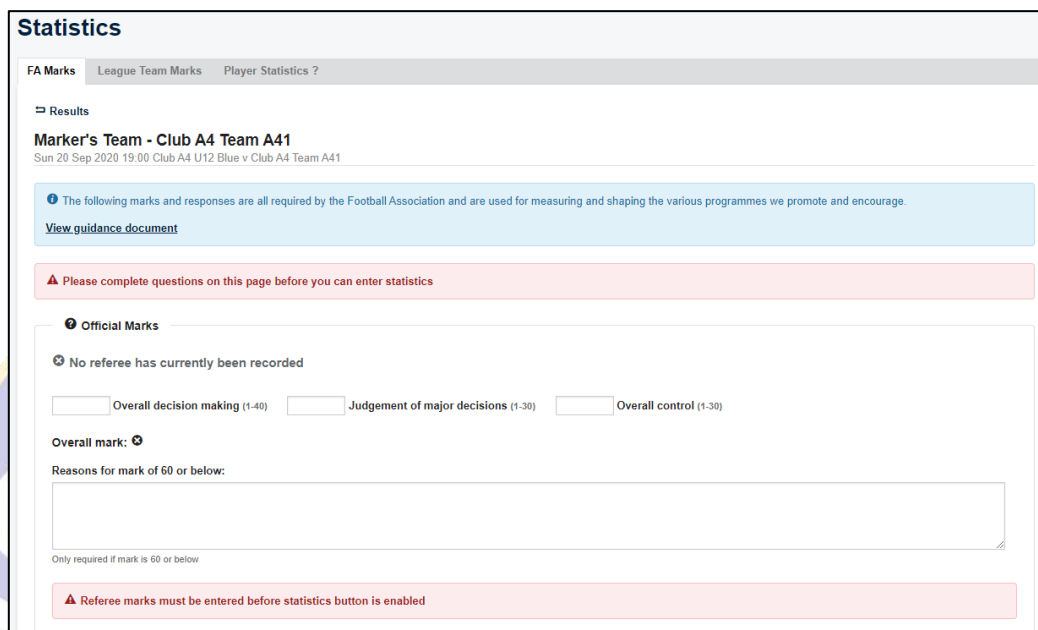
After logging in and selecting Worcestershire FA County Cups, the first page you will see will be "Admin Home". From here you can either click the "Results" tab along the top or if you don't have access to this, the "Enter Results" box within the middle of the screen. You may need to choose matches +/- 7 days ago to view historical matches.

NEED HELP? Click [here](#) to see a step-by-step guide on how to submit post-match information.

SUBMITTING REFEREE MARK – Click [here](#) to login to FA Full-Time using your email address

Referee marks must be submitted online via the Worcestershire FA County Cups Full-Time website as detailed below. Teams will need to submit a referee mark before they can access the player statistics section.

NEED HELP? Click [here](#) to see a step-by-step guide on how to submit post-match information.



The screenshot shows the 'Statistics' page for a match between 'Marker's Team - Club A4 Team A41' on Sun 20 Sep 2020. It includes a 'Results' tab and a 'Statistics' section with a 'Marker's Team - Club A4 Team A41' header. A message states: 'The following marks and responses are all required by the Football Association and are used for measuring and shaping the various programmes we promote and encourage. View guidance document'. A red alert box says: 'Please complete questions on this page before you can enter statistics'. The 'Official Marks' section shows 'No referee has currently been recorded'. There are input fields for 'Overall decision making (1-40)', 'Judgement of major decisions (1-30)', and 'Overall control (1-30)'. An 'Overall mark' field is set to 60. A text area for 'Reasons for mark of 60 or below:' is present. A red alert box at the bottom says: 'Referee marks must be entered before statistics button is enabled'.

SUBMITTING TEAMSHEET AND PLAYER STATISTICS – Click [here](#) to login to FA Full-Time using your email address

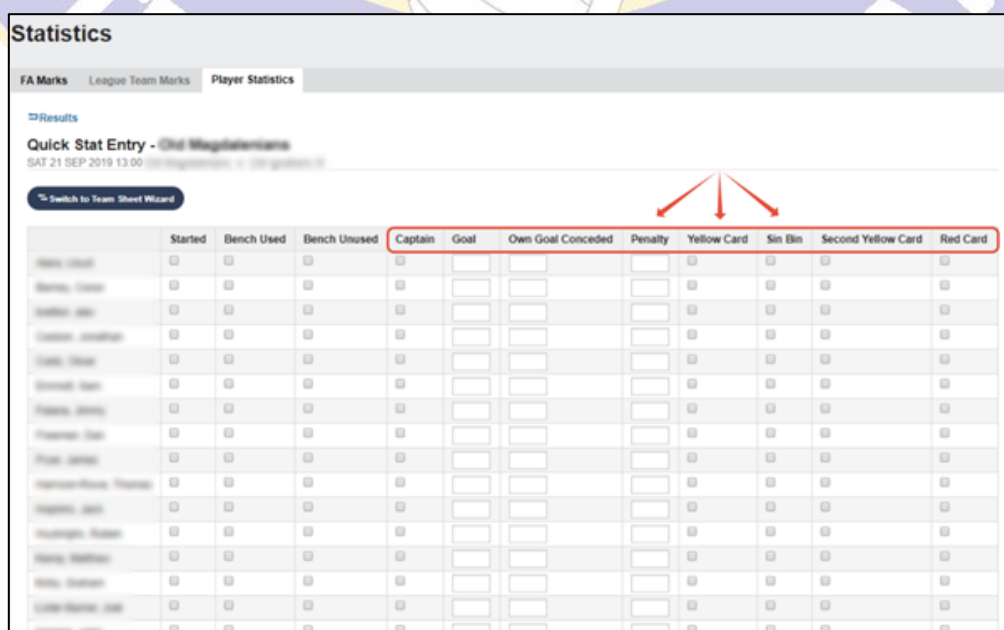
Teamsheets must be submitted online via the Worcestershire FA County Cups Full-Time website as detailed below.

As a minimum, teams must submit the players who participated in the match (either playing or named as a substitute). Other statistics can also be entered such as goalscorers and disciplinary sanctions.

No paper teamsheets will be in place in Worcestershire FA County Cups – returns must be done online and clubs will be penalised if this is not done within the required timeframe.

NEED HELP? Click [here](#) to see a step-by-step guide on how to submit post-match information.

There is also a short video that you may find useful – click [here](#) to watch.



The screenshot shows the 'Statistics' page for 'Quick Stat Entry' for a match on SAT 21 SEP 2019. It includes a 'Results' tab and a 'Statistics' section with a 'Quick Stat Entry - Old Magdalenians' header. A button 'Switch to Team Sheet Wizard' is visible. A table with columns for 'Started', 'Bench Used', 'Bench Unused', 'Captain', 'Goal', 'Own Goal Conceded', 'Penalty', 'Yellow Card', 'Sin Bin', 'Second Yellow Card', and 'Red Card' is shown. Red arrows point to the 'Captain', 'Goal', and 'Yellow Card' columns. The table lists 18 players with checkboxes for each column.