



County Cup Admin Guide

1. Introduction

The county cup competition now starts at U13 for both Girls and Mixed teams.

This competition is different to the league and league cup and the rules and the admin process is a bit different too, so please read this briefing if you have a team in the competition. Especially if you have not been involved in the county cup before.

Given the number of teams in some age groups and to try and avoid very mismatched and uneven first round cup ties, for the first time in the 2025-26 season teams in the larger age groups are now being divided into cup and plate competitions based on their league divisions.

Depending on your age group (and so how many teams are in your cup draw and whether you have a bye in the first round), the competition gets going at different times for different teams. The calendar of key dates for each age group is usually published on the Wilts FA website: <https://www.wiltshirefa.com/cups-and-competitions>

2. County Cup Admin

Wilts FA runs the county cup competitions. They may send team managers a pack of information directly, but it can be hit and miss and Club Secretaries are not always included. So here are the key points to note for county cup tie admin and what you have to do as team managers.

3. Pre-Fixture Admin

Fixtures will be posted on FA Full Time so you should receive automated e-mails from FA Full Time. If you want to see the full draws for your age group, you can find them on the Wilts FA website at this link and then just select your age group: <https://www.wiltshirefa.com/cups-and-competitions>

County cup ties take priority over league fixtures so any clashing league fixture will be postponed and rearranged. And FYI county cup ties also trump league cup ties. When new county cup ties are published on FA Full Time, Julie at the league will usually address any clashes and postpone the relevant league fixtures. So usually teams do not need to flag these clashes.

Home teams can change ko times by agreeing with the opposition but we need to tell Wilts FA if a change is agreed. Our Club Fixtures Secretary look at home cup ties once published, work out how to fit them in and let you know about any changes to kick off time or venue that may be required. So that you can first agree the changes with your opposition and then our Club Fixtures Secretary will arrange for FA Full Time to be updated. This is all completed at least a few weeks in advance.

Home teams need to contact their opposition at least 7 days before the match to confirm all details.

4. Referees

Wilts FA should appoint referees - the contact for referee appointments for the county cup is Ella Broad in Shane's team: ella.broad@wiltshirefa.com

Responsibility for paying referee fees sits with the home team but the away team should contribute half as per cup rules. See the separate guide on referee appointments and payments (including the YesRef App) which covers county cup ties.

Please note that the referee fees are different in the county cup - the full county cup fines and fee schedule can be found here:

<https://www.wiltshirefa.com/cups-and-competitions/rules-and-documents>

5. Team Sheets

In the county cup there are team sheets which are meant to be completed before kick off so that referees can inspect them. The template team sheet can be found here:

<https://www.wiltshirefa.com/cups-and-competitions/rules-and-documents>

6. Post Fixture Admin

Post match reporting for county cup ties is now completed on the FA Full Time Admin website. Log in and select the county cup as the competition (from the drop down list on the right hand side) and then complete the match report.

You may not be able to use the FA Matchday App for the county cup so best to use FA Full Time Admin website - this is the login page: <https://fulltime-admin.thefa.com/gen/Login.do>

The deadline for this is either 24 or 48 hours after the fixture (depending on which document you read!) so **we recommend just getting it done on the afternoon after your game.**

Team managers are also meant to send their completed county cup team sheet to Wilts FA by e-mail **no later than 72 hours after the fixture**. The template team sheet can be found here:

<https://www.wiltshirefa.com/cups-and-competitions/rules-and-documents>

7. County Cup Rules

The full competition rules can be found at the link below - they include the rules on:

- substitutes - maximum 5 and rolling subs as usual - see rule 5
- match length - as per your league matches - see rule 8
- what happens in the event of a tie - straight to penalties - see rule 8
- player eligibility for the latter stages (semi-final and finals) - see rule 4
- playing format - as per your league format except for U14 Girls which is 11v11 - see Rule 4

All of the above rules have come up before, so you do need to be aware of them.

County cup competition rules:

<https://www.wiltshirefa.com/cups-and-competitions/rules-and-documents>

The full schedule of county cup fees and fines (including referee match fees) can also be found at the above link.