



County Cup Admin Guide

1. Introduction

The county cup competition now starts at U12 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 were 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/county-cups>

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 must 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-cups/fixtures-and-results>

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.

Our Club Fixtures Secretary will look at home cup ties once published, if any changes need to be made to the kick off time of your home county cup tie due to fixture/pitch scheduling reasons, they will ask you to confirm this via email with your opposition manager. This will then be sent onto Wilts FA to request the kick off time change.

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

4. Postponing County Cup Fixtures

For postponements of county cup games, the county cup rules apply. Acceptable reasons are weather-related postponements and players being unavailable due to organised school events such as Duke of Edinburgh expeditions. More information can be found here:

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

5. Forfeiting County Cup Ties

Now that Wilts FA have introduced cup and plate competitions to try and avoid very mismatched and uneven first round cup ties, there should be much fewer cases of teams wanting to forfeit or withdraw from county cup ties.

If one of our teams forfeits a county cup tie, the Club will be issued with a withdrawal fine (currently £80 per withdrawal). And this on top of wasting the original cup entry fee (currently £28 per team). So the Club encourages all of our teams to fulfil their county cup ties.

The county cup rules also provide that if any team is losing by eight clear goals (so 8-0, 9-1, 10-2 etc), then the referee should give them the option to end the match. If they choose to continue with the game and the gap increases, then the losing team will be able to end the match at any time. See Rule 8.

6. Referees

Wilts FA will aim to appoint referees for all county cup ties and will work with the league referee appointment teams to achieve this. Referee appointments are confirmed to teams via automated emails from FA Full Time.

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 and can be found in the Team Admin section on the Club website: <https://www.myfc.club/team-admin>.

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>

7. 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/county-cups/rules-and-documents>

8. Post Fixture Admin

Post match reporting for county cup ties is now completed on the FA Full Time Admin website. Log in, 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 completing this is 48 hours after completion of the fixture.

9. 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 - 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/county-cups/rules-and-documents>

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