



# **WFA CUP REGULATIONS OF COMPETITION**

## **2023/24 Season**

**Official Regulations  
Wheelchair Football Association (WFA)**

**[www.thewfa.org.uk](http://www.thewfa.org.uk)**

# **The Wheelchair Football Association (WFA) Cup**

## **2023/24 Regulations**



### **Organisation**

#### **The Wheelchair Football Association (WFA)**

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## **Preamble**

The **WFA 2023/24 Cup competition** will be run in line with the *WFA 2023/24 Cup Regulations* (Appendix 1) and will meet the *WFA 2023/24 Cup Event Requirements* (Appendix 2). **All FA Rules and Regulations shall apply and in the event of a conflict, FA Rules and Regulations shall take precedence.**

The **WFA 2023/24 Cup competition** format will follow format outlined in (Appendix 3).

All **WFA 2023/24 Cup competition** matches will be played according to the current WFA sanctioned ***Laws\_of\_the\_game.pdf*** document.

This includes all equipment regulations regarding Powerchairs and playing attachments.

*These are available to download from the WFA website ([www.thewfa.org.uk](http://www.thewfa.org.uk)).*

The **WFA 2023/24 Cup competition** will be an **FA RESPECT Competition**.

All Clubs, Players, Coaches, Team Managers, Club Officials and Supporters must have signed up to the RESPECT Code of Conduct.

Any person found to be in breach of this will be subject to the Sanctions outlined by the FA and enforced by the WFA.

*These are available to download from the WFA website ([www.thewfa.org.uk](http://www.thewfa.org.uk))*

The **WFA** and all affiliated **Powerchair Football Clubs** and Competing Teams must ensure these Rules and Regulations are adhered to.

The aim of this competition is to showcase our sport, and also meet the Wheelchair Football Associations mission and objectives. The ethos and credibility of the sport of Powerchair Football must always remain at the forefront of this competition.

## **Finances**

### **2.1 Participating Teams (Clubs)**

The following costs shall be borne by the participating teams:

- WFA 2023/24 Affiliation Fee (Any Team that is not part of a Club affiliated to the WFA shall not be granted permission to participate in the Cup).
- WFA Cup entry fees (£50 per team).
- Any Fines awarded to Teams or Player as outline in these Regulations.
- Travelling expenses of the team from home to the place where the competition is held.
- All accommodation and food expenses.
- All expenses for additional health and accident insurance. The organiser cannot be held responsible for accidents or illness, unless caused by negligence.
- All unofficial participants are responsible for all their own expenses.

### **2.2 Host Team**

The following costs shall be covered by the host (home) team for each WFA Cup fixture:

- Cost of venue hire.
- Payment of Referees.

### **2.3 Organisers**

The following costs shall be administered by the WFA:

- Cost of awards.
- Cost of venue hire for quarterfinals & semi-finals.
- Cost of officials for quarterfinals and semi-finals.

# Appendix 1

## WFA 2023/24 Cup Regulations

### **Club Affiliation**

In order for a Club to enter a Team in the WFA Cup, the Club must have affiliated to the WFA for the 2023/24 season. This process ensures the Club has affiliated to their County F.A. and has adequate insurance through the WFA policy.

### **Team Registration and League Fees**

Club must have entered Teams by completing the online WFA Cup registration form.

The Entry Fee per Team for the 2023/24 WFA Cup will be **£50.00**. An invoice will be sent for full amount, which must be received 7 days prior to the start of competition. Failure to complete payment will result in a suspension and may result in expulsion from the competition.

The WFA withholds the right to suspend any Team from participation in the competition that fails to comply with these payment deadlines.

### **Squad Declaration and Player Eligibility**

#### Squad Declaration

Each Team squad is defined by the players who have completed the online Player Registration (see below). From this squad the Team Management will be able to select a Match squad of maximum 8 players to compete in each **WFA 2023/24 Cup Fixture**.

The squad must be declared and entered onto the official Match Sheet 15 minutes prior to kick off. This is to ensure the correct players undertake the *Speed Testing Protocol*.

#### Player Registration

All Players need to have completed the WFA player membership process and made payment prior to selection for any WFA Cup fixture. Players can only play for the team they are registered to at regional or national league level. If a player is registered for two different teams and both are taking part in the competition, they may only play for one (1) of their teams in the WFA Cup.

All information regarding the process and how to become a member can be found at <http://www.thewfa.org.uk/become-a-member>

#### Player Nationality

Teams can register players of any Nationality.

#### Classification

Law 18 (Classification) will NOT be enforced for any 2023/24 WFA Cup fixtures.

#### Age Limit

There is an open age range for players to be eligible to participate in the WFA Cup. In line with the National League rules and regulations, the minimum age for participants to complete in the WFA Cup is 11 Years Old. *This should be the players' age on 31st August 2023. If clubs have players under the age of 11 that wish to participate, they are required to contact us in advance of their scheduled fixture(s).*



It is the responsibility of the Club and Team management to ensure adequate steps are taken to ensure the safety and well-being of all players. The safety of all competitors outside the Competition venue is at the responsibility of the Club.

#### Additional Player Registration

Teams may register a player (given they have not been previously registered for another Team for the 2023/24 WFA Cup at any point during the competition. This must be completed a **minimum of 48 hours prior** to the player participating in a WFA Cup fixture.

### **TRANSFERS**

#### Transfers

Transfers of players are NOT PERMITTED within the WFA Cup competition.

### **Ineligible Players**

If a Team is found to have fielded an ineligible player or players during a WFA Cup fixture, they shall forfeit the match and the opposition team will be awarded a walkover.

### **Player Numbers**

All players must display a Squad Number in two (2) places whilst participating in a match.

These numbers must be displayed on:

- Rear of Chair
- Visible position on the shirt (if no visible position on shirt is available then a visible position on front of chair may be used)

All Players Numbers must be in between the range 1 – 99.  
The front and rear number must be the same.

### **Specification:**

#### **Rear Numbers**

Player numbers should be clearly displayed on the rear of the chairs and be a minimum of 400mm square, printed onto a suitable substrate such as a PVC banner material. The following information is to be displayed; the players name (surname only) a minimum caps height of 30mm. The player number to be a minimum height of 140mm.

There is not a mandatory typeface for the name or number, however choose one which is clearly legible (Not a thin serif type). The colour of the font must be in contrast (clearly visible) to the background. The number should be fixed at the top and additional fixings at the bottom to prevent the number spinning out when the chair is turning quickly. The background/image can be in team colours and a club logo can be added alongside the number.



### **Front Number**

The front number needs to be displayed at a suitable point on the front of the chair or player so that the referee can easily see it. One suggestion is that it hangs off of the player's control unit; it can also be on the player's shirt or harness as long as it can be seen without obstruction. The number is to be 60mm high and have a suitable colour background so it is visible.

### **Playing Kits**

All Teams' must provide both Home and Away playing strips. The away team will change if there is a clash.

Home and Away kits must be of contrasting colours. Shirts and sleeves will be considered when assessing a clash

Goalkeeper shirts should contrast to outfield players on both sides and the opposition Goalkeeper.

The use of a bib is **prohibited**. Goalkeepers must wear a shirt with, at minimum, short sleeves. Please see additional guidance on goalkeeper shirt modifications (Appendix f).

### **Sponsors Logos and Advertising**

Any Sponsorship and advertising logos that may be present on Club or Team clothing, kit, playing equipment or wheelchairs cannot be against the legal requirements of the WFA and cannot be considered offensive by any Club/Team involved.

Any such Logos will have to be removed before participation in any part of the WFA

Cup competition.

All sponsorship and advertising logos must comply with FA Advertising Regulations. More information on these regulations and a guide can be found at <http://www.thefa.com/football-rules-governance/more/kit-advertising>

### **Powerchair Speed Testing**

All Powerchairs will be subject to the **WFA Speed Testing Process – APPENDIX (b)**, prior to their participation in any WFA Cup Match. Any changes can be made to the wheelchair, to enable it to pass this test.

Once it has completed the **WFA Speed Testing Process** it is the responsibility of the player and their Club to ensure no tampering takes place.

The Match Officials may request at half time or at the conclusion of the match, any Powerchair to be retested.

The WFA also reserve the right to conduct random Speed Testing to ensure the enforcement of these rules. A minimum of one (1) player from each team may be asked to undertake a Speed Test at the conclusion of every match.

### **Failure of Requested or Random Speed Test**

If a players Wheelchair fails a Match Officials Requested Speed Test after following the testing process (**Appendix B**), the following sanctions will be enforced:

- o The match result will be forfeited and awarded to the opposing team, with a walkover.



## **Chair Technical Specification**

All chairs playing in the 2023/24 WFA Cup must meet the chair specification described in appendix D.

Prior to the game, alongside the speed test, each player shall drive his or her chair into the designated area as central as possible. A WFA Official (Technical Committee Member) will firstly identify what category of chair it is from the three categories set out in appendix D.

Providing the chair fits within the designated area, the official (s) shall then begin to work their way through the chair sanctioning test sheet, ticking the boxes in the column that apply to the chair they are reviewing.

Once a chair has been checked prior to the game, a player must NOT alter anything to the chair. When undergoing the sanctioning test, the player must present himself or herself ready to play, for example in terms of seating position. This is similar in terms of the speed of a chair must not be altered after speed testing.

A chair failing to meet the criteria will not be allowed to play. A player may resubmit a chair for sanctioning once any changes or required alterations have been made.

Failure to comply with this, and if a player is found to have fallen outside of the chair specification after the game is complete (e.g. has altered their chair position), this could result in loss of the game or a ban. The league management panel will meet to discuss the outcome of this.

### **Chair Tyres**

All tyres must be non-marking to avoid damaging the playing surface. No solutions or sprays are permitted to be added to the tyres, which may result in leaving residue on the surface. If a referee or the WFA League Management Panel believes that tyres are damaging or marking the floor, the wheelchair will be prohibited for use in a game until they are changed and tested.

Failure to comply with this, and if a player is found to have fallen outside of the chair specification after the game is complete (e.g. has altered their chair position), this could result in loss of the game or a ban. The league management panel will meet to discuss the outcome of this.

## **Player Discipline and Suspensions**

### **Yellow Cards**

If a player receives a Yellow card, the Club will receive an administration charge of £10.00.

*This fee MUST be paid within 14 days from the date of the formal letter from the WFA. If this fee is outstanding after this date, the player will become ineligible for team selection.*

### **Temporary Dismissals**

*Also known as "sin bins", temporary dismissals will be used in powerchair football. As well as a yellow card, a temporary dismissal will be issued at the discretion of referees as punishment for dissent.*



*If a player receives a yellow card for dissent, they will be temporarily dismissed for a 4-minute time period.*

*All other cautionable offences are punished with a caution as normal.*

- *If a player who has been temporarily dismissed and then receives a caution for a separate offence can continue to play.*
- *If a player who has received a caution and then receives a temporary dismissal can continue playing after the end of their temporary dismissal period*
- *If a player who receives a second temporary dismissal in the same match will serve the temporary dismissal and then takes no further part in the match. The player may be replaced by a substitute at the end of the second temporary dismissal period.*
- *If a player receives a second temporary dismissal in the same match and has also received a caution for another yellow card offence cannot take any further part in the match and the player cannot be replaced/substituted.*
- *If a player who receives a second caution (YC) in the same match will be sent off and takes no further part in the match and may not be replaced/substituted*

## Red Cards

### Disciplinary Procedures for Red Card Offences

#### 'Serious' Red Card Offences'

Offences not classified in the table below will be the responsibility of the local County FA. Once the County FA has reviewed the case the Wheelchair Football Association, along with the player, will be informed of the outcome and any disciplinary action.

The match official is required complete a Disciplinary Report, as part of all WFA Cup Match sheets after the completion of the match and submit a report and the relevant County FA.

#### 'Less Serious' Red Card Offences'

Offences classified within the table below will be dealt with by the Wheelchair Football Association under the delegated-authority of the County FA.

The match official is required complete a Disciplinary Report, as part of all WFA Cup Match sheets after the completion of the match.

The Wheelchair Football Association employ the following disciplinary tariff of suspensions in such cases as outlined on the next page.

If a player receives a Red card, the club will receive an administration charge of **£10.00**. Depending on the nature and severity of the offence, the player will also be fined in addition to the administration charge:

Offence resulting in a 1 game ban - **£10.00 fine**

Offence resulting in a 2 game ban - **£15.00 fine**

Offence resulting in a 3 game ban or greater - **£20.00 fine**

*This fee MUST be paid within 14 days from the date of issue. If this fee is outstanding after this date, the player will become ineligible for team selection.*

Match Suspension Tariff:

OFFENCE	PENALTY (TO BE ADMINISTERED BY THE WHEELCHAIR FOOTBALL ASSOCIATION)
Receiving a second 'yellow card' in the same match	1 Match suspension
Denying a goal or an obvious goal scoring	1 Match suspension
Use of offensive, insulting or abusive gestures	2 Match suspension
Attempting to kick or strike another player Violent conduct Serious foul play	3 Match suspension

*'Serious' Red Card Offences example:*

Spitting Gross Misconduct	6 Match suspension
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Suspensions will be enforced for the player's next WFA National League or WFA Cup fixture, whichever comes first.

If a player is suspended for a Gross Misconduct offence the Wheelchair Football Association will review the offence at the earliest opportunity, with the player being excluded from all competitions until the final disciplinary decision is made. The games missed during the exclusion period will be taken into consideration during the review.

All issues of misconduct will be referred to the relevant club's County FA.

## **Match Outcomes and Results**

At full time (after the forty (40) minutes of match play), the team with the most goals scored will progress to the following round and the opposing team will be eliminated from the competition.

If the number of goals is equal between the teams, then Extra-time will be played. This will consist of two (2) periods of five (5) minutes play. After the Extra-time has been completed, the team with the most goals scored will progress to the following round and the opposing team will be eliminated from the competition.

Should the scores still be equal following Extra-time, a penalty shoot-out will be used to decide the outcome. Each team take four (4) penalty kicks, using the players that are on the pitch at the final whistle. The team with the most goals scored will progress to the following round and the opposing team will be eliminated from the competition.

Should the scores still be equal following the penalty shoot-out, a sudden-death penalty shoot-out will be used to decide the outcome. The team with the most goals scored will progress to the following round and the opposing team will be eliminated from the competition.

### Forfeits

A forfeit counts as a loss with the winning team progressing to the next round of the WFA Cup competition. If a team should leave the competition for any reason, the opposition will be awarded a "bye" to the next round of the WFA Cup competition. For game time forfeiture this rule may be waived by the WFA, based on circumstances out of the control of the. Rescheduling of the game can be permitted.

If the game has not be completed, by the dates set in **WFA Cup Format**, this will be considered as a "Forfeit" by the Home team

If a team forfeits a WFA cup fixture they will be subject to a fine and suspended from entry into the WFA cup competition for following season.

### Game Defaults

If a team becomes less than 2 players (due to Red Cards or insufficient number of replacements) during any game, then the match is abandoned and with the opposition team being awarded a walkover.

## **Official Game Sheets**

The following official game sheets shall be used:

- o 2023/24 WFA CUP Official Match Sheets (available from the WFA)

### [2023/24 WFA CUP Official Match Sheets](#)

These must be completed and submitted to the Match Official fifteen (15) minutes prior to the scheduled Kick Off time.

Teams must declare the starting four (4) players and you can name up to another four (4) players from your squad that can be used as Substitutes during the match.



Any further squad members, may sit in the team technical area, but cannot be used during the match.

These must be checked, agreed and signed by the Team Manager, at the Full-Time whistle. **Failure by any team manager to sign and complete the match sheets will result in an official warning by the WFA.**

*Please note: It is the responsibility of the Team Managers to ensure Match Sheets are correctly completed and must sign to confirm this.*

## **Pre Match Routine**

### Match Sheet information

Team managers must submit all information to the Match Official and gather the team ready to be called for Speed Testing. All players should be ready and on court 15 minutes prior to the kick-off time.

### Speed Test

All team members will be called to be Speed Tested. Each player must be accompanied by the Team Manager (or other identified person) to support the Match Officials with the Speed Testing process.

### Warm Up

All teams will have the opportunity to warm up if required before the kick-off of their game. The allocation of this time must not delay kick off. Teams will be restricted to the half of the field where their technical area is located. Teams will not be allowed to strike balls in the direction of the other team's area during warm-up.

### Coin Toss

Both Team Captains will be called to the centre by the Match Officials where they will participate in a coin toss to determine field position and Kick-off.

## **Post Match protocol**

The Home team is responsible for making sure the Official Match Sheet is completed correctly and posted to the WFA Office within 7 days of completion of the game.

Both Teams are to email [leaguesecretary@thewfa.org.uk](mailto:leaguesecretary@thewfa.org.uk) following the game with the result of the game (to enable Full Time to be updated, once the official match sheet is received the result will be confirmed).

### Match Report

The Home team must submit a Match Report to the WFA with 48 hours of the game being completed. Please email the report to [leaguesecretary@thewfa.org.uk](mailto:leaguesecretary@thewfa.org.uk) This will be added to the WFA website.

## **MATCH OFFICIALS**

### **Referees**

#### Number

A minimum of one (1) referee per match is required. This Referee will be assigned by the WFA.

Each participating Team **MUST** provide one (1) volunteer that will act as an Assistant Referee for a match. These volunteers will be under the control and direction of the Match Referee.

#### Appointment

For each WFA Cup fixture, the Match Referee will be appointed by the WFA.

#### Certification

All referees must have the appropriate WFA certification.

#### Referee Fees

The "Home" team are responsible for covering the Referee Fees. These are set at **£25.00 per game + travel**. (This is set at 40 pence/mile for driving).

Clubs may negotiate a fee if more than one match will be officiated at the Cup event.

#### 4<sup>th</sup> Official

Each match will have a 4<sup>th</sup> Official. The "Home" team **MUST** provide the 4<sup>th</sup> Official who will be responsible for operating the Match Clock, maintaining possession of the Match Sheet, ensuring the team management remain within the technical areas and dealing with any other match related incidents.

All four (4) officials will work as a unit to ensure the rules of the game are adhered to.

### **Inappropriate Behaviour**

Any match officials actions deemed by the WFA as inappropriate are highly frowned upon and will result in sanctions against the individual. These actions include:

- Behaving in a manner that is not seen to fully following the responsibilities of the role
- Abuse to players, coaching staff or spectators
- Abandonment of a game for no apparent reason.

Any breach of these rules will result in each case examined by the League Management Committee in which the match official must attend.

Punishments could result in a written letter and a formal warning to the match official **or**

- A 1 game match ban for the referee with no fee
- The loss of a Referees day's match fee and weekend ban
- A weekend ban for the match official

#### Referee Rating

At the conclusion of the match, the Team Management must rate the Referee's performance out of 100.

Please see **Appendix D** for guidance on how to calculate a rating.



*PLEASE NOTE: Any rating of 40 or less will require the Team Management to submit a report explaining the reason for this low rating. This report must be sent to [leaguesecretary@thewfa.org.uk](mailto:leaguesecretary@thewfa.org.uk) **within 48 hours** of the fixture finishing. If this is not received within that time frame then no further action will be taken.*

### **Protest Procedure**

During the WFA Cup, a Team may wish to lodge a protest regarding an event that has taken place.

A protest concerning a particular game and any incidents which occurred during that game may be lodged, if it is alleged that a REGULATION was incorrectly applied or enforced by the referee. There can be no protests or challenges relating to in-game interpretations/applications of the Laws of the Game. Only breaches of competition rules may be challenged.

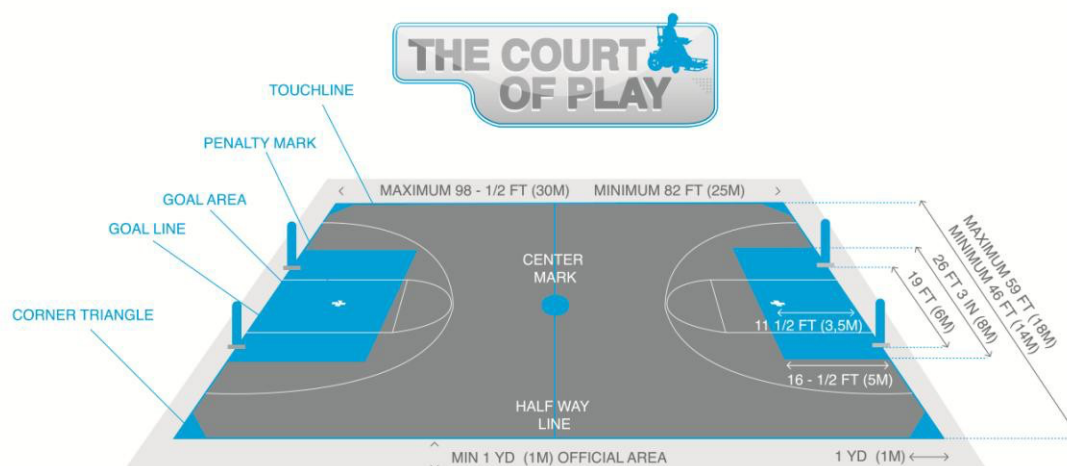
Any Team wishing to lodge a Protest, must follow the *Protest Procedure* outlined in Appendix (c).

All protests will be dealt with by the **WFA League Management Committee** Appendix (a).

All decisions of the WFA League Management Committee are subject to appeal to The FA in accordance with the Regulations for Football Association Appeals. Any rulings will all be reviewed at the conclusion of the season. The resulting rulings will then be discussed by WFA and may be included in the Regulations for subsequent seasons.

## Appendix 1

### WFA CUP EVENT REQUIREMENTS 2023/24 Season



#### **Technical Areas**

The technical area will be located and identified in an appropriate area within the sports hall.

#### **Coaches**

A maximum of two (2) coaches from each team are permitted on the side lines during a game and they should be on the same side of the pitch, opposite from the opposing coaches.

#### **Spectators Area**

All spectators must be restricted to the area outside the playing court. Spectators are not allowed on or around the field of play.

#### **Score table officials**

Each match will have a 4<sup>th</sup> Official.

This official will keep unofficial time and maintain the Score Board (if available). They control the WFA Match Sheet by recording scorers, cautions etc, as well as ensuring that the Match Sheet are fully completed (signed by the coaches, referee scores, player of the match and signed by referee).



## **INSURANCE**

All teams will be covered by the following insurance at all WFA Cup Events:

- Civil liability Insurance to the value of £10,000,000.
- Teams will be insured for all league fixtures.
- Cover is provided by Bluefin on behalf of Catlin Underwriting Agencies Ltd
- Personal Accident Insurance – provided by Aviva Insurance Limited

Players may wish to take out their own Insurance policy, on top of the insurance that the WFA has put in place.

## **AWARD SPECIFICATIONS**

### **FA Disability Cup Trophy**

This will be provided between the WFA and the Football Association.

### Player Awards

- Cup Winner Medals for Players and Coaches (maximum 8).
- Cup Runners Up Medals for Players and Coaches (maximum 8).

## Appendix 2

### WFA CUP FORMAT 2023/24 Season

#### Teams

27 Teams have entered the 2023/24 WFA Cup.

14 Teams will be entered into the "Northern" section of the draw, with the remaining 13 Teams entered into the "Southern" section. Rounds One, Two & Three will be drawn in regional sections.

Round one and two will include teams from the WFA championship division and any non-national league playing clubs.

Round three will include the remaining entrants from the WFA Premiership division.

#### Draw

A draw will be made at the start of the competition for round 1 & 2 and then for every subsequent round there-after, with the draw being on a national basis from the Quarter Final stage.

#### Quarter Finals & Semi Finals

Following consultation from participating clubs, the quarter and semi-final fixtures will be held at a central location on 1 day. Date and venue will be confirmed to the participating clubs in due course.

#### Round Dates

- Round One & Two – all matches to be played by **Monday, 12<sup>th</sup> February 2024**
- Round three – all matches to be played by **Monday 11<sup>th</sup> March 2024**
- Quarter Finals & semi final – all matches to be played on one day at **Derby Arena – Sunday 17<sup>th</sup> March 2024**
- Final – to be played on weekend of **Saturday, 17<sup>th</sup> & Sunday 18<sup>th</sup> June 2023** (exact date TBC at time of writing - as part of the FA Disability Cup Finals day at St. George's Park.)

#### Match Organisation – Rounds 1 to 3

- Arranging fixtures

It is the responsibility of the "Home" Team to contact their opponents. This should be done via email and it should be "cc'd" to [leaguesecretary@thewfa.org.uk](mailto:leaguesecretary@thewfa.org.uk)

The "Home" Team must give **a minimum of 14 days notice** to the opponents to the proposed fixture date.

Once the fixture has been confirmed the date, time and venue must be emailed to [leaguesecretary@thewfa.org.uk](mailto:leaguesecretary@thewfa.org.uk) and [referees@thewfa.org.uk](mailto:referees@thewfa.org.uk). This will then be added to the Full-Time website and a Referee will be allocated. The WFA require **a minimum of 14 days notice** to ensure a Referee can be found. The WFA referee co-ordinator must approve all referee allocations.



- Printing and completing match forms

It is the responsibility of the **"Home"** Team to provide match forms for their fixture.

Once the fixture has been taken place, completed match sheets need to be emailed to [leaguesecretary@thewfa.org.uk](mailto:leaguesecretary@thewfa.org.uk) and [referees@thewfa.org.uk](mailto:referees@thewfa.org.uk)

- Provision of speed test equipment

It is the responsibility of the **"Home"** Team to provide speed test equipment for the fixture. If this is not possible, please liaise with the head of referees and league secretary.

## **APPENDIX (a)**

### **The WFA League Management Committee**

#### **Responsibilities of the WFA League Management Panel**

The WFA League Management Panel will be responsible for the running and organisation of all WFA National League and Cup events. They shall be responsible for ensuring the necessary standards in all technical matters during the league season including:

- a) the field and its marking;
- b) the conduct of the tournament;
- c) scheduling and evaluation of referees;
- d) ratification of score sheets and production of official results;
- e) Game equipment, excluding individual players equipment;

Any panel will consist of a minimum of three (3) but ideally five (5) people. Examples include:

1. WFA League Secretary or WFA Trustee/Representative
2. WFA Referees Representative
3. WFA Classification Representative
4. Player Rep
5. WFA Trustee or Representative from The WFA
6. WFA National Development Manager
7. WFA Technical Committee Representative

This Panel will use its understanding and experience of Powerchair Football to resolve any matters that are referred to it. For any decisions to be made by this Panel a majority vote must be achieved.

If any of the Panel may have a personal interest in the outcome or decision of this Panel, the remaining members will select a suitable replacement until the particular matter has been resolved. For a replacement member to be selected onto this Panel, the remaining members must reach a Unanimous decision.

Any decisions by this panel will be made:

- a) Within Seven (7) days for all matters

These decisions will remain in place until the conclusion of the **2023/24 WFA Cup competition**.

## **APPENDIX (b)**

### **Speed Testing Protocol – “Rolling Road”**

In order to ensure the consistency and to level the playing field for all official WFA Events and Competitions it is necessary to ensure that the Powerchairs used do not exceed the maximum speed of 10kmph (6.2 mph) as stated in the Official Rules and Regulations of the game.

This Rule applies to both the forwards and backwards speed of the chair and all Powerchairs used in any given game are to be tested prior to the game commencing. All players must present themselves ready for match and for speed testing a minimum of 15 minutes before the scheduled kick off time.

#### **PROTOCOL – Pre-Match**

- Rolling Road Test
- The chair must be secured at front and back (if required) on the rolling road equipment so that it does not move but not so tight as to slow the chair during the test.
- The referee conducting the speed test pushes the controller forward fully and measures the speed.
- The referee conducting the speed test pushes the controlled backwards fully and measures the speed.
- Display on the machine must not exceed 10kmph (884 revolutions) otherwise the test has failed, being an average taken from the two wheels that are read.

#### **RECORDING**

- The referee conducting the speed test will record the score once a successful speed test has been completed. The referee will also mark on the sheet/electronic media the number that the player plays at.
- After a successful speed test the player who has passed the test will be guided towards a point on court away from the players waiting to test.

#### **SPEED ADJUSTMENTS**

- Powerchairs that have failed the test must be adjusted prior to retaking the test.
- A retest is allowed only 1 time after the initial fail. If the player fails after the retest then the player will miss the first half. It is possible for the player to rejoin the team in the second half following a successful test at the beginning of half time. If this test is failed, the player will miss the whole game.
- After a Powerchair has completed the test it is forbidden for the program to be adjusted in any way.
- During the game the actual Program Controller must either be placed on the Score table and left for the duration of the game or given to a member of the crowd who is not part of the team / technical delegation.

#### **PROTOCOL – Post-Match (or Match Official requested)**

- Protocol is the same as the protocol for pre-match testing except for the allowable speed.
- Post-match the RPM must not exceed **11kmph (973 revolutions)** being an average taken from the two wheels that are read.
- If a spare chair is to be tested Post-match, it needs to be tested with the same user as was in it for the Pre-match test.
- If a player fails the initial post-match test speed they will be allowed a further 15 minutes cool down period and will be retested after this period



- If the chair fails the test after the further 15 minutes they will be allowed 1 hour in order for the chair to return to a suitable state.
- At this stage the chair must not exceed the original speed of **10kmph (884 revolutions)**.
- Failure after the 1 hour time limit will result in the player and club facing further sanctions as stated in the speed test protocol.

## **APPENDIX (c)**

### **WFA Cup Protest Procedure**

#### **Ineligible Player Protests**

**A.** A protest concerning an ineligible player:

**(1)** may be made at any time, and

**(2)** does not require the payment of the £25.00 protest fee.

**B.** If it is determined that there has been an ineligible player, the game shall be declared a forfeit.

**C.** The forfeit penalty applies not only to the game that originated the protest, but also to all games that have involved the ineligible player during the tournament.

**D.** If it is determined that there has been an ineligible player, the WFA may elect to fine the Team. This fine should be no more than £50.00 for the first offence.

#### **Protests**

**1.** There can be no protests or challenges relating to in-game interpretations/ applications of the Laws of the Game. Only breaches of competition rules may be challenged.

**2. A protest concerning a particular game and any incidents which occurred during that game may be lodged** by the Head Coach, or his (or her) assistant when the head coach is not present, **ONLY if it is alleged that a REGULATION was incorrectly applied or enforced by the referee.**

#### **Protest Procedure:**

- a) An informal verbal protest may be made to the referees by the Head Coach, or his (or her) assistant when the head coach is not present, at (preferably) or close to, the time of the incident; but, in all cases, it must be made **before** the referees have left the playing field.
- b) A simple or vague complaint about a call or calls will not suffice - the word "protest" must be used, and the reason for the protest must be made clear. (If this is done **at the time of the incident**, a mistake by a referee can often be easily rectified without the need for any further action.)
- c) The opposing coach should be notified of the protest by the referee immediately after the final whistle.
- d) The informal verbal protest must be followed by submission of a formal, written protest:
  - i. Made by the Team representative to WFA League Management Committee via email to [leaguesecretary@thewfa.org.uk](mailto:leaguesecretary@thewfa.org.uk)
  - ii. Within 24 hours of the completion of the game.
- e) The decision must be made within 7 days of reception and the decision submitted in writing to both coaches.
- f) All decisions of the WFA League Management Committee are subject to appeal to The FA in accordance with the Regulations for Football Association Appeals. Any rulings will all be reviewed at the conclusion of the season. The resulting rulings will then be discussed by WFA and may be included in the Regulations for subsequent seasons.

## **APPENDIX (d)**

### **Chair Specification**

The WFA have identified 3 “categories” of Powerchairs for use in competitions in England:

1. Medical wheelchairs (usually used by grassroots players at beginner level, but can be used by players with more complex needs at all levels).
2. Medical wheelchairs modified to play Powerchair Football.
3. Custom built sports chairs for the sole purpose of playing Powerchair football.

All three categories of chair have been passed for use in the National League and Cup. Regional leagues will decide on an individual basis which chairs are to be used based on the level of competition.

### **Chair Dimensions and the ‘The Box’**

The overall dimensions of the chair base (including attachment, seating and any side protection) shall not exceed 1400mm in length and 825mm in width. This will include any anti-tip wheels. No part of the chair, seat or player should exceed the dimensions set above. This includes any essential equipment the player needs in order to participate, e.g. oxygen cylinders, voice equipment and additional restraints. The WFA has the right to review any special cases and agree exceptions to ensure players’ safety or specific needs.

### **Overhang**

No part of the chair, seat, headrest or player should overhang the front and rear of the chair base. This is to avoid injury to the players from a player reversing into another player. This excludes the back wheels on a mid-wheel drive chair and anti-tip wheels that may stick out beyond the back of the chair. If a player was to reverse into another player or the wall, the base of the chair should be the first thing to make contact and not a players backrest or headrest.

*See diagrams 1 and 2.*

### **Playing Attachments**

- The player should be using a bumper or guard that has passed the WFA testing process and as supplied by the manufacturer. It should also be securely attached to the chair.
- All playing attachments currently tested and sanctioned for use can be found on the WFA website: - [www.thewfa.org.uk/playing-attachments](http://www.thewfa.org.uk/playing-attachments)
- The front bumper/guard on all chairs should have a clear definition of where it starts and ends. Where the bumper and side guard are continuous the front bumper length is to be set at 330mm (13 inches) when measured from the front of the chair (see diagram 3).
- All “Custom built sports chairs” must clearly define between the front bumper and side of the chair. For example the bumper painted a contrasting colour to the side guards. We advised against using brightly coloured tape as this can nullify the noise of contact between chairs.

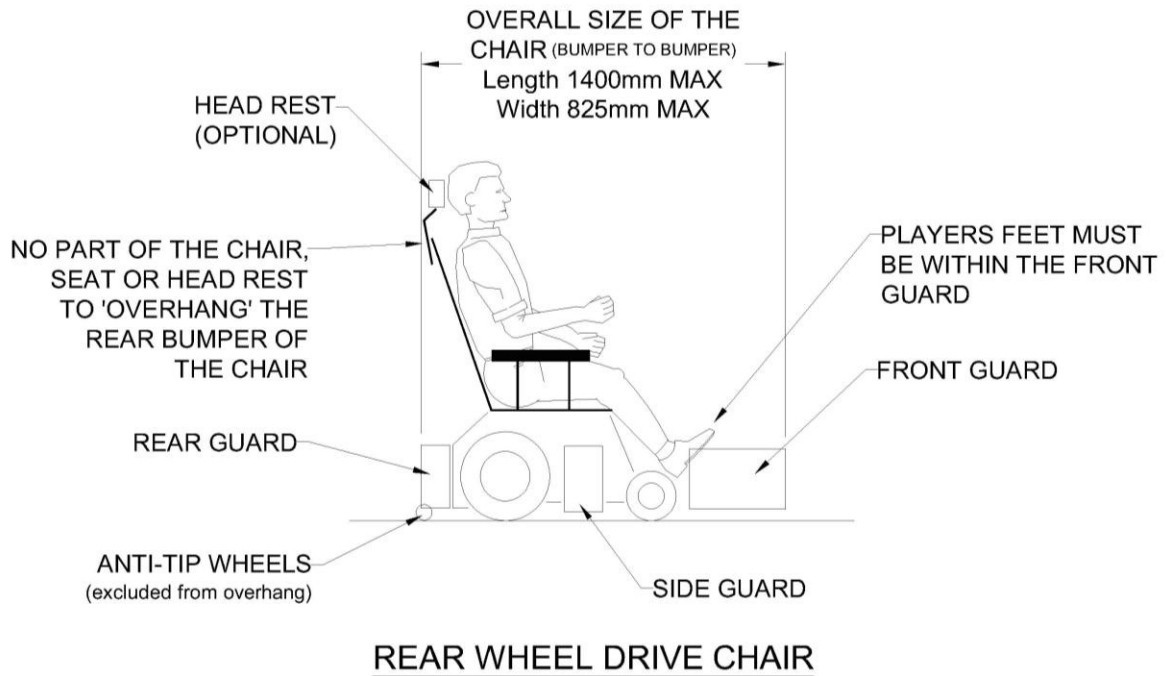
*Please note a simple strip of tape or paint at this distance is not considered a clear definition. This is to mainly aid referees, as bumper to bumper contact is different to a player making contact with the side of chair when determining fouls.*

### **The Rest of the Chair**

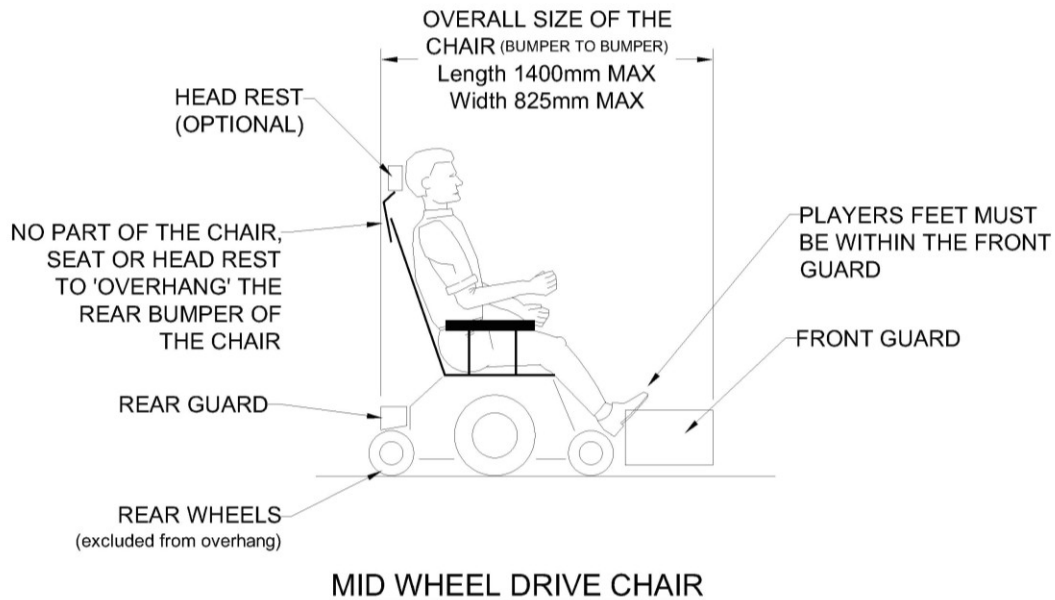
- Side guards are compulsory for all players playing in WFA sanctioned competitions to ensure the ball doesn't get trapped. These should be positioned between the front and back wheels.
- Ensure that nothing on the chair protrudes so that it can cause injury. An example of this maybe a headrest bar that extends out, which could cause injury when reversing. Any excess bars need to be removed, as well as ensuring there are no sharp edges or fragments if cutting has took place.
- A seatbelt must be worn by all players when playing in WFA sanctioned competitions. A harness can also be worn in addition to a lap belt.
- No part of a chair should be able to trap or hold the ball, ride over the ball or become wedged near the front wheels.
- Ensure that nothing on the chairs can become entangled with another chair when playing, i.e. seatbelts, wires, cables.
- Clubs and players are reminded that any modifications to the electrics must be carried out correctly and safely and are done at your own risk. We shall not be imposing a ban on this as we currently have limited methods of regulation. The technical committee shall monitor, gather data and information on modifications before we can regulate and impose future rules.
- General guidance notes: Is the player controlling their chair ok? Referees have the right to turn the speed down on a players chair if they are deemed not to be safe and in control. Do they look comfortable and secure in the chair? Does the player have a headrest?



**Diagram 1: Rear wheel drive chair (Storm, Strike Force etc)**

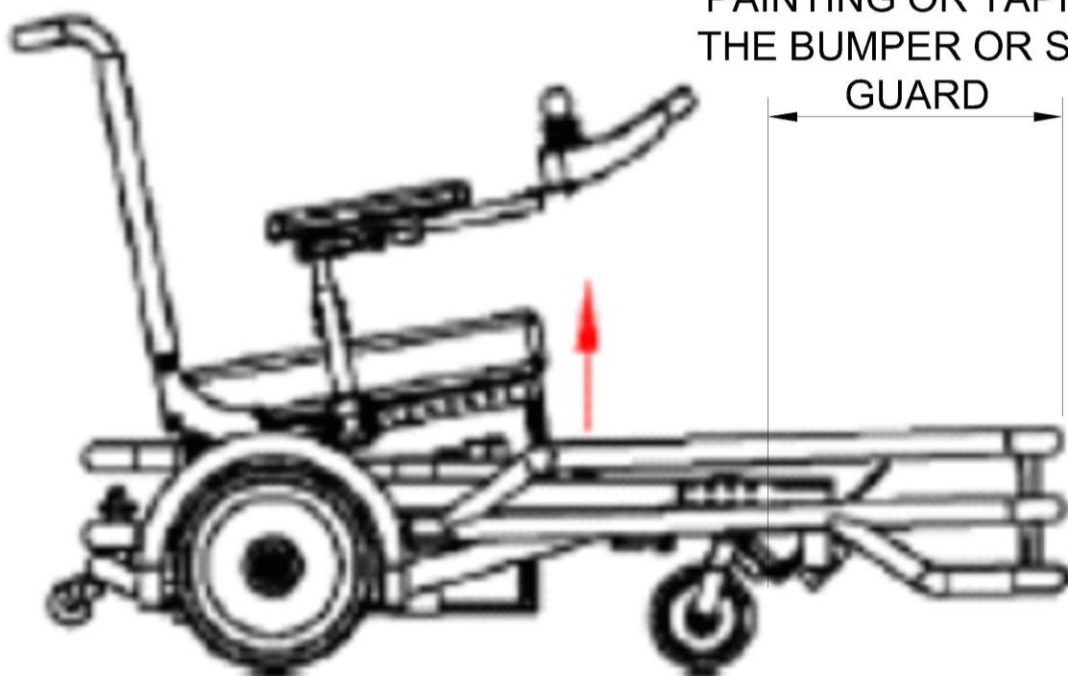


**Diagram 2: Mid wheel drive chair (TDX etc)**



**Diagram 3: Bumper markings on Strike Force chair**

BUMPER TO BE CLEARLY MARKED AT DISTANCE OF 330mm (13") FROM THE FRONT FACE BY EITHER PAINTING OR TAPING THE BUMPER OR SIDE GUARD



Specification	Category 1	Category 2	Category 3	Notes
The overall dimensions of the chair (including attachment, seating and any side protection), shall not exceed: <ul style="list-style-type: none"> <li>• <b>1400mm</b> in length</li> <li>• <b>825mm</b> in width</li> </ul>				
No part of the chair or player should overhang the rear guard of the chair. If chair is reversed, the base of the chair (excluding rear wheels and rear castors), should make contact first instead of the chairs backrest or headrest.				<i>To avoid injury in the event a player reverses and collides with an opponent or official.</i>
Side guards must be fitted to ensure the ball cannot get trapped. <i>These should be positioned between the front and back wheels.</i>				
Ensure that nothing on the chair protrudes out so that it can cause injury. An example of this maybe a headrest bar that extends out, which could cause injury when reversing.				
The chair must be fitted with a WFA sanctioned playing attachment.				This should be securely attached to the chair and be visually inspected.
A lap belt must be fitted and worn. A harness or other restraining belts are also permitted in addition to lap belt.				Should be worn when undergoing speed test and warming up
No part of the chair should be able to trap, carry or wedge the football.				
Ensure that nothing on the chairs can become entangled with another chair when playing, i.e. seatbelts, wires, cables.				
*The bumper / guard on all approved chairs should have a clear definition of where it starts and ends. On a strike force chair the bumper is defined as 13 inches and should be clearly marked in a distinctive colour.				
General notes: Is the player controlling their chair ok? Do they look comfortable and secure in the chair? Does the player				

have a headrest?

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## **Appendix (e)**

### **Guidance for assigning Referee marks**

All WFA clubs are required to adhere to the Football Association marking scheme with marks from 1-100, which was introduced in 2006.

The mark awarded by a club must be based on the referee's overall performance, It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games. The Referee's performance should be determined by the table below which should act as a guide for the overall mark which should fall within the mark range for each standard of performance.

A mark of 91-100 would be regarded as 'excellent'. A mark between 71 and 80 would represent the standard expected.

<b>Mark Range</b>	<b>Comment</b>
100-86	The Referee demonstrated very accurate decision-making and controlled the game very well using management and communication skills effectively to add value to the game.
85-76	The Referee demonstrated accurate decision-making and controlled the game well using management and communication skills to contribute positively to the game.
75-61	The Referee demonstrated reasonably accurate decision-making and despite some shortcomings generally controlled the game well.
60-41	The Referee demonstrated shortcomings in the accuracy of decision-making and control which affected the game.
40 and below	The Referee demonstrated a inability decision-making and was unable to control the game. <b>Any score in this range will require a report to be written by the team</b>

#### Notes

- Club officials should use the full range of marks within each category to help distinguish between different performance levels, e.g. within the 85-76 category a mark of 84 indicates a better performance than a mark of 77.
- While some Referees may have below average performances, there will usually have been some positive aspects of their performance, so extremely low marks should be very rare.
- When club officials are marking a Referee, they should always look on the game as a whole and not isolated decisions. The result of the match should not influence the mark and disciplinary action should be judged objectively.
- When a mark of 40 or less is awarded, a report must be provided to the Referee coordinator. The purpose of this is to assist Referees to improve their performance levels, so the comments should be as helpful as positive.

## **How to decide on the Referee's Mark**

The following questions focus on the key areas of a referee's performance. They are intended as a "guide", are not necessarily comprehensive and need not be answered individually. It is, however, worth considering them before committing yourself to a mark for the referee.

### CONTROL AND DECISION MAKING

- How well did the Referee control the game?
- Were the players' actions recognized correctly?
- Were the Laws applied correctly?
- Were all incidents dealt with efficiently/effectively?
- Were all the appropriate sanctions applied correctly?
- Was the Referee always within reasonable distance of incidents?
- Was the Referee well positioned to make critical decisions, especially in and around the penalty area?
- Did the Referee understand the players' positional intentions and keep out of the way accordingly?
- Did the Referee demonstrate alertness and concentration throughout the game?
- Did the Referee apply the use of the advantage to suit the mood and temperature of the game?
- Was the Referee aware of the players' attitude to advantage?
- Did the Referee use the assistants effectively?
- Did the officials work as a team, and did the Referee lead and manage them to the benefit of the game?

### COMMUNICATION AND PLAYER MANAGEMENT

- How well did the Referee communicate with the players during the game?
- Did the Referee's level of involvement/profile suit this particular game?
- Did the Referee respond to the changing pattern of play/mood of players?
- Did the Referee demonstrate empathy for the game, allowing it to develop in accordance with the tempo of the game?
- Was the Referee pro-active in controlling of the game?
- Was the Referee's authority asserted firmly without being officious?
- Was the Referee confident and quick thinking?
- Did the Referee appear unflustered and unhurried when making critical decisions?
- Did the Referee permit undue questioning of decisions?
- Did the Referee deal effectively with players crowding around after decisions/incidents?
- Was effective player management in evidence?
- Was the Referee's body language confident and open at all times?
- Did the pace of the game, the crowd or player pressure affect the Referee negatively?

### Final Thoughts

- Always try to be objective when marking. You may not obtain the most objective view by marking immediately after the game.
- Judge the performance over the whole game. Don't be too influenced by one particular incident.
- Don't mark the Referee down unfairly because your team was unlucky and lost the game or some disciplinary action was taken against your players.

## **Appendix (F)**

### **Powerchair Football Goalkeeper shirt modifications**

This guidance has been written as an example guide for modifying a goalkeeper playing shirt for powerchair football. The guidance below can be undertaken to enable quick substitutions of the goalkeeper position during a game.

This method will require cutting the shirt through the side seams and arm seams to open the shirt up. The shirt will be shorter at the back and the collar will be cut for easy opening and closing. Velcro fixings around the collar and sleeves help with easy removal and addition to a player.

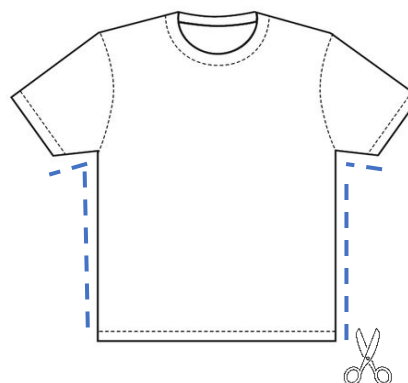
#### **Step one**

Make the shirt into a short sleeve shirt – measure from the under arm (e.g. 20cm) down and cut sleeves off.



#### **Step two**

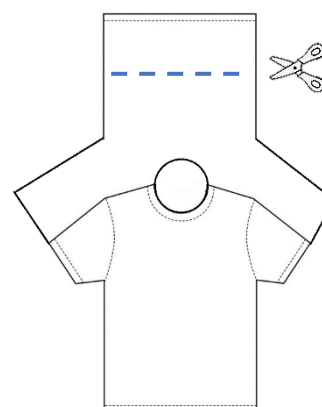
Cut up the side seams and along the sleeve seam



#### **Step three**

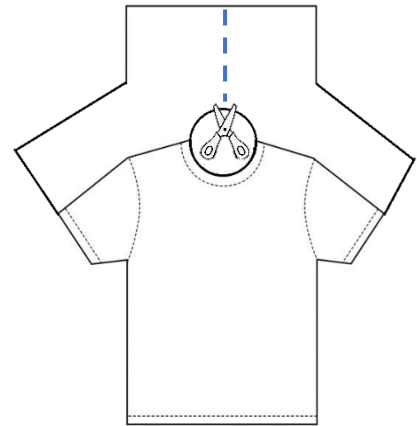
Open the shirt out and lay it flat.

Measure from the centre of the back of the collar 35-40cm and cut across the back of the shirt.



#### Step four

From the centre of the back of the collar, cut down



The shirt should now look like this:



#### Step five

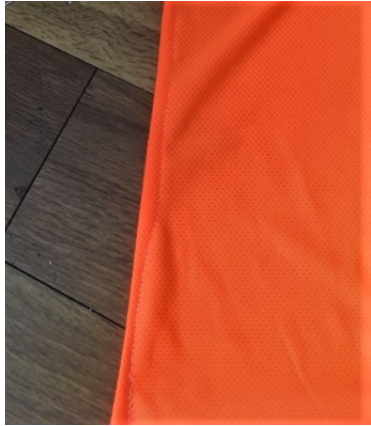
You now need to sew on Velcro to attach the back of the collar and sleeves together. One side loop and the other side hook. A 3cm x 3cm square is a good size to prevent the Velcro becoming unattached.





### Optional Extra

An optional extra is to stitch where you have cut the side seams, sleeves and back of the shirt. This can be an overlock or zigzag stitch



Example of 1 cm hem on sleeve



Example of zig zag stitch

The shirt should now be complete and ready to use

