

**FOOTBALL KENYA FEDERATION**  
**FKF – FA CUP 2017**



# FA CUP 2017

## RULES & REGULATIONS

### **FOOTBALL ASSOCIATION**

### **FA CUP**

### **RULES AND REGULATIONS**

#### **1. THE FOOTBALL KENYA FOOTBALL CUP (FA CUP)**

- 1.1 The FKF National Executive Committee, acting in accordance with its statutory mandate shall appoint an Organizing Committee (Leagues and Competitions Committee) with exclusive rights to supervise and organize the Football Association (FA) Cup Competition every year.
- 1.2 The Organizing Committee shall be subjected only to the FKF National Executive Committee regarding the administration and organization of the competition.

#### **2. THE FA CUP**

##### **Name of Cup**

The Cup shall be called "The FA Cup".

##### **Commencing Date**

The Competition shall commence on a date to be determined in each season by the (Leagues and Competitions Committee). Prior to the commencement of the Competition. Clubs shall provide the Kenya FA with written confirmation of its participation. The FA will intimate in writing annually to all clubs eligible to compete in the Competition,

#### **2.2 Compliance with FA Regulations**

Without prejudice to any other obligation assumed by them, the clubs eligible to compete in the Competition shall be subject to and shall comply with the FKF Constitution , the Registration Procedures, the Disciplinary Procedures and these Rules and regulations , as amended from time to time.

- 2.1 The Organizing Committee (Leagues and Competitions Committee) shall supervise and organize the FA Cup Competition nationwide involving FKF affiliated clubs.
- 2.2 The team that emerges as a winner shall represent Kenya in the CAF Confederation Cup Competition of the following year.
- 2.2. Whereas, due to an established case of **force majeure**, or other reasons, the FA Cup Winner could not be registered to compete in the CAF Confederation Cup of the following year, the FKF reserves the right to register the Runner-up of the same competition.

### **3. TROPHIES AND MEDALS**

- 3.1 The FKF shall provide a trophy, "The FA Cup Trophy" and 30 Gold and 30 Silver Medals for winner and runner-up respectively of the competition.
- 3.2 A presentation ceremony shall be held at a place and time to be decided by the Organizing Committee (Leagues and Competitions Committee).

### **4. THE FA CUP TROPHY**

- 4.1 The Trophy shall be the property of the Football Kenya Federation.
- 4.2 Any team that shall be presented with the Trophy should undertake to secure and maintain the Trophy while in its custody and shall return it not later than (30) day prior to the start of the following season.
- 4.3 Should the Trophy be lost, or be destroyed, or be damaged by fire or any other cause whilst under the care or custody of the said winning club, the club shall refund Football Kenya Federation the amount of its current insured value, or the cost of thorough repair in addition to any other penalty which the Football Kenya Federation may impose, or the replacement value of the Trophy.
- 4.4 A replica of the Trophy shall be awarded to any team that has won it for 3 (three) consecutive times.

### **5. MEDALS**

- 5.1 In addition to the Trophy, the Football Kenya Federation shall present medals to each of the Players, Substitutes, five team officials and the match officials, of the FINAL match i.e. the Winning Team, and the Referees.
- 5.2 When a player or a team official taking part in the final match is ordered to leave the field of play for misconduct, the medal to which he may be entitled shall be withheld at the discretion of Organizing Committee of the Football Kenya Federation.

### **6. CONTROL OF THE COMPETITION**

- 6.1 The Executive Committee shall delegate the entire control and management of the FA Cup Competition to Organizing Committee (Leagues and Competitions Committee).
- 6.2 The Organizing Committee (Leagues and Competitions Committee) shall have powers to formulate the Rules and Regulations of the Competition and may amend or add to the Rules as they from time to time, deem necessary or expedient. Such Rules and Regulations shall be ratified by the FKF Executive Committee.
- 6.3 Competing Clubs shall be bound by any contract entered into by the Organizing Committee (Leagues and Competitions Committee) and/or the Executive Committee of the FKF in relation to the competition and all requirements in this respect shall be separately notified to the clubs from time to time.
- 6.4 Where any matter is not specifically mentioned in these Rules and Regulations the Organizing Committee (Leagues and Competitions Committee) shall have the power to take such action and impose penalties as it deem necessary.

### **7. ELIGIBLE CLUBS**

- 7.1 The FA Cup Competition shall consist of FKF Affiliated Clubs duly registered.

## **8. DATES OF ENTRY/REGISTRATION**

- 8.1 Clubs eligible to participate in the FA Cup shall complete the prescribed Entry Forms (Club Participation Form) and submit the completed Forms to the Secretariat of the FKF or any authority that the General Secretary may assigned, together with the Entry Fee stipulated by the Organizing Committee (Leagues and Competitions Committee) no later than two (2) weeks (Fourteen 14 days) prior to the Kick-off of the Competition.
- 8.2 Clubs registering players shall submit to the FKF Secretariat the player (s) form and any contract signed between the club and the non-amateur players.
- 8.3 All clubs shall ensure that their total number of registered players does not exceed the number approved by the FKF.
- 8.4 In registering players, full names (surname and other names) shall be given. (incomplete names or aliases shall not be accepted). Apart from clubs participating in the KPL, NSL and Division one, all other clubs shall have their registry approved by their respective branch secretary.
- 8.5 After registration, any changes in the particulars of players shall be notified to the FKF Secretariat immediately and not later than fourteen (14) days from the date of the change.
- 8.6 The FKF Secretariat shall keep Registers and/or Electronic files in which the full name, (aliases prohibited), date of birth and other particulars, of all players for each club shall recorded.
- 8.7 A club that has not filled the competition entry form and registered players shall not participate.

## **9. REGISTRATION OF FOREIGN PLAYERS**

- 9.1 Clubs may register a maximum of five (5) foreign players but not more than three (3) can participate in any one match.
- 9.2 A foreign player shall be registered by a Club only after the production of:
- a) His International Transfer Certificate (ITC), where necessary, and
  - b) The necessary Work and Residential Permits issued by the Kenyan Immigration Authorities to the FKF. The number and date of each permit shall be quoted on the player's registration card.
- 9.3 The authenticity of information on a player's License Card shall be the responsibility of the club, and not the FKF Secretariat.

## **10. QUALIFIED PLAYERS**

- 10.1 All players who have been duly registered in accordance with these Regulations and any other rules regarding to FKF are qualified to take part in the competition.

## **11. UNQUALIFIED PLAYERS**

- 11.1 An unqualified player is:-
- a. An unregistered player;

- b. A player suspended by the FKF from participating in football competitions indefinitely or for a specific period;
  - c. A player banned from participating in football competitions organized by CAF, FIFA or other similar organizations to which the FKF may be affiliated.
  - d. A player who has registered for more than one club or with any club registered with another National Association/League
- 11.2 An unqualified player shall not take part in any official competition organized by the FKF.
- 11.3 For the avoidance of doubt, a player shall not be deemed to have been fielded (or took part) in a match unless he actually played in the match.
- 11.4 Without prejudice to the foregoing provisions of this Article, the Organizing Committee shall, in all cases, reserve the right to locate and punish the guilty party/parties.
- 11.5 A player who is found guilty of entering into Contact with more than one club shall be suspended from participating in matches and competitions organized and/or sponsored by the FKF for a period of one (1) football season without prejudice to any other measures taken by the Organizing Committee.

## **12. ORGANISATION OF THE COMPETITION**

- 12.1 The FA Cup competition shall be organized in various phases.
- 12.2 There shall be a preliminary, first, second, third, quarter- finals, semi- finals and final rounds of the competition. Apart from the Final match, or in a case of force majeure recognized by the Organizing Committee, all matches in these rounds shall be played on a Knockout Basis.

## **13. FA CUP FIXTURES**

- 13.1 The FA Cup fixtures shall be drawn and published by the Organizing Committee and it shall be deemed responsible for any amendment or alteration thereto.

## **14. WITHDRAWAL OF CLUB(S) FROM THE COMPETITION/MATCHES**

- 14.1 Any club intending to withdraw from the Competition must give notice of its intention to do so to the FKF Secretariat not later than seven (7) days before the commencement of the competition.
- 14.2 A club withdrawing before the commencement of the competition shall be liable to a fine.
- 14.3 A compensation to be determined by the Organizing Committee may also be imposed.
- 14.4 Withdrawal which are notified after the Competition has started but before the affected club has played its first match shall entail a fine to be determined by the Organizing Committee.

## **15. VENUES**

- 15.1 All matches shall take place on the assigned venue as determined by Organizing Committee or in a Provincial Town depending on the participating Clubs.
- 15.2 Each venue shall have an enclosed ground where entrance tickets are sold to spectators
- 15.3 A club not having an enclosed ground where entrance tickets are sold shall obtain the consent of the Organizing Committee to use an alternative ground.
- 15.4 In the case of a replay match, the Organizing Committee shall approve the venue.

15.5 The Organizing Committee shall have the power to order any match to be played on an alternative ground if it is deemed necessary.

15.6 The Organizing Committee shall have the powers to rebrand the venue(s) of the match with billboards or any form of advertisements of the sponsor(s) in consultation with the FKF Executive Committee

#### **16. DIMENSION OF FIELD OF PLAY AND GROUND FACILITIES**

16.1 The dimensions of the field of play for all matches shall be in accordance with the FIFA Laws of the Game as follow :-

16.2 **LENGTH:** Maximum 120 yards (110 metres)  
Minimum 110 yards (100 metres)

16.3 **BREADTH:** Maximum 80 yards (75 metres)  
Minimum 70 yards (64 metres)

16.4 Goal nets and corner flags must be used in all matches, and the field of play properly marked and provided with the correct appurtenances.

16.5 The playing area must be enclosed by a permanently fixed barrier, except those areas and spaces excluded from spectator viewing.

16.6 Adequate entrances and exits must be provided to guarantee the security and safety of players, officials and spectators.

#### **17. PLAYING CONDITION OF THE GROUND**

17.1 Each club must take every precaution to keep its ground in good playing condition and, if necessary, the club may appeal to the Organizing Committee to detail a team of experts to ascertain the suitability of the venue of any of the Competition matches.

17.2 Subject to this rule, Referees shall have power to decide as to the fitness of the ground in all matches and must report at the grounds where the match is to be played at least one and half hours before the time of kick-off.

#### **18. CLUB COLOURS, KIT NUMBERING AND MODIFICATION OF TEAM LIST**

18.1 Each team must wear the colours registered by its club. The colours (i.e. shirt, shorts, and socks) and their arrangement must be shown on the standard entry form (Club Participating Form) and will be communicated by the FKF Secretariat to all the participating Clubs before the start of the Competition.

18.2 When, in the opinion of the referees, the official and duly registered colours of two (2) opposing teams are similar, the visiting team must change their colours.

18.3 Every team must have a spare outfit, other than their original registered colours, available.

18.4 Players shirts shall be clearly numbered 1-30 on the back, in accordance with the team list to the Referee before any match and no change of numbers will be permitted during the match, except in the case of goalkeepers.

18.5 Every Club may, at its own discretion, modify the formation of its team, between one match and another, even in case of matches to be replayed, provided that only the players appearing on the list submitted in accordance with the stipulations of Rule 8 are used.

- 18.6 Competing Clubs shall carry the logo or any form of publicity of the sponsor(s) on their jerseys on the orders of the Organizing Committee. Defaulting Club(s) shall face sanctions to be prescribed by the Organizing Committee.
- 18.7 In the event of a conflict of interest, the decision of the Organizing Committee shall take precedent
- 18.8 Goalkeepers shall wear colours which distinguish them from the other players and from the referee. The referee's decision on whether this Rule is met will be final and binding on all parties

## **19. DURATION OF MATCHES**

- 19.1 The duration of each match shall be 90 minutes playing time (i.e. two periods of 45 minutes each) with half time interval of 15 minutes after the first 45 minutes.
- 19.2 The referee shall allow for time wasted or lost through accidents or other causes. The Referee is the sole judge of allowance of time whether lost through accidents or other causes and his decision on this matter is not subject to appeal.
- 19.3 The half-time interval shall not exceed fifteen (15) minutes.
- 19.4 Both competing teams shall enter the field of play, together, five (5) minutes prior to the kick-off time, of each half period of play along with the Match Officials.
- 19.5 At the end of each half of play, the match officials shall ensure that all the players retire to their respective dressing rooms before leaving the field of play.

## **20. KICK-OFF**

- 20.1 All FA Cup Matches shall kick-off at times designated by organizers.
- 20.2 Competing teams of each match shall report to the Match Officials, at the place reserved for teams' inspection during the Pre-Match Meeting, one hour before the kick-off time.
- 20.3 Not later than 2 hours before the start of the match, each club shall hand to the referee, and the host broadcaster, a duplicate of the Official Team sheet. The Official sheet shall contain accurate and complete details of the numbers, full player names in relation to not more than 18 players, together with full names of the technical personnel to be seated within the technical area (subject to a maximum of 6 such technical personnel). The Official Team sheet must be properly completed in block capitals, and signed by the Secretary or other accredited official. Upon signature by the Secretary or other accredited official, such Official Team Line will be deemed to be complete and binding on the club concerned.
- 20.4 The Players (field and substitutes), Team Officials of each of the competing teams, whose names are registered on the Team Sheets, and the Match Officials shall proceed, in an orderly form, preceded by the Match Officials, from the inspection/dressing room to the playing area. The Referee, the Assistant Referees and the twenty two (22) competing players (or the field players not less than seven (7) from each team) shall then proceed directly onto the pitch (field of play) for the commencement of the game while the Match Commissioner, the fourth (4<sup>th</sup>) officials, the substitute players and the Team Officials proceed to their reserved seats.

- (i) If any of the first 11 players listed on the Official Team sheet is not able to start the match due to unexpected physical incapacity or other extreme circumstances (which are explained to and accepted by the referee), he may only be replaced by one of the named substitutes. The substitute(s) in question may then only be replaced by an eligible player(s) not originally listed on the Official Team sheet as signed, so that the quota of substitutes is not reduced. During the match, three players may still be substituted.
- (j) The FKF Secretariat shall keep a register of the names of all of the players who take part in the Competition. The register shall be open for inspection by all clubs

20.5 In order to avoid any conflict related to the location of the Team Officials/Substitutes Bench, the allocated positions of each team shall be assigned as follows:-  
TEAM A (HOME TEAM) – Left side of fourth (4<sup>th</sup>) official's desk.

TEAM B (VISITING TEAM) – Right side of fourth (4<sup>th</sup>) official's desk.

20.6 No unauthorized person should be accommodated by any of the participating clubs within the Technical Area and/on the Technical Bench.

## **21. PRE-MATCH/TECHNICAL/CONSULTATIVE MEETING**

21.1.1 On the eve of the match or the morning of the day of the match, the Match Commissioner shall convene a Pre-Match (Technical/Consultative) Meeting to be attended by the officials of both competing teams, Security Officer and the designated referees for the match.

21.1.2 Officials of the teams must include a registered team official of the team, and the Team Manager.

21.2 This will be a consultative meeting aimed at underlining and clarifying the main points of the rules governing the Competition and ensuring the fulfilment of all the conditions necessary for the conduct of the match. No minutes will be taken of this consultative meeting.

21.3 Any protest presented by a team at this consultative meeting will be noted by the Match Commissioner in his Report.

21.4 A Club that fails to appear and/or be represented at the Pre-Match Meeting scheduled for its match, without reasonable cause, shall be liable to a fine.

## **22. TEAM (S) FAILING TO APPEAR FOR A MATCH**

22.1 If a team(s) fails to appear on the pitch for a scheduled match an hour (60) minutes after the designated kick-off time, the Referee shall declare the end of the match and submit a Report to the Organizing Committee.

22.2 Where both teams fail to appear, the match shall be deemed to have been played. In addition, both teams shall be eliminated from the competition for good and the Organizing Committee reserves the right to take further action against the teams.

## **23. POSTPONEMENT OF MATCHES**



23.1 Without prejudice to the authority of the Organizing Committee to postpone matches, request for the postponement of a match shall only be replayed within twenty-four (24) hours of the scheduled date, unless the Committee decides otherwise.

23.2 Where a match is postponed or abandoned due to bad weather or other sufficient cause, it shall be replayed the next day, unless the Organizing Committee decides otherwise.

23.3 The Committee shall re-scheduled the postponed match.

## **24. FORFEITURE OF MATCHES**

24.1 Offences committed by teams to warrant the forfeiture of a match:

1. Team walks off the field of play
2. Team refuses to continue play
3. Team positions itself in such a way as to render the progress of the match impossible
4. Player(s), a supporter(s), or an official(s) of a team initiates an act responsible for the abrupt end of a match
5. A team arriving late, thereby causing a late kick-off of the match, without reasonable cause, and renders the duration of the match to fall short of the scheduled period of play.
6. A team that commits a fraud on the identity of a player or which allows a suspended or unqualified player to take part in a match.
7. A team that fails to report for or fails to honour a match without just cause

24.2 In respect of an offence related to Rule 24 (g) the offending team shall be considered as having lost the match. The Organizing Committee reserves the right to apply further sanction(s)

## **25. PROTESTS, APPEALS**

25.1 Appels and Protests shall be dealt with as per the FKF Constitution.

## **27. APPEALS**

An appeal may be lodged to the Appeal Committee of FKF against the decision of the Disciplinary Committee of FKF or the Organizing Committee but not against those stipulated as final.

27.1 The rights of the appeal are fixed at One hundred thousand Kenya Shillings (100,000 Ksh), to be satisfied at the time of filing the appeal.

27.2 The appeal, in writing, must reach the General Secretary directly by hand or by Registered mail not later than twenty-four (24) hours after the decision of the appropriate Committee has been communicated in writing to the Club(s), officials(s), or player(s) concerned.

27.3 The appeal shall have no delaying effect except in Financial matters and fines

27.4 The decision of the Appeal Committee in any matter shall be final

## **29. PLAYER(S) SANCTIONS**

29.1 Without prejudice to the powers of the FKF Disciplinary Committee, a player cautioned by a referee shall be warned in writing by the FKF Secretariat for the first and the second offences. He shall be suspended from taking part in one match for any other subsequent offence.

29.2 In accordance with conditions contained in these Rules and Regulations, one match means a match in the FA Cup Competition.

29.3 A player who receives two (2) consecutive cautions (yellow card) shall be automatically suspended from playing the subsequent match in the FA Cup Competition.

29.4 A player who receives, during the same match, two (2) cautions (yellow cards) shall incur an expulsion (indirect red card) and, consequently, automatic suspension from the next match.

29.6 If an abandoned match is to be played, any caution (yellow card) issued during that match shall be upheld. If the match is not to be replayed, the cautions (yellow cards) received by the team responsible for causing the match to be abandoned are upheld; if both teams are responsible, all of the cautions are upheld.

29.7 The FKF Disciplinary Committee reserves the right to extend the duration of this automatic suspension.

29.8 If a player is guilty of serious unsporting behaviour as defined in law 12 of the Laws of the Game and is sent off (Shown a direct Red Card), any other caution (shown the yellow card) he has previously received in the same match is upheld.

29.9 The cards accumulated in the current tournament shall not be carried forward to the following year.

### **30. LAWS OF THE GAME**

30.1 All matches shall be played in accordance with the Laws of the Game in force at the time of the Competition and as laid down by the International Football Association Board of FIFA (FIFA – IFAB)

30.2 In the case of any discrepancy in the interpretation of the Laws of the Game, the FKF Referees Committee shall provide the acceptable interpretation.

### **31. MATCH OFFICIALS**

31.1 Match Officials refer to Referees, Assistant Referees (including a fourth official) and a Match Commissioner.

Match Officials designated for the FA Cup competition must be on the most recent list of the Kenya Football Association match officials established by the FKF Referees Committee

31.3 (a) The Referees Assistant Referees and Fourth Officials, for each match; will be appointed by the FKF Referees Committee

(b) The Organizing Committee shall designate the Match Commissioners.

31.4 The decisions of the FKF Referees Committee on the appointment of Referees and Assistance Referees are final and not subject to appeal. A club may not refuse to accept the services of any match officials appointed by the FKF Referees Committee.

31.5 The fees and expenses of match officials shall be defrayed by the Kenya FA.

31.6 If the Referee is prevented or is unable to carry out his duties, such Referee or shall be replaced by the Fourth official.

31.5.1 After each match, the Referee shall complete and sign the Official FKF match Report Forms. He shall send this report (by hand delivery) to the FKF Secretariat within Forty-Eight (48) hours of the end of the match.

31.5.2 The Referees and the Match Commissioners must send to the FKF Secretariat, within Forty Eight (48) hours following the match, their report on the FKF referees form accompanied by the list of the main and substitute players, and the team officials as they appear on the match form. They must mention the protests, if any.

## **32. SPECIAL PROVISIONS**

### 32.1 Financial Provisions

All participating teams shall cover the travel expenses of all its delegation

32.2 The concerned Clubs in each match for the distribution of the receipts and other expenses. Notwithstanding any such Agreement the following dues shall be paid from the sale of tickets (gate takings) to:

- The FKF – 40% (Forty Percent) of Net receipts
- Host Club- 30% (Forty Percent) of Net receipts
- Away Club- 30% (Forty Percent) of Net receipts

32.3.1 The FA shall ensure that all organizational expenses of a match are attended to, security at the match inclusive.

## **33 DISCIPLINARY PROVISIONS**

33.1 The legal bodies of FKF are:

a) Disciplinary Committee

33.2 The decision making powers of certain committees of FKF i.e. Organizing Committee and Referees Committee shall remain unaffected.

### 33.3 Forfeiture of Awards

a) The person(s) required to return an award shall return all the benefits received, in particular sums of money and symbolic objects (medals, trophy etc.)

b) The money received shall always be returned in full.

## **34 GENERAL**

Matter not provided under these Rules shall be decided by the Organizing Committee.

**51**        **ADOPTION AND ENFORCEMENT**

      The Executive Committee of FKF ratified and adopted these Rules in accordance with the FKF Constitution

51.2        The Rules come into force immediately