

Leeds & District FA

District Cup Applications

2024/25 Season

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1. LEEDS & DISTRICT FA WEBSITE

1.1 CUP APPLICATION FORM

To access the Leeds & District FA district cup application form on our website, enter or copy https://e-leedsfa.org/cup-competitions/ in your internet browser. The main District Cup Competition page will be displayed. Scroll down to the section Cup Applications 2024/25 for the link to the cup application form.

The cup application form is divided into three sections, Club Details, Club Secretary Details and Team Details.

It is suggested to use a PC, laptop or tablet when using the application form.

1.2 CUP ENTRY ACCEPTANCE CRITERIA

Please read the following guidance before entering teams into the Leeds & District FA cup competitions :

Senior Open Age Competitions

Saturday Senior Challenge Cup

enter the team into the Senior Challenge Cup competition if the team plays in the top division of its Saturday open age league.

Saturday District Cup

enter the team into the District Cup competition if the team does not play in the top division of its Saturday open age league.

Sunday Senior Challenge Cup

enter the team into the Senior Challenge Cup competition if the team plays in the top division of its Sunday open age league.

Sunday District Cup

enter the team into the District Cup competition if the team does not play in the top division of its Sunday open age league.

The final decision on which senior cup competition the team will enter will be made by the Leeds & District FA cup working group.

Junior Competitions

A **Leeds & District FA** affiliated club can enter teams into their respective age group competition from U11 through to U18.

A **Barkston Ash FA** affiliated club can enter teams into their respective age group competition but only for the U11, U12, U13, U15, U17 and U18 age group only. Teams in the U14 and U16 age group must enter the Barkston Ash FA cup competitions.

A **Bradford FA** affiliated club can enter teams into their respective age group competition but only for the U11, U12, U13, U15, U17 and U18 age group only.

Teams in the U14 and U16 age group must enter the Bradford FA cup competitions.

A **Castleford FA** affiliated club can enter teams into their respective age group competition from U11 through to U18.

A **Goole & Thorne FA** affiliated club can enter teams into their respective age group competition from U11 through to U18.

A **Harrogate FA** affiliated club can enter teams into their respective age group competition but only for the U11, U12, U13, U14, U15, U17 and U18 age group only. Teams in the U16 age group must enter the Harrogate FA cup competitions.

A **Heavy Woollen FA** affiliated club can enter teams into their respective age group competition but only for the U11, U12, U14, U16, U17 and U18 age group only. Teams in the U13 and U15 age group must enter the Heavy Woollen FA cup competitions.

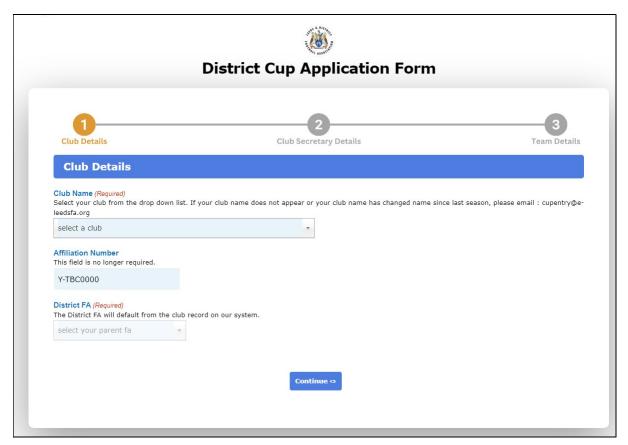
A **Wakefield FA** affiliated club can enter teams into their respective age group competition from U11 through to U18.

A **Wharfedale FA** affiliated club can enter teams into their respective age group competition but only for the U11, U12, U13, U15, U17 and U18 age group only.

Teams in the U14 and U16 age group must enter the Wharfedale FA cup competitions.

1.3 CLUB DETAILS

Complete the following information in the Club Details section:



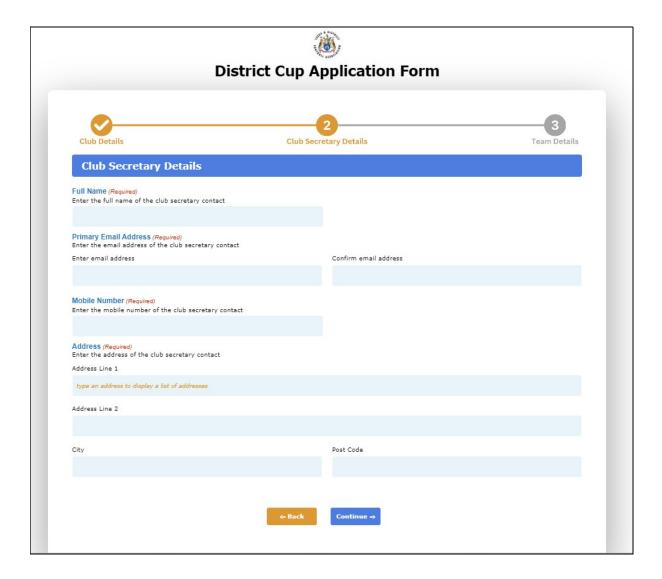
Club Name – select the club name from the drop down list. If the club name has changed since last season please email cupentry@e-leedsfa.org with the full club name, as registered with County FA. before commencing the cup application.

Affiliation Number – this field is no longer required and has been disabled.

District FA – this field will default from our records and cannot be changed in the form.

Click on the NEXT button to proceed to the Club Secretary Details section:

1.4 CLUB SECRETARY DETAILS



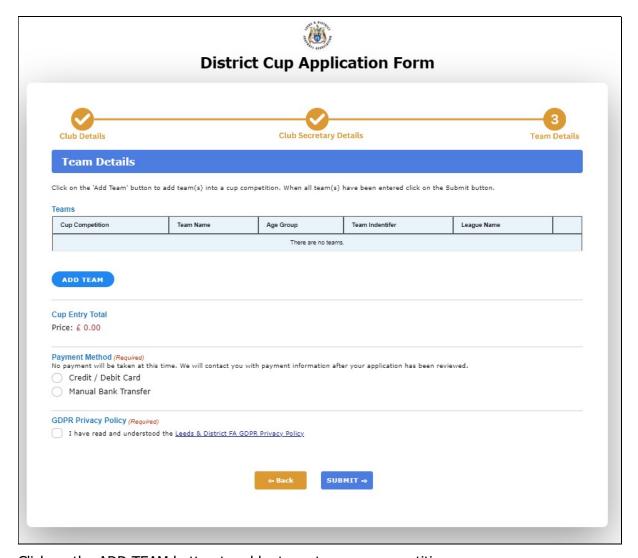
The following information is required on this page:

Full Name, Email Address and Mobile Number of the Club Secretary. You will be prompted to enter the email address again to validate the first entry is correct.

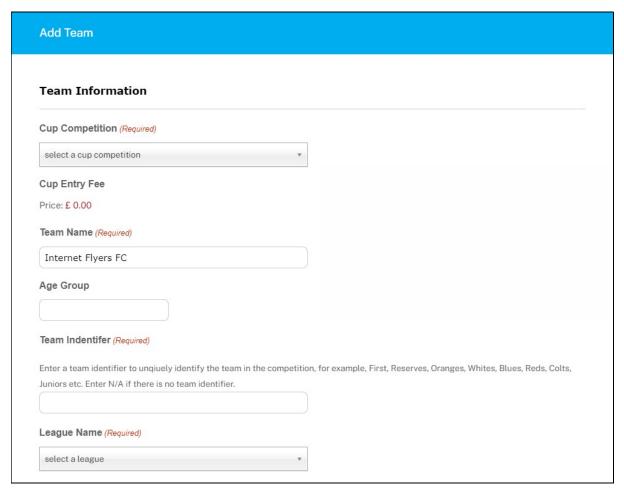
In the Address field, start to type your house number and address and select the address from the list or you can enter your address manually.

Click on the NEXT button to proceed to the Team Details section:

1.5 TEAM DETAILS



Click on the ADD TEAM button to add a team to a cup competition.



Cup Competition – select the Cup Competition from the drop-down list. The list of available cup competitions to select is based on the parent District FA associated with the club. Please refer to section 1.2 of this docu,ment.

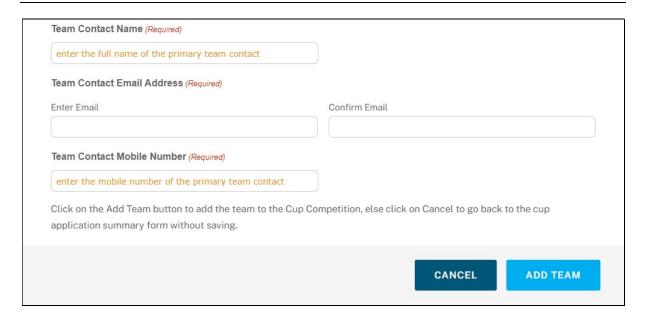
The Cup entry fee is displayed. The Team Name (defaults from the Club Name) and the Age Group (juniors teams only) will be automatically populated. These fields cannot be changed.

Team Identifier - enter a team identifer to uniquely identify the team. This is important if you are entering multiple teams in the same cup competition. Typically this will be First, Reserves, Thirds etc (for senior teams) and Colts, Juniors, Reds, Blues, Yellows etc (for junior teams). The combination of the Team Name, Age Group (juniors only) and Team Identifier should represent the name of the team as it is known on the Whole Game System (WGS).

League Name – select the League Name from the drop-down list. If the league does not exist, email cupentry@e-leedsfa.org with the name of the league to be added.

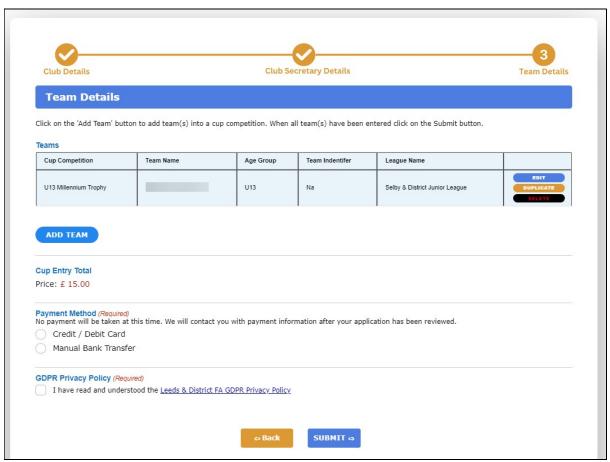
Complete the Team Contact Full Name, email address and mobile number of the teams primary contact. This is the person who will receive information of upcoming cup fixtures from the Leeds FA and will be our primary contact for all cup related matters.

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When all of the required fields have been entered, click on the ADD TEAM button, to add the team to the cup application.

The Team Details section is then displayed. Repeat the above process to add all of the teams to the cup application.



On this form, you can now edit a team cup application or delete the record. The duplicate button will copy the record and allow you to edit the details. This is useful if you have the same contact for multiple teams or have multiple teams in the same junior cup competition.

When all teams have been entered into the cup application, selected the preferred Payment Method and check the GDPR Policy box to indicate you have read and understood this policy.

https://e-leedsfa.org/privacy-policy/

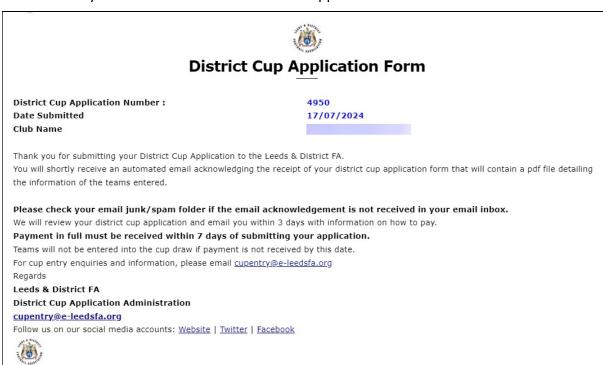
If you select Credit/Debit Card we will send you a link from our STRIPE hosted payment portal.

If you selected Manual Bank Transfer we will email you information of our bank details to send the payment. The District Cup Application Number genetrated must be entered in the payment reference when making the payment.

Click on the SUBMIT button to send your district cup application to the Leeds & District FA.

1.6 CUP APPLICATION EMAIL ACKNOWLEDGEMENT

The following form should be displayed to confirm your district cup application has been submitted. If you do not see this form then the application form has not been submitted.



Shortly after submitting the form, you will receive an automated email acknowledging the receipt of your district cup application form that will contain a pdf file detailing the information of the teams entered. Please check your email junk/spam folder if the email acknowledgement is not received in your email inbox.

We will review your district cup application and email you within 3 days with information on how to pay. Payment in full must be received 7 days from the date of the payment information email is sent. Teams will not be entered into the cup draw if payment is not received by this date.