



## Cheshire FA Sanctioning of Ad Hoc Competitions & Tournaments

### Season 2019/20

Please take time to read this booklet carefully as failure to comply with the instructions may lead to a delay in or the withholding of the sanction of your competition.

**A £25.00 fine will also be imposed in all cases where the paperwork is submitted incomplete/ incorrect or not submitted within the timescales specified.**

Introduction	Page 2
Documentation required	Page 3
Insurance requirements	Page 4
Mini Soccer Tournaments	Page 5
Submitting a balance sheet	Page 6
Charity Competitions	Page 6
Checklist	Page 7

[www.CheshireFA.com](http://www.CheshireFA.com)

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The Cheshire County Football Association Limited  
Hartford House | Hartford Moss Farm Recreation Centre  
Winnington | Northwich | CW8 4BG

Incorporated in London. Registration No. 3948331

Once upon a  
**Smile**  
we're here for you

# Introduction

## Why you must get your competition sanctioned

1. Under FA Rule B1 (a)

**Associations, competitions or other combinations of clubs, players or officials, shall not be formed without the consent of The Association, or of the affiliated Association or affiliated Associations concerned**

Therefore if you organise a competition or tournament without getting it sanctioned by the appropriate governing body, you or your club are in breach of FA Rules and could be subject to disciplinary action.

Any affiliated club or registered referee who takes part in unaffiliated competitions is also in breach of FA rules.

2. Cheshire FA insures its referees against public liability; however this applies only when they officiating in sanctioned competitions.

In addition, clubs taking part in a sanctioned competition know that if it is properly insured, that any misconduct will be dealt with by Cheshire FA and that they have recourse to a higher authority if they have a complaint.

## Who sanctions the competition?

Normally, the competition will be sanctioned by the County FA in whose boundaries the competition is taking place. However if a tournament:

1. has participating clubs from more than three different County FAs

or

2. has participating Clubs from other countries (except Scotland, Wales or Northern Ireland) **then it MUST apply for sanction from The FA.**

Please note: no tournaments will be sanctioned by Cheshire FA if they coincide with league fixtures, therefore it is imperative that you liaise with your league before confirming competition dates.

Telephone The FA Registrations department on 0844 980 8200 or e-mail [registrations@thefa.com](mailto:registrations@thefa.com) for further information.

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# Documentation Required by Cheshire FA

## Ad Hoc Competitions

To request the sanctioning of an Ad Hoc competition with Cheshire FA you must complete and return the **Cheshire FA Ad Hoc Competition Sanction form**.

These must be returned to Cheshire FA with the appropriate fee(s) paid and a copy of the Insurance Certificate **no later than three weeks** prior to the commencement of the Competition, however it is strongly recommended that you submit the rules of your competition to this Association well in advance of that date so that they may be amended if necessary.

A £25.00 fine will be imposed for all late / incomplete or incorrectly submitted applications.

**It is the responsibility of the competition organiser to ensure that all teams that take part in a competition are affiliated.**

To affiliate a new Club please click [here](#):

## Insurance requirements for Ad Hoc Competitions

The Cheshire County FA require that the organisers of Ad Hoc competitions and all teams taking part in them have Public Liability Insurance to cover level of £10,000,000. It is only mandatory to insure any football activities to this level, however it is strongly recommended that if your competition will have other activities/ facilities such as bouncy castles, barbecues etc they are also insured.

### Clubs with Club Public Liability through Bluefin Sports

The standard Club Public Liability Insurance through Bluefin Sports covers Clubs for organising ad hoc competitions, providing there are no more than 1500 attendees (i.e. players, Officials and spectators) per event. Please contact Bluefin if you think that there may be in excess of 1500 attendees. It also covers any teams taking part who do not have their own Public Liability Insurance.

Please note that this will only insure you for football related activities, not bouncy castles, barbecues etc.

### Clubs with Club Public Liability through another provider

If you are insured for Public Liability through another provider, you must check with them to ensure that your cover extends to organising tournaments and that it will cover the teams taking part if they do not have their own.

Due to the many variables that affect insurance, the County no longer collects insurance payments for Ad Hoc competitions. The Competition Organisers must arrange all insurance and confirmation of that insurance must be received by the County before the Competition can be sanctioned.

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## Clubs taking part

### Cheshire Affiliated Clubs

Must have Public Liability Insurance and Personal Accident Insurance to the level of cover as laid down in the handbook. **(Please note that the Cheshire FA schemes run from July 1<sup>st</sup> to June 30<sup>th</sup> and will have to be renewed before a Club takes part in any competitions that take place in July or August i.e. before the season starts.)**

### Clubs affiliated to other Associations

Cheshire FA's minimum insurance requirements do not apply to Clubs affiliated to other Associations or those forming solely for the competition, however Cheshire County strongly advise all such Clubs to ensure they are adequately insured for both Public Liability insurance and Personal Accident Insurance.

The insurances may be taken out with any provider, however if it assists you, Bluefin Sports can arrange cover for individual teams taking part in Ad hoc tournaments (Contact the Sports Department Tel: 0845 872 5060).

## Important information for organisers of Mini Soccer Tournaments

### Laws of the game – Mini Soccer

Please be advised that the Laws of the Game for Mini Soccer are mandatory for all players over 6 and under the age of 10 and **no variations** (except those provided for within the Laws) are permitted.

No Mini Soccer tournament or Ad Hoc competition will be sanctioned unless this Association is satisfied that the tournament/ competition will be run in accordance with the correct rules.

In the past the sanctioning of a number of tournaments has been delayed because amendments were required to the playing Rules submitted by the Competition Organiser.

### Important

Please note the following significant amendments to the Laws of Mini Soccer which have come into effect.

- Under 7s or under 8 are not permitted to play in Leagues where results are collected or published or winner trophies are presented, this is deemed to be detrimental to the development of the player and the game and will not be sanctioned. They may only take part in fun festivals. To play in a KO Cup game or a game where points are awarded, or results collected, a player must have achieved the age of 8 on or before 31<sup>st</sup> August.
- Children under the age of 6 – A child who has not attained the age of six shall not play, and shall not be permitted or encouraged to play, in a match of any kind.
- Please note that goal difference cannot be used in Youth Football groups and any reference to goal difference is not permitted. Alternatives include head to head score, play-off match, penalties, or respect score.

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# Submitting a balance Sheet after the Competition

All Competitions having affiliated **MUST**, in accordance with The Cheshire County FA Rule 4.3, upon completion of the Competition, submit a certified balance sheet, audited by a suitable person within 28 days of the conclusion of the competition. The balance sheet shall show an opening and closing balance and where funds are held.

Competitions who do not submit the required information may not receive sanction for future Competitions.

## Charity Competitions

Competitions that are held to raise money for charity may claim back the tournament affiliation fee from the Cheshire County FA, providing the Competition organiser submits the following:

1. A certified balance sheet, audited by a suitable person within 28 days of the conclusion of the competition
2. Evidence of receipt of the money by the Registered Charity

## Checklist

Before you submit your application, please check that you have completed the following.

1. Cheshire FA Ad Hoc Competition Sanction form

Remember that if there are Clubs from more than three County Associations, you must have your competition affiliated by The Football Association (Tel 0207 745 4629)

If any teams are forming solely for the competition (i.e. unaffiliated) please complete the team name and provide the contact name and address for that team.

2. Two copies of the Administration Rules for your competition
3. Public Liability Insurance Certificate for the competition organisers
4. Affiliation fee of £25.00

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