

## Sanctioning Process for a Tournament, Festival or Charity Match

This outlines the steps needed to ensure your event is sanctioned. If you have any questions please [email Joe Karram](#) or call 01462 677622 (weekdays 9am-5pm)

### Step 1

Organisers to provide tournament rules to Hertfordshire FA 1 month prior to the tournament. If they are provided later then a sanction cannot be guaranteed

### Step 2

Hertfordshire FA will forward your proposed rules to our Rules and Regulations panel for them to be reviewed within 14 days of them being received

### Step 3

If any issues are identified we will work with the organisers to get the rules approved

### Step 4

Once the rules are accepted we will send confirmation along with an invoice to the organisers for the sanctioning fee

### Step 5

Payment is made by organisers and receipt available on WGS

### Step 6

Hertfordshire FA issue the organisers with a sanction letter and publish details of the tournament [on our website](#)

### Step 7

The organisers must send Hertfordshire FA a list of teams entering their tournament at least 2 weeks prior to start date

### Step 8

Hertfordshire FA will confirm with organisers that all teams are affiliated and so the tournament is clear to go ahead

We hope you have a safe and enjoyable event