



**COMMUNITY SPORTS  
& EDUCATION  
TRUST**

REGISTERED CHARITY NO: 1102239

**Watford FC Community Sports & Education Trust Annual Football Festival @  
The Meriden Community Centre**

Dear to whom this may concern,

I am writing on behalf of Watford FC Community Sports & Education Trust, as I would like to send my proposed rules & regulations across for approval to run a summer football festival.

The event will run on Saturday 9<sup>th</sup> June 2018 between the times of 09.00-16.00. The event will take place at the Meriden Community Centre, Garsmouth Way, Watford, WD25 9ET outside on our 3G 9v9 size artificial pitch. Please see below pitch layout, age groups, match format and the site map for the event. I have also provided the proposed rule and regulations for the event.

I look forward to hearing your thoughts on my proposal.

Yours sincerely

Richard Bulling

***R. A. BULLING***



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**SATURDAY 9<sup>th</sup> June 9.00AM-12.30PM**

(Three pitches, 6 teams per pitch/group, 18 teams in total)

<b><u>Pitch 3</u></b>  U9s  6v6	
<b><u>Pitch 1 (Nearest Astro Entrance)</u></b>  U7s  4v4 (No Goalkeepers)  Pugg Goals	<b><u>Pitch 2</u></b>  U8s  5v5

**SATURDAY 9<sup>th</sup> June 1.00PM-4.00PM**

(Two pitches, 6 teams per pitch/group, 12 teams in total)

<b><u>Pitch 2</u></b>  U11s  5v5
<b><u>Pitch 1 (Nearest astro entrance)</u></b>  U10s  5v5



## **Festival Rules and Regulations**

### **'Tournament rules are covered by normal FA Mini-Soccer rules, with the following exceptions and clarifications:'**

1. This competition shall be known as the Watford.F.C Community Sport & Education Trust Annual Football Festival and shall be affiliated to the Herts County F.A and will be played at the Meriden Community Centre, Garsmouth Way, Watford, WD25 9ET.
2. The competition shall be designated to under 8, 9, & 11 for both girls and boys and will be played as "fun football" and will not be part of any competition.
3. The under 8s only play friendly matches and each player for these age groups receive the same trophy/medal. U9s will be a 6v6 format. U8s, U11s will be a 5v5 format. U9s & U11s, runners up will all receive a medal. Winners will all receive a medal and a winner's trophy.
4. All teams must be able to provide proof of any player's age upon request from the tournament organiser.
5. All competing players shall be registered members of the club they represent at the time of the competition. Each team shall register a maximum of 8 players on the day of the competition. Each registered player shall only play for one team.
6. Each game will consist of 10 minutes, no half time. There will be no offside.
7. The competition will be played on a league basis, 3 points for a win and 1 point for a draw. If teams are tied on points then goal difference will decide who qualifies, if the teams are still tied then the team with the better goals for will go through, if they are still tied then result of the match between the two teams will decide, if this is still identical then penalties will decide. (This will also be used to decide 1st and 2nd best 3rd place). If the knockout games are tied at the end of normal time then penalties will decide the outcome of the match.
8. In the event of a team withdrawing from the competition 3 pts will be awarded to the opposition team and a 0 – 0 score line will be recorded for goal difference purposes.
9. Penalties. Five (5) players from each side who are on the field of play at the end of playing time shall take a penalty for their team alternating with their opponents. If at the end of this series the scoring remains equal, sudden death will come into operation with the 6th player. Should a team have a player(s) sent off by the referee the opposing team must reduce the number of players to equalise the participants in each team prior to the kicks being taken.



10. This competition will use the BLUE Card system where a player booked is sent to a sin bin for 2 minutes. The booking is not sent to Herts FA but recorded by the Senior Referee. Two blue cards in any one match normally equals a red card, whereas an accumulation of two blue cards in the tournament or a red card results in a player being excluded from any subsequent matches. Registered Referees shall control all matches where possible and all misconduct or straight red card offences will be reported by the referees to the appropriate County FA.

11. In the event of any dispute, appeals can be lodged with the Herts FA.

12. Goal kicks will be taken anywhere in the half of the goal area on the side where the ball went out of play. The opposition must be at least 4.5 meters (5 yards) away. U7s & U8s must retreat to their own half.

13. Overhead height is allowed.

14. Goalkeeper must throw ball out under arm after collecting it in hands, from his designated area.

15. Defenders and attackers are allowed in goalkeepers area, goalkeepers are allowed out of their area but must not handle ball outside of their area. U7s will have no goalkeepers. There will be a small marked penalty area for the U7s. Players will be allowed in & out of the area. If a foul occurs in this area, a free shot at goal will be given to the other team.

16. If a defender purposely passes the ball back to their own goalkeeper, the goalkeeper must kick the ball and is not permitted to handle the ball. If this situation occurs, an indirect free kick will be awarded by the referee.

17. At a free kick, the minimum distance the opponents must be away from the ball is 4.5 metres (5 yards).

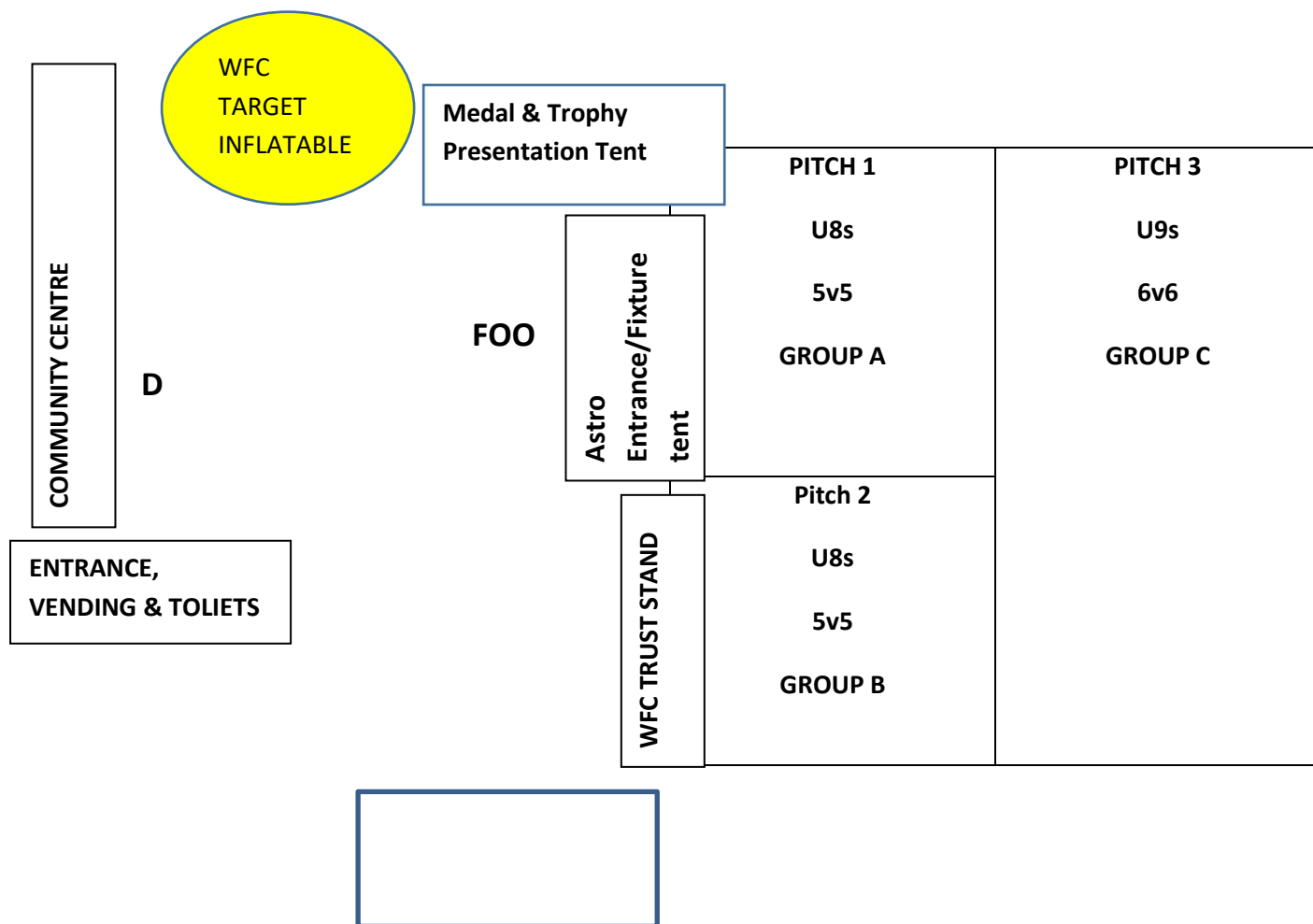
18. Normal throw ins for all age groups.

19. Rolling substitutes may be used in any match from those named on the registration form.



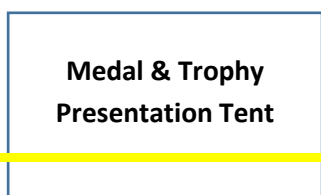
SITE MAP

SATURDAY 9<sup>TH</sup> JUNE MORNING SESSION



SITE MAP

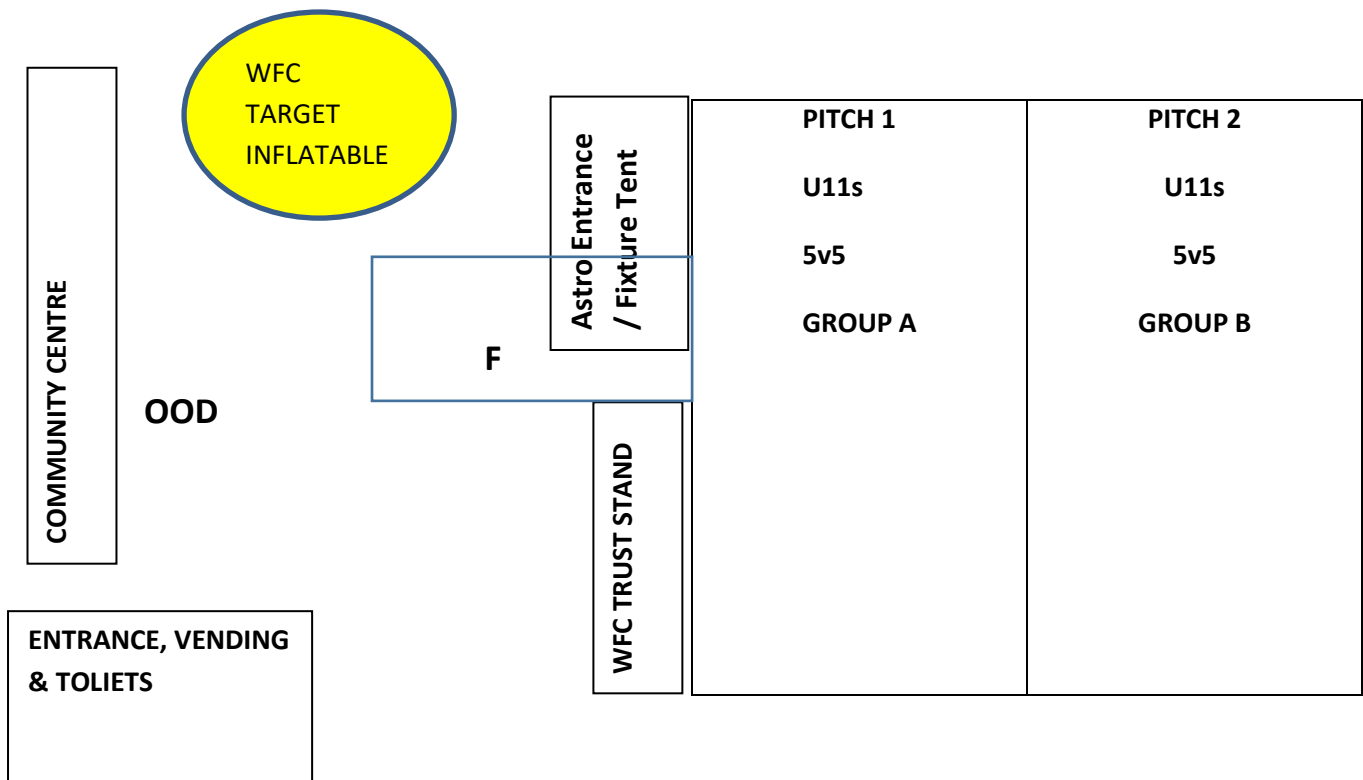
SATURDAY 9<sup>TH</sup> JUNE AFTERNOON SESSION





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## SAFEGUARDING

The Watford FC CSE Trust places great importance on safeguarding vulnerable groups and expects its Clubs to share this commitment. This is an event for children and young people and the focus must be primarily upon their needs and best interests. High standards of personal conduct should be adopted at all times.

Watford FC CSE Trust and Club staff attending this event are in positions of trust and share a responsibility to prevent and report abuse, concerns and poor practice irrespective of individual roles and responsibilities.

Watford FC CSE Trust and Club staff should be vigilant and respond appropriately to safeguarding concerns and incidents by reporting immediately to an event Safeguarding Officer or an Event Lead in their absence. Our Head of Safeguarding is also the Home Contact for this event and can be contacted for further advice or guidance.

As in all circumstances, confidential information must only be shared on a need to know basis. The Premier League will take such steps as considered necessary to ensure the safety of the children and young people at this event.

However you come upon information that causes concern, the result should always be the same, not taking action is not an option!

Event Lead: Richard Bulling // 07866 268500 // [Richard.bulling@watfordfc.com](mailto:Richard.bulling@watfordfc.com)

WFC CSE Trust Safeguarding officer: Rob Clarke // 01923 469 256 // [rob.clarke@watfordfc.com](mailto:rob.clarke@watfordfc.com)



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## **WORKING TOGETHER – ROLES & RESPONSIBILITIES**

The Watford FC CSE Trust will: Provide a safe environment and ensure that our event staff have sufficient expertise and experience. A risk assessment of all sites will be undertaken by the Trust as the event organiser prior to the event. Copies will be available to Clubs upon request. It is good practice for Clubs to conduct their own risk assessments and not rely solely on the Trust's findings.

Outline expected behaviour and principles of participation for all event and Club staff, players and their parents/carers/spectators (see codes of conduct). Watford FC CSE Trust will not be liable for any claims made by a third party against a Club, player or parent/carer/spectator as a result of his or her conduct or actions.

Brief all of those involved upon arrival. This will include emergency procedures and medical provision.

All participating Clubs will:

- Ensure that its players are suitably fit and healthy to attend and participate.
- Provide the Trust with relevant information about their players to ensure their needs are met. Such information will be held securely and will only be shared with those who need this information in order to meet the specific needs of participants.
- Provide players and their parent/carers with relevant information about this event including expected behaviour (see codes of conduct) and principles of participation/attendance.



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- Acknowledge that they are fully responsible for their players and must know the whereabouts of each Player at all times.
- Ensure that their focus remains the welfare and enjoyment of their players involved.
- Determine appropriate curfews for their Players.
- Ensure that their players are appropriately supervised throughout the event. This includes adequate supervision during non- playing time.
- This is an alcohol free event. Staff capacity to perform their duties must not be impaired by drinking alcohol and/or taking drugs for the duration of the event.

## **Discriminatory Behaviour**

Football aims to provide an inclusive football experience for everyone. An experience that is reflective of our diverse communities, safe for all and free from abuse and discrimination.

Discriminatory behaviour is a breach of The Football Association's Rules. This includes incidents on the pitch and off the pitch (including social media) and applies to all participants i.e. players of all ages, Watford FC CSE Trust and Club staff as well as match officials.

Discriminatory behaviour is unacceptable and will be reported to The Football Association.

## **CODE OF CONDUCT**

Clubs are required to provide staff attending this event with this Staff Code of Conduct. Club staff must read, understand and agree to adhere to these expectations. Please direct any questions relating to the Code of Conduct to the Head of Safeguarding ([andy.jenkins@watfordfc.com](mailto:andy.jenkins@watfordfc.com)) prior to the tournament.

### **STAFF CODE OF CONDUCT**

The Watford FC CSE Trust hopes that all staff (whether paid or voluntary) involved will enjoy this event within the parameters of this Code of Conduct: I am aware that I am an ambassador for my organisation and the





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professional game and I take full responsibility for my actions. I have read this Code of Conduct, I understand the points set out

below and agree to comply fully with them: ☐

- I will familiarise myself with the event information, risk management, safeguarding, emergency response and all other relevant health and safety procedures.
- I will ensure high standards of propriety and behaviour maintaining professional boundaries at all times.
- I understand my responsibility to ensure the safety of the children and young people in my care for the duration of the event.
- I will not consume alcohol at any time during this event.
- I will not smoke in front of children and young people or at a time when it will detract from my responsibilities.
- I will respond appropriately and swiftly to any concerns about a child's or young person's welfare. ☐ I will respect the rights of the players and promote their welfare and individual needs.
- I will promote relationships with children and young people that are based on openness, honesty, trust and respect. ☐ I will adhere to health and safety and safeguarding guidelines and procedures at all times.
- I will respect the differences between everyone at the event regardless of ethnic origin, colour, nationality, race, religion or belief, gender, sexual orientation, age or disability.
- I will respect opposition teams and players, supporters, Club and event staff as well as match officials and their decisions.
- I will not engage in any betting, gambling or related activities or have discussions about these activities in front of any children and young people except in a clear educational context.
- I will not take or use unauthorised images or video footage during the event. This includes uploading images or video footage to social media sites such as Facebook, LinkedIn, Twitter, etc.

Breaches of this Code of Conduct will be taken seriously. The Watford FC CSE Trust reserves the right to determine appropriate disciplinary action for breaches of this Code of Conduct. This may include being asked to leave the Tournament or being excluded from future events.

Clubs are required to ensure that parents/carers are provided with the Spectator Code of Conduct ahead of the event. The Watford FC CSE Trust will ensure that spectators are reminded of the expectations laid out in this Code of Conduct during the event.

## **SPECTATOR CODE OF CONDUCT**

We all have a responsibility to promote high standards of behaviour in the game and parents/guardians have a great influence on children's enjoyment and success. All spectators and parents/guardians are expected to enjoy this Watford FC CSE Trust event within the parameters of this Code of Conduct: All spectators and parents/guardians must:



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a good example!

- Behave responsibly and never engage in or tolerate the use of offensive, insulting, or abusive language or behaviour. Set a good example!
- Always conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Not access unauthorised areas e.g. changing rooms, etc.
- Remain outside the field of play (astro turf) and within the designated spectators' area. All spectators must be outside the astro turf at all times.
- Respect opposition players, supporters, Club and event staff as well as match officials and their decisions.
- Always adhere to health and safety guidelines.
- Not smoke or consume alcohol around Players throughout the event.
- Report any concerns to event staff.

Parents/legal guardians can take appropriate photos of their child participating in the event purely for personal use but these images must not be shared on social media sites or elsewhere. These measures are in place to protect children from the potential harm that the misuse of images could cause. The event will be captured by accredited Watford FC CSE Trust photographers and film crews and will be made available post event. Breaches of this Code of Conduct will be taken seriously. The Watford FC CSE Trust reserves the right to determine appropriate disciplinary action for breaches of this Code of Conduct. This may include being asked to leave the Tournament or being excluded from future events.