**Competition Sanctioning Form**

All tournaments, festivals, charity matches or small sided competitions due to be played in the Sheffield & Hallamshire region must be sanctioned by the Sheffield & Hallamshire County FA.

In order to sanction your tournament, we will need:

* A completed tournament sanctioning form
* A copy of your competition rules
* Evidence of Legal Liability Insurance covering competition organiser(s)
* A competition sanction fee - £50 (11v11 or 9v9) or £25 (7v7 or 5v5)

All of this information must be sent at least 28 days before your event. All teams must be affiliated and have public liability insurance and personal accident insurance in place.

Please email the required information to [support@sheffieldfa.com](mailto:support@sheffieldfa.com). Once your documents have been verified, you will be issued with a sanction fee via the Whole Game System. Once this is paid you will receive a confirmation email that your competition is sanctioned, and we will upload these details to our website.

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| --- | --- | --- |
| Competition Details | | |
| Name of Competition |  | |
| Dates of Competition | From: | To: |
| Venue of Competition |  | |
| Competition Organiser Details | | |
| Name of Organiser |  | |
| Role |  | |
| Date of Birth |  | |
| Full Address |  | |
| Contact Telephone Number |  | |
| Email Address |  | |
| Dedicated Safeguarding Officer  (for competitions with under 18 age groups and below) | | |
| Name of Safeguarding Officer |  | |
| Date of Birth |  | |
| Full Address |  | |
| Contact Telephone Number |  | |
| Email Address |  | |

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| Team Details | | |
| Name of Team | **Team Organiser Name** | **Team lead FAN number (if known)** |
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**DECLARATION OF COMPETITION ORGANISER**

**By completing and signing this form, on behalf of the Competition, the Competition applies for membership of the Company and agrees with its members to be bound by the Memorandum and Articles of the Company and any rules and regulations made pursuant thereto.**

**We may use the information you provide to send you information about the products and services provided by the County FA and other third parties. If you do not wish to receive any information from us or third parties about products and services please contact the County FA directly.**

**In order to meet the County FA's requirements, please confirm the information below.**

All sections must be completed and agreed in order for the competition to be sanctioned:

(Please tick ✓)

We have submitted a copy of the competition rules for verification

The Competition has appropriate insurance in place

All teams are affiliated and have appropriate insurance in place

We will make it clear to participants that they are subject to the discipline processes of the County FA

We have submitted a true and accurate record of officials assisting in running this event and any updates to this list will be provided to the County FA

We have ensured the facility is fit to host this competition and have ensured there will be the relevant access for emergency vehicles on the day

We will advise teams concerning the relevant changing facilities for teams and referees ensuring that the changing facilities are appropriate for both genders (applicable for Under 18 teams)

We will provide teams with appropriate maps of the facility and will signpost toilet and emergency facilities on the day

We will ensure that the Social Media and Photography best practice guidelines are distributed to participating teams (applicable for Under 18 teams)

We will ensure that the named Safeguarding Officer will be available on the day of the Tournament and that their qualifications are in date (applicable for Under 18 teams)

We will ensure that we submit a full list of competing teams to the County FA

We will ensure that all safeguarding or discipline concerns are reported to the County FA at the earliest convenience

**An important reminder to clubs that no Under 6 tournaments will be sanctioned**  
The FA regulations are clear and state “A child who has not attained the age of 6 shall not play and shall not be permitted or encouraged to play in a match of any kind”.   
  
In addition, the County FA cannot affiliate or sanction any Under 6 age groups to play in competitive matches; all children who have attained the age of 6 can therefore only play in Under 7 age groups.

*I certify that the above information is true and accurate, and I apply for sanction of the competition*

**Signed:** Click here to enter text.

**Position:** Click here to enter text.

**Date:** Click here to enter a date.