



# HOW TO RUN A TOURNAMENT GUIDE

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**FOR** **ALL**



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## **COVID19 - IMPORTANT**

**PLEASE READ AND FOLLOW THE UP-TO-DATE FA GUIDANCE AROUND COVID-19 TO MAKE SURE ANY TOURNAMENT COMPLIES WITH THE RULES AND REGULATIONS.**

# INTRODUCTION

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The following guidance is intended to help you organise a successful tournament that will run effectively and efficiently. This is not intended to be a comprehensive guide, but to be used as a reference point that will help and assist your planning.

There are also a large number of documents contained within the appendices that can be used as templates for your tournament. These can be used as they are or adapted to suit your own tournament.

Don't forget your County FA are there to support you if you require any further help in running your tournament.

Organisers are reminded that they must always follow the Football Association (FA) and The Department for Digital, Culture, Media & Sport (DCMS) Guidance and ensure they undertake and review the relevant risk assessments.

The key concept is that tournaments should be enjoyable and are a great way to promote your club.

## **REMEMBER:**

You do not have to have a winner – you could just have several games with the focus on participation and development.

The key to any successful tournament is the planning. Give yourself plenty of time to plan. Think about the date of the tournament to make sure it does not clash with any major sporting event or local event taking place – be mindful of any tournaments in your area, as if you are competing against them for teams to join your tournament you could dilute the number of teams attending. Your County FA may have a list of tournaments they have sanctioned on their website for you to check.

It may be sensible to build the number of teams up as you gain more experience. If a team attends a poorly run event, then they are unlikely to return in the future. Teams attending a well organised tournament will return each year and they will also promote it to other teams as well.



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# PRE EVENT

## WHAT DO I NEED TO DO

When organising the tournament talk initially to the County FA they will be able to help and advise on the following set up processes;

**1. Sanctioning** – This is the process whereby a County FA gives permission for the league to operate as a FA sanctioned competition. From a County FAs point of view it just ensures that the tournament competition is credible and will be played to a set of agreed rules and regulations (see appendix).

### Why sanction?

- A sanctioned tournament has ensured that all teams are affiliated, and therefore have the relevant insurances and safeguarding checks in place.
- They are also authorised to use registered match officials.
- Tournament organisers and participating teams should be aware that, by taking part in any unsanctioned tournament, the insurance of clubs and volunteers will be void in the event of any injury.
- Likewise, any unsanctioned tournament cannot offer assurances that all coaches and volunteers have undergone the relevant safeguarding checks.
- Match officials can face disciplinary action from their parent county FA should they take part in any unsanctioned tournaments.
- **Under FA Rules a Competition must be sanctioned. The sanction of the competition must be completed, accepted and paid for prior to you going ahead.**

**2. Affiliation** – All participating teams must be affiliated. If you are not sure if you are correctly affiliated contact your Club Secretary and or speak to your County FA.

**3. Insurance** – As this is affiliated football the participating teams should be covered by an insurance policy.

Clubs are strongly advised to speak to their club insurers to make sure they are covered for any tournament they are hosting.

Organisers are advised to make sure and third parties (such as catering vans, fairground rides) have the appropriate insurance as well.

## PROMOTING THE EVENT

### THE BASICS

- What format are you playing? Male, Mixed, Female 5v5, 7v7, etc.
- What day and time is it taking place on?
- Which age-groups is it for (this season or next season age-groups)?
- Are you playing for a cup? Does everyone get a medal?
- How long the event will last?
- Any activities that will be able such as fair ground slides, refreshments, stalls etc
- Contact details of the organiser.
- How to book your place.

### TIP

***Set up an online registration booking form.***



### TOP WAYS TO INVITE TEAMS

- Ask your league to send to member clubs?
- Ask other local leagues if they can promote for you?
- Use social media.

### TOP TIPS

1. Assign a coordinator.
2. Have a dedicated contact number, email, WhatsApp or social media signposts for the coordinator to utilise.
3. Respond.
4. Have some T&Cs around booking, i.e. if they don't meet criteria, first come first served basis etc.
5. Tournament guidance pack that has all the information clubs need.



# PRE EVENT (CONTINUED)

## TIP



*Create a method of communication for all Age Group Managers, enabling key information to be given at a split second. As an example, WhatsApp Groups. Alternatively provide options in the booking form on preferred methods or state preferred methods so teams can have a say or get prepared?*

## TIP





*The confirmation of teams attending a week before is key, give all the teams managers a call to make sure they are all aware of arrangements. This is a good way to engage with the managers prior to the event. Schedule several updates to go to all attending in the countdown to the day i.e. 2 weeks out, 1 week out. 3 days out, day before. Replicate generic and key messages across your platforms i.e. social media.*

Note : If a team is playing in a league and your competition is taking place during that league playing season, then the team requires permission from their league to participate. (SCOR/Y rule 2K).

## A CHECKLIST OF ITEMS TO CONSIDER AND WORK THOUGH

Item	Hints
<b>Book your venue</b>	<ul style="list-style-type: none"> <li>• Adequate parking available?</li> <li>• Do you have changing rooms?</li> <li>• Do you have enough toilets?</li> <li>• Do you have sheltered areas in case of adverse weather?</li> <li>• Is there enough room to play matches and spectate safely?</li> <li>• If you play on a local authority pitch, make sure you have booked them and gained permission from them to host the event.</li> <li>• Accessibility – taking into consideration the diversity of people your tournament may attract is your venue set up for players, spectators and officials that may have accessibility requirements?</li> </ul>

# PRE EVENT (CONTINUED)





Item	Hints
Choose the date	<p>When choosing a date consider any national or local events that maybe taking place.</p> <p> <b>TIP:</b> Consider if any other local tournaments are taking place.</p>
Sanction the tournament	<p>Contact your County FA to seek sanction.</p> <p>This needs to be done very early.</p>
Insurance	<p>Check your insurance cover allows for tournaments – its strongly advised that you check that you are covered and do this very early.</p> <p>Read the small print of your insurance cover and advised to contact your insurers to make sure you are covered.</p>
Local Authority	<p>Some local authorities require that they are informed of large scale events that are taking place. Clubs should check in plenty of time what is required e.g. Risk assessment as councils will need to liaise with fire, police etc. Don't assume the Local Authority will do this for you, get an agreement on who will undertake such actions.</p> <p>Contact your local authority event officer who will be able to assist. They might also be able to promote the event for you. If you are not sure who to contact, then call the council switchboard and they will be able to assist or alternatively use the Council website to find the information.</p>
Can you attract a sponsor	<p>This is maybe an opportunity to approach local companies to sponsor your event or perhaps let your current sponsors know so that they can have a stall/presence.</p>
Referees	<p>Referees, approach your County FA to see if they can assist and have qualified referees appointed, its neutral, if its small sided its good for newly qualified referees to get some practice. Appoint well in advance.</p>
Local Neighbours	<p>Out of courtesy, it is advisable to do a letter drop to local residents to make them aware of your event, so that they have advance notice that traffic could be busy of that day.</p> <p>Obtain some no parking boards, available from local council, put out 50 metres either side of your entrance on both sides to avoid visual obstruction to those exiting the site.</p> <p>The key message is don't upset the neighbours.</p> <p> <b>TIP:</b> If you have a police officer in the club, parent or manager or club official get them to put them out, they know what they are doing.</p>
Tournament Rules	<p>Have a set of rules for the tournament.</p> <p>If using a group stage format ensure there is a clear method of scoring and identifying winners - what happens if there's a draw, equal points, etc. – make sure this is covered in the managers briefing, in the rules so that everyone is clear.</p> <p><b>See Appendix A</b></p>

# PRE EVENT (CONTINUED)

Item	Hints
Ensure that there is first aid cover	Have you considered approaching a local physiotherapist?
Design and send out the application form	Make it clear what age-groups and format is on offer. <b>See Appendix B</b>
Invite any guests	Have you invited the County FA? Local MP? Local Councillors? This is a great opportunity to demonstrate the work of your club.
Check all equipment	Make sure you have enough goals (correct size), balls (correct size), respect barriers, nets, corner flags. Have High Vis jackets for volunteers. Bins to help keep the site clean and tidy. Remember to have litter pick tongs, gloves, and bin bags. <b>TIP: Provide a bin bag to each team manager to help with keeping the venue tidy.</b>
Signage	Consider the need of any signage that might be required. Pitch numbers, 1st aid point, results table, etc.
Order medals / trophies	If you are going to have medals / trophies make sure they are ordered.
Catering	Is the venue or club going to do this? If not, is there an opportunity to sub-contract this out to a local company to do. Consider hydration for players, food and drink for spectators (cater for all allergies)








# PRE EVENT (CONTINUED)





Item	Hints
Workforce on site	<p>What jobs will require people to do them</p> <ul style="list-style-type: none"> <li>• Entrance to the venue</li> <li>• Car Parking</li> <li>• Registration</li> <li>• Food kiosk</li> <li>• Referees (one per pitch plus spare to cover rest breaks, injuries)</li> <li>• Result desk</li> <li>• First Aid</li> <li>• Welfare / Safeguarding</li> <li>• Cleaning general and toilets</li> <li>• Radio's (walkie-talkie) / Mobile Numbers</li> <li>• Emergency contacts / medical info for volunteers</li> <li>• Parent/carer consent for any volunteers U18</li> <li>• Timings for the day</li> </ul> <p>Identify roles and responsibilities across their volunteers (and maybe require additional volunteers for the day) may have a few meetings leading up to the event so that everyone is clear. Make sure all are aware of the timings of the day and when and where they need to be.</p> <p> <b>TIP:</b> Ask volunteers to wear Hi-Viz vests with a Club Name on it so that people know who to go to.</p> <p> <b>TIP:</b> Where possible try and appoint a champion for each department. Car park leader, fixtures secretary, catering manager, etc.</p> <p> <b>TIP:</b> The club could include young leaders in the event - either organisation beforehand for actively involved on the day; collecting results, signposting teams, delivering mini-skills sessions, etc. Make sure if doing this all safeguarding is considered and implemented for the young leaders.</p>
Design a team list to register players on the day	<p>This is needed if any misconduct occurs. It is good practice to send out a week before hand so clubs can come arrive with the information and provide spare on the day in the results table. Alternatively you can send a copy with the invite.</p> <p><b>See Appendix C</b></p> <p> <b>TIP:</b> Can this be sent and collected electronically to reduce contact?</p>
Rides / Stalls	<p>Are you going to offer the opportunity for stalls and rides to be present?</p> <p>If so, you need to check their insurance, etc. – also check your own insurance to make sure you are covered.</p>





# PRE EVENT (CONTINUED)

Item	Hints
Rubbish	<p>Keep the site tidy during the event.</p> <p> <b>TIP:</b> Give each manager a rubbish bag, so that it's their responsibility to ensure rubbish is collected – It does work.</p>
Manager Briefing	<p>Make sure you have a manager briefing with all the team managers before the first game. A good opportunity to explain what will happen if a team has not registered – change of fixtures or additional playing time.</p> <p>If using a group stage format ensure there is a clear method of scoring and identifying winners - what happens if there's a draw, equal points, etc. – make sure this is covered in the managers briefing, in the rules so that everyone is clear.</p> <p> <b>TIP:</b> Make sure you cover safeguarding - respect – matchday environment – reporting results.</p>
Teams aware of the details and 'Coach/Team Pack'	<p>The week leading up to the event, make sure you have contacted the teams to make sure that they are still attending and have all the required information such as registration time, venue, parking etc.</p> <p>This can be best achieved by having a 'Coach/Team Pack'. This pack to contain fixtures, tournament rules, map, team sheets, code of conducts etc. This could PDF documents to move away from paper, and could be shared via WhatsApp meaning as the coach will always have their phone on them and are unlikely to ruin the paper copy or lose it!</p> <p> <b>TIP:</b> Create a method of communication for all Age Group Managers, enabling key information to be given at a split second. As an example, WhatsApp Groups were created.</p> <p> <b>TIP:</b> The confirmation of teams attending a week before is key, give all the teams managers a call to make sure they are all aware of arrangements. This is a good way to engage with the managers prior to the event.</p>
Fixture list	<p>Create a fixture list.</p> <p> <b>TIP:</b> Very important to have emergency fixture lists if teams do not turn up on the day so that some planning can be done in advance. The last thing people want to see is a pitch empty when waiting to play matches.</p> <p>See <a href="#">Appendix D</a> for samples.</p>
Maximum playing time & pitch sizes	<p>Some rules exist around maximum playing time and pitch sizes. <a href="#">Appendix E</a></p>

# PRE EVENT (CONTINUED)

Item	Hints
Design and produce a programme	<p>This is a lot of hard work, but an opportunity to sell the programme and welcome everyone. Good to include the fixture programme so people can follow the day events. You can also get lots of ¼ or ½ page adverts from local shops or business's and invite sponsors up to present trophies, they love it, and will come back year on year and may even sponsor a team.</p> <p> <b>TIP:</b> To avoid handling paper on the day, and to reduce printing costs, all festival programmes could be made available electronically and sent to every member that pays for their parking.</p>
Tournament Timetable	<p>See Sample Tournament Timetable.</p> <p><b>Appendix F</b></p>
Result Cards	<p>A card for referees or team manager to report the score to the result desk. Always good to have these written down, just in case a dispute arises over the score of a fixture. If running overall several age-groups, have the cards colour coded for easy.</p> <p> <b>TIP:</b> Can you use an app or WhatsApp group to submit the results.</p> <p> <b>TIP:</b> To ensure that results are handed in quickly then always have the winning managers (or first named if a draw) handing the result card to the result desk (referees can be on pitches in blocks so may only take results in blocks)</p> <p> <b>TIP:</b> Very important to keep result board up to date so that teams can look and know how they are doing.</p>
Budget	<p>Have a budget sheet to understand income vs expenditure. Do you know what your break-even?</p> <p><b>Appendix G</b></p>
Emergency Access	<p>Make sure the roads into the venue are clear just in case an emergency vehicle has to attend.</p>
Emergency Action Plan	<p>Make sure you have an Emergency Action Plan and its up to date and people know where to locate it. <b>Appendix L</b></p> <p>Including the location of a defibrillator , and what 3 words information.</p>

# PRE EVENT (CONTINUED)

Item	Hints
Policies and Procedures	<p>Very important to make sure that you have the following policies and procedures in place:</p> <ul style="list-style-type: none"> <li>• Code of conducts (<a href="#">Appendix H</a>)</li> <li>• Accident Report Form (<a href="#">Appendix I</a>)</li> <li>• Risk Assessment (<a href="https://www.thefa.com/-/media/thefacom-new/files/rules-and-regulations/safeguarding/section-1/1-9-covid19-safeguarding-risk-assessment-guidance-and-template-colour-version.ashx">https://www.thefa.com/-/media/thefacom-new/files/rules-and-regulations/safeguarding/section-1/1-9-covid19-safeguarding-risk-assessment-guidance-and-template-colour-version.ashx</a>)</li> <li>• Incident Report Form (<a href="#">Appendix J</a>)</li> <li>• Filming &amp; Photo consent form (<a href="#">Appendix K</a>)</li> <li>• Safeguarding (<a href="https://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory">https://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory</a>)</li> </ul>
Car Parking	<p>This is likely to be people's first experience therefore to get off to a good start make sure this is running as smooth as possible. Consider any drop-off points etc. Workforce to have High Vis jackets. Also have a LARGE Car Park Full sign available just in case.</p> <p> <b>TIP:</b> Using parking apps, such as Eventbrite gives visiting teams and spectators the ability to purchase their parking at the facility prior to arriving. This means contactless payments, reducing the contact between the parking stewards and the visitor. When prepaying prior to arrival, it's a simple case of giving your name, and the steward can check you in.</p> <p> <b>TIP:</b> If there is a charge provide a float and make the charge easy to collect stick to whole pounds easier to give change.</p> <p>Issue to consider if collecting a fee from the drivers, this can lead to tailbacks onto the highway – depending on your venue try to charge at a pedestrian gate this will capture all spectators and provide a cash float, most people offer you a £10 or £20 note and make the charge easy to collect stick to whole pounds easier not to give small change.</p>
Under 6 Football	<p>A reminder about The FA rules regarding Under 6 football:</p> <p><b>'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'</b></p> <p>Clubs need to remember this when anyone within their club is advertising on social media pages for friendlies or tournaments involving Under 6 teams.</p>
Weather considerations	<p>Consider what you will do in the event of bad weather conditions.</p>

# ORGANISATION OF FIXTURES

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This is a balance of not too many teams (more teams = more waiting) and not too few teams.

It may will be sensible to build the number of teams up as you gain more experience.

If a team attends a poorly run event, then they are unlikely to return in the future.

See [Appendix D](#) for samples around how the fixtures can look.

## TIP



*Try to avoid teams having to move between pitches as this could delay fixtures.*

## TIP



*It is very important to have emergency fixture lists if teams do not turn up on the day, so that some planning can be done in advance. The last thing people want to see is a pitch empty when waiting to play matches.*

## TIP



*If you have the volunteers, consider having a pitch co-ordinator who can make sure teams are ready to go on to the pitch when the game has finished. This will help keeping games running to time.*

## TIP



*If you do get behind on the times on a pitch, and you are using multiple pitches, explore if you could move some games across to another pitch to make up the time. However do consider teams rest times and the overall fixture schedules. If you are going to do this, make sure all team managers in that group are aware.*



# ON THE DAY

Have a briefing with all the team managers before the first game. At this briefing cover safeguarding and creating a positive matchday environment. Remind teams have the results will be collected and what to do if they have any questions.

The Environment can be controlled by using a code of conduct (See [Appendix H](#)).

Team managers should be reminded that the emphasis is on the enjoyment of the competing fairly and their team members should be aware that they are representing their club and should behave accordingly; they are responsible for the behaviour of their team during games.

Players should be reminded that winning at all costs is not encouraged and teams must play within the rules of the competition; no intimidation of referees or officials will be permitted, and players should accept all decisions without argument.

Spectators should be reminded that foul and abusive language will be dealt with and they could be asked to leave if they are showing poor behaviour towards a referee or tournament official.

It is advisable to have the following policies and procedures in place:

Accident Repot Form	Appendix I
Risk Assessment (inc COVID-19)	<a href="https://www.thefa.com/-/media/thefacom-new/files/rules-and-regulations/safeguarding/section-1/1-9-covid19-safeguarding-risk-assessment-guidance-and-template-colour-version.ashx">https://www.thefa.com/-/media/thefacom-new/files/rules-and-regulations/safeguarding/section-1/1-9-covid19-safeguarding-risk-assessment-guidance-and-template-colour-version.ashx</a>
Incident Report Form	<a href="#">Appendix J</a>
Filming & Photo consent form	<a href="#">Appendix K</a>
Safeguarding	<p>This would be the organising Club or Youth League's policy dependant upon who was the organiser - private providers should have their own policy.</p> <p><a href="https://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory">https://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory</a></p>

# POST EVENT

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Always good to thank teams after the event for attending and ask them for any feedback.

Likewise it is also good to have a club committee meeting a week later (allows time to reflect) to understand what went well and where improvements could be made, whilst fresh in people's minds.

In your feedback session, make sure the players thoughts are included as well.





# RESOURCES AVAILABLE TO CLUBS AND LEAGUES

## THE CLUB AND LEAGUE RESOURCE HUB

Visit [www.TheFA.com/clubsandleagues](http://www.TheFA.com/clubsandleagues) to find relevant support, services, information and resources to help your club or league be built to last.

These include information on league and club accreditation, and links to The In The Box grassroots football podcast, In The Box Extra Time webinars and the Grassroots YouTube Football Hub.



## IN THE BOX

It's all In the Box: everything you need to put your grassroots club or league to the very top of their game!

<https://www.thefa.com/get-involved/player/clubs-and-leagues/in-the-box-podcast>



## FA FAITH CALENDAR

The FA & Kick It Out's Calendar of Religious Festivals 2020-21 guides everyone in football about different holy days that are observed by different faiths and guides those running football to adopt an inclusive approach to support the involvement and inclusion of people with an active faith.

<https://www.thefa.com/football-rules-governance/inclusion-and-anti-discrimination/including-different-faith-backgrounds>



## YOUTH LEADERSHIP

A Club & League Toolkit showing short videos and FAQs surrounding Youth Leadership in Leagues and clubs giving examples.

<http://www.thefa.com/get-involved/player/youth/youth-leadership-and-volunteering>

# APPENDIX A.

## SAMPLE TOURNAMENT RULES

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### RULES OF THE [ ] COMPETITION/TOURNAMENT

The following rules are for guidance only and intended as template for your competition to adapt. Please add/retract any information relevant to your tournament. Anything in [ ] should be completed with information relevant to your competition. Once completed, please send to your County FA which has sanctioned the tournament

#### 1. Competition Format

- 1.1 This Competition is called [ ] and is sanctioned by the INSERT County FA
- 1.2. The competition is by open-invitation. Applications will only be considered upon receipt of a fully completed entry form and cleared payment. Entries will be confirmed by the Tournament Organiser at least seven days prior to the tournament.

#### 2. Age Groups, Squads & Player Qualification

- 2.1. Age groups will relate to the [ ] season.
- 2.2. Each team shall register a squad of players on the day of the competition.
- 2.3. Each team may register a squad of up to [ ] players.
- 2.4. Each registered player shall only play for one team throughout the duration of the tournament.
- 2.5. Each team shall appoint a manager. The manager shall be responsible for their team being registered on arrival and being available to play on the correct pitch at the correct time. The manager is also responsible for adherence to the tournament rules and communication of the rules to their squads' players and supporters.
- 2.6. All players must wear shin pads and appropriate footwear.

#### 3. Duration of Matches & Balls

- 3.1. All matches will be [ ] minutes in duration per half.
- 3.2. Half time will be no longer than [ ] minutes.
- 3.3. All teams are responsible for considering players' playing time does not exceed the FA's guidelines on maximum playing time for children.

- 3.4. In each match the first named team will provide an appropriate quality and correct sized match ball.

- 3.5. In the event of a clash of colours, the second named team should provide alternative shirts / bibs.

#### 4. Scores & Results

- 4.1. All knockout matches will be decided by the teams scoring the most goals during normal time. If the score is equal after normal time, an extra [ ] minutes will be played. If the score is equal after extra time, a penalty shootout will decide the winner.

#### 5. Playing Rules

- 5.1. The Laws of association football will apply.
- 5.2. Substitutes are roll on, roll off from those named on the registration form. A substituted player can return in the same match. Referee's must be informed of and allow substitutions. The number of substitutions made during a game is unlimited.

#### 6. Players, Officials and Supporters Conduct

- 6.1. This competition uses the yellow and red card system.
- 6.2. An accumulation of two yellow cards on a single day in the competition will result in the player being suspended from the next match.
- 6.3. Two yellow cards in one match equals a red card and the player will be sent off.
- 6.4. A player who receives a red card (either straight red or for two yellow cards in the same match) will not be permitted to take any further part in the competition.
- 6.5. All cautions and red cards will be dealt with on the day of the match.
- 6.6. Any misconduct from the tournament will be reported to County FA by the referee as normal.



# APPENDIX A. SAMPLE TOURNAMENT RULES

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## 7. Reporting Results

- 7.1. The referee / winning team shall be responsible for reporting the result of the game to the result co-ordinator at the conclusion of each game.

## 8. Protests and Appeals

- 8.1. All questions of eligibility, qualification of players or interpretation of Rules shall be referred to the Tournament Committee, but no objection relative to the dimensions of the playing area or other appurtenances thereon shall be entertained by the Committee unless a protest is lodged with the referee before the commencement of the game.

## 9. Referees

- 9.1. Referees shall be appointed by the Competition.

## 10. Medals and trophies

- 10.1 The following will receive a medal: Winners, Runners-up, everyone



# APPENDIX B. SAMPLE INVITE LETTER AND APPLICATION FORM

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## <<INSERT CLUB NAME>> FOOTBALL CLUB TOURNAMENT <<INSERT DATE>>

Dear Club Official,

I am writing to invite you and your team(s) to the <<INSERT CLUB NAME>> Tournament to be held on <<INSERT DATE>> at <<INSERT VENUE>>.

The <<INSERT AGE GROUP>> will take place on <<INSERT DATE>>

The <<INSERT AGE GROUP>> will take place on <<INSERT DATE>>

All age groups as per the 2021/22 season.

The U7s and U8s will play 5v5 and will be allowed a maximum of \_\_\_ players per team.

The U9s & U10s will play 7v7 and will be allowed a maximum of \_\_\_ players per team.

The U11s & U12s will play 9v9 and will be allowed a maximum of \_\_\_ players per team.

The U13s & U14s will play 11v11 and will be allowed a maximum of \_\_\_ players per team.

The entry fee is £<<INSERT>> per team – this is not refundable and the full amount must be paid when confirming a place. Places will be confirmed upon receipt of payment and a fully completed application form. The tournament rules will be issued with confirmation nearer the time.

Please return application forms to: <<INSERT ADDRESS>>

Please make all cheques payable to: <<INSERT DETAILS>>

BACS transfer: <<INSERT CLUB BANK ACCOUNT DETAILS>> NB: If using BACS transfer please use a reference as follows – Team's name/Age group

**Payment must be received before a team(s) entry can be confirmed.**

Kinds Regards,

<<INSERT NAME>>

<<CLUB NAME>> <<ROLE IN THE CLUB>

# APPENDIX B. SAMPLE INVITE LETTER AND APPLICATION FORM

<<CLUB NAME>>

<<CLUB NAME>> TOURNAMENT APPLICATION FORM <<INSERT DATE>>

All sections MUST be completed.

<b>Club Name:</b>	
<b>Team Name:</b>	
<b>Age-Group:</b>	
<b>County FA:</b>	
<b>County FA Affiliation Number:</b> (Very important please contact your own Club Secretary if unsure)	
<b>Contact Name:</b>	
<b>Contact Postal Address:</b>	
<b>Contact Telephone Number(s):</b>	
<b>Contact Email Address:</b>	

The entry fee is £<<INSERT>> per team - this is not refundable

Please return application forms to: <<INSERT DETAILS>>

Please make all cheques payable to: <<INSERT CLUB BANK DETAILS>> NB: If using BACS transfer please use a reference as follows – Team's name/Age group

Payment must be received before a team(s) entry can be confirmed.

# APPENDIX C.

## SAMPLE TEAM LIST

---

Please submit on the day to the results table before the managers briefing meeting.

Club Name:	
Team Name:	
Age-Group:	
County FA:	
Contact Name & Telephone:	
PLAYERS NAME	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	



# APPENDIX D.

## SAMPLE FIXTURE LIST

*This is a balance of not too many teams (more teams = more waiting) and not too few teams. It may will be sensible to build the number of teams up as you gain more experience. If a team attends a poorly run event, then they are unlikely to return in the future.*

### TIP

*Try to avoid teams having to move between pitches.*



If using two pitches for a group, then important both pitches run to time.

For planning purposes always good to have an estimated kick-off time against each fixture. Use the match length plus built in time for teams to get ready. So for example, if games are 8 minutes one-way, have matches kicked of in 15 minute intervals.

If using a group stage format ensure there is a clear method of scoring and identifying winners - what happens if there's a draw, equal points etc – make sure this is covered in the managers briefing, in the rules so that everyone is clear.

After the group stages you could go into a knockout competition with the top two from each going into a semi-final. Alternatively you could have at all teams play each other and then the top pair go into a new group of 4 and play 'Champions League' and the second pair go into the Europa League groups of 4, etc. It's a quick way of seeding and giving more teams a chance to get a trophy.

### TIP

*Very important to have emergency fixture lists if a team(s) does turn up on the day, so that some planning can be done in advance. The last thing people want to see is a pitch empty when waiting to play matches.*



### TIP

*If a team doesn't turn upon the day, then you could adjust the playing time for the matches in that particular group, so that their playing time matches the other groups. These needs to be made clear at the Managers meeting, otherwise if a team from that group win, you will get the one manager who will say well they played less minutes than us that's why they won. It's happened!*



# APPENDIX D.

## SAMPLE FIXTURE LIST

### 4 TEAM GROUP

One Pitch	Two Pitches	
A v C	A v C	B v D
B v D	A v D	B v C
A v D	A v B	C v D
B v C	Note all teams playing in each slot. Teams C and D regular change pitches	
A v B		
C v D		

### 5 TEAM GROUP

One Pitch	Two Pitches	
A v D	A v D	B v C
B v C	D v E	A v C
D v E	B v E	C v D
A v C	A v B	C v E
B v E	B v D	A v E
C v D	One Pitch: Max of a two game wait between matches. Two pitches: Teams only miss one slot. Team C & E are playing 4 games consecutively. Teams moving between pitches.	
A v B		
C v E		
B v D		
A v E		

### 6 TEAM GROUP

One Pitch	Two Pitches	
A v B	A v B	C v D
C v D	E v F	A v C
E v F	B v E	D v F
A v C	A v E	C v F
B v E	B v D	A v F
D v F	D v E	B v C
A v E	A v D	B v F
C v F	C v E	
B v D	Two pitches: Lots of moving around pitches. Teams F play 4 consecutive fixtures	
A v F		
D v E		
B v C		
A v D		
B v F		
C v E		

# APPENDIX E. MAXIMUM PLAYING TIME, BALL SIZE AND PITCH SIZES

Age Group	Maximum playing time in one day in all organised development fixtures (minutes)	Maximum playing time in one day in all tournaments and trophy events/ festivals (minutes)
Under 7 and Under 8	40	60
Under 9 and Under 10	60	90
Under 11 and Under 12	80	120
Under 13 and Under 14	100	150
Under 15 and Under 16	100	150
Under 17 and Under 18	120	180

Age Group	Maximum Permitted Format	Min Pitch Size		Max Pitch Size		Recommended Goal Size	Ball Size
		YARDS	METERS	YARDS	METERS		
Under 7	5v5	30 x 20	27.45 x 18.3	40 x 30	36.3 x 27.45	12 x 6	3
Under 8	5v5	30 x 20	27.45 x 18.3	40 x 30	36.3 x 27.45	12 x 6	3
Under 9	7v7	50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	3
Under 10	7v7	50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	3
Under 11	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	4
Under 12	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	4
Under 13	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	4
Under 14	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	4
Under 15	11v11	90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
Under 16	11v11	90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
Under 17	11v11	100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	5
Under 18	11v11	100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	5

**Note:** Age-groups can play below the maximum playing format

# APPENDIX F.

## SAMPLE TOURNAMENT TIMETABLE

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Time	Activity
<b>7:00am</b>	All workforce on site
<b>7:05am</b>	Set pitches up – goals, respect barriers, pitch numbers Set car-park up
<b>7:30am</b>	Car Park stewards briefing and in place Registration/result table briefing and all items in place
<b>8:00am</b>	1st cars expected Registration/result table open
<b>9:30am</b>	Tournament briefing for all managers
<b>10:00</b>	1st games kick off
<b>13:00</b>	Expected groups games to be finished Opportunity to remove pitches not in use
<b>14:00</b>	Last games finished
<b>14:30</b>	Presentations
<b>15:00</b>	Big Tidy up



# APPENDIX G.

## SAMPLE BUDGET SHEET

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Project Costs	
Venue Hire	
Equipment Hire	
Marketing	
Administration	
Referee Fees	
1st Aid Fees	
Medals/Trophies	
Food Stock and equipment	
Printing Programmes	
<b>TOTAL Costs</b>	
Project Income	
Entry Fee	
Sponsorship	
Food Sales	
Car Parking	
Programme sales	
Other	
<b>Total Income</b>	

# APPENDIX H.

## CODE OF CONDUCTS

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Creating the right environments for our players, both on and off the pitch is so important. Even though your role could be slightly different it's important that we all play our part in creating a fun, safe and inclusive environment.

The Respect codes of conduct are in place to ensure that playing their part to give the players a positive experience.

Please help us to create more positive environment for all to enjoy by downloading and promoting all the resources below.

- FA Respect Code of Conduct - Men's
- FA Respect Code of Conduct - Women's
- FA Respect Code of Conduct - Adult Players
- FA Respect Code of Conduct - Coaches, Team Managers and Club Officials
- FA Respect Code of Conduct - Match Officials
- FA Respect Code of Conduct - Spectators and Parents
- FA Respect Code of Conduct - Young Players

Code of Conducts can be download from: <https://www.thefa.com/get-involved/respect/play-your-part>



# APPENDIX I.

## ACCIDENT REPORT FORM

An accident report form must be completed if a young person needs medical (hospital) treatment or spectator has been injured.

<b>Name and location of facility</b>	
<b>Full name of the injured person</b>	
<b>Full address of the injured person</b>	
<b>Age of the injured person</b>	
<b>Date of accident</b>	
<b>Time of accident</b>	
<b>Venue</b>	
<b>Nature of the injury, including location on body</b>	
<b>Nature of any injuries / after-effects which developed later</b>	
<b>Full details of the accident including how, it happened, what activity was being performed, where it happened (if off the pitch)</b>	
<b>Witness names, address and contact details</b>	
<b>Police called Yes / No</b>	<b>Ambulance called: Yes / No</b>
<b>Facility manager informed: Yes / No</b>	<b>Facility accident book completed: Yes /No</b>
<b>Details of first aid given</b>	
<b>Other actions</b>	
<b>Form completed by (Name and date)</b>	

# APPENDIX J.

## INCIDENT REPORT FORM

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An incident report form must be completed by the Tournament/Festival/Competition welfare officer for all child welfare concerns.

<b>Your Name:</b>	<b>Young person's name:</b>
<b>Your role:</b>	<b>Team:</b>
<b>Details of the incident: include description of any incident/illness</b>	
<b>Date/time of incident</b>	
<b>Have the parents/carers been notified? Yes / No</b>	
<b>If Yes, what has been agreed?</b>	
<b>Parents contact details:</b>	
<b>Has the incident been fully dealt with? How?</b>	
<b>Is any further action needed? Yes (detail below) / No</b>	

# APPENDIX K. FILMING AND PHOTO CONSENT FORM

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<<INSERT TOURNAMENT/COMPETITION NAME>> Filming/ Photography Consent Form

<<INSERT TOURNAMENT/COMPETITION NAME>> may wish to take photographs or videos of participants to celebrate football Competitions. We adhere to The FA Guidance to ensure these are safe and respectful and used solely for the purposes for which they are intended, which is promotion and celebration of the activities of <<INSERT TOURNAMENT/COMPETITION NAME>>

We may use the image in literature unrelated to when the picture was actually taken. Children and young people will not be named in any photograph without parental permission.

We will also be engaging with <<INSERT PROFESSIONAL PHOTOGRAPHER COMPANY NAME>> who will be taking photographs and filming on our behalf. These films can be uploaded to the League website and Social Media pages.

As an affiliated team you should already have player/parent/carer signed permission for images to be taken and used in the public domain. If you are aware you have any players that are not signed up to this please let your <<INSERT TOURNAMENT/COMPETITION NAME>> lead officer know as soon as you sign in.

**Consent: (please tick relevant box):**

- ☐ The club have permission from parents/carers that their child can be filmed/photographed as stated above.
- ☐ The Club has a player/player(s) that cannot be filmed/photographed for legal reasons as stated above.

Name of Club/Team.....

Print name of manager/coach..... Signature: .....

Contact Number..... Date: .....

Please note that this is an important document and is to be returned via email to <<INSERT TOURNAMENT WELFARE OFFICER>> by the close of play on (set a date preferably 1 week prior to the tournament/Competition).



# APPENDIX L.

## EMERGENCY ACTION PLAN

<b>Club Name:</b>	
<b>Club Address:</b>	
<b>Postcode:</b>	
<b>Telephone:</b>	
<b>What 3 Words location</b>	

FIRST AIDERS / HELPER INFORMATION	
NAME	MOBILE NUMBER
For queries about this EAP:	
See relevant coach for first aider on day of match	

FIRST AID EQUIPMENT AND FACILITIES	
Item	Location Including any access code
Defibrillator	
Stretcher	
First Aid Room	

ACCESS ROUTES	
<b>For Ambulance</b>	
<b>From Pitch to Ambulance</b>	

OTHER INFORMATION	
<b>Nearest A&amp;E / Trauma Hospital:</b>	
<b>Fastest Route to A&amp;E / Trauma Hospital:</b>	
<b>Distance &amp; Journey Time:</b>	
<b>Nearest Walk-in Centre:</b>	
<b>Alternative Trauma Hospital:</b>	



**FOR ALL**

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