

National Game Youth Council

Football Legacy Programme Guidance Pack





FA Football Legacy Programme Festivals

Foreword

The FA National Game Youth Council's Football Legacy Programme aims to get more children and young people playing football and volunteering in the game through delivery of football festivals by local partners which are run by young people for young people

Festivals of football provide an opportunity to bring people together in a fun and enjoyable environment; often to celebrate major football events such as the FIFA World Cup.

You may wish to host a fun football festival in your school or college as an end of season celebration with the aim of recruiting new players into participation programmes such as Team Sixteen or Team Nineteen which run more regularly alongside the competitive teams.

Likewise in a club or league, hosting a Football Legacy Programme festival could offer opportunities for new players to access football who you don't usually cater for in your traditional teams which could lead to recruitment of new players to retain current teams or grow new ones for next season.

This resource is here to support you to deliver a festival by providing a framework to work from, it is by no means an exhaustive list but something for you to adapt to meet your needs.

Now's your chance to get creative to provide a fun and relaxed environment for young people to enjoy the beautiful game.

**Thank you for your support,
FA National Game Youth Council**



What Should an FLP Festival Offer?

- A fun festival of football to engage more children and young people (aged 5-24) in playing and/or volunteering
- Ideally aimed at targeting children and young people (aged 5-24) who are not playing football regularly or who aren't playing for an affiliated team
- The opportunity to play in a fun and relaxed environment
- Support young volunteers (12-24) to gain experience in planning and leading the delivery of an event
- Provide the first step to playing football on a regular basis – all FLP festivals should have a legacy through which players and volunteers can stay involved in the game through **local clubs, Football Mash Up, Team Nineteen, Just Play** and **Futsal** or **recreational leagues** (more on this later)
- Be themed around a big **Football Event** such as **The World Cup**
- Have a clear structure with lots of games and maybe also some coaching or fun activities to develop players' skills



Keys to Football Festival Success

When running a football festival there are a few things to take into consideration to ensure things run as smoothly as possible on the day; though any festival is sure to include a few speed bumps. Here are some top tips on how to plan a festival across these 3 stages:

Planning, delivering and evaluation

PLANNING your festival

Decide the format of football. This should be appropriate for the age of the players you are targeting and will affect the type of facility needed.

For information on Futsal see page 18 to 21.

For information on small sided football see page 23.

For information on The FA Youth review visit:

- www.thefa.com/my-football/player/youth-football/youth-development-review or see page 22 for key information

Facilities – things to check

As organisers of the activity you have the responsibility for the participants' safety and welfare; which is one of the most important factors when organising an event.

Some things to check: (✓)

- Facilities have the adequate insurance cover
- Telephone nearby in case of an emergency (in addition to mobile phones)
- Qualified first aider attending and first aid equipment on site
- Health and safety procedures
- Emergency procedures
- Risks assessments i.e. pitch surfaces hazards, equipment is safe, goal posts are secure and safe



Promotion and Marketing

It's time to get teams to enter, this can be done by sending out posters, flyers, social media posts and an 'Expression of Interest Form' to local contacts. Remember it is not only the teams you have got to get in.

Do you need other assistance on the day?

Volunteers will be essential to organise teams and referee games. These could be recruited through the same 'Expression of Interest Form' and The County FA Football Futures Programme.



Getting organised

Whilst awaiting teams to register their interest there are a few things you could create to help make things run smoother on festival day.

- **Team Details Sheet** for the team manager to complete registering all players
- **Player Information Sheet** (player names and dates of birth – to check eligibility)
- **Photo Consent** forms (consent is needed to take photographs at the event)
- **Rules and Regulations** (signed copy by teams/managers)
- **Site Map** including pitches, toilets, changing rooms and first aid points
- **Fixture Templates**
- **Scorecards**
- **Signs to put up at the facility** to direct players, spectators, volunteers and referees on site
- **Equipment List**

Workforce recruitment

Having enough volunteers to support with the planning and delivery of your event is essential.

Why not empower young leaders to take the lead?

Here are some roles & responsibilities they could take ownership of:

LOGISTICS TEAM	ACTIVITY TEAMS	MEDIA TEAM	PITCHES TEAM
Registering teams	Planning activities	Social Media lead	Refereeing
Welcoming teams	Deliver fun activities	Photographer	Pitch managers
Organising Fixtures	Deliver coaching	Video producer	Runners to score table
Score keepers	Skills sessions	Interviewer	

Fixtures

Check out page 27 for fixtures schedule.

It's a good idea to have a backup plan, blank fixture table templates can be useful to take on the day in case a team cannot attend or brings an extra team. Work out in advance the group structure, playing time and order of play for your festival. You may wish to ask participating teams to play under the name of a **World Cup** team as part of your themed day.



Why not do a World Cup draw and send the results or video to teams in advance?

Festival Checklist

The below can be a useful tool for event organisers leading up to the football festival

CHECKLIST & DATE FOR TASKS TO BE ACHIEVED BY	HELPFUL HINTS	RESPONSIBILITY	COMPLETE
Prepare an order of play	See Appendix 1		
Prepare a timetable	See Appendix 2		
Advise the media of the event			
Prepare football score cards	See Appendix 5		
Organise refreshments for the event	Could a group of volunteers take ownership of this?		
Send out confirmation letter, map and rules and regulations at least a week prior to the event			
Check you have public liability and personal accident insurance cover	Schools, colleges, and affiliated clubs should already have cover		
Invite a guest of honour	Contact your local County FA or professional football club		
Distribute the spirit of the game fact sheet	See Appendix 7		

Festival Checklist cont...

Don't forget



Spare whistles



Stop watch



Horn



Balls



Clip boards and stationery

Give participants information on clubs they can join	Contact the County Football Association for information		
Identify and book a suitable venue well in advance	Is parking available?		
Check with facility owner that they are able to mark out pitches	Are changing facilities available?		
Ensure you have access to goals, balls, bibs, air horn etc.	Contact your Local Authority for help		
Ensure there is a qualified first aider present	Contact your County FA to help		
Ensure you have enough referees/coaches/volunteers – use young leaders	Contact your County FA for information on Football Futures to gain rewards for young leaders		
Produce application form and publicity materials and distribute to schools or clubs	Ask your County FA to support with wider promotion		
If you are running a tournament, sanction the tournament rules and regulations with your County FA			
Order trophies, medals, certificates			
Gain sponsorship of the event	Write to local companies etc		

Order of Play

- 1 Organise 'groups' by splitting teams equally into groups of between 4 and 8 teams per group. You could just have one group of 4 teams.
- 2 Draw a World Cup national team for each participating team name.
- 3 Input these names into a timetable and adapt timings, number of teams and matches/length of games.
- 4 Input times into the order of play chart (Appendix 1).
- 5 Decide which matches will play on which pitch and input into the timetable
- 6 Print out copies to send to teams in advance and also to display and handout on the day.
- 7 Print scorecards for referees (including some spares in case of mistakes).
- 8 Assign roles to your volunteers.

Child Protection & Codes of Conduct

In order to ensure the safety and well being of the young people in your care it is essential to have an awareness of Child Protection issues and to adopt The FA Child protection policies; see

- www.thefa.com/football-rules-governance/safeguarding and ensure Criminal Record Checks (CRC) are in place.

To create a positive, fun and safe environment for all involved its beneficial to distribute bespoke codes of conduct to players, coaches, referees and spectators. [See Appendix 9.](#)

Exit Routes

It is crucial to try and create an ongoing Legacy for all involved within your project, so players can continue to play football more regularly and young volunteers can stay in the game. [See pages 15 to 17.](#)



Fundraising

Football Festivals require some budget in order to take place; which can be sourced from team entry costs, applying for grants and fundraising before and at the event. [See Appendix 8](#) for information. Its important investment is spent in the most effective places.

To help you with this we came up with this acronym to support you when thinking about what and who you are spending your money on



FUTURE (does it help create a Legacy for the participants)

UTILISING PARTNERS (does your project use key partners to support cost effective delivery)

NECESSITY (are the items your spending money on really required?)

DEVELOPMENT (do all participants get chance to continue developing)

INCLUSIVE (Does your project allow anyone to get involved)

NEXT STEP (Can you link the project to any suitable exit routes)

GROWTH (Does your project grow the number of participants/ volunteers within your County FA)

FUNDING

WORKING in PARTNERSHIP

Making money go along way can be difficult, so working with key partners and finding common ground can be the key to success. Forming relationships with partners who have a similar invested interest could help you with the planning and delivery of your festival, whilst saving valuable costs through 'Gift in Kind' support.

In relation to sport a 'GIK' could mean use of a facility for no/reduced cost or workforce support on the day in return for something that would benefit your partner e.g. promoting their organisation at your event.

The aim is to create win-win situations by asset sharing which benefit all parties. An example could be a school or college hosting your festival on their site (free facility access) in return for their students being able to participate in the event and/or volunteer at the event to gain experience and develop their employability skills, or promote their college gym membership to the players and clubs who attend the event.

POTENTIAL PARTNER	BENEFITS THEY OFFER	BENEFITS YOU CAN OFFER THEM
Schools, Colleges & Universities	Facilities Student Workforce Potential Players	Promote their organisation Up-Skill their students Offer playing opportunities
Charter Standard Clubs Charter Standard Leagues	Support from current workforce Promote your event to their network of clubs and teams	Supporting young volunteers Promotion of their club to new players as an event exit route
The County Football Association (CFA)	Help promote your event Signpost you to funding pots Offer advice & support Affiliate your event and help make it safe Lend equipment FA Tesco Skills Team 5-11 support	Young volunteers to be supported through CFA Football Futures Creation of new players and/or teams
County Sports Partnerships (CSP's)	Help promote your event Signpost you to funding pots Offer advice and guidance	New target groups of players and volunteers to engage with
Professional Clubs Womens Super League Clubs	In the community coaches supporting delivery of coaching activities Guest of Honour to speak at presentation	Promote their club or upcoming fixture
Local Radio Stations Local Newspapers	Increase awareness of your festival	Provide organisations with good news stories from local area on the positive impact football can have on young people

DELIVERY of your festival

So the big day has arrived. Below are Top 5 Tips from The FA National Game Youth Council which should help you with delivery of your FLP Festival

1 Playing time
You may need to change playing orders if team numbers change on the day. Even if you need to tweak your plans priorities are teams getting a good amount of playing time as well as rest periods between matches. Encourage teams to rotate substitutes and promote equal playing time through your codes of conduct and 'Spirit of the Game' (Appendix 7).

2 Flexibility
We all have plans that we make, but some things may change that are out of your control. Be prepared to be flexible and adaptable; don't be afraid to change things half way through to make it better for the participants.

3 Contingency Plan
Always plan for bad weather; have a backup plan in case it rains heavily. How will this affect the surface you are playing on? Is there a Sports Hall on site which you could use and play Futsal? What rules would you need to bring in, in case this happens?

4 Central Hub
Have a central base of operations; somewhere people can come and ask questions about fixtures, pitch layout or general enquiries and see the scores on the doors. You could display fixtures, running orders and the scoreboard here too.

5 Make it FUN
Most importantly, enjoy it. Empower young people to take the lead and inspire your volunteers to be full of energy, smiles and enthusiasm; as these are contagious.





Capture the Day

Ask your team of Media volunteers to plan how they are going to promote the event before, during and after it takes place. During the day itself, take interviews with players, spectators, coaches, referees and volunteers to capture the day in all its glory. Ask participants for quotes and team photographs (don't forget to get consent for photos and videos). Could you produce a video of the event to promote your work and organisation? Be sure to share this with your County Football Association and The National Game Youth Council through our twitter page [@TheFAnyc](#)



EVALUATING your event

Evaluation can be forgotten about, but reflecting on what went well and what you'd do differently and gaining feedback from those involved is essential for developing future events and projects. Below is a short list of ways in which you could evaluate, with something like evaluation there is no right answer to sharing your learning, though having something to refer back to (a table or written document) can be useful when planning future events

External Evaluation (from those involved as participants):

- Player Feedback form or online survey to complete on the day
- Parent/Spectator Feedback form or online survey to complete on the day
- Coach/Co-organiser Feedback form or online survey to complete on the day

Internal Evaluation (individually and as a team):

- What went well, Even Better If
- SWOT analysis (strengths, weakness, opportunities and Threats)
- Stop, Start and Continue



WHERE NEXT? Creating a Legacy

Once you've created a fun, safe and well organised football experience for players through your festival you have a chance for an even greater impact by helping those players to continue playing the game. The players we hope you target to participate in your festival are those who don't play the game regularly, so your event could be their first taste of football, making promotion of exit routes so important. Here are some examples:

Charter Standard Clubs

Opportunity to promote local teams to players who are not already playing club football. Contact your County Football Association for list of local club teams and contact details, or ask local clubs to produce flyer detailing their club teams' training nights. Can you set up a '**Club Links Stand**' at your event to promote this information.

- www.thefa.com/my-football/club-leagues

The FA Children and Young People (CYP) Offer

The FA's Children and young people offer provides opportunities for young people to get involved in the game, whether it is playing or volunteering. Check out details on these innovative programmes on the subsequent pages. Following extensive research into the needs of young people The FA have tailored these programmes specifically for young people. Each programme targets different ages and formats so every young person can get involved.

- [Contact your Contact FA for further details](#)



FA Tesco Skills Programme (targeting 5-11 years):

The FA Tesco Skills is a football coaching initiative that provides children aged 5-11 the chance to get active, learn skills and more importantly enjoy the game. The FA skills programme provides football coaching in schools, after school coaching and holiday courses. The initiative also supports charter standard football clubs. The overall aim is to develop more skilled football players as well as giving every child the tools to reach their potential and be the best that they can be.

TEAM SIXTEEN

Team Sixteen (targeting 12-16 years):

An intra-school programme designed to increase school participation and address drop-out rates through student led lunchtime and after school recreational leagues targeting those young people who are not currently participating in football on regular basis.



Football Mash Up (targeting 14-16 years):

Football Mash Up aims to increase participation for young people aged 14 -16 who do not currently participate in football on a regular basis. Football Mash Up supports young people in improving their confidence, social skills and football skills. The initiative also aims to have a positive impact on their participation in football. This can be run by Charter Standard Clubs or Education partners and each CFA receives an annual funding allocation to work with local partners.

TEAM SIXTEEN

Team Nineteen (targeting 16-19 years):

An intra-college programme designed to support Colleges and Sixth forms to provide student led football for those young people who are not currently participating in football on regular basis. Students lead delivery of lunchtime and after college recreational leagues to address drop-out rates at post-16.



Mars Just Play (targeting 16+ years):

Aimed at players aged 16 years or above, regardless of their football experience, ability or fitness. The centres will allow participants to gain experience, rediscover or find their touch, develop fitness and enjoy playing in an environment which is non-competitive.



Football Futures Programme (targeting 12-24 years):

Football Futures is The FA's national leadership and volunteering programme for young people aged 12 to 24. The programme aims to recruit, retain, develop, reward and provide a progressive pathway for young leaders to develop a skilled football workforce.

There are six themes that a young person can volunteer across:

Coaching and Working with Teams, Refereeing, Organising events, Promoting the Game, Running and Developing the Game and being a RESPECT Ambassador

FUTSAL

Organising and Planning Futsal Festivals

To ensure that the festivals are successful it is important to allow time to plan the events. It is recommended that you establish a small project group/organising committee to look at the logistics of the festival. This is an ideal project to get your leaders involved with.

Number of Teams in the Festivals

The number of teams that can take part in the festival is very much at the discretion of the organisation committee. However, consideration will need to be given to the facilities you have and the number of pitches available in order to make it an enjoyable experience for the players. Too many teams quickly makes a Futsal tournament unworkable; spending time looking at the structure of the festival and how the format of the fixtures will be managed will help in deciding the optimum number of teams to be involved.

Venue and Equipment

The choice of venue is very important to ensure a successful event, especially when accommodating a number of teams. Futsal should be played at an indoor sports hall, preferably with a wooden or rubber floor. Futsal should not be played on grass or astro-turf. The pitch should have the following markings and dimensions.

The pitch should have at least a 1m run off, preferably a 2m run off where possible. It would be desirable to assist the smooth running of the festival if there are two pitches that can be used to prevent teams from not playing for long periods of time and getting restless. For similar reasons it would be beneficial to have an area such as a cafe for the teams to wait in between games, particularly if there is not a spectator viewing area. Aluminium/metal Futsal goals (hand ball goals are also suitable) or inflatable Futsal goals are permissible. It would be advantageous if there were an electronic scoreboard that could be used for the matches, but not essential if volunteers keep score.

Staffing and Organisation at the Festival

It is advisable to appoint a tournament director to oversee the running of the festival. This individual will have the following duties:

- Make sure matches are running on time and to schedule
- Be the point of contact for all team managers
- Organise the referees
- Make any official ruling decisions (e.g. consider any dismissals)

It would also be advisable to appoint a results manager who collects the scores and results from the referee and assists the Tournament Director in ensuring that the event runs smoothly.

Referees

In official Futsal matches there are two referees to officiate the match, and a third referee to manage the benches, keep count of the team fouls and time keeping. For many festivals it is unnecessary to have so many match officials. It is suggested that there is at least one referee and a time keeper who will also keep count of team fouls during the match. It is at the discretion of the festival organisers if more officials are used for each match. Again a great opportunity to get Young Leaders involved in lots of different roles.



RULES of FUTSAL

Futsal Festivals will be played to the FIFA Laws of the Game for Futsal – please see www.FIFA.com; a simplified summary of the rules are below

The Pitch

- Futsal is played on a marked pitch and the ball can go out of play.

Head Height

- There are no height restrictions in Futsal.

Substitutions

- Up to 14 players can be used in one match and there is no limit on how long a player must stay on or off the pitch. Players must enter and leave the field of play from in front of the respective team's bench.

Kick In

- In order to restart the game after a ball has gone out of play the ball is kicked back into play from the touchline and from corners. The ball must be placed stationary on the touch line and the feet of the player taking the kick-in must not cross the line.

Goalkeepers

- Goalkeepers are allowed to come out of the penalty area and players are allowed to go into the penalty area.

The Four Second Rule

- For kick ins, free kicks, goal clearances and corner kicks the player in possession of the ball has 4 seconds to restart play which the referee will count with their fingers in

the air. If the play isn't restarted within four seconds an indirect free-kick will be awarded to the opposing team. The goalkeeper is not allowed to control the ball for more than four seconds from within his own half.

The Five Metre Rule

- Players are required to keep 5 metres from the player in possession of the ball on free-kicks, corners, goal clearances, kick-ins and penalties.

Back Passes

- A goal clearance must be thrown out and the goalkeeper cannot touch the ball again until it has crossed into the opponents half or a member of the opposition has touched the ball.

Sliding Tackles

- Sliding tackles are not allowed in Futsal but players are allowed to slide on the pitch, for example to stop the ball from going out of play. For a player sliding to be considered an offence the tacklers opponent must have possession of the ball. Referees will not give a foul for a slide if the opponent does not have possession of the ball.

Red Cards

- If a player is sent off then the team to which the player belongs must remain with 4 players until either 2 minutes have passed or the opposition have scored a goal.
- **Please note:** all players must wear shin-pads and trainers (no boots) any player without the correct equipment should not be allowed to play. It is recommended that the following rules are amended for the festivals but this is at the discretion of the festival organisers.

Accumulated Fouls

- Each team will be allowed to give away three direct kicks (instead of the standard five) in each game then on the fourth foul a direct kick will be awarded to the opposing team and the defending team is not allowed to position any players (other than the goal keeper) between the ball and the goal. The kick maybe taken from the 10m mark or if the foul was committed closer to the goal than the 10m mark then the kick maybe taken from the position where the foul took place.

Duration

- All matches will be played with a running clock where by the clock will not be stopped whenever the ball goes out of play (this is different to a 'normal' Futsal game which uses a 'stopping clock' – the clock stops every time the ball goes out of play or there is a stoppage in the game).

- Group matches should consist of one half of 10 minutes with no half time (normal games are 2 halves of 20 minutes).
- Knock out matches (semi final and final) shall consist of two halves of 10 minutes with 2 minutes allocated for half time.

Time Outs

- No time outs shall be permitted (in normal Futsal matches teams are permitted one time out each half per team).

Youth Development Review

For more information on the Youth Development Review please visit:

- www.thefa.com/my-football/player/youth-football/youth-development-review

The new player pathway will see a journey for young people that builds and progresses their learning and development as they head towards the adult version of the game. In the past we have had a tendency to rush them towards the 11v11 game, mistaking children for mini-adults and putting them into adult environments too early.

From season 2014/15, this pathway will be the maximum format and the final structure:

U7	5v5
U8	5v5
U9	7v7
U10	7v7
U11	9v9
U12	9v9
U13+	11v11

These formats are based upon all the academic research, evidence about child development and player development that has been gathered throughout the extensive consultation process.

Put simply, smaller versions of the game will enable players to:

- Have more touches of the ball to develop technique
- Have more dribbling opportunities and 1v1s
- Have more shots and score more goals
- Have more involvement in the game
- More involvement means more enjoyment through playing football

Feedback from children was that they come to play football to be involved by touching the ball. Putting them on full-size pitches at the age of 10 was not what they wanted or enjoyed. They found it impossible to defend a goal the same size as those used in the Premier League. They also wanted a pitch size that didn't mean the game became all about stamina and fitness rather than technique and skill.

The new pathway puts the development and retention of players at the heart of the process.

It will be important to consider the Youth Development Review when planning your festival and using this to help the organising committee decide on the most appropriate format of play, duration of games and the philosophy behind your event.



Small Sided Football

For full rules of the game please visit:

- www.TheFA.com/GrassrootsNew/Player/postings/SmallSided_Laws.htm

The Pitch

Small sided football may be played with or without barriers.

Dimensions: The length of the touchline must be greater than the length of the goal line.

Please see below:

Length: minimum 25m. Maximum 50m

Width: minimum 16.5m. Maximum 35m

For 7-a-side football the following dimensions are recommended:

Length: minimum 50m. Maximum 60m

Width: minimum 30m. Maximum 40m



The Ball: The ball should be appropriate to the age group playing

Number of Players: Usually 6 or 7, but could be less depending on the age of the players

Substitutes: Maximum 3. Players may be substituted but then come on for another player. Any player can swap with the goal keeper

The Duration of the Match: Two equal periods over five and up to 25 minutes each period

Kick Off: The ball must travel backwards from a kick-off

Offside: There is no offside in Small Sided Football

Types of Free Kicks: Free kicks are either direct or indirect

Disciplinary Sanctions: The use of sin bins is allowed

The Penalty Kick: A penalty kick is awarded against a team which commits any of the following offences for which a direct free kick is awarded, inside its own penalty area and whilst the ball is in play

The Kick-In: A kick-in is a method of restarting play

The Corner Kick: A corner kick is a method of restarting play

Please refer to: The FA Youth Review for age appropriate pitch dimensions, ball sizes and formats of football

11 v 11 Rules: For 11v11 rules of the game please refer to

- www.thefa.com/football-rules-governance/laws/football-11-11/law-1---the-field-of-play



Appendices

The following resources are to be used as a guide only:

1. Football Festival Orders of Play
2. Example Festival Timetable
3. Proposed Fixture Schedule
4. Guidelines on a Press Release
5. Football Score Cards
6. Group Table Resources
7. Spirit of the Game
8. Budget Sheet
9. Example Codes of Conduct

Football Festival Orders of Play

Number of Teams in a Group

8	7	6	5	4
F-H	B-C	A-B	A-D	A-C
B-C	D-G	C-D	B-C	B-D
A-E	A-E	E-F	D-E	A-D
D-G	D-F	A-C	A-C	B-C
B-H	A-B	B-E	B-E	A-B
C-F	C-E	D-F	C-D	C-D
D-E	F-G	A-E	A-B	
A-G	B-E	C-F	C-E	
D-H	A-C	B-D	B-D	
A-C	D-E	A-F	A-E	
B-E	B-F	D-E		
F-G	A-G	B-C		
A-H	C-D	A-D		
B-G	E-F	B-F		
C-D	B-G	C-E		
E-F	A-D			
A-B	C-F			
D-F	E-G			
C-E	B-D			
G-H	A-F			
B-D	C-G			
A-F				
E-H				
C-G				
A-D				
B-F				
C-H				
E-G				

	A	B	C	D	E	F	G	H	Goals Scored	Goal Difference	Total Points
A											
B											
C											
D											
E											
F											
G											
H											

Team	Letter

Winner	
Runner Up	
Group	

Points System = 0 points	
Win = 3 points	Draw = 1 point

EXAMPLE FESTIVAL TIMETABLE

The following timetable is a guideline only and is by no means a comprehensive guide.

The example is based on 16 teams participating with two small sided pitches available.

The teams would therefore be grouped into two groups of eight (See Appendix 2).

- 8.30** Staff briefing
- 9.00** Assemble goals/refreshment stall
- 9.30** Registration of teams
- 10.00** Managers briefing with tournament organiser and referees

1	10.30 – 10.38	A-E
2	10.40 – 10.48	D-G
3	10.50 – 10.58	B-H
4	11.00 – 11.08	C-F
5	11.10 – 11.18	D-E
6	11.20 – 11.28	A-G
7	11.30 – 11.38	D-H
8	11.40 – 11.48	A-C
9	11.50 – 11.58	B-E
10	12.00 – 12.08	F-G
11	12.10 – 12.18	A-H
12	12.20 – 12.28	B-G
13	12.30 – 12.38	C-D
14	12.40 – 12.48	E-F
15	12.50 – 12.58	A-B
16	13.00 – 13.08	D-F
17	13.10 – 13.18	C-E
18	13.20 – 13.28	G-H
19	13.30 – 13.38	A-F
20	13.40 – 13.48	E-H
21	13.50 – 13.58	C-G
22	14.00 – 14.08	A-D
23	14.10 – 14.18	B-F
24	14.20 – 14.28	A-D
25	14.30 – 14.38	C-H
26	14.40 – 14.48	E-G
27	14.50 – 14.58	F-H
28	15.00 – 15.08	B-C



- 15.20 – 15.28** Semi-Finals
Winner Group A
Vs Runners up
Group B
- 15.20 – 15.30** Semi-Finals
Winner Group B v
Runners up Group A
- 15.45 – 15.56** Final
- 16.05** Presentation

Proposed Fixture Schedule

Detailed below is an example of how a Festival could be coordinated for 8 teams in an age category (e.g. 8 boys U14 teams etc) using one pitch, and split into x2 groups

Match	Pitch	Time	Group	Category	Team	V	Team
1	1	10.30	A	U14 Boys	A	V	B
2	1	10.45	A	U14 Boys	C	V	D
3	1	11.00	B	U14 Boys	P	V	Q
4	1	11.15	B	U14 Boys	R	V	S
5	1	11.30	A	U14 Boys	A	V	C
6	1	11.45	A	U14 Boys	B	V	D
7	1	12.00	B	U14 Boys	P	V	R
8	1	12.15	B	U14 Boys	Q	V	S
9	1	12.30	A	U14 Boys	A	V	D
10	1	12.45	A	U14 Boys	B	V	C
11	1	13.00	B	U14 Boys	P	V	S
12	1	13.15	B	U14 Boys	Q	V	R

Phase 2

Match	Pitch	Time	Group	Category	Team	V	Team
13	1	13.45	SF	U14 boys	Group A Winner	V	Group B Runner Up
14	1	14.15	SF	U14 boys	Group B Winner	V	Group A Runner Up

Match	Pitch	Time	Group	Category	Team	V	Team
15	1	15.00	Final	U14 boys	Winner Match 13	v	Winner Match 14

Tell Them About It! – Press Release



GUIDE TO PRESS RELEASE

- Grab the attention with the first paragraph – it might be the only one they read.
- **Who, what, when, where** and **why!** Make sure you have everything covered.
- Presentation is key – a bold heading and double spacing are essentials and get your spelling right!
- A quotation helps balance a story – but make sure it's relevant.
- **Keep it brief:** one page is usually sufficient.
- Make sure you put a contact number on and then make sure you're there to answer any queries.
- **Timing matters – make sure you know when the media deadlines are:** send too early and it might be forgotten, too late and it's straight in the bin.

Football Scorecards

Football Scorecard			
Group			
Teams		Vs	
Score			
Referee			

Football Scorecard			
Group			
Teams		Vs	
Score			
Referee			

Football Scorecard			
Group			
Teams		Vs	
Score			
Referee			

Football Scorecard			
Group			
Teams		Vs	
Score			
Referee			

Group Table Resources

Group table for four teams

Group 1	
Letter	Team Name
A	
B	
C	
D	
Winner Group 1:	
Runner Up Group 1:	

Group table for six teams

Group 1	
Letter	Team Name
A	
B	
C	
D	
E	
F	
Winner Group 1:	
Runner Up Group 1:	

Group table for eight teams

Group 1	
Letter	Team Name
A	
B	
C	
D	
E	
F	
G	
H	
Winner Group 1:	
Runner Up Group 1:	

The Spirit of the Game

Team Managers should be reminded that:

- The emphasis is on the enjoyment of competing fairly and should remind their team members that they are representing their districts and should behave accordingly.
- They are responsible for the behaviour of their team during the Games.

Competitors 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 competitors should accept all decisions without argument.

Spectators should be reminded that:

- Foul and abusive language will be dealt with by the Sports Organisers who have the power to stop the event in progress.



Budget Sheet

Project Costs	
Administration	£
Equipment hire	£
Equipment purchase	£
Hire of facilities	£
Officials fees/expenses	£
Promotion/publicity	£
Coaches fees/expenses	£
Session fees/expenses	£
Transport	£
Medals/Trophies	£

Project Income	
Estimated income	£
Football Foundation Small Grants	£
Grants	£
Local authority grants	£
Commercial sponsorship	£
Other	£



Codes of Conduct

For information on the Respect Programme please visit:

- www.thefa.com/leagues/respect

Each Respect Code of Conduct explains that action can be taken for breaking a Code, so these are understood from the outset. Your member clubs have two main responsibilities around the Codes:

- To ensure everyone within the club, whatever their role, has read, agreed and accepted their relevant Code - and understood the actions which could be taken if Codes are broken.
- To deal fairly and consistently with anyone who breaks 'their' Code.

For codes of conduct templates for:

- Young Players
- Adult Players
- Spectators and Parents/Carers
- Coaches, Team Managers and Club Officials
- Match Officials

Please visit:

- www.thefa.com/leagues/respect/codesofconduct



Coaches/Manager's Code of Conduct

I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the Laws of the Game
- Display and promote high standards of behaviour
- Always respect the match officials' decisions
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure the parents/carers of all players under the age of 18 understand these expectations
- Refrain from, and refuse to tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, experience, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests

