

The FA Small Sided Football Award Scheme Guide



SMALL SIDED
FOOTBALL
AWARD SCHEME



The FA and Small Sided Football

The FA and Small Sided Football

As the national governing body for football, The FA is responsible for the governance, administration and development of the sport in England. Its role encompasses the traditional eleven-a-side format, Mini-Soccer for children and Small Sided Football, which includes five-a-side, six-a-side, seven-a-side and Futsal.

The FA's annual Football Trends survey indicates that there are currently four million people playing Small Sided Football in England, making it the most popular team sport in the country. The Register of English Football Facilities (REFF) lists over 2,000 Small Sided Football pitches plus a further 1,500 artificial turf pitches (ATPs) that can be used for Small Sided Football games.

The Small Sided Football Award

The aim of The FA Small Sided Football Award Scheme is to aid the continued development of facilities and participation in the sport by:

- Offering recognition and benefits to those providers that attain The FA's quality standards.
- Promoting best practice guidelines for Small Sided Football centres and competition organisers.
- Enhancing the awareness and profile of Small Sided Football in England.
- Encouraging participation opportunities for all players, referees and coaches.
- Providing best practice in terms of child protection.

The scheme is available to Small Sided Football centres and competition organisers of all types and sizes, including indoor and outdoor sites. There are two levels of rating, with a standard award for those

centres and competition organisers that achieve The FA's quality standards and an advanced award for providers that offer a higher level of facility provision and who contribute to the delivery of The FA's Football Development Strategy.

Eligibility

- The scheme is open to all providers of Small Sided Football, including commercial operators, leisure management companies, leisure trusts, football clubs and competition organisers.
- Only venues located in England can be assessed.
- The venue must have at least one Small Sided Football pitch or other playing surface that can be used for Small Sided Football.

Criteria

To achieve the standard rating of award, a centre or competition organiser must fulfil all the standard criteria highlighted in this guide. The advanced status will only be offered to those providers that have also attained The FA's quality standard for at least seven of the advanced criteria.

The FA reserves the right to rescind the award if the provider does not maintain these quality standards for the duration of the award.

All applicants will need to complete an Application Form and will then be subject to an inspection and mystery visits conducted by FA assessors. All assessors will have received training from The FA and will have relevant industry experience and qualifications.

The assessor will be responsible for inspecting the centre and any documentation that is required to

verify the fulfilment of The FA's criteria. Therefore, applicants should ensure that any relevant documentation is made available to the assessor during the inspection. This may include administration documents - such as application forms, child protection policies, attendance records, information packs, invoices, receipts, membership cards or certificates - and marketing resources, such as web site, posters and leaflets.

Benefits

Providers will receive a package of benefits for a period of two years that will enable them to promote their competitions and courses as being assessed to The FA quality standards:

- Inclusion in a directory of centres accessible from The FA web site.
- A banner.
- Access to The FA's Small Sided Football referee training courses.
- Entry to the Small Sided Football provider category of The FA Development Awards.
- A certificate (standard) or plaque (advanced).
- Use of The FA Small Sided Football Award Scheme logo (advanced).
- CRB checks Via The FA CRB Unit.
- Access to FA Case Management process.

Application Fee

The application fee is £150 for centres with up to three Small Sided Football pitches and £200 for centres with four or more pitches.

Applicants who are offered the standard or advanced award have the option to purchase a FA banner for £20. Those who achieve the advanced award may

also purchase a FA plaque £35.

Application Deadlines

The FA processes applications on a quarterly basis and operates four deadlines per annum:

- 31st March.
- 30th June.
- 30th September.
- 31st December.



Standard Criteria Explained

A centre must fulfill all the following criteria to achieve The FA Small Sided Football standard award

1 Facility

1.1 Football Pitches

Criteria	Assessment Guidelines
All playing surfaces should be suitable for Small Sided Football as outlined in The FA Guide to Indoor and Outdoor Areas for Small Sided Football, Mini-Soccer and Futsal.	Playing surfaces will be inspected by the assessor.
Pitch dimensions and markings should conform to the Laws of the game. Please refer to The FA Guide to Indoor and Outdoor Areas for Small Sided Football, Mini-Soccer and Futsal.	Inspection.
Goalposts must comply with The FA's Goals for Football Guidance Notes: <ul style="list-style-type: none"> • All goalposts must conform to the Laws of Small Sided Football or Futsal. • Goalposts must be constructed from metal or plastic and not wood, and must have nets. • Goalposts must be stable and anchored securely to the playing surface. • Goalposts should be in good condition and tested on a regular basis. Please see the Goalpost Safety Guidelines in the Appendix.	Inspection.
All perimeter boards, barriers and netting should meet the requirements outlined in The FA Guide to Indoor and Outdoor Areas for Small Sided Football, Mini-Soccer and Futsal.	Inspection.
All indoor and outdoor pitches should have adequate lightning. The required performance standards of lightning are presented in The FA Guide to Indoor and Outdoor Areas of Small Sided Football, Mini-Soccer and Futsal.	Inspection.
Football and equipment must be in good order.	Inspection.

1.2 Ancillary Facilities

Criteria	Assessment Guidelines
There should be a sufficient number of changing rooms for the number and size of pitches.	Inspection.
The facilities should include changing facilities, showers and WCs in the same building.	Inspection.
The facilities should be useable for separate groups, including male and female, plus separate facilities for referees.	Inspection.

2 Management

2.1 Staff

Criteria	Assessment Guidelines
The centre must have a recruitment policy. All staff with direct access to children and young people must have completed a CRB Enhanced Disclosure via The FA CRB Unit which recognises their suitability to work with young people in football.	Certificates or other attendance records.
As good practice, the centre should have a written standard operating procedure or similar document or manual. This should cover health and safety procedures, cleaning and maintenance regimes and operational management. All staff should be familiar with the document or manual.	Document or manual.

2.2 Insurance

Criteria	Assessment Guidelines
The centre should have public liability insurance with a policy that offers cover of at least £5 million.	A certificate or other proof of policy should be available during inspection.
As good practice, all participants should be advised by the centre to obtain personal accident insurance.	Any relevant promotion materials or administration documents published by the centre.

Standard Criteria Explained

2.3 First Aid

Criteria	Assessment Guidelines
<p>The centre must have adequate first aid equipment. First aid equipment is available from the British Red Cross, St John Ambulance and Coachwise. The following equipment would be desirable:</p> <ul style="list-style-type: none"> • Crepe bandages. • Elasticated self-adhesive bandages - various sizes. • Inelastic tape (zink oxide) - various sizes. • Disposable nitrile (non-allergenic) gloves. • Gauze swabs. • Plasters (non-allergenic / waterproof) • Sterile non-adherent wound dressings - various sizes. • Triangular bandages. • Eye pads. • Antiseptic lotions / wipes. • Spray bottle (for ice water). • Scissors (safety type). <p>The centre should have a telephone and relevant emergency telephone numbers clearly displayed.</p>	<p>The assessor will inspect the centre's first aid equipment.</p>
<p>There should be at least one member of on duty at all times who has received first aid training from a recognised organisation such as:</p> <ul style="list-style-type: none"> • FA Learning. • British Red Cross. • St John Ambulance. 	<p>Certificate or other attendance records.</p>
<p>The centre should have a written procedure for dealing with accidents.</p> <p>All staff must be familiar with these procedures.</p>	<p>Document or manual.</p>

2.4 Child Protection

Applicable to centres that offer competitions, courses or football parties to children (this includes anyone under 18 years of age). Further information is included in the Appendix.

Criteria	Assessment Guidelines
<p>All staff who have personal interaction with children and young people (anyone under 18) must have completed The FA's Child protection and best practice - Workshop. Courses are available via your local County Football Association or alternatively with prior agreement specific on-site courses can be arranged.</p> <p>Training can be provided for verifiers of FA CRB Disclosure documentation nationally for those centres within England. Further details can be obtained via 0808 085 0506 or by contacting crb@TheFA.com. Please state that you are an approved FA Small Sided Football Award Centre when requesting information.</p>	<p>Certificates or other attendance records.</p>

Criteria	Assessment Guidelines
The centre must have a written child protection policy and procedures which endorses The FA's own child protection policy. For further information refer to The FA's Safeguarding Children and Young People in Football Policy and Procedures.	Document or manual.
The centre must have a recruitment policy. All staff with direct access to children and young people must have completed a CRB Enhanced Disclosure via The FA CRB Unit which recognises their suitability to work with young people in football. All staff should be familiar with the centres child protection policy and procedures where centres are engaging U18's.	CRB Check.
The FA can assist the centre with the development of policies and procedures to safeguard children and young people within their centre. See appendix 7 for more information.	

3 Participation

3.1 Competitions

Criteria	Assessment Guidelines
All competitions organised by the provider must be affiliated to the County FA and be in possession of the appropriate Affiliation Slots.	Affiliation Slot numbers.
Please refer to The FA's Organiser's Guide to Affiliating a Small Sided Football Competitions included in the Appendix.	
All competitions must operate to the Laws of the game. The FA or County FA will have sanctioned these if the competition is affiliated. The Laws should conform to The FA Laws of Small Sided Football (as presented in The FA Handbook) or FIFA's Futsal Laws of the Game.	Administration or promotion documents.
The Laws should be publicised to participants.	
Please note that The FA Laws of Small Sided Football are those that The FA will use in its own Small Sided Football competitions and we would recommend their adoption by all organisers of Small Sided Football. However, given the diversity of Small Sided Football facilities and formats in this country, use of these Laws in all circumstances is not mandatory and these revised Laws also allow The FA and the County FAs to sanction other formats of Small Sided Football. The principles of any approval by The FA shall be based upon: <ul style="list-style-type: none"> • The normal Laws of Association Football apply with exceptions. • The game should take into full account the health and safety of the players and officials. 	

(continued)

Standard Criteria Explained

(continued)

Criteria	Assessment Guidelines
Centres should employ referees that have a FA-approved qualification wherever possible.	A list of referees regularly employed by the centre.
All competitions must use the County FA discipline process for Small Sided Football. This requires the provider to deal with offences that would normally carry a suspension of 35 days or less, using a recommended FA tariff of suspensions. The referee must refer any offences that normally carry a suspension of 35 days or greater to the County FA. Please see the Appendix for further information about the County FA discipline process.	Written evidence of the provider's discipline process.
Competition fixtures should be available at least six days in advance and results published within three days of each match. Providers of affiliated competitions that do not have their own on-line administration web site can use The FA's Full-Time software at no cost.	Administration or promotion documents.

3.2 Courses for Players

Criteria	Assessment Guidelines
Centres should only use coaches with a coaching qualification approved by The FA.	List of coaches plus FACA membership numbers or copies of FA certificates.
Any holiday courses offered at the centre involving U18s in any capacity (coaches, referees or players) must apply the centres child protection policy and procedures. the centre should have a policy for registration, de-registration, lunch breaks, illness and or injury and adverse weather.	Document or manual.

4 Development

4.1 Sports Equity

Criteria	Assessment Guidelines
The centre should adopt and publicise a Code of Conduct for players, referees and coaches. A sample Code of Conduct is included in the Appendix.	Inspection.

Advanced Criteria Explained

To achieve The FA Small Sided Football advanced award, a centre must fulfil at least seven of the following criteria in addition to all the aforementioned standard criteria.

1 Facility

1.1 Football Pitches

Criteria	Assessment Guidelines
Use of Third Generation artificial turf surface on at least one of the available pitches.	Inspection.

1.2 Ancillary Facilities

Criteria	Assessment Guidelines
Refreshments should be available to all participants by offering access to a cafe, bar, shop or vending machine.	Inspection.

3 Participation

3.1 Competitions

Criteria	Assessment Guidelines
The centre's management should have signed The FA's Heads of Agreement for Small Sided Football. A sample copy is included in the Appendix.	FA records.
The centre must have commitment to The FA referee development schemes.	Details of completed or forthcoming referees training course.
The centre should have a web site, this needs to comply with The FA guidelines on the use of images for U18's.	Administration or promotion documents.
The centre must have a commitment to working with the County FA to develop The FA's EFCA (Effective Football Club Administration) course.	Details of completed or forthcoming EFCA courses.

Advanced Criteria Explained

3.2 Courses for Players

Criteria	Assessment Guidelines
The centre must have a commitment to working with the County FA to deliver coach education courses.	Details of completed or forthcoming coach education courses.
Any holiday courses offered by the provider at the centre should conform to the standards of the FA Charter Standard Holiday Course award.	Details of completed or forthcoming applications for the FA Charter Standard Holiday Course award.
Applicants should refer to The FA Holiday Courses Administration Brochure for further information.	

4. Development

4.1 Fair Play and Sports Equity

Criteria	Assessment Guidelines
The centre should actively offer and promote Small Sided Football participation to community groups free of charge for a minimum of ten hours per week.	Details of the number of hours offered and used for community use.
Groups may include youth clubs, schools, colleges, disability groups, women and girls, or low income community groups.	Administration or promotion documents.
Activities could include competitions, festivals, courses, Football in the Community programmes, Charter Standard courses, and referee and coach courses.	The centre must maintain the quality standards for the duration of the award.
A sample Community Use Agreement is provided in the Appendix.	

4.2 Sports Development

Criteria	Assessment Guidelines
The centre should have a marketing programme that actively encourages participation from all community groups.	Administration or promotion documents.
The centres should support The FA's Football Development Strategy by offering opportunities for Mini-Soccer and Futsal.	Administration or promotion documents.

Applying for the Award

- All applicants must complete the Application Form and send it with the appropriate payment to The FA. Cheques should be made payable to The Football Association.
- A trained assessor will complete an inspection at a time, specified by the applicant, when the centre is open to the public. The assessor should be accompanied by a representative of the centre.
- The assessor completes and submits an assessment form.
- The assessment form is reviewed by the relevant County FA and The FA Small Sided Football Committee.
- The FA is committed to providing a decision within three months of the application deadline.
- If the centre attains the specified criteria, it will receive the award for a period of two years and The FA's benefits package.
- During the period of the award The FA may subsequently conduct unannounced mystery visits to the centre at any time that it is open to the public.
- Any centre that is not offered an award will receive a recommended action plan from The FA.
- The FA is committed to respond to all written appeals and complaints that it receives.

Information

Applicants are encouraged to refer to FA resources, web sites, courses and sample documents for further information about the scheme, Small Sided Football and best practice guidelines:

FA Resources

The following resources can be downloaded from The FA or FIFA web sites.

- Guide to Indoor and Outdoor Areas for Small Sided Football, Mini -Soccer and Futsal.
- Goals for Football: Guidance Notes.
- FA Laws of Small Side Football (FA Handbook).
- FIFA Futsal: Laws of the Game.
- Child Protection and Procedures Handbook.
- Holiday Course Administration Brochure.
- Best practice guidelines on the use of images.
- Best practice guidelines for travel, trips and tournaments.
- Best practice guidelines for recruiting staff and volunteers.

[TheFA.com/Grassroots/SmallSidedFootball/Award Scheme](http://TheFA.com/Grassroots/SmallSidedFootball/AwardScheme).

Web Sites

- The Football Association [www.TheFA.com]
- FIFA [FIFA.com]
- Sport England [www.sportengland.org.uk]
- British Red Cross [redcross.org.uk]
- St John Ambulance [sja.org.uk]
- Coachwise [1st4sport.com]
- NSPCC [www.nspcc.org.uk]

Applying for the Award

Courses

Please contact your local County FA for information about coaching, referee or Effective Football Club Administration courses that can be organised or staged at your centre.

Sample Documents

The following sample documents are included in the Appendix.

- Goalpost Safety Guidelines.
- Sample Code of Conduct.
- FA Organiser's Guide to Affiliating a Small Sided Football Competitions.
- Revised Discipline Process for Small Sided Football.
- Sample FA Heads of Agreement.
- Sample Community Use Agreement for Small Sided Football.
- Child Protection and Best Practice.



Appendix I: Goalpost Safety Guidelines

The Football Association, along with the Department for Culture, Media and Sport and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts. Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

1. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.
 - Portable goalposts must be secured as per the manufacturer's instructions.
 - Under no circumstances should children or adults be allowed to climb on, swing or play with the structure of the goalposts.
 - Particular attention is drawn to the fact that if not properly assembled and secured, portable goals may overturn.
 - Regular inspections of goalposts must be carried out to check that they are properly maintained.
2. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.
3. Nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks that cannot be replaced.

4. Goalposts which are homemade should NOT be used and under no circumstances should goalposts be altered from their original size and construction or extra fittings welded onto the equipment. These have been the cause of a number of deaths and injuries.
5. There is no BS/CEN or PAS standard for wooden goals and it is unlikely that wooden will pass a load or stability test. The FA recommends that wooden goals should be replaced when necessary with compliant metal or plastic goalposts.

For reference, you should note that European and British Standards exist and you should ask manufacturers if their goals conform with these before purchasing new goals.

The FA has produced a Goalpost Safety leaflet. If you would like receive copies for your organisation, please send an e-mail with your name, address and the quantity of leaflets you require to Emma.Clark@TheFA.com.

In addition to the leaflet, The FA together with representatives from the industry, sports governing bodies and government have prepared guidelines for pitch users and pitch providers together with technical parameters for goalpost manufacturers. Full copies of these can be downloaded from our website at www.TheFA.com/grassroots.

Appendix II: Sample Code of Conduct for Small Sided Football

All players, coaches, referees and spectators are required to abide by this Code of Conduct as a condition of their involvement

- Set a positive example for others, particularly young players and supporters.
- Avoid all forms of gamesmanship, and time-wasting.
- Refrain from swearing.
- Know and abide by the Laws, rules and spirit of the game, and the competition rules.
- Accept success and failure, victory and defeat, equally.
- Treat opponents with due respect at all times, irrespective of the result of the game.
- Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.
- Accept the decisions of the match official without protest.



Appendix III: FA Organiser's Guide to Affiliating a Small Sided Football Competition

The Benefits of Affiliation

- Recognition from the players that the competition is taking place under the auspices of the National Governing Body for Football. This will assist in the promotion and recruitment of teams and officials.
- If the competition is affiliated to The FA or County FA it will be subject to The FA's disciplinary processes. These will provide an additional safeguard to players and officials.
- Access to FA qualified referees. FA qualified referees are only permitted to officiate in affiliated football and any insurance they carry is not applicable in unaffiliated competitions.
- Only affiliated competitions will be invited to take part in County FA Small Sided Football competitions or The FA Fives Cup.
- Only affiliated competitions are in a position to recruit additional referees through running The FA Small Sided Football referees qualification.
- Affiliated competitions have the opportunity to post their results on Full-Time at FA.com - The FA's official website.
- National providers of Small Sided Football are invited to regular industry seminars at The FA, whilst a growing number of County FA's are increasing their membership benefits and provide representative rights within the County FA structure

Advice for Registering a League with a County FA

The first step is to contact the local County FA and request the paperwork required to run a Small Sided Football league. The County FA should provide:

- Form D (to affiliate participating teams).
- A copy of The FA's Laws of Small Sided Football (Revised 2004).
- Guidance to the organiser on the purchase of Affiliation Slots from the County FA.
- Guidance on the disciplinary processes that should be implemented in Small Sided Football.
- An example document of the rules of the competition that need to be in place in order for the competition to run smoothly and fairly.
- An example of a Team Slip that should be completed by each team prior to the commencement of a game and then handed to the referee or organiser to ensure that some record is retained of the participating players. This information may be required in the event of any serious disciplinary incident taking place and should be retained by the organiser for a period of two months. It is not necessary for this information to be forwarded to the County FA.

Once you have received this information you will then need to provide to the County FA:

- Duplicate copies of the competition Laws under which the competition will be played. These should be based upon The FA Laws of Small Sided Football (Revised 2004). These Laws also allow for a series of amendments and exceptions to be inserted that provide for differing facilities or local traditions of play.

- An indication of the number of Affiliation Slots that you will require for the season. Instead of purchasing affiliation for every individual team The FA and County FAs operate an affiliation process based on the purchase of Affiliation Slots for the entire season. The cost of each Slot is £10 (plus VAT) The number of Affiliation Slots will relate to the number of places in a league competition. Thus if an organiser intends to run a league of ten teams for a competition that will run once throughout the season they will purchase ten Slots. If the League runs four times throughout the season with some new teams coming into the second, third or fourth competitions the organiser would still only purchase ten Slots. If, however, the competition is expanded to take in a new division this will necessitate the purchase of additional Affiliation Slots from the County FA.
- A completed Affiliation Form D. This form requires basic details on the participating teams and needs to be submitted prior to the start of each new competition or league programme. Affiliation should be sought from the County FA in which the League or competition stages the majority of its games. For some stand alone Regional or National Cup competitions or festivals at which teams will be drawn from three or more County FA's or International Federations, affiliation should be sought directly from The FA.
- The County FA also requires a set of administration rules. These cover the organisational arrangements for the competition and identify how conflicts involving the rules are to be resolved. A sample set of suitable FA competition rules can be adapted for your own purposes.
- Organisers also need to supply a copy of the public liability insurance certificate that will cover the competition. Public liability insurance needs to be in place to cover claims for bodily injury or property damage for which you may be legally liable. This is a policy that you may have purchased yourself or one that may already be in place if you are hiring a facility from a club, local authority or school. Public liability insurance does not cover injury arising from personal accident or person-to-person incidents. All participants should be encouraged to take out their own insurance to cover such eventualities and this should be specified in the competition literature. County FA's have organised insurance cover for many years for their own competitions and may be able to offer advice on suitable policies and Insurance Brokers.
- Organisers also need to provide evidence that all participants are made aware in the competition paperwork that they are subject to the disciplinary process of the County FA and FA and that serious offences in Small Sided Football will be dealt with by the County FA.

Once this paperwork has been produced for the first competition the only information that will need to be updated prior to the start of a new league or tournament is an updated Affiliation Form D.

For Further information please contact the competitions or affiliations department of your local County FA.



Appendix IV: Revised Discipline Process for Small Sided Football

The following amendments to The FA's discipline process for Small Sided Football were agreed at The FA's Council Meeting in March 2004 for introduction in July 2004.

1. The introduction of temporary timed expulsion or sin bins for offences that would be considered to be cautionable in eleven-a-side.
2. Confirmation that the County FA should only be notified of serious offences. These are identified as those that would normally carry a suspension of 35 days and above, such as kicking or striking another player, use of offensive or insulting or abusive language or gestures directed at match officials, spitting, headbutting or assault.
3. Offences beneath the level of 35 days will be the responsibility of the organiser to deal with employing a recommended suspension tariff provided by The FA.
4. In Small Sided Football the liability to pay a fine should solely apply to the player rather than the team he / she plays for.
5. County FA's shall not sanction Small Sided Football competitions without evidence that a robust and demonstrable discipline process is in place
6. Organisers need to introduce simple team sheets for all competitive matches so that the identity of participating players can be recorded and referred to in the event of a disciplinary incident. It is hoped that these changes better reflect the discipline requirements of Small Sided Football but at the same time extend measures to ensure that the game takes place in a safe environment for players and officials.

Pre-July 2004 Discipline Process	Revised Discipline Process								
<p>A player is shown a yellow card by a referee following a cautionable offence. The issuing of a caution also entails the payment of an administration fee.</p>	<p>Dispense with yellow cards and associated cautions.</p> <p>Introduce a blue card and use of timed suspensions (sin bins) for cautionable offences.</p> <p>The options for disciplining offenders would therefore be as follows:</p> <ul style="list-style-type: none"> • Player shown a blue card and temporarily suspended from play. • Player issued with a second blue card and permanently excluded from play. • Player issued with a red card and permanently excluded from play. <p>The period of timed suspension should be on the following tariff. The release of players from a temporary suspension should be at the direction of the referee or a supporting match official if one is available.</p> <table border="0" data-bbox="576 712 1257 864"> <tr> <td>Length of playing period:</td> <td>Suspension from play:</td> </tr> <tr> <td>Up to 8 minutes per half</td> <td>2 minutes</td> </tr> <tr> <td>Up to 15 minutes per half</td> <td>4 minutes</td> </tr> <tr> <td>Up to 25 minutes per half</td> <td>5 minutes</td> </tr> </table>	Length of playing period:	Suspension from play:	Up to 8 minutes per half	2 minutes	Up to 15 minutes per half	4 minutes	Up to 25 minutes per half	5 minutes
Length of playing period:	Suspension from play:								
Up to 8 minutes per half	2 minutes								
Up to 15 minutes per half	4 minutes								
Up to 25 minutes per half	5 minutes								
<p>County FA's deal with all / some red cards incurred in Small Sided Football. County-by-County decision as to whether disciplinary action applied in one category of football applies to another.</p>	<p>County FA's only deal with offences that carry a thirty five day suspension or above:</p> <ul style="list-style-type: none"> • Kicking or striking another player. • Use of offensive or insulting or abusive language or gestures directed at match officials. • Spitting. • Headbutting • Assault. • Refusing to leave the field of play when ordered. • Causing a match to be abandoned. • Any offences where the offender has also acted in a discriminatory manner for reasons of ethnic origin, colour, race, religion, sex, sexual orientation or disability. <p>Disciplinary action arising from such offences applies to all categories of football.</p> <p>Red cards administered in Small Sided Football for offences, which would normally carry a suspension of less than 35 days, would remain the responsibility of the organiser or operator to deal with according to The FA's recommended tariff of suspensions. Suspension for offences of less than 35 days would only apply to Small Sided Football.</p> <p>If a player is suspended from eleven-a-side for less than 35 days this suspension only applies to eleven-a-side football.</p> <p>Operators to administer a match suspension system. County FA system to employ suspension period as disciplinary action will apply to all categories of football.</p>								
<p>Providers of Small Sided Football impose an immediate suspension on a player preventing them from playing the following week.</p>	<p>As County FA's will only be dealing with serious offences that carry a suspension of 35 days and above, they will not take into consideration any disciplinary action that the Small Sided Football competition or centre may have taken on their own initiative.</p>								

(continued)

Pre-July 2004 Discipline Process	Revised Discipline Process												
<p>If a player is suspended and fined but does not pay this fine the liability is shared by the club and the club itself is liable to further disciplinary action should the fine remain unpaid.</p>	<p>If a player is fined and leaves the club (for example, he / she no longer plays for the team) the individual should retain responsibility for the payment of a fine, rather than his former team, and should be suspended from all forms of football until the fine is paid.</p>												
<p>Providers administer their own disciplinary systems (for offences other than serious red cards) and impose a range of suspension on offenders.</p>	<p>Organisers to operate the following tariff of suspensions on offending players. Organisers should not seek to levy fines on players for minor offences.</p> <table border="1" data-bbox="580 801 1516 1205"> <thead> <tr> <th data-bbox="580 801 1043 842">Offence:</th> <th data-bbox="1048 801 1516 842">Penalty:</th> </tr> </thead> <tbody> <tr> <td data-bbox="580 848 1043 920">Receiving a second blue card in the same match</td> <td data-bbox="1048 848 1516 920">1 match suspension</td> </tr> <tr> <td data-bbox="580 927 1043 999">Denying a goal or an obvious goal scoring opportunity</td> <td data-bbox="1048 927 1516 999">1 match suspension</td> </tr> <tr> <td data-bbox="580 1005 1043 1077">Use of offensive, insulting or abusive gesture</td> <td data-bbox="1048 1005 1516 1077">2 match suspension</td> </tr> <tr> <td data-bbox="580 1084 1043 1155">Attempting to kick or strike another player</td> <td data-bbox="1048 1084 1516 1155">3 match suspension</td> </tr> <tr> <td data-bbox="580 1162 1043 1205">Serious Foul Play</td> <td data-bbox="1048 1162 1516 1205">3 match suspension</td> </tr> </tbody> </table>	Offence:	Penalty:	Receiving a second blue card in the same match	1 match suspension	Denying a goal or an obvious goal scoring opportunity	1 match suspension	Use of offensive, insulting or abusive gesture	2 match suspension	Attempting to kick or strike another player	3 match suspension	Serious Foul Play	3 match suspension
Offence:	Penalty:												
Receiving a second blue card in the same match	1 match suspension												
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Attempting to kick or strike another player	3 match suspension												
Serious Foul Play	3 match suspension												
<p>A range of affiliation information is provided by organisers on participating teams. Comprehensive in some counties, and from some operators, and minimal in others.</p>	<p>All organisers to provide details of participating teams, team contact and Affiliation Slot number to the County FA prior to beginning of a competition (Form D). Operators to ensure that these details remain updated.</p>												
<p>General uncertainty as to whether suspension periods are being enforced on offending players in Small Sided Football. The identity of participating players is recorded in some centres but not in others.</p>	<p>Organisers to identify system whereby suspended players are prevented from playing.</p> <p>Organisers to identify a system whereby the identity of participating players is recorded prior to a game commencing. These records are to be retained by the organisers and referred to in the event of a serious incident or on suspicion that a player is playing whilst under suspension.</p> <p>The County FA will supply organisers with an example match card that can be used for this purpose and co-branded with the organiser's logo.</p> <p>The existence of these systems shall be a requirement before a County FA will provide sanction to a competition taking place.</p>												
<p>Variety of working relationships between the County FAs and operators and organisers of small side football.</p>	<p>Counties and operators sign up to a Heads of Agreement document which identifies the responsibilities of each party in relation to maintenance of discipline and affiliation processes</p>												

Appendix V: Sample FA Heads of Agreement

The Heads of Agreement is offered as a guide to an agreement that would be appropriate for a provider of Small Sided Football and a County FA to conclude. As such, the content of the agreement should be agreed on a case-by-case basis and this sample document therefore should be used as guidance for the items that could be included.

This agreement identifies the respective responsibilities of The FA and the Small Sided Football Provider in relation to the administration of processes relating to affiliation and discipline and other areas of mutual interest. As a document this agreement provides the basis for effective partnership and good working arrangements. It will also allow for the identification of specific areas where one or other party is failing to uphold or deliver its responsibilities. In such cases remedial action should be taken promptly to ensure that the Heads of Agreement can be honoured.

1. **Period of Agreement:** This Heads of Agreement shall cover the period to

2. **Affiliation: Responsibilities of The FA and County FAs.**

In respect to the process of affiliation the County FA shall provide the following services in relation to affiliation:

i. The FA and County FA shall inform The Small Sided Football Provider of the process of affiliation and the County affiliation fee prior to the commencement of the affiliation period.

- ii. The FA will provide the following affiliation benefits to The Small Sided Football Provider.
- Access to FA qualified referees.
 - Access to the County FA discipline process for all red card offences carrying a recommended suspension of 35 days and above.
 - The right of entry into The FA Fives Cup (from 2006).
 - The opportunity to access information on the Small Sided Football market arising from The FA's annual Football Trends survey.
 - The opportunity to be represented at The FA Small Sided Football Seminars that take place twice a year.
 - The opportunity to host and nominate participants on The FA Small Sided referees course.
 - Access to The FA's Handbooks.
 - The opportunity to utilise The FA's Full-Time section on The FA web site.
 - The right to apply for recognition through The FA's Small Sided Football Award.
 - The opportunity to attend all relevant FA National Conferences.
 - The opportunity to become a delivery partner in FA Learning courses.
- iii. The FA and County FA will deal with affiliation details as commercial sensitive information and not make this information available for wider use without the express permission of the Small Sided Football Provider.

3 Affiliation: Responsibilities of the Small Sided Football Provider.

In respect to the process of affiliation, the Small Sided Provider shall provide the following services in relation to affiliation:

- i. The Small Sided Football Provider shall insist that all the leagues and competitions that are conducted at its centres of operation are affiliated to the County FA. This transaction can be carried out either nationally with The FA or with the host County FA.
- ii. The Small Sided Football Provider shall insist that the following information is provided to the local County FA by its Small Sided Football Centres:
 - The Small Sided Football Centre will contact the County FA should additional Slot Affiliation be required as for example the running of additional Leagues.
 - The Small Sided Football Centre will complete Form D prior to the commencement of a League programme providing details on the participating teams, public liability insurance coverage and the allocation of Affiliation Slots.
 - The Small Sided Football Centre will undertake to keep information on all teams updated and forward any revisions to the County FA in a prompt and timely fashion.

- The Small Sided Football Centre will forward all affiliation fees to the County FA within one month of the commencement of the competition.
- The Small Sided Football Centre will provide on a quarterly basis an exhaustive list of all established leagues.

4. Discipline: Responsibilities of The FA and County FA.

- i. The County FA shall provide the Small Sided Football Provider with access to FA qualified match officials where possible.
- ii. This requires the provider to deal with offences that would normally carry a suspension of less than 35 days.
- iii. The County FA shall deal efficiently with all reported offences and ensure a decision on suspension and any associated fine is taken and communicated to the player, player's team and the Small Sided Football Centre.
- iv. The FA shall provide to the Small Sided Football Centred details of all players serving suspensions for serious offences and those that are banned Sine Die.

5. Discipline: Responsibilities of The Small Sided Provider.

- i. The Small Sided Football Provider shall administer a discipline process in line with The FA's Laws of Small Sided Football.
- ii. The Small Sided Football Provider shall communicate to its centres of operation that The FA's Small Sided Football discipline process is in place and that all serious offences (those that would normally carry a suspension of 35 days and above) should be reported to the County FA by the referee involved. Disciplinary action arising from such offences will apply to all categories of football.
- iii. The Small Sided Football Centre shall maintain a system whereby team lists are submitted prior to the commencement of all league and cup matches. The centre should retain these lists for a period of two months.
- iv. The Small Sided Football Centre shall maintain a process of checking that suspended players are not permitted to play for any affiliated team whilst serving a suspension or whilst a fine is outstanding.
- v. The Small Sided Football Centre shall forward all correspondence relating to disciplinary matters to the respective teams or players on day of receipt

from the CFA If it is managing this aspect of the discipline process.

- vi. The Small Sided Football Centre shall oblige all referees to submit reports detailing red card incidents for which a suspension of 35 days or above would be applicable to the County FA within 5 working days.
- vii. The Small Sided Football Centre will follow The FA's guidelines on suspensions relating to offences that are to be covered by the Small Sided Football Centre discipline process.

This Heads of Agreement has been drawn up to ensure a cooperative working relationship between the County FA and the Small Sided Football Provider and the spirit of this agreement is as important as the specific responsibilities identified above. Maintenance of this agreement will ensure that players, team officials and referees enjoy a good quality playing experience and that any incidents of unacceptable behaviour, such as violent conduct, dangerous play, racial abuse and abuse of match officials can be dealt with promptly.

Signed: Date:

Appendix VI: Sample Community Use Agreement for Small Sided Football

Name of Centre or Project

- The name of the centre or project.

Parties to the Agreement

- What are the names and addresses of the organisations to be involved in the Community Use Agreement?

This may include commercial operators, leisure management companies, leisure trusts, football clubs, competition organisers, County FAs and community groups.

Introduction

- Description of the centre or project.
- Description of the aims and objectives of the Community Use Agreement.

Aims

What are the aims of the Agreement? For example, the aims may include:

- To provide additional opportunities to participate in football for youth clubs, schools, colleges, disability groups, women and girls, or low income community groups.
- To utilise the facilities by the provision of referee, coach, first aid, child protection and Effective Football Club Administration Courses courses.

Objectives

What are the objectives of the Agreement? For example, the objectives may be:

- To maximise use of the centre during the core time of 9:00 am to 4:30 pm weekdays and at weekends.
- To ensure that the facility is used for up to ten hours per week by community groups other than male adult football.

- To provide a balanced programme that provides opportunities for the full range of the local community.

Description of those groups that are to be accommodated in the Community Use Agreement. This may include youth clubs, schools, colleges, disability groups, women and girls, or low income community groups.

Definition of Community Use

The Agreement should include a definition of what activities constitute community use. This could, for example, encompass:

- Free daytime use from 10:00 am to 4:00 pm Monday to Friday for all ten courts and changing rooms, restricted to five courts and changing room from 12:00 noon to 2:00pm.
- Free weekend use for up to four courts and changing rooms after 12 pm Saturday and all day on Sunday from open to close.
- Free access to centre's training room to conduct courses during weekday evening and at weekends.
- Facilities to be made available year round.

Marketing and Promotion

- Identify which parties are responsible for proactively promoting activities to the community.

Management

- Identify who is responsible for the management of the centre and outline their responsibilities. For example, opening and closing building, security, heating, lighting, water and health and safety.

Monitoring and Evaluation

- Parties to this agreement and representatives of community groups will meet on a quarterly basis to ensure aims and objectives are being met and to review any proposed revisions to the agreement.

Duration of the Agreement

- Define the period of time the agreement will remain in force.

Variations

- Define the process required to vary the agreement by the parties concerned.

Signatories

- Ensure the document is signed and dated by senior employees or officials of all parties involved in the Community Use Agreement.





Appendix VII: Child Protection and Good practice

Child protection is likely to apply to most centres even if you only intend to run activities for adults. This may seem strange but by law anyone under the age of 18 is a child. So if you have referees under 18 or perhaps coaches, players or even staff you are required to have a child protection policy and appropriate procedures.

Child protection in terms of your centre is really about best practice; being well informed, having a clear policy, being proactive rather than reactive, sharing information about what the centre offers, appropriate training and selection of your staff and being clear what you expect from your customers.

A child protection policy is a great start point and can be a good advertisement for your centre. These days everyone wants to ensure their children are being taken care of properly. Staff and volunteers want to make sure they themselves are protected from allegations of poor practice by being properly informed, as well as knowing what to do if they have concern.

By endorsing and replicating the main aims of The FA's child protection policy you can implement a simple but effective approach to safeguarding your workforce and your customers at the same time. For further information on The FA's policy and procedures go to www.TheFA.com/Goal

An appropriate recruitment policy is a must, all staff that have access to children and you people must have an enhanced FA CRB Unit. For further information contact The FA CRB Unit on 0800 085 0506 or email; crb@TheFA.com

Staff and volunteers will also benefit from having appropriate child protection training. Courses can be attended locally or alternatively run on-site at your centre. Simply contact your local County Football Association for further information.

If you do discover that you have concern about a child or you persons welfare you can go direct to the statutory agency or alternatively pass the information onto The FA's Case Manager via 0207 745 4771. The FA has a comprehensive case management system that can advise on poor practice concerns as well as liaising with the relevant agencies in cases of child abuse.

There is much more you can access about The FA's child protection initiatives visit www.TheFA.com/Goal for more details. A collective approach to child protection in football helps to ensure that we all enjoy the game.

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The FA Small Sided Football Award Scheme Guide