

Sanctioning Process for a Tournament, Festival or Charity Match

This outlines the steps needed to ensure your event is sanctioned. If you have any questions, please [email Chloe Tate](#) or call 01462 677622

Step 1

Organisers to provide tournament details to Hertfordshire FA 1 month prior to the tournament, by completing this [online form](#).

If they are provided later then a sanction cannot be guaranteed

Step 2

Hertfordshire FA will forward your proposed rules to our Rules and Regulations panel for them to be reviewed within 14 days of them being received

Step 3

If any rule amendments are identified, we will work with the organisers to ensure the rules are approved

Step 4

Once the rules are accepted, we will send an invoice to the organisers for the £25.00 sanctioning fee

Step 5

Payment is made by organisers and receipt available via WGS

Step 6

Hertfordshire FA publish details of the tournament [on our website](#)

Step 7

The organisers must send Hertfordshire FA a list of teams entering and the Designated Safeguarding Officer at least 2 weeks prior to start date

Step 8

Hertfordshire FA will confirm with organisers that all teams are affiliated, provide some safeguarding information and a sanction letter so the tournament is clear to go ahead