



# MIDDLESEX FOOTBALL ASSOCIATION **SMALL-SIDED COMPETITION SANCTIONING PACK**



## **WHY SANCTION YOUR COMPETITION OR TOURNAMENT WITH MIDDLESEX FA?**

Middlesex Football Association is keen to ensure your Tournament or Competition is prepared in the best way possible before the big day. We will help to ensure your event and the teams taking part have the correct levels of insurance cover, as well as providing access to qualified match officials. We can also help you to promote your Tournament/Competition through the Middlesex FA communication channels.

Should a serious incident arise, whether that be from a discipline or a safeguarding point of view, by sanctioning with Middlesex FA we will ensure you have somewhere to raise your concern and we will be able to offer advice or to investigate the concern to you.

## **WHAT DO YOU NEED TO KNOW?**

### **TEAMS**

- All participating teams must be affiliated with their Parent County FA.
- Affiliated teams will be covered by the Club's insurance policy, once the Tournament is sanctioned.
- 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 2.K)

### **REFEREES**

- Qualified and Registered referees can officiate in your tournament once sanctioned.
- Middlesex FA will be able to communicate with registered referees regarding your Competition.

The Following page outlines the eight steps in the Sanctioning Process. Middlesex FA recommends this be completed as early as possible, to allow time for preparation of the Competition. More information on this can be found in The FA's Tournament Guide.

### **INSURANCE**

All Clubs/Organisers must declare to their Insurance Provider the intention to host a Competition or Tournament. From here, they will confirm what cover the Club has, and if any additional insurance is needed. If Personal Accident Insurance was purchased through Middlesex FA at Affiliation, the contact details are below:

- Company: UKGlobal Group
- Email: [fiona.lavery@ukglobalgroup.co.uk](mailto:fiona.lavery@ukglobalgroup.co.uk)
- Phone: 01252 734539

Middlesex FA advise all Clubs/Organisers to contact their Public Liability Providers to ensure a Competition/Tournament is covered under the insurance, especially if additional facilities are to be provided such as entertainment and outsourced vendors.

# MIDDLESEX FOOTBALL ASSOCIATION

## SANCTIONING PROCESS FOR YOUR COMPETITION

### STEP 1

In order to be sanctioned, the Organisers must send the completed Application Form (Appendix 1) and Competition Rules (Appendix 2) to [affiliation@middlesexfa.com](mailto:affiliation@middlesexfa.com) **AT LEAST 30 DAYS\*** prior to the first scheduled date of your Competition. Failure to meet this date and sanctioning approval cannot be guaranteed

### STEP 2

Middlesex FA will forward your proposed Competition Rules to our Governance Committee for them to be reviewed within 10 days of it being received.

### STEP 3

If any issues are identified Middlesex FA will work with you to get the rules approved.

### STEP 4

Once the Rules are accepted, Middlesex FA will set your Competition on WGS, along with confirmation. An invoice will be generated through WGS for the Sanctioning Fee.

### STEP 5

Payment is made and receipt is available on WGS.

### STEP 6

Middlesex FA issues a sanction letter and publish details of the Tournament on our Website. This will be shared through our Social Media Channels to assist with advertisement.

### STEP 7

The Competition must send a list of Teams entering (Appendix 4), a list of Match Officials (Appendix 5) and a copy of the Risk Assessment **AT LEAST 7 DAYS** prior to the start date.

### STEP 8

Middlesex FA will confirm the above, and the Tournament is clear to take place.

*\*Applications received with less than 30 days before the Competition date may occur additional Sanctioning Fees.*

**MIDDLESEX FOOTBALL ASSOCIATION**  
**APPLICATION FORM FOR SMALL-SIDED COMPETITIONS**

(Appendix 1)

**NAME OF COMPETITION:**  
**DATE(s) OF COMPETITION:**  
**TIME(s) OF COMPETITION:**  
**LOCATION OF COMPETITION:**

**EVENT LEAD DETAILS:**

Name:  
FAN:  
Contact Number:  
Email Address:

**WELFARE OFFICERS DETAILS:**

Name:  
FAN:  
Contact Number:  
Email Address:

**FORMAT**

Please select format(s) the Competition will be running.

5 v 5 [    ]                      7 v 7 [    ]                      9 v 9 [    ]                      11 v 11 [    ]

**AGE GROUP**

Please select as appropriate

YOUTH [    ]                      ADULT [    ]                      YOUTH & ADULT [    ]

**INSURANCE**

Please select as appropriate.

- [    ] *I can confirm we are a Club affiliated to Middlesex FA and have contacted our insurance providers who have authorised that we are covered to run this Competition/Tournament. Evidence can be produced upon request.*
- [    ] *I can confirm, we are an outside organisation, which has purchased their own Insurance to cover this Competition/Tournament, for which is attached.*

Signed: \_\_\_\_\_ Name: \_\_\_\_\_  
Date: \_\_\_\_\_

- [    ] **By checking this box, we consent to details of this Competition/Tournament (including Lead Contact details) being published on the Middlesex FA Website once sanctioned.**

# MIDDLESEX FOOTBALL ASSOCIATION

(Appendix 2)

## RULES OF THE [

## ] COMPETITION

The following rules are for guidance only and intended as template for your Competition to adapt. If the Competition wishes to add any additional rules, please ensure these are highlighted in **YELLOW (Editable Word Document Available Here)**. Those Rules *Italicised* can be removed if not applicable to your Competition. All information entered in [ ] should remain in **bold**. Once completed, please send to [discipline@middlesexfa.com](mailto:discipline@middlesexfa.com).

### 1. COMPETITION

- 1.1. This Competition will be known as
- 1.2. The Competition shall be sanctioned by Middlesex FA. The competition, all clubs and players and other persons shall be subject to the rules and regulations of the Association.
- 1.3. The competition is by . 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. AFFILIATION

- 2.1. All clubs must be affiliated to a County Football Association, during the playing season of the date of the Competition.
- 2.2. No team must enter this competition in the name of an affiliated club without the full knowledge and authority of that club.
- 2.3. An entry fee of £ per team shall be payable by days before the Competition date.

### 3. MANAGEMENT COMMITTEE

- 3.1. The Management Committee shall have the power to apply, act upon and enforce the rules of the competition and shall also have jurisdiction over all matters affecting the competition.
- 3.2. A Management Committee consisting of [ ] people shall be appointed to organise the competition. These are:

Chair:

Secretary:

Other:

### 4. AGE GROUPS

- 4.1. Age groups will relate to the season.
- 4.2. The Competition shall be divided into the following age groups: (please tick as appropriate)

Age Group	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17	U18	OPEN AGE
Male													
Female													
Mixed													

### 5. QUALIFICATION OF PLAYERS

- 5.1. Each team shall register a squad of players on the day of the competition, with a maximum of [ ] players per team.

- 5.2. Before the commencement of the Competition, all clubs shall produce a list of players eligible to participate (together with details of their dates of birth if playing Youth Football). All players shall be bona fide members of their listed club.
- 5.3. A Player may not play for more than one team throughout the duration of the tournament.
- 5.4. 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.
- 5.5. All players must wear shin pads and appropriate footwear.

## 6. FORMAT

- 6.1. The format of this Competition is *(Please select as appropriate, definitions are provided in the Appendix 3)*
- 6.2. The Formats for each Age Groups is listed below:  
*(Please tick as appropriate outlining whether the age group will be following mini-soccer laws, small-sided laws or Laws of the Game.)*

Age Group	Format	Mini Soccer	Small-Sided Laws	Laws of the Game
U7				
U8				
U9				
U10				
U11				
U12				
U13				
U14				
U15				
U16				
U17				
U18				
Open Age				

## 7. DURATION OF MATCHES & BALLS

- 7.1. All matches will be [       ] minutes in duration *per half*.
- 7.2. *Half time will be no longer than [       ] minutes.*
- 7.3. In the event of a draw in the knockout competition *extra time of [       ] minutes shall be played each way. If after extra time the scores are still level* kicks from the penalty mark shall be taken in accordance with the Laws of the Game.
- 7.4. All teams are responsible for ensuring players' playing time does not exceed The FA's guidelines on maximum playing time for children.
- 7.5. Each Team will register its colours with the Competition when returning their application form. Should there be a clash of colours a changed strip can be worn or bibs can be used.
- 7.6. No Team playing in the competition shall play in predominantly black, navy or any other colour that does not clearly distinguish players from the referee.

## **8. SCORES & RESULTS**

- 8.1. The kick-off will be decided by the toss of a coin with the first named team's captain making the call. The winner of the coin toss will select which goal they wish to attack. The other team shall be awarded the kick off.

## **9. PLAYING RULES**

- 9.1. The Competition shall be governed in accordance with the rules and regulations of The Football Association. *Matches will be played in conformity with the laws of Mini-Soccer or Small Side Football (dependent on age groups) or Laws of the Game as issued by The Football Association.*
- 9.2. Substitutes are roll on, roll off from those named on the registration form. A substituted player can return in the same match. Referees must be informed of and allow substitutions. The number of substitutions made during a game is unlimited.

## **10. PLAYERS, OFFICIALS AND SUPPORTERS CONDUCT**

- 10.1. This competition uses the yellow and red card system.
- 10.2. An accumulation of two yellow cards on a single day in the competition will result in the player being suspended from the next match.
- 10.3. Two yellow cards in one match equals a red card and the player will be sent off.
- 10.4. 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.
- 10.5. All cautions and red cards will be dealt with on the day of the match.
- 10.6. Any misconduct from the tournament will be reported to Middlesex FA by the referee as normal.

## **11. REPORTING RESULTS**

- 11.1. The referee shall be responsible for reporting the result of the game to the Committee at the conclusion of each game.

## **12. PROTESTS AND APPEALS**

- 12.1. All questions of eligibility, qualification of players or interpretation of Rules shall be referred to the Management Committee, whose decision on the matter shall be final and binding for the duration of the competition.
- 12.2. 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.
- 12.3. Any Appeals against the decision of the Management Committee must be made to [discipline@middlesexfa.com](mailto:discipline@middlesexfa.com) within 14 days of the notification of the decision and be accompanied by an appeal fee of £10.00.

## **13. REFEREES**

- 13.1. Referees shall be appointed by the Competition.
- 13.2. *Referees shall, if they choose to accept it, be paid a fee of [        ].*

## **14. MISCONDUCT**

- 14.1. Serious misconduct must be sent to the Parent Association of the offending Team.

# MIDDLESEX FOOTBALL ASSOCIATION

## COMPETITION FORMAT DEFINITIONS

(Appendix 3)

### 1. LEAGUE BASIS ONLY

The competition shall be played on a league basis with the teams divided, by the Management Committee, into groups. Each team shall play each other team in its group once. Three points will be awarded for a win and one for a draw.

In youth football, goal difference IS NOT permitted to be used. Therefore, if any teams are level on points then head-to-head must be used. If this still does not separate teams then a play-off game will need to take place. If the scores are level after the play-off game is concluded, then kicks from the penalty mark shall be taken in accordance with the Laws of the Game to decide the winner.

### 2. LEAGUE BASIS & KNOCK OUT

The competition shall be played on a League basis (in the first stage) with the teams divided, by the Management Committee, into groups. Each team shall play each other team in its group once. Three points will be awarded for a win and one for a draw.

In youth football, goal difference IS NOT permitted to be used. Therefore, if any teams are level on points then head-to-head must be used. If this still does not separate teams then a play-off game will need to take place. If the scores are level after the play-off game is concluded, then kicks from the penalty mark shall be taken in accordance with the Laws of the Game to decide the winner.

And then...

A knock-out stage shall then take place between \_\_\_\_\_ teams being the top \_\_\_\_\_ team(s) from each group. The Management Committee shall make the draw for the knock-out competition.

### 3. KNOCK OUT BASIS ONLY

The competition shall be played on a knock-out basis. The draw shall be made by the Management Committee.

A plate competition can also be organised should the competition wish.

### 4. DEVELOPMENT

Please be aware that all ages are permitted to play in Competitions where results are collected and/or published and/or winner's trophies are presented, including those that are not normally permitted to do so during the season. However, this must be specified in the space below.

Collecting and publishing results for (Please list age groups):

.....

# **MIDDLESEX FOOTBALL ASSOCIATION**

## **YOUTH COMPETITION SAFEGUARDING GUIDANCE**

Safeguarding is paramount for Youth Competitions. This guidance has been formed to ensure that all youth tournaments have implemented the key safeguarding considerations so that young people are able to take part in football in a safe, fun and inclusive environment.

Youth Tournaments/Competitions must have a welfare officer who holds the following safeguarding credentials:

- In date FA accepted DBS check (within the last 3 years).
- In date Safeguarding for Committee Members course (within the last 3 years).
- In date Safeguarding Children Workshop (within the last 3 years).
- Attended the Welfare Officer Workshop.

The Tournament/Competitions committee members will need the following safeguarding requirement:

- In date Safeguarding for Committee Members course (within the last 3 years).

### **MAXIMUM PLAYING TIME FOR YOUTH**

Age Group	Maximum playing time in one day in all tournaments and trophy events/festivals
Under 7 and Under 8	60 mins
Under 9 and Under 10	90 mins
Under 11	120 mins
Under 12	120 mins
Under 13 and Under 14	150 mins
Under 15 and Under 16	150 mins
Under 17 and Under 18	180 mins

The safeguarding considerations have been separated into the key times when they should be completed:

1. Pre-Tournament.
2. During the Tournament.
3. Post Tournament.

# YOUTH COMPETITION SAFEGUARDING GUIDANCE CHECKLIST

## 1. PRE TOURNAMENT

- ☐ Consent Forms, including emergency contact details must be obtained for each young player and under 18 match officials;
  - Consent can be obtained via the Team Manager for players.
  - Consent for under 18 match officials to be obtained via parents/guardian/carer.
- ☐ Inform all Team Managers they must have a copy of their players Medical Information pitch side during the Tournament/Competition.
- ☐ Share Photography Guidelines with photographers and clubs.
- ☐ Ensure there will be an appropriate adult to young player ratio for the duration of the Tournament/Competition.
- ☐ Ensure the changing rooms are suitable for young players and under 18 match officials.
  - Each gender must have separate changing facilities.
  - Teams should be given enough notice for players to arrive with their kit on if there are no changing rooms available.
- ☐ Ensure the pitches are suitable for young players. For example, there is no rubbish or sharp objects on the pitch and the equipment and pitch size is appropriate.
- ☐ Ensure the venue has a defibrillator;
  - Location and code need to be identified before the tournament.
  - There must be an individual present on the day of the Tournament/Competition who is qualified to use a defibrillator.
- ☐ Agree on suitable refreshments for the day for young players
  - A supply of drinking water is a minimum.
  - If there is no food supplied, teams should be made aware of this beforehand and advised to bring their own food to last for the duration of the day.
- ☐ Ensure there is enough rest time between matches for young players to hydrate and recuperate.
- ☐ In the event of severe weather, ensure there is an area for players and spectators to take shelter. If there is no shelter available at the venue, the tournament should be postponed and all teams should be notified in a timely manner.
- ☐ Ensure an access point is in place and clearly marked for entry of Emergency Services. This MUST be kept clear at all times.

# **YOUTH COMPETITION SAFEGUARDING GUIDANCE CHECKLIST**

## **2. DURING THE TOURNAMENT**

- ☐ During registration, identify which players can be photographed and ensure there are measures in place for players who cannot be (i.e. Wristbands for players that cannot be photographed).
  - Photographers should be visible at all times and made aware of young players who cannot have their photos taken on the day.
- ☐ Display the Codes of Conduct around the venue and ensure all clubs involved are briefed regarding RESPECT.
- ☐ Ensure all clubs are made aware of who is carrying out the role of Tournament/Competition Welfare Officer;
  - The Tournament/Competition Welfare Officer must be visible and contactable throughout the duration of Tournament/Competition.
- ☐ Ensure coaches have their First Aid Kits pitch side.
- ☐ Ensure the security of the changing rooms is managed.
- ☐ Prior to the start of the day;
  - Ensure the CWO has the accident and incident report forms and the missing person's procedure/forms.
  - Ensure facilities are clean.
  - Ensure a pitch inspection is completed.
  - Check the equipment (goal posts, corner flags, etc).

# **YOUTH COMPETITION SAFEGUARDING GUIDANCE CHECKLIST**

## **3. POST TOURNAMENT**

- ☐ Tournament / Competition Welfare Officer must send any Safeguarding concerns to Middlesex FA's safeguarding team via email – [safeguarding@middlesexfa.com](mailto:safeguarding@middlesexfa.com)
- ☐ Ensure all discipline related incidents (misconducts only, including discrimination) are reported to the Middlesex FA's Discipline Team – [discipline@middlesexfa.com](mailto:discipline@middlesexfa.com)
- ☐ Ensure that should any accidents occur the forms are completed in a timely manner.
- ☐ Have a debrief with the Committee regarding things that went well, challenges, and improvements for next season.

## MIDDLESEX FOOTBALL ASSOCIATION COMPETING TEAMS FORM

**(Appendix 4)**

[illegible]

# MIDDLESEX FOOTBALL ASSOCIATION

## MATCH OFFICIALS FORM

(Appendix 5)

Please provide us with a list of the Match Officials you will be using for the Competition. We will then be able to check to see whether they have a DBS and are registered for the Current Season.

MATCH OFFICIAL	FAN	EMAIL ADDRESS	REGISTERED FOR CURRENT SEASON	DBS QUALIFIED (if applicable)