

Norfolk County Football Association



www.NorfolkFA.com

**One- or Two-Day Football
Competitions**

Essential Information Guide



Norfolk County Football Association

Dear Competition Organiser,

RE: Essential Information for organising One- or Two-Day Football Competitions

Norfolk County Football Association is keen to ensure all football in Norfolk is affiliated and follows FA regulations, including the organisation and running of one- or two-day football competitions.

The information in this guide will ensure you meet FA and Norfolk County FA regulations when organising and delivering a one- or two-day football competition.

Included in this guide are

- Important FA regulations that must be adhered to
- Guidance on competition rules
- Competition checklist
- Competition order of play and fixture list guide
- Codes of conducts
- Important contact details



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Important FA Regulations

- Only Clubs which are affiliated to Norfolk County Football Association or another County Football Association shall be permitted to participate in affiliated football competitions.
- In 1998 The Football Association issued mandatory playing rules to ensure that all competitions throughout the Country are played within the same format. The playing and administration rules for all football competitions are required to be adhered to. Failure to comply may result in future applications for sanctioning being refused.
- Please be aware that all ages are permitted to play in leagues where results are collected or published, or winner's trophies are presented.
- If your competition is being organised by a club which is affiliated to Norfolk County Football Association, and the monies raised are for club funds your, mandatory public liability insurance cover will be extended for the duration of your competition (subject to completion and submission of the relevant affiliation forms correctly and on time).
- If a competition is not associated with an affiliated club to Norfolk County FA it will not be covered for public liability insurance unless the organisers have arranged their own cover. Information regarding cover can be obtained from Norfolk County FA.
- The One- or Two-Day Competition Sanctioning Application Form must be fully completed at least 21 days prior to the first scheduled date of your competition.
- The One- or Two-Day Competition – Team List must be fully completed and returned at least 7 days prior to the commencement of your competition.
- The cost to affiliate a One- or Two-Day football competition is dependent on the number of teams participating. The fees are as follows:
 - Less than 15 teams participating- £15
 - More than 15 teams but less than 30 teams participating - £25
 - 30 teams or more participating - £40



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Guidance Notes

Name of Competition – If the competition is being organised by a club affiliated to Norfolk County FA the competition name must be the name of the club i.e. The Dog and Duck 1 Day Small Sided Competition.

Name of Competition Secretary – This does not have to be the main club secretary, but they must be associated with the club.

Date(s) of Competition – Include all competition dates, not just the start date.

Venue of Competition – Include all venue names and full postal codes.

Anticipated number of teams participating – Please indicate the maximum number of teams in all age groups anticipated over the duration of the competition.

Signatures – Please ensure the form is signed and dated by the competition's secretary.



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Guidance Notes

- Affiliation of Participating Clubs** – Only affiliated teams are permitted to enter your competition. Non-affiliated teams are required to affiliate before being listed to participate in the competition.
- Clubs Eligible to Enter and Entry Fee** – Please state entry fee for teams to enter. If prices differ between age groups or for Charter Standard clubs, please state.
- Laws** – A copy of the competition laws shall be given to all participating clubs at least twenty-one days before the commencement of the competition.
- Players’ Qualification** – As part of the sanctioning application form, we will need to know which age groups will be participating in the tournament and whether that age group is mixed or Female. Before the commencement of the competition, all clubs shall produce a list of players (including dates of birth for youth football). All players should be bona fide members of their listed clubs. Temporary registration forms are available – Please not all normal player registration and transfer rules **MUST** be adhered to.
- Team Formats** – The format for each age group must be clearly laid out in your competition rule. The formats permitted at each age group can be found below:

Mini-Soccer

Age group	Format			
	5v5	7v7	9v9	11v11
U7				
U8				
U9				
U10				
U11				

Small-Sided

Age group	Format		
	5v5	6v6	7v7
U7			
U8			
U9			



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U10			
U11			
U12			
U13			
U14			
U15			
U16			
U17			
U18			
Adult			

Standard 11-a-side Football

	Format (11vs11)
U13	
U14	
U15	
U16	
U17	
U18	
Adult	

If the box is blacked out it means the format is not allowed for that particular age group and therefore you must change the format accordingly.

- 6. **Team Colours** – No team playing in the competition shall play in predominantly black, navy, or dark blue shirts or any coloured shirt that does not clearly distinguish players from the referee.

To ensure no teams entered are playing in any of the above colours it may be in your interest to add a team colour section to your entry form. If any teams state any of the colours above you, can then inform them before the competition commencement.

- 7. **Arrangement of Competition** – If your competition is a league only basis or a league basis progressing into a knockout phase, 3 points will be awarded for a win and 1 point will be awarded for a draw.

If your competition is running on a knock-out basis the Management Committee can assign the knock-out phase before the commencement of the competition.

i.e. Winners Group 1 v Runners up Group 2

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Winners Group 2 v Runners up Group 1

Please be aware that all ages are permitted to play in leagues where results are collected or published, or winner's trophies are presented.

8. Duration of Matches

Small-Sided

The maximum playing time in any one day is 40 minutes for U7's and U8's, 60 minutes for U9's and U10's and 100 minutes for U11's up. The maximum time for each half is 20 minutes. The duration of the game shall be divided into two equal periods of at least five and up to 25 minutes.

Mini-Soccer

The maximum playing time in any one day is 40 minutes for U7's and U8's, 60 minutes for U9's and U10's and 100 minutes for U11's up. The maximum time for each half is 20 minutes.

9. **Substitutes and Squad Sizes** – Repeat (rolling) substitutions are permitted across every age category. When playing Mini-Soccer, each team must not have a squad greater than double the size of the team per age. As many substitutes from that squad can be used. When playing small-sided football, the maximum squad size for the relevant formats is as follows:

Format	Maximum Squad Size
5 a-side	8
6 a-side	9
7 a-side	10

10. **Report of Results** – The person who is responsible for reporting the results must be clearly defined in the competition rules. This can be either the referee or captain/manager of the winning team/
11. **Referees** – The fee payable to the referee is at the discretion of the Management Committee. However, we would recommend that travelling expenses for journeys between the referee's residence and the venue be set at Norfolk County FA's County Cup rate, not to exceed 30p per mile.
12. **Protests and Complaints** – All questions of eligibility, qualifications of player or interpretations of the Rules shall be referred to the management committee whose decision on the matter shall be final and binding
13. **Appeals** – Any appeal against the decision of the Management Committee must be made in duplicate, to Norfolk County FA within 7 days of the decision of the Management Committee and be accompanied by an appeal fee of £35. Please ensure all entered teams are aware of the appeals procedure either on the entry form or in their confirmation of entry letter.



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- 14. Misconduct** – For matters relating to misconduct please speak to Thomas Constance (Regulatory Services Manager) via Thomas.Constance@NorfolkFA.com or a member of the Football Services Team on 01603 704050.
- 15. Team Names** – All teams entered should be associated with an affiliated club of a County Football Association. As good practice, competition organisers should be checking that secretary details given are that of the main club secretary and the club are aware that teams are entering using the club's name. No team must enter a competition in the name of an affiliated club without the full knowledge and authority of that club.



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Team list guidance notes

The team list should be fully completed with the following:

- **Name of Club**
- **Age group entered**
- **Club secretary name and contact telephone number**
- **Affiliation Number**

Name of Club

All clubs should be affiliated to a County Football Association and, with the club's knowledge and permission be named after the club associated with.

Age Group Entered

Please indicate the age group(s) entered by each club. A club may enter teams at different age groups. Please indicate this on the same line, rather than duplicating club details.

Club Secretary Name and Contact Telephone Number

To ensure all entered teams are affiliated, it would be good practice to add a section on your entry form for the club secretary information to be added. Team managers may be the teams contact when entering your competition, to ensure all teams are affiliated and associated to a club the secretary may need to be contacted.

The team must be completed in full and sent back to Norfolk County FA at least 7 days prior to the commencement of your competition. Once the form has been returned all teams will be checked for their affiliation to a County FA and affiliation approved. The sanctioning confirmation form will be signed off and returned to you for your reference confirming the affiliation of your tournament.

To ensure competitions are adhering to FA regulations, Norfolk County Football Association may contact teams entered into the competition, to check that teams entered are associated to an affiliated club of a County Football Association.



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One- or Two-Day Competition Planning Checklist

Below is a suggested competition planning checklist you may find useful when organising a One- or Two-day competition.

Checklist	Responsibility	Achieved by
Set a Management Committee		
Set competition budgets		
Identify and book suitable venue. Check with facility that you are allowed to mark appropriate pitches		
Affiliate competition to County Football Association		
Identify and contact referees for the day		
Distribute relevant competition rules and regulations to all participating or interested clubs		
Gain sponsorship for the competition		
Produce all literature including entry form and publicity / advertising		
Advise the media of the event		
Prepare football score cards		
Organise refreshments for the event		
Send out confirmation letter including competition rules, regulations, and codes of conducts		
Ensure you have access to equipment; goals, footballs, coloured bibs etc		
Ensure there is first aid cover		
Volunteers / helpers are identified		
Prepare an order of play		
Prepare a timetable		
Order trophies, medals, certificates		
Check that the event is insured		



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Football Tournaments and Order 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				

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Football Tournaments Order of Play cont.

	A	B	C	D	E	F	G	H	Goals Scored	Goals Conceded	Goal Difference (Adult Only)	Total Points
A												
B												
C												
D												
E												
F												
G												
H												

(Simply amend to number of teams entered into each group)

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Checklist – For sanctioning to be approved the two tasks below must be fully completed within the deadlines. All documentation must be completed, or applications will be returned.

Completed	Tasks to be completed
	The One- or Two-Day Competition Sanctioning Application Form – This must be completed at least 21 days prior to your proposed competition date(s) – Failure to comply may result in the competition not being sanctioned. The relevant sanctioning fee must also be paid upon confirmation of Norfolk County FA receiving The Sanctioning Application Form. An Invoice will be generated on The Whole Game System
	The One- or Two-Day Competition – Team List – This form must be completed and returned to registrations@NorfolkFA.com at least 7 days prior to your proposed competition date. Once both forms and the sanctioning form have been received by Norfolk County FA you will receive confirmation that your competition has been sanctioned.

All correspondence should be returned to:

Registrations@NorfolkFA.com

If you have any questions in relation to the above please contact us on 01603 704050 (option 1,1,2) or email us at Registrations@NorfolkFA.com.