This form must be completed and returned to Sheffield & Hallamshire County FA with the appropriate remittance for any one-day and/or two-day festival/competition(s) that is organised by any affiliated member or that takes place at any site owned by a football provider that is affiliated to the Association.

It must be understood that if sanction is not approved, then all competing clubs and participating referees will not be covered by their insurances and are liable to disciplinary action.

All Clubs competing in the Competition should, of course, be properly affiliated with their parent County Football Association and have personal accident insurance in place. If any Clubs are not affiliated with their parent County Association, they must seek affiliation prior to taking part in the Competition.

The event will also need to be covered by public liability insurance.

Any events taking place on 3G pitches must be listed on the [FA 3G Pitch Register](https://3g.thefa.me.uk/).

**All competition organisers must have a risk assessment in place in relation to Covid 19.**

In order to be sanctioned, SHCFA require:

* Completed sanction form (below)
* Copy of the competition rules
* £25 fee

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| Competition Details |
| Name of Competition |  |
| Date(s) of Competition | From:  | To: |
| Venue of Competition |  |
|  |
| Competition Organiser Details |
| Name of Organiser |  | FAN Number |  |
| Role |  |
| Full Address |  |
| Contact Telephone Number |  |
| Email Address |  |
| Dedicated Safeguarding Officer (for competitions with under 18 age groups and below) |
| Name of Safeguarding Officer |  | FAN Number |  |
| Full Address |  |
| Contact Telephone Number |  |
| Email Address |  |
|  |  |

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| Team Details |
| Team Name | Age Group | Club Affiliation Number | Team Organiser Name |
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| *Insert additional rows if required* |  |  |  |

**DECLARATION OF FESTIVAL/COMPETITION ORGANISER**

**By completing and signing this form, on behalf of the Competition, the Competition applies for membership of the Company and agrees with its members to be bound by the Memorandum and Articles of the Company and any rules and regulations made pursuant thereto.**

**We may use the information you provide to send you information about the products and services provided by the County FA and other third parties. If you do not wish to receive any information from us or third parties about products and services please contact the County FA directly.**

**In order to meet the County FA's requirements, please confirm the information below.**

All sections must be completed and agreed in order for the competition to be sanctioned:

(Please select [x] )

**Covid 19 related**

[ ] We will have a Covid risk assessment in place

[ ]  We are following the latest FA guidance

[ ] We have a Covid Officer in place

**General**

[ ] We have submitted a copy of the competition rules for verification

[ ] The Competition has appropriate insurance in place

[ ] All teams have appropriate insurance in place

[ ] We will make it clear to participants that they are subject to the discipline processes of the County FA

[ ] We have submitted a true and accurate record of officials assisting in running this event and any updates to this list will be provided to the County FA

[ ]  We will complete a safeguarding risk assessment

[ ] We have ensured the facility is fit to host this competition and have ensured there will be the relevant access for emergency vehicles on the day

[ ] We will advise teams concerning the relevant changing facilities for teams and referees ensuring that the changing facilities are appropriate for both genders (applicable for Under 18 teams)

[ ] We will provide teams with appropriate maps of the facility and will signpost toilet and emergency facilities on the day

[ ] We will ensure that the Social Media and Photography best practice guidelines are distributed to participating teams (applicable for Under 18 teams)

[ ] We will ensure that the named Safeguarding Officer will be available on the day of the Tournament and that their qualifications are in date (applicable for Under 18 teams)

[ ] We will ensure that we submit a full list of competing teams to the County FA

[ ] We will ensure that all safeguarding or discipline concerns are reported to the County FA at the earliest convenience

**This form must be sent to the County Football Association prior to the start of the competition along with a £25 sanctioning fee.**

**An important reminder to clubs that no ‘Under 6’ competitions will be sanctioned**
The FA regulations are clear and state “A child who has not attained the age of 6 shall not play and shall not be permitted or encouraged to play in a match of any kind”.

In addition, the County FA cannot affiliate or sanction any Under 6 age groups to play in competitive matches; all children who have attained the age of 6 can therefore only play in Under 7 age groups.

*I certify that the above information is true and accurate, and I apply for sanction of the competition*

Signed: Click here to enter text.

Position: Click here to enter text.

Date: Click here to enter a date.