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The FA Football Development Programme
FA Community Club Festival Pack



TheFA.com/getintofootball

GETINTOFOOTBALL

Get into Football Festivals

Foreword – Get into Football

The Football Association has launched a campaign to get youngsters and their parents actively involved in football. Get into Football is calling on all England fans to get up off the sofa and let their feet do the talking.

To be involved in football doesn't simply mean being a player or a referee, every volunteer who supports club football as a coach, first aider, fixtures secretary and tea maker has a vital role to play in the future of football in this country. It's important too that FA Community Clubs get as much support as they can to recruit young people or even new volunteers to your club. We hope you find this Festival Pack useful as a recruitment tool.

Why don't you also check out TheFA.com/getintofootball to find out further information on coaching, refereeing, volunteers and lots more.

Association specifically for young people aged between 5 and 16 year of age.

- It offers players a quality experience supervised by The Football Association approved coaches.
- It offers players the opportunity to improve their football techniques and skills in a safe and well organised environment.

Each festival comprises:

- Fun and exciting games and competitions designed to either introduce players to football or help to improve their footballing skills whilst encouraging good attitudes and behaviour.
- Small Sided Competition designed to allow young players the opportunity to transfer their skills into a match situation.

Who can the festival be for?

- Any player aged between 5 - 16 years old, who wants to learn and develop football skills.

Do the children need to have played before?

- Football Festivals are suitable for any player regardless of their footballing ability.

What can participants expect?

- Lots of fun!
- A chance to play football and learn new skills.
- Supervision and encouragement.
- A chance to meet players from other schools or football teams.
- Each player receives: Certificate of Attendance

What should players bring?

- All participants are advised to bring the correct kit depending on the weather conditions, not forgetting a hat and sun tan lotion for a hot day, and warm clothes and a towel if it's cold and wet.
- Players will be required to bring plenty of soft drinks/water with them and a packed lunch.

What needs to be done?

- The following guidelines are intended to help you organise a successful festival or tournament that will run effectively and efficiently
- It is not intended to be a comprehensive guide, but to be used as a reference source that will enable you to plan a well run festival or tournament
- Above all, everyone involved in the event - players, officials and spectators alike, should embrace the concept of fun and enjoyment
- Remember there does not have to be an overall winner of a festival or tournament!

What is a Get into Football festival?

- It is a festival of football activities developed by The Football

Checklist	Helpful Hints	Responsibility	Date for Task to be Achieved by
1. Prepare an order of play (tournament)	See Appendix 1		
2. Prepare a timetable (tournament)	See Appendix 2		
3. Advise the media of the event	See Appendix 3		
4. Prepare football score cards	See Appendix 4		
5. Organise refreshments for the event	Could another department in the school help or a sponsor?		
6. Send out confirmation letter/map and rules and regulations at least a week prior to the event	See Mini Soccer Hand Book		
7. Check you have public liability and personal accident insurance cover	Speak to lead agency of festival, either school or club		
8. Invite a guest of honour	Contact your local professional football club?		
9. Distribute the spirit of the game fact sheet	See Appendix 5		
10. Don't forget: <ul style="list-style-type: none"> • Spare whistles • Stop watch • Horn • Balls • Give participants information on clubs they can join 	Contact the County Football Association		
11. Identify and book a suitable venue well in advance	Is parking available? Are changing facilities available?		
12. Check with facility owner that they are able to mark out mini soccer pitches	Contact your Local Authority for help		
13. Ensure you have access to mini soccer goals, balls, bibs, air horn etc.	Contact your Local Authority or County FA for help		
14. Ensure there is first aid cover	Have you thought about using a physiotherapist?		
15. Ensure you have enough referees /coaches/volunteers	Contact your County Football Association or Local Authority SDO for help		
16. Produce application form/publicity and distribute to schools or clubs	Contact your County Football Association for support		
17. If you are running a tournament, sanction the tournament rules and regulations	Contact your County Football Association		
18. Order trophies, medals, certificates only	Contact Football Association for FREE football certificates		
19. Gain sponsorship of the event	Write to local companies etc.		



Get into Football Festivals

Claire Lewis

Age 25

Occupation Advertising Project Manager at MTV

Lives Belsize Park, London

Role Player & Manager

Facilities

As the deliverer of a footballing activity to young people, you have a responsibility for their safety and welfare. It is important that the safety of the young people taking part becomes one of the most important factors when organising an event and all reasonable actions are taken to protect this.

What do you need to check?

- Ensure that the facilities have adequate insurance cover.
- Check there is a telephone nearby in case of emergency.
- Qualified First Aider/First Aid Equipment.
- Health and Safety procedures.
- Emergency procedures.
- Risks or hazards i.e. surface of pitches.
- Equipment is safe and appropriate for age group.
- Goal posts are secured safely (Please see goal post safety leaflet)

Child Protection (including Codes of Conduct)

In order to ensure the safety and welfare of the young people in your care, it is essential you have an awareness of Child Protection issues and that you adopt The Football Association Child Protection Policy and Procedures.

If the event is taking place on a school site during curriculum time and you have external partners or football clubs coming in to support the running of the event, please ensure that these individuals meet basic guidelines for Adults Other Than Teachers, including a CRB check.

Ideas on Including Young Disabled Players

- Players may be able to participate more effectively from a seated position or a static position.
- Use small zones where no one else can enter to allow players more reaction time.
- Use a larger ball, a slightly deflated ball or a soft ball which is not intimidating.
- Give clear demonstrations.
- Do not give too much information at once.
- Ensure that all players have to touch the ball before a goal or task is scored/completed.
- Reduce the size of the playing area.
- Give key roles to the disabled player.
- 'Buddy' disabled players with non-disabled players.
- Focus on the ability of the person rather than their disability.

Give the disabled player a specific task, i.e. for a wheelchair user with little mobility – every time their team scores a goal they have to roll a ball to knock balls off markers to score an extra goal.





Get into Football Festivals

- Raising the heart rate and body temperature
- Stretching the muscles
- Get used to the surface you are playing on
- Focusing the mind

Warm up practices should initially start without a ball so as not to encourage the children to kick the ball hard and pull a muscle. A ball can then be introduced in the warm up games.

Take it slowly; build up the speed and intensity gradually. Start with walking, then jogging, gentle stretching, running, sprinting and jumping. You could use some of the ideas from the TOPS cards or the practices overleaf. Most importantly make it fun, don't turn the children off in the first 5 minutes!

At the end of the day

To avoid stiffness and return your player's bodies to their normal (resting) state by:

- Lowering the heart rate
- Breathing more slowly
- Relaxing the muscles
- Calming down mentally

Introduce some:

- Gentle jogging
- Gentle stretching

Festival Themes

To make the event a really excellent day to remember for all involved why not try combining the festival on a particular theme, linking into a national or international event, such as the World Cup, European Championships or other multi-cultural day to base the event around.

Try something different...

One such example is that taken from Northamptonshire County Football Association, whom each year holds a mini soccer festival for local clubs based entirely on the theme of Fair Play.

- Round Robin tournament
- No winners or losers
- No scores kept from any of the matches
- Referee is just there to referee (great chance to use young officials)
- Each team starts with five Fair Play points and can only have them deducted for inappropriate behaviour of parents, players or team coaches, decided by pitch marshals
- Encourages all concerned to play to the ethos of mini soccer
- Encourages parents to focus on positive encouragement and applauding good play from both teams and not focus on the outcome
- Fair Play trophy awarded to the team with most Fair Play points

Another example comes from a School Sport Coordinator Partnership in the south of England that themed their festival on the Olympic Games, encouraging the young people to adopt the nationality of their "represented" country for the competition. This allowed for a variety of outcomes.

- Cross-curricular work with other areas of the students learning
- Increased geographical knowledge
- Increased cultural knowledge
- Literacy report writing following the event on what it felt like to be a different country
- Greater potential for grant aid for hitting cross-cutting themed agendas
- A different kind of fun for the young people taking part

Example Running Order for Festival

09:00 am	Leaders Briefing
09:30 am	Set up Mini Soccer goals & equipment
10:30 am	Registration/Allocation of pitches
11:00 am	Warm up on individual pitches
11:10 - 11:20 am	Fun Activity 1
11:25 - 11:35 am	Fun Activity 2
11:40 - 11:50 am	Fun Activity 3
11:55 - 12:05 pm	Fun Activity 4
12:10 - 12:20 pm	Fun Activity 5
12:25 - 12:35 pm	Fun Activity 6
12:35 - 01:20 pm	Break - Lunch
01:20 - 01:30 pm	Players allocated to their teams depending on age
	TOURNAMENT
01:30 - 01:45 pm	Game 1
01:50 - 02:05 pm	Game 2
02:10 - 02:25 pm	Game 3
02:30 - 02:45 pm	Game 4
02:50 - 03:05 pm	Game 5
03:10 - 03:25 pm	Game 6
03:25 - 03:35 pm	Break
03:35 - 03:50 pm	Fun competitions i.e. Juggling etc
03:50 - 04:00 pm	Presentation

Paul Forrester

Age 43

Occupation Lorry Driver

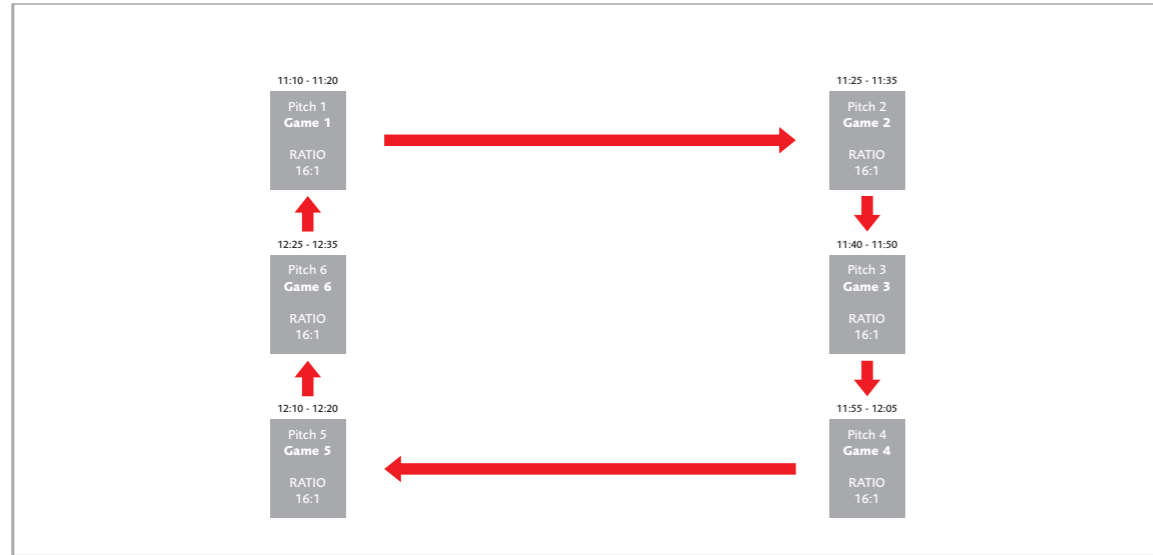
Lives Luton, Bedfordshire

Role Referee

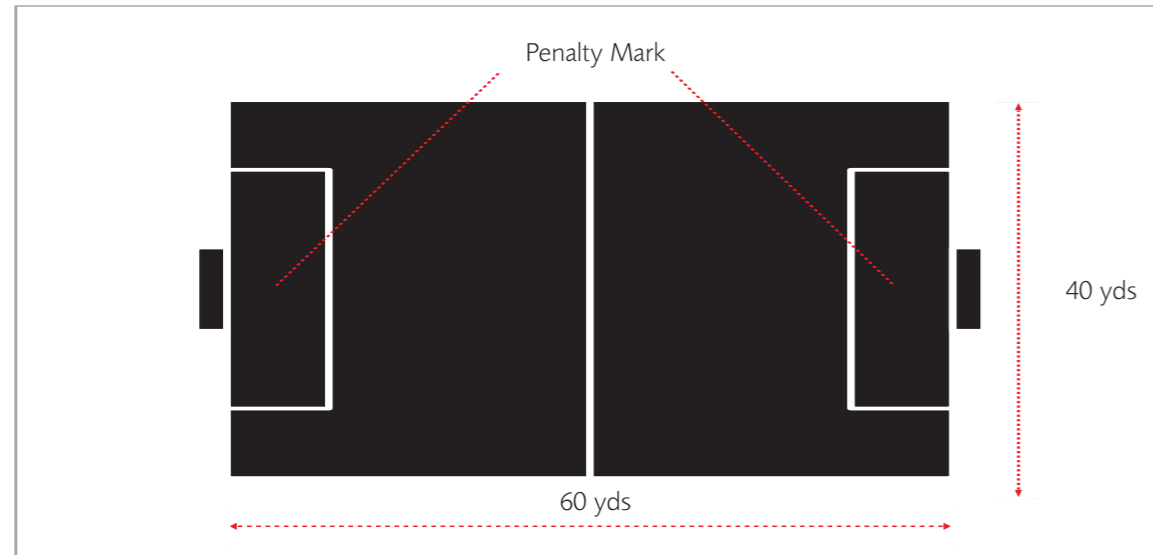


Pitch Layout and Rotation Morning Session/ Pitch Dimensions

Pitch layout and rotation morning session



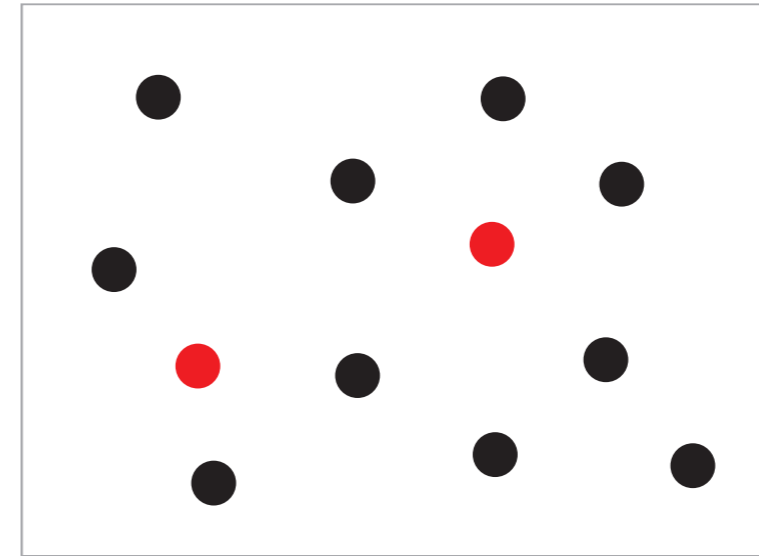
Pitch dimensions



Note

For younger age groups please refer to mini-soccer handbook

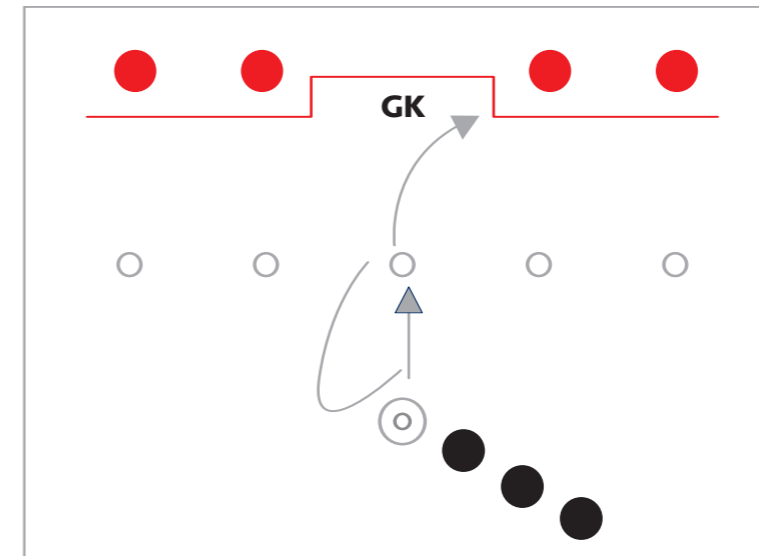
Example Fun Activities



Tag Football

Instructions

- All players have footballs and have to dribble them around the area
- **RED** players are the taggers who have to try and tag the **GREY** players
- Once a **GREY** is tagged they join the **RED** team and become taggers

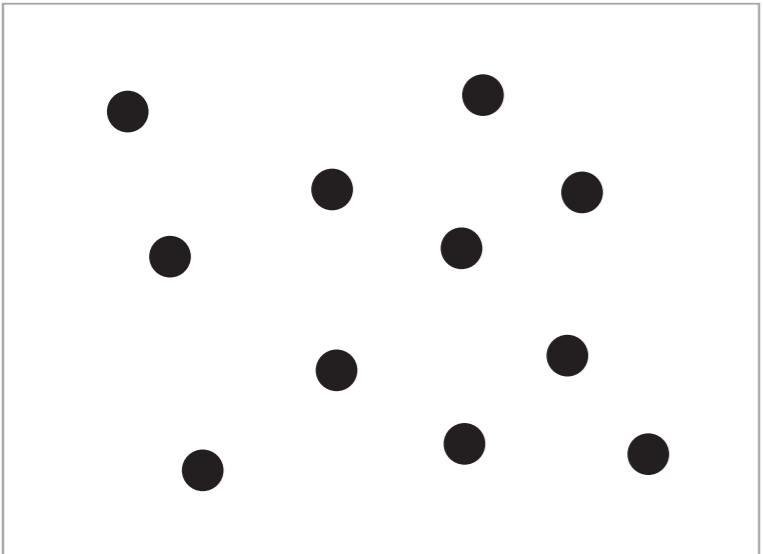
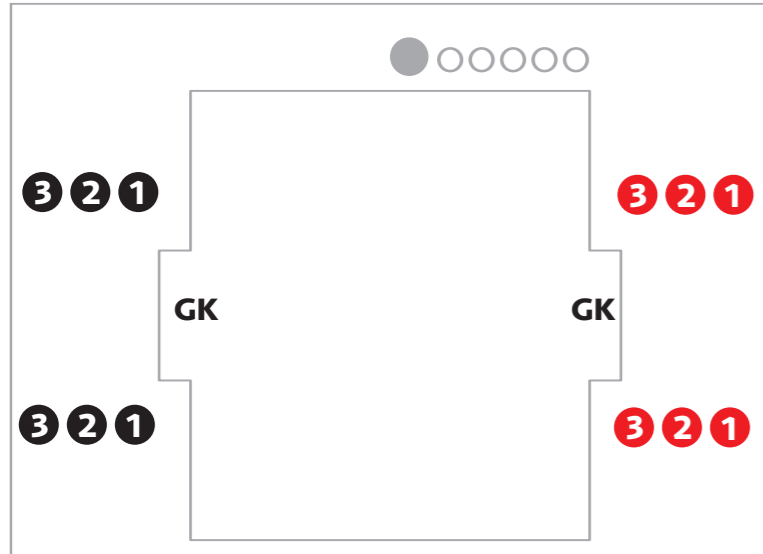


Penalty Shoot Out

Instructions

- Each player in each team has five chances to score
- A player sprints from the cone and shoots at the goalkeeper.
- They then run back to the starting position and continue until they have had five goes and each football has been shot at the goal

Example Fun Activities



What's your number?

Instructions

- Two teams of pairs are split behind either goal with the teacher serving the ball in
- When the teacher/coach calls your number the pair of **REDs** try and score against the pair of **GREYS**
- The game continues until the a goal is scored or the goalkeeper saves the ball and returns it to the teacher/coach

Ghostbusters

Instructions

- All players dribble their ball around the area until the teacher/coach shouts "GHOSTBUSTERS"!!
- The players then try and kick the other player's footballs out of the playing area whilst maintaining control of their own
- Give the player's a skill task like two ball juggles before returning or play until there is a winner

Appendices

The following resources are to be used as a guide only

1. Tournament Orders of Play
2. Example Tournament Timetable
3. Guidelines on a Press Release
4. Football Score Cards
5. Spirit of the Game
6. Budget Sheet
7. Useful Contacts - County Football Association
8. Codes of Conduct

David Clarke

Age 37
Occupation Bank Manager
Lives Harpenden, Hertfordshire
Role England Blind team striker



Appendix 2 Example Timetable

The following timetable is a guideline only and is by no means a comprehensive guide. The example is based on 16 teams participating with two small-sided pitches available.

The teams would therefore be grouped into two groups of eight (See Appendix 1)

- 08:30 am** **Staff briefing**
- 09:00 am** **Assemble goals/refreshment stall**
- 09.30 am** **Registration of teams**
- 10.00 am** **Managers briefing with tournament organiser and referees**

Tournament begins with both groups playing simultaneously

1	10:30 - 10:38	A-E
2	10:40 - 10:48	D-G
3	10:50 - 10:58	B-H
4	11:00 - 11:08	C-F
5	11:10 - 11:18	D-E
6	11:20 - 11:28	A-G
7	11:30 - 11:38	D-H
8	11:40 - 11:48	A-C
9	11:50 - 11:58	B-E
10	12:00 - 12:08	F-G
11	12:10 - 12:18	A-H
12	12:20 - 12:28	B-G
13	12:30 - 12:38	C-D
14	12:40 - 12:48	E-F
15	12:50 - 02:58	A-B
16	01:00 - 01:08	D-F
17	01:10 - 01:18	C-E
18	01:20 - 01:28	G-H
19	01:30 - 01:38	A-F
20	01:40 - 01:48	E-H
21	01:50 - 01:58	C-G
22	02:00 - 02:08	A-D
23	02:10 - 02:18	B-F
24	02:20 - 02:28	B-D
25	02:30 - 02:38	C-H
26	02:40 - 02:48	E-G
27	02:50 - 02:58	F-H
28	03:00 - 03:08	B-C

- 03:20 - 03:28** **Semi-Finals Winner Group A v Runners up Group B**
- 03:20 - 03:28** **Semi-Finals Winner Group B v Runners up Group A**
- 04:05** **Presentation**

Appendix 3 A Guide to Writing a Good Press Release

- Grab the attention with the first paragraph - it might be the only one they read.
- Who, what, when, where and why! Make sure you have everything covered.
- Presentation is key - a bold heading and double spacing are essentials and get your spelling right!
- A quotation helps balance a story - but make sure it's relevant.
- Keep it brief: one page is usually sufficient.
- Make sure you put a contact number on and then make sure you're there to answer any queries.
- Timing matters - make sure you know when the media deadlines are: send too early and it might be forgotten, too late and it's straight in the bin.

Stephanie Booth

Age 69
Occupation Retired
Lives Blyth
Role Physio



Appendix 4 Football Scorecards

Football Scorecard	
Group	
Teams	V
Score	
Referee	

Football Scorecard	
Group	
Teams	V
Score	
Referee	

Football Scorecard	
Group	
Teams	V
Score	
Referee	

Football Scorecard	
Group	
Teams	V
Score	
Referee	

Football Scorecard	
Group	
Teams	V
Score	
Referee	

Football Scorecard	
Group	
Teams	V
Score	
Referee	

Appendix 5 The Spirit of the Game

Ikhlaq Hussain

Age 31

Occupation Community Coach

Lives Birmingham

Role Futsal team manager

Team Managers should be reminded that:

- The emphasis is on the enjoyment of competing fairly and should remind their team members that they are representing their schools/clubs and should behave accordingly.
- They are responsible for the behaviour of their team during the Games.
- No young players are going to develop and learn more about playing football by standing on the touchline every game, so ensure everybody plays an equal role.

Competitors should be reminded that:

- Winning at all costs is not encouraged and teams must play within the rules of the competition.
- No intimidation of referees or officials will be permitted and competitors should accept all decisions without argument.
- Win and lose graciously and in the correct manner, and don't forget to shake hands after the game with the opposition and the referee.

Spectators should be reminded that:

- Foul and abusive language will be dealt with by the Sports Organisers who have the power to stop the event in progress.
- Positive encouragement goes a long way, negative encouragement hinders development and may be damaging to the young players.



Appendix 6 Festival Budget

Project Costs		Project Income	
Administration	£	Estimated Income	£
Equipment Hire	£	Football Foundation Small Grants Scheme	£
Equipment Purchase	£	Grants (Other, including Awards for All)	£
Hire of Facilities	£	Local Authority (Grant - Contact your local sports development team)	£
Officials Fees/Expenses	£	Commercial Sponsorship	£
Promotion/Publicity	£	Other (Please Specify)	£
Coaches Fees/Expenses	£		
Session Fees/Expenses	£		
Transport	£		
Medals/Trophies	£		
Total Costs	£	Total Income	£

Chris Borck

Age 40
Occupation Community worker
Lives Brixton
Role Player & Level 3 Coach



Appendix 7 County FA Football Development Officers

County	Telephone
Amateur Football Alliance	020 73593667
Bedfordshire	01582 565111
Berks and Bucks	01367 243080
Birmingham	0121 3574278
Cambridgeshire	01223 576770
Cheshire	01606 871155
Cornwall	01726 74080
Cumberland	01900 872310
Derbyshire	01332 361422
Devon	01626 325918
Dorset	01202 671138
Durham	0191 3872928
East Riding	01482 221158
Essex	01245 465271
Gloucestershire	01454 619518
Guernsey	01481 200443
Hampshire	023 80707817
Herefordshire	01432 650217
Hertfordshire	01462 677622
Huntingdonshire	01480 447482
Isle of Man	01624 613750
Jersey	01534 500270
Kent	01634 812032
Lancashire	01772 624126
Leicestershire & Rutland	0116 2867828
Lincolnshire	01522 524995
Liverpool	0151 5234488
London	0870 7743010
Manchester	0161 8810299
Middlesex	020 85151924
Norfolk	01603 704050
North Riding	01642 717774
Northamptonshire	01604 678405
Northumberland	0191 2700700
Nottinghamshire	0115 9773219
Oxfordshire	01993 778371
Sheffield & Hallamshire	01142 414992
Shropshire	01743 255092
Somerset	01761 410287
Staffordshire	01785 256994
Suffolk	01449 616606
Surrey	01372 373543
Sussex	01903 851063
West Riding	0113 2822358
Westmorland	01539 730946
Wiltshire	01249 657800
Worcestershire	01905 827261

Appendix 8

Codes of Conduct

1. As a team Manager, you by your actions and conduct, set the example for your players, parents/guardians and spectators, set a good example of all times.
2. Read the players, spectators, parent's/ guardians code. Understand what is being asked of all participants in your sport. Actively promote these codes.
3. Coaches/Managers/Teachers must place the well being and safety of each player above all other considerations including the development of performance.
4. Ensure that each player is correctly dressed with the necessary safety equipment, shin pads etc., before being allowed to play.
5. Get treatment for an injured player immediately and co-operate fully with other specialists in the best interests of the player.
6. Neither either physically or mentally push children beyond their abilities. The game is of minor consideration when compared to the child's future health and well being.
7. Encourage and guide players to accept responsibility for their own behaviour and performance. Never condone unacceptable behaviour by not acting.
8. Always be prompt, courteous and correct when dealing with the League Officials, opposition Managers, Referees and Assistant Referees. Confirm venues, times and dates etc., as early as possible and at reasonable times during the day.
9. Read, understand and be aware of your responsibilities as laid down in your League Handbook.
10. Check that you have the necessary equipment, documentation and first aid equipment before you leave for the match or training.
11. Read the Laws of the Game and assist your players in understanding them.
12. Promote the Code of Conduct.
13. Agree within a 12 month period, to take part in an educational course organised by the respective League, County Football Association or the Football Association.
14. Agree to a self-certified check with regard to your suitability to work with children

Parent's/Guardian's/Carer's Code of Conduct

1. Do not force an unwilling child to participate in football.
2. Remember children are involved in football for their enjoyment not yours.
3. Encourage your child to play to the Laws of the Game and not to argue with Referees and other Officials.
4. Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
5. Turn losing into winning by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a game.
6. Remember that children learn best by example. Applaud good play by your team and by members of the opposition.
7. Do not question the Referee's judgement or honesty. Remember he/she is only human with the same feelings as you and, like you, sometimes may make an honest error.
8. Support all efforts to remove verbal and physical abuse from children's football.
9. Recognise the value and importance of coaches who are all volunteers. They give children their time and resources to provide football for your child.
10. Read the Laws of the Game to understand better what you are looking at and commenting on.
11. Promote this Code of Conduct.

Player's Code of Conduct

1. Play for the 'fun of it', not just to please your parents or coach.
2. Play by the Laws of the Game.
3. Never argue with the Referee or Assistant Referee's decisions.
4. Control your temper and use your energies for playing better football.
5. Play well for yourself and your team, your team's performance will benefit and so will your own.

6. Be a good sport. Recognise all good play, whether by your team or by your opponent's team.
7. Treat all players as you yourself would like to be treated. Do not interfere with, bully or take unfair advantage of any player.
8. Remember that the aims of the game are to have fun, improve your skills and feel good.
9. Co-operate with your coach/manager, teammates and opponents, for without them you will not have a game.
10. Learn the Laws of the Game and you will be a much better player.
11. Promote the Code of Conduct.

Spectator's Code of Conduct

1. Remember that children play organised sports for their own enjoyment. They are not there to entertain you.
2. Be on your best behaviour. Do not use profane language or harass, physically or verbally, players, managers, coaches, referees or assistant referees.
3. Applaud all good play by your own team and the other team.
4. Show respect for your team's opponents. Without them, there would be no game.
5. Never ridicule or scold a child for making a mistake during a game.
6. Condemn the use of violence and verbal abuse.
7. Respect to the Referee and Assistant Referees' decisions. Remember they are only human with the same feelings as you and, like you, sometimes make an honest error.
8. Encourage players always to play according to the Laws of the Game.
9. Read the Laws of the Game to better understand what you are looking at, and commenting on.

George Vinnerd

Age 69

Occupation Retired

Lives Blyth

Role Physio

