

# Getting Your Tournament Sanctioned



## Sanctioning Process for a Tournament, Festival or Charity Match Taking Place in 2024

*All such events taking place in the county must be sanctioned by Hertfordshire FA*

Should an event not be sanctioned, all competing clubs and participating referees will not be covered by their insurances and could be liable to disciplinary action. All teams taking part must be affiliated to their relevant County FA (for tournaments up to the end of July this is for the 2023/24 season, events from August onwards require affiliation for the 2024/25 season).

Tournaments, friendlies or competitions involving children under the age of 6 will not 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". All children who have attained the age of 6 can therefore only play in Under 7 age groups.

### SAFEGUARDING REQUIREMENTS

*We want to ensure every event takes place in an environment that is safe, fun and enjoyable for all*

All events where there are participants under the age of 18 taking part are required to have a designated **Tournament Welfare Officer**. This must be an official of the organising club who holds a current FA DBS check and a Safeguarding Children qualification.

While this role can be shared by a number of individuals, at least one named **Tournament Welfare Officer** must be present on site at all times throughout the duration of the event to act as a first point of contact to support with any Safeguarding concerns.

Information on how to contact the **Tournament Welfare Officer** should be provided to the participating clubs in advance, as well being clearly signed around the site on the day.

All coaches taking any youth team must have the correct in date qualifications required for grassroots football, including an FA DBS check and Safeguarding Children Course. In addition at least one coach per team must have completed the Introduction to Coaching Football qualification or equivalent, with any others having the EE Playmaker as a minimum.

### WE'RE HERE TO HELP

*Following this process will help us to be able to deal with your application quickly and efficiently*

The details on the next page should help you understand exactly what needs to happen in order to get your event sanctioned. If there is anything you are unsure of it is best to get in touch with us early, so that we can help ensure everything goes through smoothly.

If you have any questions or need further support in planning your event, please email [contactus@hertfordshirefa.com](mailto:contactus@hertfordshirefa.com) or call Katie Rainbird on 01462 650209.

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Organisers are required to provide details of the event to Hertfordshire FA at least two months prior to the date of the tournament, by [completing this online form](#).

Rules should be submitted based on the template provided, along with details of the Tournament Welfare Officer, who must have the required qualifications.

**If any of these are provided later then a sanction cannot be guaranteed.**

Hertfordshire FA will forward your proposed rules to our Rules and Regulations Panel and they will be reviewed within 14 days of being received.

Any rule amendments required will be sent through to the Tournament organisers for them to incorporate and resubmit to Hertfordshire FA for approval.

Once the rules are approved we will email confirmation that the tournament is provisionally sanctioned, with a form to be completed with details of all teams entering.

We will also invoice the organisers for the Sanction Fee via Whole Game System. This is £30 for tournaments of up to 2 days and increases according to the duration of the event.

**This must be paid through WGS at least two weeks before the tournament date.**

Three weeks before the tournament the organiser must send us the completed form with full details of the teams that are participating. We will carry out spot checks to confirm that each team taking part are affiliated and all youth teams have coaches that are appropriately qualified.

**Any issues identified will be raised with the tournament organiser to resolve.**

Once the checks have been completed and we are satisfied with the information provided, we will confirm the full sanction in email to the organiser.