



Northamptonshire FA Tournament and Competition Sanction Booklet





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KEY INFORMATION ABOUT TOURNAMENTS AND SANCTIONING

All Tournament, Festival, Charity Matches or Small Sided Competitions due to be played in Northamptonshire must be sanctioned by Northamptonshire FA.

In order to be sanctioned, The NFA require, at least three weeks prior to the competition date:

- One completed **tournament sanction form**
- A copy of the competition Rules
- £30.00 fee (Can be waived for charity events following submission of accounts)
- Copy of all competing clubs

The benefits of tournament sanction include:

- Permitted to use registered referees (registered referees are not permitted to officiate in un-affiliated football)
- Coverage under public liability insurance
- County FA approval of rules
- County FA assistance - if you wish CFA representation at your event, please consult with our Football Development Team.
- Promotion of your tournament via CFA
- Ensure that the tournament meets club/CFA safeguarding requirements

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.

In the case of charity matches, the Association is happy to sanction the match free of charge providing the organising club provides a copy of the accounts for the day.

An important reminder to clubs that no 'Under 6' tournaments 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.

Process for Sanction

- 1 Sanction form, A copy of the rules and £30.00 fee sent in by tournament organiser
- CFA Competition Secretary confirms that all sections of the form is complete
- CFA confirms that all clubs are affiliated with their respective CFA
- CFA verifies the rules and cross-references against SCOR/SCORY

- Tournament organiser is informed if the competition is sanctioned by the CFA

GETTING YOUR TOURNAMENT SANCTIONED

In order to make the County FA aware of the tournament you wish to sanction, You must fill in the tournament sanction form [HERE](#) .

Once you have filled in the tournament sanction form please send a copy of your competition rules and a list of the competing teams along with their affiliation number to info@northantsfa.com.

If you want to check your rules against SCORY before sending them, please click [here](#) to access SCORY's rules.

It is very advisable that you have a risk assessment in place for any tournaments taking place. Please find the FA's Safeguarding Risk Assessment Template (to be amended) [here](#)





NEXT STEPS

Once you have completed the sanctioning form and your competition/tournament rules, please email a copy of them both to Discipline@Northantsfa.com. These must be sent to the inbox no later than 14 days prior to the competition.

The rules will then be looked at by Northants FA to review them.

Should they require any amendments to be made to your rules, this will be fed back to you via the Northants FA's Discipline Team.

If the Sanctioning Committee are happy with your rules, the Discipline Team will be in touch to let you know.

The invoice for your competition will be added to our administration system, the Whole Game System, where you are able to log in and make payment. If you do not have a FAN number or access, you will need to generate one by [clicking here](#).

To Login to the Whole Game System (WGS), please [click here](#).



YOUTH TOURNAMENT/COMPETITION SAFEGUARDING GUIDANCE

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).

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

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



PRE-TOURNAMENT/COMPETITION

- Consent Forms, including emergency contact details must be obtained for each young player and under 18 match officials;
- 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.
 - o 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;
 - o Location and code need to be identified before the tournament.
 - o There must be an individual present on the day of the tournament/competition who is qualified to use defibrillator.
- Agree on suitable refreshments for the day for young players
 - o A supply of drinking water is a minimum which can be obtained through a water fountain.
 - o 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.
- If your tournament/competition includes an overnight stay for young players, please ensure the accommodation is appropriate for young players:
 - o Male and female players should have separate rooms.
 - o Ensure adults staying with the team are located on the same floor as the young players and have their own rooms.
 - o The catering staff should be made aware of any allergies and should be able to accommodate them.

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 that cannot have their photos taken on the day

Display the Code 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 facilities are clean.

Ensure a pitch inspection is completed.

Check the equipment (goal posts, corner flags, etc).

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



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

EXAMPLE RULES OF THE COMPETITION/TOURNAMENT

The following rules are for guidance only and intended as template for your competition to adapt. Please add/retract any information relevant to your tournament. Anything in [] should be completed with information relevant to your competition. Once completed, please send to Info@northantsfa.com.

1. COMPETITION FORMAT

- 1.1. This Competition is called [] and is sanctioned by Northamptonshire FA.
- 1.2. The competition is by open-invitation. 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. AGE GROUPS, SQUADS & PLAYER QUALIFICATION

- 2.1. Age groups will relate to the [] season.
- 2.2. Each team shall register a squad of players on the day of the competition.
- 2.3. Each team may register a squad of up to [] players.
- 2.4. Each registered player shall only play for one team throughout the duration of the tournament.
- 2.5. 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.
- 2.6. All players must wear shin pads and appropriate footwear.

3. DURATION OF MATCHES & BALLS

- 3.1. All matches will be [] minutes in duration per half.
- 3.2. Half time will be no longer than [] minutes.
- 3.3. All teams are responsible for considering players' playing time does not exceed the FA's guidelines on maximum playing time for children.
- 3.4. In each match the first named team will provide an appropriate quality and correct sized match ball.
- 3.5. In the event of a clash of colours, the second named team should provide alternative shirts.

4. SCORES & RESULTS

- 4.1. 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.
- 4.2. All knockout matches will be decided by the teams scoring the most goals during normal time. If the score is equal after normal time, an extra [] minutes will be played. If the score is equal after extra time, a penalty shootout will decide the winner.

5. PLAYING RULES

- 5.1. The Laws of association football will apply.
- 5.2. Substitutes are roll on, roll off from those named on the registration form. A substituted player can return in the same match. Referee's must be informed of and allow substitutions. The number of substitutions made during a game is unlimited.

6. PLAYERS, OFFICIALS AND SUPPORTERS CONDUCT

- 6.1. This competition uses the yellow and red card system.
- 6.2. An accumulation of two yellow cards on a single day in the competition will result in the player being suspended from the next match.
- 6.3. Two yellow cards in one match equals a red card and the player will be sent off.
- 6.4. 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.
- 6.5. All cautions and red cards will be dealt with on the day of the match.
- 6.6. Any misconduct from the tournament will be reported to Northants FA by the referee as normal.

7. REPORTING RESULTS

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

8. PROTESTS AND APPEALS

- 8.1. All questions of eligibility, qualification of players or interpretation of Rules shall be referred to the Tournament Committee, but 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.

9. REFEREES

- 9.1. Referees shall be appointed by the Competition for each session (am or pm). Referees shall, if they choose to accept it, be paid a fee of [] per session.



Maximum Playing Time, Ball Size and Pitch Sizes

Age Group	Maximum playing time in one day in all organised development fixtures (minutes)	Maximum playing time in one day in all tournaments and trophy events/festivals (minutes)
Under 7 and Under 8	40	60
Under 9 and Under 10	60	90
Under 11 and Under 12	80	120
Under 13 and Under 14	100	150
Under 15 and Under 16	100	150
Under 17 and Under 18	120	180

Age Group	Maximum Permitted Format	Min Pitch Size		Max Pitch Size		Recommended Goal Size	Ball Size
		Yards	Metres	Yards	Metres		
Under 7	5v5	30 x 20	27.45 x 18.3	40 x 30	36.3 x 27.45	12 x 6	3
Under 8	5v5	30 x 20	27.45 x 18.3	40 x 30	36.3 x 27.45	12 x 6	3
Under 9	7v7	50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	3
Under 10	7v7	50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	3
Under 11	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	4
Under 12	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	4
Under 13	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	4
Under 14	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	4
Under 15	11v11	90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
Under 16	11v11	90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
Under 17	11v11	100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	5
Under 18	11v11	100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	5

Note: Age-groups can play below the maximum playing format

Accident Report Form

An accident report form must be completed if a young person needs medical (hospital) treatment or spectator has been injured.

Name and location of facility	
Full name of the injured person	
Full address of the injured person	
Age of the injured person	
Date of accident	
Time of accident	
Venue	
Nature of the injury, including location on body	
Nature of any injuries / after-effects which developed later	
Full details of the accident including how, it happened, what activity was being performed, where it happened (if off the pitch)	
Witness names, address and contact details	
Police called Yes / No	Ambulance called: Yes / No
Facility manager informed: Yes / No	Facility accident book completed: Yes /No
Details of first aid given	
Other actions	
Form completed by (Name and date)	



Tournament Contact details

Once your tournament has been sanctioned it is also important to fill out key contact details which also contains your local County FA's Designated Safeguarding Officers information should you need to contact them.

Contact	Name	Phone Number	Email Address
Tournament Secretary			
Tournament First Aid Official			
Tournament Designated Safeguarding Officer			
Northamptonshire FA Designated Safeguarding Officer	Rosie Brown	07535 640452	Safeguarding@NorthantsFA.com
NSPCC	Helpline	0800 800 5000	
MASH (Multi Agency Safeguarding Hub)	Helpline	0300 126 1000	MASH@Northamptonshire.gov.uk



Consent Form & Emergency Contact details For Club's organising Under 18 Competitions

Organisation:

Club/Manager:

1. Activities and Visits

I hereby agree to my team participating in the Competition

Do you accept that you have overall responsibility for the team if the situation arises?
(please circle answer)

YES

NO

2. EMERGENCY CONTACT NUMBERS

I may be contacted on the following telephone numbers:

Name:

Coach

Work:

Home:

Mobile:

If I am not available, please contact

:

Name:

Assistant

Work:

Home:

Mobile:

Manager/Coach DECLARATIONS and CONSENT

- I acknowledge the need for obedience and responsible behaviour from all members of the team, and accept that any serious misbehaviour that could put others at risk may result in the team being withdrawn from the competition.
 - I confirm I have the parents/guardians permission for each player to participate within this tournament
 - I understand and accept that there is some level of risk in every activity, but that all reasonable measures will be taken to minimize the risks involved.
 - I understand and accept that it is my responsibility to ensure that all players in my team arrive and leave together.
 - I understand if necessary to inform the Tournament First aider of any medical concerns
 - I undertake to inform the Tournament Organisers of any changes in the medical or other circumstances of any member of the team prior to the game.
 - I confirm I have parent/guardian permission for any medical care to be undertaken by the tournament first aiders
- We have a club photography policy and will update you if there is anyone who does not consent for photos to be taken.

Signed:

Name:

Date:

Relationship: Manager