

HOW TO RUN A FESTIVAL / TOURNAMENT GUIDE FOR CLUBS



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INTRODUCTION

The following guidance is intended to help clubs organise a successful tournament that will run effectively and efficiently. This is not intended to be a comprehensive guide, but to be used as a reference point that will help and assist your planning.

There are also several documents contained within the appendices that can be used as templates for your tournament. These can be used as they are or adapted to suit your own tournament.

Don't forget your Area Association and the FAW Grassroots team are here to support you if you require any further help or guidance in running your tournament.

The key concept is that festivals / tournaments should be enjoyable and are a great way to promote your club.

The key to any successful tournament is the planning. Give yourself plenty of time to plan. Think about the date of the tournament to make sure it does not clash with any major sporting event or local event taking place – be mindful of any tournaments in your area, as if you are competing against them for teams to join your tournament you could dilute the number of teams attending.

Your Area Association may have a list of tournaments they have sanctioned on their website for you to check.

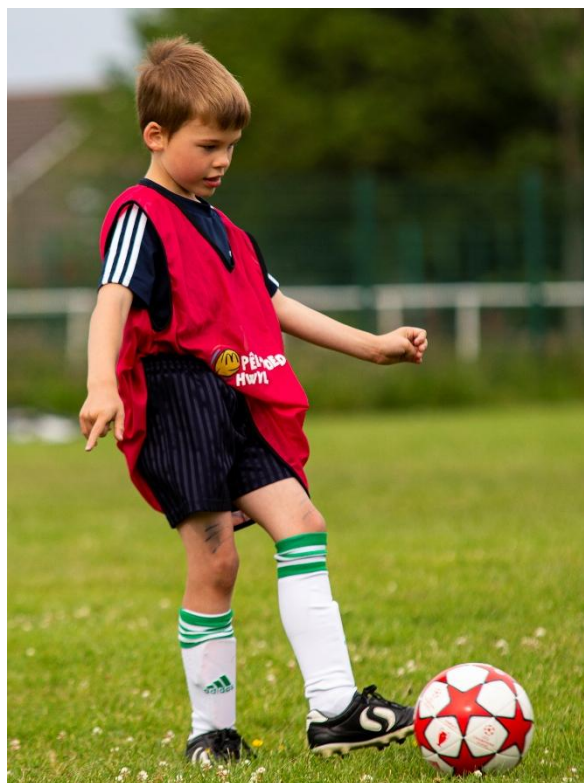
It may be sensible to build the number of teams up as you gain more experience. If a team attends a poorly run event, then they are unlikely to return in the future. Teams attending a well organised tournament will return each year and they will also promote it other teams as well.

REMEMBER:

For Small-Sided age groups at Under 6 to Under 11, matches must be played in a **non-competition festival format** as per the FAW Small-Sided Regulations. This ensures that the focus for these age groups is on participation and development. **No trophies** should be provided for these age groups.

TIPS

- For **Under 6 to Under 11** age groups, clubs could use participation medals for all players involved given there are no 'tournament winners' in these age groups.
- Ensure your club seeks permission from your Area Association and FAW to sanction your club tournament.



PRE EVENT

WHAT DO I NEED TO DO:

1. SANCTIONING

This is the process whereby the club needs to seek approval from the Area Association in order to run a club festival / tournament in Wales. This ensures that the tournament is credible and will be played in line with the **FAW Small-Sided & Junior Football Regulations**. [APPLY HERE](#)

WHY SANCTION?

- A sanctioned tournament ensures that all teams are affiliated and therefore have the relevant insurances and safeguarding checks in place.
- Authorised to use registered match officials
- Tournament organisers and participating teams should be aware that, by taking part in any unsanctioned tournament, the insurance of clubs and volunteers will be void in the event of any injury.
- Likewise, any unsanctioned tournament cannot offer assurances that all coaches and volunteers have undergone the relevant safeguarding checks.
- Match Officials can face disciplinary action from their Area Association should they take part in any unsanctioned tournaments.
- Under FAW Rules, an event **must be sanctioned**. The sanctioning of the event must be completed and approved by your Area Association prior to you going ahead. ***Where an unsanctioned festival/tournament is held, the hosting club and those participating clubs could face disciplinary action by their respective Area Association.***

2. AFFILIATION

All participating teams attending an event must be affiliated to either the FAW, Area Association or alternative National Association. In addition, any team requesting to enter your event must seek permission from their relevant Area or National Association.

3. INSURANCE

Once your tournament has been granted permission and all affiliated clubs have received permission to participate in the festival / tournament, this will ensure all teams will be covered by the FAW insurance policy.

Clubs are strongly advised to speak to their club insurers to make sure they are covered for any tournaments they are hosting.

Organisers are advised to make sure third party organisers attending (such as catering vans, fairground rides etc.) have the appropriate insurance.

4. CROSS BORDER FESTIVALS/TOURNAMENTS

Any club wishing to play in a festival / club tournament taking place in another national association must first seek approval from their Area Association, which will then be forwarded to the FAW for sanctioning:

[APPLY HERE](#)

Age Groups / Level	Where to request sanctioning
Grassroots Junior Festivals / Tournaments (U6-U17) Grassroots Senior Tournaments (Tiers 4 & below male) & (Tiers 3 & below female) & disability football events	Area Association Secretary via online form: APPLY HERE
Senior Tournaments (Tiers 1-3 men) & (Tiers 1-2 women)	FAW - domesticleagues@faw.cymru
Grassroots Clubs wishing to play in friendlies, festivals or tournament outside of Wales	Area Association Secretary via online form: APPLY HERE

PRE EVENT (CONTINUED)

PROMOTING THE EVENT:

THE BASICS

- What format are you playing? Male, Mixed, Female 5v5, 7v7, 9v9, 11v11.
- What day and time is it taking place?
- Which age groups is it for (this season or next season age groups)?
- Are you playing for a cup in the competition age groups?
- For the festival age groups (U6-U11) will everyone get a medal?
- How long will the event last.
- Any additional activities on site such as fair ground rides, refreshments, stalls.
- Contact details of the organiser.
- How to book your place.

Note: The **maximum playing formats** within the FAW Small-Sided & Junior Regulations apply. No tournament can be sanctioned where the maximum playing format is exceeded for the relevant age groups. For example, Under 8 & Under 9 cannot play 7v7 format but can play 5v5 or below.

Age Group	4v4	5v5	7v7	9v9	11v11
U6 & U7	✓	X	X	X	X
U8 & U9	✓	✓	X	X	X
U10 & U11	✓	✓	✓	X	X
U12 & U13	✓	✓	✓	✓	X
U14 – U17	✓	✓	✓	✓	✓
Seniors	✓	✓	✓	✓	✓

TIP

Create a method of communication for all Age Group Managers, enabling key information to be given at a split second. As an example, WhatsApp groups. Alternatively, provide options on the booking form requesting preferred methods so teams can have a say or get prepared?

TIP

Setup an online registration booking form for clubs. There are several free options available.

TOP WAYS TO INVITE TEAMS

- Ask your league to send out to members clubs.
- Ask other local leagues if they can promote for you.
- Use social media platforms.

TOP TIPS

1. Assign a coordinator.
2. Have a dedicated contact number, email, WhatsApp, or social media signposts for the coordinator to utilise.
3. Respond
4. Have some T&Cs around booking, i.e., if they do not meet criteria, first come first serve basis etc.
5. Tournament guidance pack that has all the information clubs need for your event.

TIP

The confirmation of teams attending a week before is key. Send all team managers important information so they are aware of arrangements and is an effective way of engaging prior to the event.

You could schedule several key updates to go out at specific time points in the lead up to the event – for example 2 weeks out, 1 weeks out 3 days to go etc. and share across your platforms.

PRE EVENT (CONTINUED)

A CHECKLIST OF ITEMS TO CONSIDER

ITEM	HINTS
Book your venue	<ul style="list-style-type: none"> • Is adequate parking available? • Do you have changing rooms - male and female and referees. • Do you have enough toilets (players, spectators, referees). • Do you have sheltered areas in case of adverse weather? • Is there enough room to play matches and spectate safely. • If you play on a local authority pitch, make sure you have booked them and gained permission from them to host the event. • Accessibility – taking into consideration the diversity of people your tournament may attract, is your venue set up for player, spectators and officials that may have accessibility requirements?
Choose the date	When choosing a date consider any national or local events that maybe taking place.
Sanction the tournament	<p>Contact your Area Association to seek sanction. This needs to be done very early. Your Area Association will review your application and forward to FAW for sanctioning should they be satisfied the event falls in line with FAW regulations.</p> <p>See Appendix M for an application form.</p>
Insurance	Check your insurance cover allows for tournaments – it’s strongly advised that you check that you are covered and do this very early. Read the small print of your insurance cover and contact your insurers to make sure you are covered if you have any concerns.
Local Authority	<p>Some local authorities require that they are informed of large-scale events that are taking place. Clubs should check in plenty of time what is required e.g. Risk assessment as councils will need to liaise with fire, police etc. Don’t assume the Local Authority will do this for you, get an agreement on who will undertake such actions.</p> <p>Contact your local authority event officer who will be able to assist. They might also be able to promote the event for you. If you are not sure who to contact, then call the council switchboard and they will be able to assist or alternatively use the Council website to find the information.</p>
Can you attract a sponsor	This is maybe an opportunity to approach local companies to sponsor your event or perhaps let your current sponsors know so that they can have a stall/presence.
Referees	Approach your Area Association to see if they can assist and have qualified referees appointed, its neutral, if its small-sided, it’s good for newly qualified referees to get some practice. Appoint well in advance. Also consider contacting local referee societies.

ITEM	HINTS
Local Neighbours	<p>Out of courtesy, it is advisable to do a letter drop to local residents to make them aware of your event, so that they have advance notice that traffic could be busy on that day.</p> <p>Obtain some no parking boards, available from local council, put out 50 metres either side of your entrance on both sides to avoid visual obstruction to those exiting the site. The key message is don't upset the neighbours.</p> <p><i>Tip: If you have a police officer in the club, parent or manager or club official get them to put them out, they know what they are doing.</i></p>
Tournament Rules	<p>Have a set of rules for the tournament. If using a group stage format, ensure there is a clear method of scoring and identifying winners.</p> <p>- what happens if there's a draw, equal points, etc. – make sure this is covered in the managers briefing, in the rules so that everyone is clear.</p> <p>See Appendix A</p>
Ensure that there is first aid cover	<p>Have you considered approaching a local physiotherapist? All clubs participating should have a qualified first aider present at per FAW Club Accreditation regulations.</p>
Design and send out the application form	<p>Make it clear what age-groups and format is on offer.</p> <p>See Appendix B</p>
Invite any guests	<p>Have you invited the Area Association? Local MP? Local Councillors?</p> <p>This is a great opportunity to demonstrate the work of your club.</p>
Check all equipment	<p>Make sure you have enough goals (correct size), balls (correct size), respect barriers, nets, corner flags.</p> <p>Have High Vis jackets for volunteers.</p> <p>Bins to help keep the site clean and tidy. Remember to have litter pick tongs, gloves, and bin bags.</p> <p><i>Tip: If you have a police officer in the club, parent or manager or club official get them to put them out, they know what they are doing.</i></p>
Signage	<p>Consider the need of any signage that might be required. Pitch numbers, 1st aid point, results table, etc.</p>
Order medals / trophies	<p>If you are going to have medals / trophies make sure they are ordered.</p>
Catering	<p>Is the venue or club going to do this? If not, is there an opportunity to sub-contract this out to a local company to do.</p> <p>Consider hydration for players, food and drink for spectators (cater for all allergies)</p>
Workforce on site	<p>What jobs will require people to do them?</p> <ul style="list-style-type: none"> • Entrance to the venue • Car Parking • Registration • Food kiosk • Referees (one per pitch plus spare to cover rest breaks, injuries) • Result desk • First Aid • Welfare / Safeguarding

ITEM	HINTS
	<ul style="list-style-type: none"> • Cleaning general and toilets • Radio's (walkie-talkie) / Mobile Numbers • Emergency contacts / medical info for volunteers • Parent/carer consent for any volunteers U18 • Timings for the day <p>Identify roles and responsibilities across their volunteers (and maybe require additional volunteers for the day) may have a few meetings leading up to the event so that everyone is clear. Make sure all are aware of the timings of the day and when and where they need to be.</p> <p><i>Tip: Ask volunteers to wear Hi-Viz vests with a Club Name on it so that people know who to go to.</i></p> <p><i>Tip: Where possible try and appoint a champion for each department. Car park leader, fixtures secretary, catering manager, etc.</i></p> <p><i>Tip: The club could include young leaders in the event - either organisation beforehand for actively involved on the day; collecting results, signposting teams, delivering mini-skills sessions, etc. Make sure if doing this all safeguarding is considered and implemented for the young leaders.</i></p>
Design a team list to register players on the day	<p>This is needed if any misconduct occurs. It is good practice to send out a week beforehand so clubs can arrive with the information and provide spare on the day in the results table. Alternatively, you can send a copy with the invite.</p> <p>See Appendix D</p>
Rides / Stalls	<p>Are you going to offer the opportunity for stalls and rides to be present? If so, you need to check their insurance, etc. – also check your own insurance to make sure you are covered.</p>
Rubbish	<p>Keep the site tidy during the event.</p> <p><i>Tip: Give each manager a rubbish bag, so that it's their responsibility to ensure rubbish is collected – It does work.</i></p>
Manager Briefing	<p>Make sure you have a manager briefing with all the team managers before the first game. A good opportunity to explain what will happen if a team has not registered – change of fixtures or additional playing time.</p> <p>If using a group stage format ensures there is a clear method of scoring and identifying winners, what happens if there's a draw, equal points, etc. Make sure this is covered in the manager's briefing, in the rules so that everyone is clear.</p> <p><i>TIP: Make sure you cover safeguarding – respect, matchday environment, reporting results.</i></p>

ITEM	HINTS
<p>Teams aware of the details and coach / team pack</p>	<p>The week leading up to the event, make sure you have contacted the teams to make sure that they are still attending and have all the required information such as registration time, venue, parking etc.</p> <p>This can be best achieved by having a 'Coach/Team Pack'. This pack should contain fixtures, tournament rules, map, team sheets, code of conducts etc. This could be PDF documents to move away from paper and could be shared via WhatsApp meaning as the coach will always have their phone on them and are unlikely to ruin the paper copy or lose it!</p> <p><i>TIP: Create a method of communication for all Age Group Managers, enabling key information to be given at a split second. As an example, WhatsApp Groups were created.</i></p> <p><i>TIP: The confirmation of teams attending a week before is key, give all the teams managers a call to make sure they are all aware of arrangements. This is a good way to engage with the managers prior to the event.</i></p>
<p>Fixture list</p>	<p>Create a fixture list.</p> <p><i>TIP: Very important to have emergency fixture lists if teams do not turn up on the day so that some planning can be done in advance. The last thing people want to see is a pitch empty when waiting to play matches.</i></p> <p>See Appendix E for samples.</p>
<p>Maximum playing time & pitch sizes</p>	<p>Some rules exist around maximum playing time and pitch sizes.</p> <p>Appendix F</p>
<p>Design and produce a programme</p>	<p>This is a lot of hard work, but an opportunity to sell the programme and welcome everyone. Good to include the fixture programme so people can follow the day events. You can also get lots of ¼ or ½ page adverts from local shops or businesses and invite sponsors up to present trophies, they love it and will come back year on year and may even sponsor a team.</p> <p><i>TIP: To avoid handling paper on the day, and to reduce printing costs, all festival programmes could be made available electronically and sent to every member that pays for their parking.</i></p>
<p>Tournament timetable</p>	<p>See Sample Tournament Timetable.</p> <p>Appendix G</p>
<p>Result Cards</p>	<p>A card for referees or team managers to report the score to the result desk. It's always good to have these written down, just in case a dispute arises over the score of a fixture. If running overall several age-groups, have the cards colour coded for easy.</p> <p><i>TIP: Can you use an app or WhatsApp group to submit the results, or a paid option would be a tournament app such as Tournify.</i></p>

ITEM	HINTS
	<p><i>TIP: To ensure that results are handed in quickly then always have the winning managers (or first named if a draw) handing the result card to the result desk (referees can be on pitches in blocks so may only take results in blocks)</i></p> <p><i>TIP: Very important to keep result board up to date so that teams can look and know how they are doing.</i></p>
Budget	<p>Have a budget sheet to understand income vs expenditure. Do you know what your break-even?</p> <p>Appendix H</p>
Emergency Access	<p>Make sure the roads into the venue are clear just in case an emergency vehicle has to attend.</p>
Emergency Action Plan	<p>Make sure you have an Emergency Action Plan and it's up to date and people know where to locate it. Appendix L</p> <p>Including the location of a defibrillator, and what 3 words information.</p>
Policies and Procedures	<p>Very important to make sure that you have the following policies and procedures in place:</p> <ul style="list-style-type: none"> • Code of conducts (Appendix I) • Accident / Incident Report Form (Appendix I) • The use of photography (Appendix J) • Filming & Photo consent form (Appendix K) • FAW Club Safeguarding Policy template
Car Parking	<p>This is likely to be people's first experience therefore to get off to a good start make sure this is running as smooth as possible. Consider any drop-off points etc. Workforce to have High Vis jackets. Also have a LARGE Car Park Full sign available just in case.</p> <p><i>TIP: Using parking apps, such as Eventbrite gives visiting teams and spectators the ability to purchase their parking at the facility prior to arriving. This means contactless payments, reducing the contact between the parking stewards and the visitor. When prepaying prior to arrival, it's a simple case of giving your name, and the steward can check you in.</i></p> <p><i>TIP: If there is a charge, provide a float and make the charge easy to collect stick to whole pounds easier to give change.</i></p> <p>Issue to consider if collecting a fee from the drivers, this can lead to tailbacks onto the highway – depending on your venue try to charge at a pedestrian gate this will capture all spectators and provide a cash float, most people offer you a £10 or £20 note and make the charge easy to collect stick to whole pounds easier not to give small change. Alternatively, you could use a card reader.</p>
Weather considerations	<p>Consider what you will do in the event of bad weather conditions.</p>

FIXTURE MANAGEMENT

When planning your club tournament / festival it is important to consider the balance in terms of the number of teams and age groups you wish to offer as part of your event.

Too many teams can mean lots of waiting around and it is important to consider that a poorly run event will likely mean teams will not return in the future.

If you are starting out running an event for the first time, it would be sensible to start off small and build the number of teams as you gain more experience.

See [appendix E](#) for samples on how the fixture programme could look.

TOP TIPS

- Prior to promoting the event, consider the facility space to determine how many pitches, age groups and teams can be accommodated within the time you have available.
- Try to avoid teams having to move between pitches as this could delay fixtures.
- If you have the volunteers, consider having a pitch co-ordinator who can make sure teams are ready to play when the previous fixture is completed.
- Consider using multiple pitches as they become available but also manage rest periods for teams between matches.
- Have an emergency fixture list if teams fail to turn up on the day so that some planning can be done in advance. The last thing people want to see is empty pitches.



ON THE DAY

Have a briefing with all the team managers before the first game. At this briefing cover safeguarding and creating a positive matchday environment. Remind teams have the results will be collected and what to do if they have any questions.

The Environment can be controlled by using a code of conduct ([Appendix I](#)).

Team managers should be reminded that the emphasis is on the enjoyment of the competing fairly and their team members should be aware that they are representing their club and should behave; accordingly, they are responsible for the behaviour of their team during games.

Players 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 players should accept all decisions without argument.

Spectators should be reminded that foul and abusive language will be dealt with, and they could be asked to leave if they are showing poor behaviour towards a referee or tournament official.

It is advisable to have the following policies and procedures in place:

ITEM	HINTS
Incident Report Form	Appendix I
Filming & Photo consent form	Appendix K
Safeguarding	This would be the organising Club or Youth League’s policy dependent upon who was the organiser - private providers should have their own policy.

POST EVENT

It is always good to thank teams after the event for attending and ask them for any feedback to help you consider and improve for any future events.

Likewise, it is also good to have a club committee meeting a week later (allows time to reflect) to understand what went well and where improvements could be made, whilst fresh in people’s minds.

In your feedback session, make sure the players thoughts are included as well.

TOP TIPS

- Create a simple online feedback form (Google Form / MS Form) etc. to capture opinions from the club to help shape ideas for your next event.



APPENDIX A

RULES TEMPLATE

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 a copy of your rules to your Area Association for review.

1. Competition Format

- 1.1 This Competition is called [] and is sanctioned by the [INSERT Area Association].
- 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 and 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 / bibs.

4. Scores & Results

- 4.1. 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 shall apply except for variations contained within in the following rules. [INSERT VARIATIONS HERE]. For all junior age groups, the FAW Small-Sided Regulations (U6-U13) and Junior Football Regulations (U14-U17) shall apply.
- 5.2. Rolling substitutes can be made throughout but permission must be granted by the referee before players enter the field of play.

6. Players, Officials and Supporters Conduct

- 6.1. Match officials will be provided for [insert age groups]
- 6.2 Any player sent off for infringement of the laws of the game will serve a one match suspension. Any player receiving two cautions during the tournament will serve a one match suspension. Any player sent off for violent conduct or foul and abusive language will be suspended from taking any further part in the event.
- 6.3 The tournament committee reserves the right to remove any team, manager, player or spectator whose conduct is deemed unacceptable. The tournament committee shall have the power to deal with any matter not provided for within the tournament rules.

7. Reporting Results

- 7.1. [INSERT how you would like match results to be recorded at the end of each fixture]

8. Protests and Appeals

- 8.1. Any dispute (other than that of play) shall be made to the tournament committee. The decision of the tournament committee will be final.

9. Referees

- 9.1. Referees shall be appointed by the Competition.

10. Medals and trophies

- 10.1 The following will receive participation medals [INSERT age groups]
- 10.2 The following will receive trophies [INSERT]

APPENDIX B

SAMPLE INVITE LETTER

**<<INSERT CLUB NAME>> FOOTBALL CLUB TOURNAMENT
<<INSERT DATE>>**

Dear Club Official,

I am writing to invite you and your team(s) to the [INSERT CLUB NAME] Tournament to be held on [INSERT DATE] at [INSERT VENUE].

The [INSERT AGE GROUP] will take place on [INSERT DATE]

The [INSERT AGE GROUP] will take place on [INSERT DATE]

All age groups as per the [INSERT SEASON].

The U6s and U7s will play [4v4] and will be allowed a maximum of [INSERT] players per team.

The U8s & U9s will play [5v5] and will be allowed a maximum of [INSERT] players per team.

The U10s & U11s will play [7v7] and will be allowed a maximum of [INSERT] players per team.

The U12s & U13s will play [7v7] and will be allowed a maximum of [INSERT] players per team.

The U14s & U15s will play [7v7] and will be allowed a maximum of [INSERT] players per team.

The U16s & U17s will play [7v7] and will be allowed a maximum of [INSERT] players per team.

The entry fee is £[INSERT] per team – this is not refundable and the full amount must be paid when confirming a place. Places will be confirmed upon receipt of payment and a fully completed application form. The tournament rules will be issued with confirmation nearer the time.

Please return application forms to: [INSERT ADDRESS]

Please make payments via:

- BACS transfer: [INSERT CLUB BANK ACCOUNT DETAILS] NB: If using BACS transfer, please use a reference as follows – Team name/Age group
- [INSERT alternative payment link if via website]

Payment must be received before a team(s) entry can be confirmed.

Kinds Regards,

[INSERT NAME]

[CLUB NAME]

[ROLE IN THE CLUB]

APPENDIX C

SAMPLE APPLICATION FORM

[INSERT CLUB NAME] FOOTBALL CLUB TOURNAMENT
[INSERT DATE]

CLUB NAME:	
TEAM NAME:	
AGE GROUP:	
AREA ASSOCIATION:	
AREA ASSOCIATION AFFILIATION NUMBER	
CONTACT NAME	
CONTACT ADDRESS	
TEL NUMBER	
EMAIL ADDRESS	

The entry fee is £[INSERT] per team - this is not refundable

Please return application forms to: [INSERT DETAILS]

Please make payments to:

[INSERT CLUB BANK DETAILS] NB: If using BACS transfer, please use a reference as follows – Team’s name/Age group
[INSERT alternative payment link if via website]

Payment must be received before a team(s) entry can be confirmed.

APPENDIX D

SAMPLE TEAM LIST

Please submit your team list to the tournament desk on your arrival.

CLUB NAME:	
TEAM NAME:	
AGE GROUP:	
AREA ASSOCIATION:	
CONTACT NAME & NUMBER	

	PLAYERS NAME	DATE OF BIRTH
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

APPENDIX E

SAMPLE FIXTURE LIST

When planning fixtures for a festival / tournament, there is a balance to consider in terms of how many teams you wish to make available to enter your event for each age category.

Things to consider:

- How many pitches do you have available to use?
- Duration of the event (1 day, 2 days)
- How will you manage the transition between matches?
- How many age groups will you offer?
- Do you need to split your event into sessions (morning / afternoon etc)

Too many teams = more waiting between fixtures

Not enough teams = can make fixture planning and variety an issue for the overall experience

If you are running event for the first time, it would be sensible to build the number of teams up as you gain more experience.

If a team attends a poorly run event, then they are unlikely to return in the future.

Running Group Stage Formats – Competition age groups (Under 12+)

- If you need to use two pitches for a group, it is important both pitches run to time.
- For planning purposes, it is always good to have an estimated kick-off time against each fixture. Use the match length plus factor in a short period of time for teams to get ready. For example, if games are 12 minutes long, arrange the kick off times every 15 minutes.
- Ensure there is a clear method of scoring and identifying winners, what happens if there is a draw? Could you factor in an additional point for a score draw? What will happen in the situation of equal points?
- Make sure the competition format, scoring method is communicated at the managers briefing prior to commencing. This could also be included in your tournament rules.

TIP

Where possible, try to avoid teams having to move between pitches as this could cause delays.

TIP

Important to have emergency fixture lists if a team(s) do not turn up on the day, so that some planning can be done in advance. The last thing people want to see is a pitch empty when waiting to play matches.

One option would be to determine an automatic result if a team fails to turn up. In this instance it would be important to factor in increasing the match time of the remaining fixtures given there would be one less fixture completed.

Knockout Stages

- After the group stages you could go straight into a knockout competition with the top 1 or 2 teams progressing from each group into a quarter-final or semi-final stage depending on your number of teams.
- If only one group took part, either the top two could have a finals match or top four and have a semi-final and final.

Small-Sided Age Groups

For Small-Sided age groups (Under 6 – Under 11) given this format is non-competition, you can just create a fixture list for the day of your event. It will still be important to factor pitch layout to ensure matches kick off promptly. A good option to consider would be to put the teams into groups for these age groups and simply play a round robin festival playing each team.

APPENDIX E

SAMPLE FIXTURE LIST

4 Team Group

One Pitch	Two Pitches	
A v C	A v C	B v D
B v D	A v D	B v C
A v D	A v B	C v D
B v C	Note all teams playing in each slot. Teams C and D regular change pitches	
A v B		
C v D		

5 Team Group

One Pitch	Two Pitches	
A v D	A v D	B v C
B v C	D v E	A v C
D v E	B v E	C v D
A v C	A v B	C v E
B v E	B v D	A v E
C v D	One Pitch: Max of a two-game wait between matches. Two pitches: Teams only miss one slot. Team C & E are playing 4 games consecutively. Teams moving between pitches.	
A v B		
C v E		
B v D		
A v E		

6 Team Group

One Pitch	Two Pitches	
A v B	A v B	C v D
C v D	E v F	A v C
E v F	B v E	D v F
A v C	A v E	C v F
B v E	B v D	A v F
D v F	D v E	B v C
A v E	A v D	B v F
C v F	C v E	
B v D	Two pitches: Lots of moving around pitches. Teams F play 4 consecutive fixtures	
A v F		
D v E		
B v C		
A v D		
B v F		
C v E		

APPENDIX F

MAXIMUM PLAYING TIME, BALL SIZE & PITCH SIZES

Age Group	Max Playing format	GK or no GK	Pitch Size (length x width)	Ball Size	Max Goal Size (height x width)	Maximum Game Duration	Total maximum Playing time
U6 & U7	4 v 4	No GK	28 x 20 yards	3	Height: Min 3ft Max 4 ft / Width: Min 4ft Max 6ft	10 mins	40 mins
U8 & U9	5 v 5	GK	35 v 25 yards	3	4 x 8 ft	15 mins	50 mins
U10 & U11	7 v 7	GK	44 x 40 yards	4	6 x 12 ft	20 mins	60 mins
U12	9 V 9	GK	64 x 44 yards	4	7 x 16 ft	70 mins	70 mins
U13	9 V 9	GK	Length: 76 yards Width: Min: 44 yards Max: 54 yards	4	7 x 16 ft	70 mins	70 mins
U14	11 V 11	GK	Length: Min: 100 yards Max: 130 yards Width: Min: 40 yards Max: 100 yards	5	8 x 24 ft	70 mins	70 mins
U15	11 V 11	GK		5	8 x 24 ft	80 mins	80 mins
U16	11 V 11	GK		5	8 x 24 ft	80 mins	80 mins
U17	11 V 11	GK		5	8 x 24 ft	80 mins	80 mins

Note:

- Age-groups can play below the maximum playing format. For example, you may decide your event will be played using a 5v5 or 7v7 format. This is acceptable providing the maximum playing format for each age group is not exceeded.
- Pitch sizing for each playing format is shown above. The pitch sizing can be reduced by a maximum 5 yards in length and width.
- Total maximum playing time is per player. A player must not exceed this limit on a given match day.

Playing Formats

Age Group	4v4	5v5	7v7	9v9	11v11
Under 6 & Under 7	✓	✗	✗	✗	✗
Under 8 & Under 9	✓	✓	✗	✗	✗
Under 10 & Under 11	✓	✓	✓	✗	✗
Under 12 & Under 13	✓	✓	✓	✓	✗
Under 14 – Under 17	✓	✓	✓	✓	✓
Adults	✓	✓	✓	✓	✓

APPENDIX G

SAMPLE TOURNAMENT TIMETABLE

Time	Activity
7:00am	All workforce on site
7:05am	Set pitches up – goals, respect barriers, pitch numbers, stalls Set carpark up
7:30am	Car Park stewards briefing and in place Registration/result table briefing and all items in place
8:00am	1st cars expected Registration/result table open
9:30am	Tournament briefing for managers (morning session)
10:00	Morning session: 1st games kick off
13:00	Morning session completed / Presentations Arrange pitches for afternoon session
13:30	Tournament briefing for managers (afternoon session)
14:00	Afternoon session: 1st games kick off
17:00	Afternoon session completed / Presentations
17:00 -18:00	Big Tidy up



APPENDIX H

SAMPLE BUDGET SHEET

Project Costs	
Venue Hire	
Equipment Hire	
Marketing	
Administration	
Referee Fees	
1st Aid Fees	
Medals/Trophies	
Food Stock and equipment	
Printing Programmes	
TOTAL Costs	
Project Income	
Entry Fee	
Sponsorship	
Food Sales	
Car Parking	
Programme sales	
Other	
Total Income	

APPENDIX I

CODE OF CONDUCTS

Creating the right environments for our players, both on and off the pitch is so important. Even though your role could be slightly different it's important that we all play our part in creating a fun, safe and inclusive environment.

The FAW codes of conduct are in place to ensure that participants are provided with a positive experience.

Please help us to create more positive environments for all to enjoy by downloading and promoting all the resources below.

[FAW Player Code of Conduct Template](#)

[Coaches, Managers and Volunteers code of conduct](#)

[Parents, Guardians and Spectators Code of Conduct](#)

USEFUL RESOURCES

[Accident, Incident & Reporting Form](#)

[Behind The Line, Behind the Team Resource Pack](#)

[FAW Small-Sided & Junior Football Regulations \(U6-U13\)](#)

[FAW Junior Football Regulations \(U14-U17\)](#)



APPENDIX J

THE USE OF PHOTOGRAPHY

The Use of Photographs and Images of Children

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information- this is X who lives at Y, is a member of the Z football club and who likes a certain music group. This information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse. Secondly, the content of the phot can be used or adopted for inappropriate use. There is evidence of this adopted material finding its way onto child pornography sites.

Clubs are recommended to develop a policy in relation to the use of images of players on their websites and in other publications. The club will need to make decisions about the type of images they consider suitable and that appropriately represent the sport, without putting children at increased risk.

They will also want to ensure that parents support their policy. When assessing the potential risks in the use of images of players, the most important factor is the potential of appropriate use of images of children.

- Consider using models or illustrations if you are promoting an activity.
- Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

Easy rules to remember are:

- If the child is named, avoid using their photograph.
- If a photographer is used, avoid naming the child.
- Ask for the child’s permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A child’s permission form is one way to achieving this.
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing their sports. A Parental Permission Form is one way of achieving this.
- Only use images of children in suitable dress to reduce the risk of inappropriate use, with regards to the actual content in it difficult to specify exactly what is appropriate. The content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots.
- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children. Follow FAW Safeguarding Policy, Procedures and Practices, ensuring both the FAW Safeguarding Officer and the Social Services and/or police are informed.



First Steps and things to think about:

- Establish the type of images that appropriately represent the sport for the web and other media
- Think about the level of consideration you give to the use of images of children in other publications, for example, the process involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to the images of children and young people used on your website.

APPENDIX K

SAMPLE FILMING / PHOTOGRAPHY CONSENT FORM

[INSERT TOURNAMENT/COMPETITION NAME] Filming/ Photography Consent Form

[INSERT TOURNAMENT/COMPETITION NAME] may wish to take photographs or videos of participants to celebrate football Competitions. We adhere to The FAW Guidance to ensure these are safe, respectful and used solely for the purposes for which they are intended, which is promotion and celebration of the activities of [INSERT TOURNAMENT/COMPETITION NAME].

We may use the image in literature unrelated to when the picture was actually taken. Children and young people will not be named in any photograph without parental permission.

We will also be engaging with [INSERT PROFESSIONAL PHOTOGRAPHER COMPANY NAME] who will be taking photographs and filming on our behalf. These films can be uploaded to the League website and Social Media pages.

As an affiliated team you should already have player/parent/carer signed permission for images to be taken and used in the public domain. If you are aware you have any players that are not signed up to this, please let your [INSERT TOURNAMENT/COMPETITION NAME] lead officer know as soon as you sign in.

Consent: (please tick relevant box):

- The club have permission from parents/carers that their child can be filmed/photographed as stated above.
- The Club has a player/player(s) that cannot be filmed/photographed for legal reasons as stated above.

Name of Club/Team:

Print name of manager/coach:

Signature:

Contact Number:

Date:

Please note that this is an important document and is to be returned via email to [INSERT TOUNAMENT WELFARE OFFICER] by the close of play on (set a date preferably 1 week prior to the tournament/Competition).

APPENDIX L

EMERGENCY ACTION PLAN

Club Name:	
Club Address:	
Postcode:	
Telephone:	
What 3 Words location	

FIRST AIDERS / HELPER INFORMATION	
NAME	MOBILE NUMBER
For queries about this EAP:	
See relevant coach for first aider on day of match	

FIRST AID EQUIPMENT AND FACILITIES	
Item	Location Including any access code
Defibrillator	
Stretcher	
First Aid Room	

ACCESS ROUTES	
For Ambulance	
From Pitch to Ambulance	

OTHER INFORMATION	
Nearest A&E / Trauma Hospital:	
Fastest Route to A&E / Trauma Hospital:	
Distance & Journey Time:	
Nearest Walk-in Centre:	
Alternative Trauma Hospital:	

APPENDIX M

HOSTING A FESTIVAL / TOURNAMENT IN WALES

Affiliated grassroots clubs can apply for hosting a Festival/Tournament in Wales using the following link. Applications will be reviewed by your relevant Area Association and the FAW for sanctioning:

[APPLY TO HOST A FESTIVAL OR TOURNAMENT IN WALES](#)

CROSS BORDER FRIENDLIES, FESTIVALS / TOURNAMENTS

Any grassroots club wishing to participate in a cross border friendly, festival or tournament must complete an application form which will be reviewed by the relevant Area Association and the FAW.

[APPLY TO PARTICIPATE IN A CROSS-BORDER FRIENDLY, FESTIVAL OR TOURNAMENT](#)

