

# Planning a Successful Festival or Tournament



"Developed in partnership with the FA"

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 things better. 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; you can use the same format but do not record any results.

# Planning for Success

## Press Releases

- **Grab the attention with the first paragraph – it might be the only one people 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 – a single page is usually sufficient.**
- **Make sure you put a contact number on and then make sure you are available 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.**

## What Can Participants Expect?

- Fun games.
- mini soccer games.
- lots of fun and excitement.
- a chance to play football and learn new skills.
- Supervision and encouragement.
- a chance to meet players from other organisations or clubs.

## What Should Participants Bring?

- T-shirt, shorts, socks, trainers or boots (only if they have them).
- Warm clothing.
- Shin pads.
- plenty of soft drinks.
- Sun cream and a hat (if hot weather).

## The Spirit of the Game

**Team Managers should be reminded that:**

- the emphasis is on the enjoyment of competing fairly and their team members should be aware that they are representing their schools / clubs and should behave accordingly;
- they are responsible for the behavior of their team during the games.

**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.

**Spectators should be reminded that:**

- foul and abusive language will be dealt with by the festival organisers who have the power to stop the event in progress.

## Planning Ahead – Checklist

Checklist	Helpful hints	Responsibility	Date for task to be achieved
1. Identify and book a suitable venue well in advance	Is parking available? are changing facilities available?		
2. gain sponsorship for the event (if applicable)	Write to local companies, etc.,		
3. Check with facility owner to mark out mini Soccer pitches	Contact your local authority for help		
4. appoint a Welfare Officer for the event in case any safeguarding concerns are raised.	Can look after: -photography consents -appropriate ratios of adults to children -the need to refer a concern about a child		
5. Ensure you have enough referees / coaches / helpers	Contact your County FA or local authority Sports development Officer for		
6.Ensure that there is first aid cover.	Have you thought about using a physiotherapist?		
7. produce application form / publicity and distribute to schools / clubs			
8. Invite a guest of honour / personality			
9.Ensure you have access to mini soccer goals, balls, bibs, air horn, etc.,	Contact your local authority or County FA for help		
10.Sanction the rules and regulations (tournament)	Contact your County FA		
11.Order trophies / medals / certificates			
12.Organise refreshments For the event			
13. Send out information letter / map and rules and regulations at least one week prior to the event	See The FA mini Soccer Handbook		
14. Distribute the Spirit of the game fact sheet			
15. Advise the media of the event			
16. Prepare an order of play tournament)			
17. Prepare a timetable (tournament)			
18.Prepare football score cards			
19. Don't forget: -to give participants information on clubs they can join -spare whistles -stop watch -air horn -balls	Contact your County FA		

## Suggested Tournament Orders of Play

	A	B	C	D	E	F	G	H	Goals Scored	Goals Diff	Total Points
A											
B											
C											
D											
E											
F											
G											
H											

## Number of teams per group

8	7	6	5	4
F-H	B-C	A-B	A-D	A-C
B-C	D-G	C-D	B-C	B-D
A-E	A-E	E-F	D-E	A-D
D-G	D-F	A-C	A-C	B-C
B-H	A-B	B-E	B-E	A-B
C-F	C-E	D-F	C-D	C-D
D-E	F-G	A-E	A-B	
A-G	B-E	C-F	C-E	
D-H	A-C	B-D	B-D	
A-C	D-E	A-F	A-E	
B-E	B-F	D-E		
F-G	A-G	B-C		
A-H	C-D	A-D		
B-G	E-F	B-F		
C-D	B-G	C-E		
E-F	A-D			
A-B	C-F			
D-F	E-G			
C-E	B-D			
G-H	A-F			
B-D	C-G			
A-F				
E-H				
C-G				
A-D				
B-F				
C-H				
E-G				

Letter	Team
A	
B	
C	
D	
E	
F	
G	
H	

Group: -----  
 Winner: -----  
 Runner UP: -----

## Notes

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## Suggested Tournament Timetable and Scorecards

### 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 mini soccer pitches available; teams would therefore be grouped into two groups of eight.

- 8.30 Staff briefing
- 9.00 Assemble goals / refreshment stall
- 9.30 registration of teams
- 10.00 Team leaders' briefing with organiser and referees

### 10.30 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 – 12.58 A-B
- 16. 1.00 – 1.08 D-F
- 17. 1.10 – 1.18 C-E
- 18. 1.20 – 1.28 G-H
- 19. 1.30 – 1.38 A-F
- 20. 1.40 – 1.48 E-H
- 21. 1.50 – 1.58 C-G
- 22. 2.00 – 2.08 A-D
- 23. 2.10 – 2.18 B-F
- 24. 2.20 – 2.28 C-H
- 25. 2.30 – 2.38 B-D
- 26. 2.40 – 2.48 E-G
- 27. 2.50 – 2.58 F-H
- 28. 3.00 – 3.08 B-C
- 29. 3.20 – 3.28 Semi Final 1
- Winners A v Runner up B
- 30. 3.30 – 3.38 Semi Final 2
- Winners B v Runner up A
- 31. 3.45 – 3.55
- Final

### Tournament Ends

- 4.10 Presentation

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	

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	



# Budget Sheet

## Project Costs

Administration

Equipment hire

Equipment purchase

Hire of facilities

Officials' fees / expenses

Promotion / publicity

Coaches' fees / expenses

Session fees / expenses

Transport

Medals / trophies

**Total Costs**

## Project Income

Estimated income

Awards for All

For an application form, call 0800 602040

Grants

Other

Local Authority

Contact your local sports development officer

Commercial sponsorship

Other please specify

**Total Income**

# Notes

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# County FA Football Development Officers

County	Phone Number
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	01900872310
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

County	Phone Number
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 FA	01458 837038
Staffordshire	01785 256994
Suffolk	01449 616606
Surrey	01172 373543
Sussex	01903 851063
West Riding	0113 2922258
Westmorland	01539 730946
Wiltshire	01249 657800
Worcestershire	01905 82761



# 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.



Successful tournament planning takes fully into account logistical and pastoral considerations. The FA applauds **GRASSROOTS** for the production of such an authoritative and detailed tool kit which will serve as a great resource for anyone who is planning and delivering a competition.

*Tony Snow, Senior Communications Manager, The FA*

# Respect



# #TEAMGRASSROOTS



[www.grf-football.co.uk](http://www.grf-football.co.uk)

[www.onetwomagazineonline.com](http://www.onetwomagazineonline.com)

[www.grf-football.co.uk/coaches-library/](http://www.grf-football.co.uk/coaches-library/)



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grassroots football**

