



SCOTTISH PARA-FOOTBALL

**Friendly Match / Tournament Application
Guidelines**

This policy is written to underpin both Scottish Para-Football as well Para-Football Game Leader Organisations who are members of Scottish Para-Football. Therefore this policy will be adopted by each individual Para-Football Game Leader Organisation. If your concern relate to Scottish Para-Football please contact the National Office. However if your concern relate to a Para-Football Game Leader Organisation please contact their Committee directly.

**Permission is required to participate in any friendly match or tournament
These guidelines are for both Clubs and International Competition**

For all matches noted above between member clubs of Scottish Para-Football, a permit must be obtained from the relevant Para-Football Game Leader Organisation before participating. Participating clubs must attach this permit to team lines which is sent to their Para-Football Game Leader Organisation. (The designated home team is responsible for requesting the permit)

Application should be made on the Scottish Para-Football Friendly / Tournament Permission request form and send to own Para-Football Game Leader Organisation. Once granted Para-Football Game Leader Organisation will return the approved application form with a permit number to the applicant.

Permission will be issued by Scottish Para-Football Game Leader Organisation.

For all matches noted above between member clubs within Scottish Para-Football and a club who plays outside Scotland. Para-Football Game Leader Organisation shall progress your request with Scottish Para-Football who will issue an approval and Scottish Para-Football will then forward the permit to the Para-Football Game Leader Organisation. (The Scottish team is responsible for requesting the permit, even if they are the designated away team)

Permission is required before participating in a Tournament

Application should be made on the Scottish Para-Football Friendly / Tournament Permission request form direct to own Para-Football Game Leader Organisation. Once granted Para-Football Game Leader Organisation will return the approved application form with a permit number to the applicant.

All teams wishing to participate in a tournament must submit their own individual application 15 days prior to the commencement of the tournament, complete with the following information;

- Copy of the proposed rules of the tournament
- Copy of the sanction letter of the relevant National FA. If the tournament is out with Scotland (this can be obtained from the tournament organiser on request)

Clubs must ensure that they have sufficient insurance for travelling and participating in tournaments.

Permission is required before organising a Tournament

Application should be made on the Scottish Para-Football Friendly / Tournament Application Form direct to own Para-Football Game Leader Organisation. Para-Football Game Leader Organisation will return the approved application form with a permit number to the applicant.

All Tournaments require approval and organiser's must submit their application 30 days prior the commencement of the tournament, complete with the following information.

- Details of the organising committee
- Copy of the proposed rules of the tournament
- Copies of all International travel permits (if relevant) for clubs not in membership of the Scottish Para-Football must be submitted 14 days prior to the commencement of the tournament
- Lists of all invited teams

Furthermore, the tournament organiser must ensure that;

- All competing teams have permission to participate from their National Association
- All Scottish Para-Football participating teams have a valid SPF Permit
- All misconduct reports are submitted to the Individual Para-Football Association

Confirmation of the name of participating teams must be sent to Para-Football Game Leader Organisation no later than 7 days prior to the commencement of the tournament.

International Football

Para-Football Game Leader Organisations must submit a request made on the Scottish Para-Football Friendly / Tournament Permission request form direct to Scottish Para-Football National Office.

Once granted Scottish Para-Football will return the approved application form with a permit number to the applicant.

All Tournaments require approval and organiser's must submit their application 30 days prior the commencement of the tournament, complete with the following information.

- Details of the organising committee
- Copy of the proposed rules of the tournament
- Copies of all International travel permits (if relevant) for clubs not in membership of the Scottish Para-Football must be submitted 14 days prior to the commencement of the tournament
- Lists of all invited teams

The Tournament organiser must ensure that they have appropriate insurance to cover the event

Document Control

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Scottish Para-Football
Charity Number: SC048491
Hampden Park Glasgow, G42 9AY
Email: