**Tournament Details**

|  |  |  |
| --- | --- | --- |
| Name of tournament: |  | |
| Organising Club | |  |
| Dates | |  |
| Venue | |  |
| Tournament Permit Number | |  |

**Participant Details**

|  |
| --- |
| Club: |
| Club ID Number |
| League: |
| Postcode: |
| Tel.No: |
| Email: |

Permission is required by all clubs in membership of Scottish Women’s Football (SWF) before participating in any tournament. To obtain permission the following information **must** be submitted, along with this form, to the SWF.

|  |
| --- |
| 1. Tournament rules |
| 2.Letter from F.A sanctioning tournament |

**Tournaments:**

**All** youth clubs who attend any tournament ***must*** ensure all named officials who are in regulated roles have completed SWF’s safeguarding process and have been subsequently approved by SWF. The club must also ensure that there is an approved first aider travelling with the group. Any officials who are named but have not been approved by SWF, will result in the tournament request being refused.

|  |  |  |
| --- | --- | --- |
| **Officials Name** | **Role** | **Approved by SWF (Yes/No)** |
|  | **First Aider** |  |
|  |  |  |
|  |  |  |
|  |  |  |

**All** youth clubs who attend tournaments which require an overnight stay must carry out their own risk assessment for any adults who are not named club officials but intend to assist the club/players for the duration of the trip. Disclosure Scotland have advised that “parent helpers” solely for the purposes of tournaments do not meet the requirement/need for a PVG therefore we cannot PVG these parents on behalf of the club.

**Other Persons travelling with the group**

|  |  |  |
| --- | --- | --- |
| **Name** | **Telephone Number** | **Risk Assessment carried out by the club (Y/N)** |
|  |  |  |
|  |  |  |

I confirm that the above club has a valid insurance certificate to cover this event

|  |
| --- |
| Signed: |
| Dated: |
| On behalf of       [club] |
| **For official use only**: Permission number: |
| Signed:       Dated: |

Completed forms should be returned to [swf@scottish-football.com](mailto:swf@scottish-football.com)