**Participant Details**

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| --- |
| Club: |
| Club ID Number |
| League: |
| Main Contact Tel. No: |
| Main Contact Email: |

**Tournament Details**

|  |  |
| --- | --- |
| Name of tournament: |  |
| Country: |  |
| Organiser: |  |
| Dates: |  |
| Playing Venue: |  |
| Travel Arrangements- Outbound date: |  |
| Travel Arrangements- Inbound date: |  |
| Modes of Transport: |  |
| Accommodation: |  |
| Travel Insurance Provider: |  |
| Travel Insurance covers participation in sport? |  |

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.

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| 1. Tournament rules  |  |
| 2. An invitation letter from the Organiser  |  |
| 3. [SWF Trips and Tours Risk Assessment](https://scotwomensfootball.com/wellbeing-and-protection/trips-and-tours/) |  |
| 4. Proof of Insurance |  |

**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. A minimum ratio of 1 adult to 10 children must be met.

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| **Officials Name** | **Role** | **Comet ID** |
|  | **First Aider** |  |
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| Signed:        |
| Dated:        |
| On behalf of       [club] |
| **For official use only**: Permission number:        |
| Signed:       Dated:        |

Completed forms should be returned to swf@scottish-football.com