

**Tournaments Application Guidelines**

**Permission is required to participate in a tournament.**

As a member club of Scottish Women’s Football if you are hosting or participating in a tournament within Scotland a permit must be issued by Scottish Women’s Football sanctioning the event. Detailed below the process if you are 1: Organising a tournament, 2: Participating in a tournament.

**1. Organising a Tournament**

Application should be made on the SWF Tournament Organiser Application Form direct to SWF (swf@scottish-football.com) who, on granting permission, will return the approved application form with a permit number to the applicant.

All Tournaments require approval and organisers must submit their application 30 days prior to the commencement of the tournament, complete with the following information:-

* Details of the Organising club, Date, venue.
* Copy of the proposed rules of the tournament.
* Copy of tournament insurance
* Copies of all international travel permits (if relevant) for clubs not in membership of the SFA must be submitted 14 days prior to the commencement of the tournament.
* List of all invited teams.
* Furthermore, the tournament organizer must ensure that:-
* All competing clubs have permission to participate from their National Association.
* All SWF participating teams have a valid SWF permit.
* All misconduct reports must submitted to the SWF Administrator within 14 days from the completion of the tournament.

**2. Participating in a Tournament**

Application should be made on the SWF Tournament Participant Application Form direct to SWF (swf@scottish-football.com) who, on granting permission, will return the approved application form with a permit number to the applicant. This number should be confirmed to the tournament organiser prior too the tournament taking place.

All clubs wishing to participate in a tournament must submit their application 14 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 F.A. 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.
* Clubs must ensure all officials attending the tournament are registered on the Registration system
* All officials attending the tournament must have completed the Safe guarding process

International Tournaments must complete the International Permit Form and return with all required documents including Trips and Tours Risk assessment.