REGULATIONS GOVERNING THE STAGING OF ESFA COMPETITION FINALS

- 1. All Finals are, first and foremost, ESFA events. In making the local arrangements the Local Association/School is acting solely on behalf of the ESFA Council, in whose hands the complete control of all arrangements is vested.
- 2. The Chairman of the ESFA or his representative, following the completion of each Final, will make the presentation of the trophy and mementoes.
- 3. Associations/Schools, which have reached the semi-final stage of the Competition, should immediately make preliminary arrangements for staging the Final and submit details to the ESFA Chief Executive via the appropriate Council Member. It is of the utmost importance that these arrangements should be made early, especially with regard to the date and ground.
- 4. The Association/School staging a Final shall appoint a match secretary for the final who will liaise with the appropriate Council Member to ensure the smooth running of the event.
- 5. Official guests at the Final will include members of the ESFA Council, special guests of Council and match officials.

Official teams at the Final will comprise:

Inter Association

16 players (9 for small-sided Finals) and up to 6 officials for each Association.

Individual Schools

16 players (8 for small-sided Finals) and up to 6 officials for each school. Guests of the schools must include representatives of Schools' Football Associations concerned.

- 6. A list of civic dignitaries and others to be invited by the Associations/School must be submitted to the appropriate ESFA Council Member for approval, in consultation with the ESFA Trustees.
 - a) All arrangements for match functions (pre-match or post-match) must be made in consultation with the appropriate member of Council/Trustees and the approved expenditure will be met by the ESFA/Sponsor.
 - b) In the ESFA Under 15 Trophy competition the official function shall follow the 2^{nd} leg and both Associations shall share the cost of refreshments for the 1^{st} leg equally.
- 7. Matches must take place at a private and enclosed ground at which a gate must be taken. Ticket prices must be agreed with the appropriate Council Member
 - a) Complimentary tickets (other than those accounted for in Para 6) can only be issued after consultation with the appropriate Council Member
 - b) Admission to the Board Room is a courtesy that can only be extended by the Directors of the Club. Such invitations are in the hands of the appropriate Council Member
- 8. Parents of players will be issued with complimentary match tickets for the Final.

- 9. The local treasurer must make all payments except the expenses of the Council and Council's guests. A statement (signed by the officials concerned), giving full details of the gate receipts and sale of programmes etc, will be required. The local treasurer must complete the balance sheet showing all receipts and payments. This must be audited locally and sent, with the necessary vouchers and statements to the ESFA Office, via the appropriate Council Member within 28 days of the match.
- 10. In general all printing required for these matches should be done locally but some are the responsibility of the ESFA Office, therefore contact must be made with the ESFA Chief Executive before any orders are placed with the printers. The provision of a match programme should also be discussed with the ESFA Chief Executive.
- 11. Arrangements must be made for a photograph of each team to be taken at the Final and a copy forwarded to the Chief Executive of the ESFA.
- 12. The appropriate Council Member must be fully consulted at every stage of the arrangements.