Team Captain: Please read the following guidelines and sign (as a representative of the team) the entry form to say that your team agree to abide by these terms and conditions throughout the tournament.

General
- Any queries or problems please contact the organiser based at the HertSquad Office on the de Havilland Campus:
  
  Senior Sports Development Officer: Lynne Pestle-Bass, 01707 281176/07745 728 921 or l.pestle-bass@herts.ac.uk
- It is advised that all captains and players ‘like’ and ‘follow’ the ‘HertSquad’ Facebook and Instagram pages to ensure everyone is up-to-date with tournament updates.
- Please be prepared and check the weather forecast before arriving, bring sun tan lotion and plenty of water or warm and waterproof clothing as appropriate.
- All equipment (including bibs) will be provided.
- All fixtures will be played on the 3G New Generation artificial pitches at the de Havilland Campus behind Hertfordshire Sports Village. Players may only wear astro trainers or moulded studs on the 3G surface - blades and metallic studs are NOT permitted.

Parking
De Havilland Campus
- Students cannot park at the pitches or in the car park on the de Havilland Campus for the 8-a-side tournament on Thursday 16 May between 11:00 - 17:00.
- Security will issue a parking ticket to those that disobey this rule.
- Students should use the Park and Ride facility available.

Tournament Format
- The tournament structure will be confirmed at a briefing post registration prior to the start of the tournament (as it is dependent upon team entries).
- Points will be awarded as follows for group matches:
  - Win - 3 points
  - Draw - 1 point
  - Loss - 0 points
- Any team winning by a walkover (i.e. opposition no show or unacceptable cancellation) will be deemed to have won by a score of 3-0 (unless the HertSquad Team decide otherwise).
- In the event of the final league table being tied on points, goal difference will be calculated. If still level, goals scored, followed by the result of the fixture between the two sides will be the determining factors.
- Any knock-out match that finishes in a draw will instantly go to a best of three penalty shootout.

Pre-Tournament Requirements
- Each individual squad will be permitted to register up to a maximum of 12 players (male or female).
- All teams registering should ensure ALL players complete the necessary information on the team entry form, and all players sign a copy of the ‘adult players’ section of The FA Respect Code of Conduct, before submitting them along with full payment to the HertSquad Office or Hertfordshire Sports Village Reception on the de Havilland Campus before 21:00 on Tuesday 14 May.
- Teams are required to arrive at Hertfordshire Sports Village to register at 11:00 ahead of a captain’s briefing at 11:15. The tournament will run throughout the day on the 16 May from 11:00 - 17:00.
- All teams MUST have arrived and registered ahead of the 11:15 briefing and subsequent group photo.
- First set of games will kick off at 11:30. Therefore ALL teams need to be there beforehand.

Tournament Rules and Regulations
- All matches will be played under standard Football Association Small-Sided Football Laws and Regulations unless stated otherwise.
- Only current University of Hertfordshire students can participate in the competition.
- Players are required to show their student ID card to the Activator/HertSquad Team at the start of the tournament. Failure to show a valid ID card could result in that student not being able to play.
• Each team captain will be responsible for ensuring only registered players take part in fixtures. Involvement of ineligible (or non-student) players will result in a deduction of 3 points and the loss of the match.
• All players are required to wear shin pads. If a student does not have shin pads on then they will not be able to participate in the tournament in accordance to FA requirements.
• All fixtures and kick off times will be confirmed on the day at the pre-tournament briefing. All matches are to be played at the time stated (unless otherwise notified by the HertSquad Team).
• The referees will be instructed to kick off at the allotted time. A team must take to the pitch if there are 5 players or more present. It is the team captain’s responsibility to get players on the pitch ready for kick off. Any delay to the start of the game to allow for players arriving late is at the discretion of the Activator or HertSquad Team. If, after this time, a team has 4 or less players then the opposition will be awarded a walkover.
• Match durations:
  o Group matches - 12 minutes in length, one-way.
  o Semi-finals - 8 minute halves, each way.
  o Final - 8 minute halves, each way.
• Substitutes can be rolled on and off at any time the ball goes ‘dead’ providing the referee has permitted it.
• NO off-sides.
• Goal-kicks must be taken from the goal-line.
• Goalkeepers CANNOT drop-kick the ball. An indirect free-kick where the drop-kick took place will be awarded if applicable.
• Goalkeepers can only handle the ball in their goal area (shown by markers).
• Goalkeepers CANNOT pick up a deliberate pass from their players.
• Kick-ins will be used to play the ball in from the side lines.
• There are no area restrictions imposed on any player.
• The ball CAN go over head height.
• All opponents must be at least 3m from the ball until it is in play for free kicks.
• Goals can be scored both inside and outside the penalty area.
• 7-a-side goals will be used for the competition.
• In the event that the match ball is kicked out of the 3G caged area, either intentionally or unintentionally, it is the responsibility of the team who kicked the ball out to retrieve it. If an alternative match ball is available, then the ‘lost’ ball does not need to be retrieved immediately (the match can continue to its conclusion). However, the ‘lost’ match ball must be returned to either the Activator or referee, by those responsible, prior to the conclusion of the tournament. The referee will stop the clock for any delays due to a ball being retrieved or an alternative ball being located.
• Wherever possible the HertSquad Team will provide qualified referees. In the event this is not possible, experienced players will officiate matches. If experienced players are not available, teams may be required to provide/nominate a referee.
• All players are required to read and sign to adhere to the ‘adult players’ section of The FA Respect Code of Conduct throughout the tournament. Failure in players not adhering the code of conduct could result in the HertSquad Team taking relevant action (where applicable to the University) and seeking to impose sanctions where appropriate to the behaviour/incident.
• Any player receiving a red card:
  o Will be subject to a ban determined by the HertSquad Team based on the nature of the offence(s).
  o May be asked to vacate the playing area at the time of the red card being shown.
  o May not be permitted to spectate matches for the remainder of the tournament and their ban.
• Any player accumulating 3 yellow cards within the tournament will automatically miss the following fixture.
• Each team captain is required to sign the referee’s scorecard at the end of each fixture which should then be handed to the Activator or HertSquad Team straight away.

**Post-Tournament Requirements**
• Any complaints must be made in writing to the HertSquad Office within 24 hours of the tournament’s conclusion.

*N.B. These tournament rules may be subject to change at any time. Team captains/vice captains will be informed by email of any alterations at the first available opportunity or at the briefing prior to the start of the tournament.*