**ENGLISH SCHOOLS’ FOOTBALL ASSOCIATION
POLICY FOR OVERNIGHT STAY IN ESFA NATIONAL COMPETITIONS**

**National Competition General Rules**

15. Finance:

Financial assistance relating to national competitions is at all times subject to confirmation by the Trustees in accordance with General Rule 10. Details of financial assistance will be circulated to participating teams at the start of each season.

16. Overnight Stay:

In exceptional circumstances where a School / College / Association needs to organise an overnight stay for the Official Party, and such an arrangement is approved by Council (access through the relevant Council Member), assistance towards the cost shall be up to £30 per head. These expenses will not be set against the gate, but will be met by the ESFA.

The official party shall consist of:

(i) eight players and two officials (for 5-a-side competitions)
(ii) ten players and two officials (for 7-a-side competitions)
(iii) sixteen players and three officials (for Inter School 11-a-side competitions)
(iv) sixteen players and six officials (for Inter Association / County 11-a-side competitions)

**Policy**

Schools: In accord with Competition Rule 15, the Trustees have decided that financial assistance will not be available to schools competing in ESFA National Competitions during Season 2016-2017. Special consideration will be given to school teams from the Channel Islands regarding the Under 11 7-a-side Cups and the Under 12 5-a-side Cups.

Associations: In accord with General Competition Rule 16, County and District Schools’ FAs can apply for financial assistance towards the cost of an overnight stay subject to the following:

1. The Secretary, on behalf of the Association making the application, must seek approval from the Trustees via the local Council Member, no later than 7 days prior to the fixture date.
2. The home team must use best endeavours to allow the visiting team to travel to and from the match venue on the same day, without the necessity for an overnight stay. Therefore, the ESFA offers the following guidance:
	* The visiting team will not be expected to depart its central meeting point before 7.30 am to commence travel to the fixture
	* A suitable kick-off time shall be calculated and agreed with the visiting team, to allow them to travel to the venue which will include time for comfort breaks and allow adequate time for players to get dressed and undertake a warm-up session
	* Adequate provision shall be agreed in the event that the fixture requires extra-time and / or penalties to determine the winning team
	* The Trustees shall also take the following into consideration:

The age of the players

The route of the journey (in the event that the destination includes busy routes)

The day of the week (Saturday fixtures will reduce the chances of school curriculum time being missed by the players)

If an overnight stay will impact of school curriculum time

1. The ESFA Trustees reserve the right to determine if an overnight stay will be funded for the evening before or after the fixture.
2. Successful applications will be signed off by the Chair of Trustees on the appropriate Overnight Stay claim form and will be paid via bacs or cheque after the match has taken place (unless the Trustees agree to make payment before the fixture has taken place). Receipts for accommodation costs must be submitted to ESFA HQ before payment will be made.

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