

Berks & Bucks FA

Football Services Guides



Affiliation 2019/2020

We look forward to you continuing your journey in football with us next season! Please find included in this briefing not key dates, regulation changes and updates ahead of the 2019/2020 affiliation window.

Affiliation Window

Clubs and leagues can affiliate through the Whole Game System ("WGS") from the following dates:

	Opens	Closes
Clubs	1 May 2019	31 July 2019
League sanctioning	1 June 2019	31 August 2019

Affiliations submitted after the window closes will incur a £20 late fee.

Affiliation Requirements: Standard Requirements

All clubs with youth teams must have a Club Welfare Officer (CWO) appointed. Club welfare officers require an FA-approved Criminal Record Check (CRC) issued within the last three years, and have attended an FA Safeguarding course and Welfare Officer Workshop.

For all clubs with youth teams, the **Chairperson, Secretary, Welfare Officer and Treasurer** must have completed the online [Safeguarding for Committee Members](#) course within the past three years.

Every youth team must have a coach assigned to it who holds an FA-approved CRC issued within the last three years.

All clubs must purchase public liability and personal accident insurance. Public Liability insurance can be purchased through the County FA for £24. Alternatively, if you elect to purchase insurance from a third party, it must provide coverage for at least £10 million and a copy of the insurance policy must be provided. Personal Accident insurance must be purchased for each team and a copy of the certificate submitted.

Any historic debts owed to the County FA must be cleared before affiliation will be approved.

It is the club's responsibility to ensure all data submitted on WGS is accurate and up to date throughout the season.

Leagues are reminded that it is their responsibility to ensure that all teams are allocated to the correct division and are affiliated to the County FA prior to the start of the season.

More Information

More information can be found on [our website](#) or by contacting Membership@Berks-BucksFA.com. Please include the name of your club or league in the subject line.

Affiliation Requirements: Summary of Changes for 2019/2020 season

Public Liability Insurance

- The cost of Public Liability insurance purchased through the County FA has increased to £24. All other affiliation fees remain frozen for the third season running.

Futsal Teams

- Teams that play both Football and Futsal during the season can be marked as dual-format.
- This only applies to Teams in Leagues which operate split football/futsal seasons.
- If the same Team plays in both a Football League *and* a Futsal League, the Team will have to affiliate twice – once in each format.

CRC Integration

- From 1 May 2019 Clubs will have the ability to initiate and track CRC applications through the Whole Game System.
- A user guide for this process will be made available separately shortly after 1 May.

Cheque Payments

- As of 1 July 2019, the Berks & Bucks FA will no longer accept cheque payments. You can continue to make payments on invoices directly through the Whole Game System, by phone on 01235 544890 (Monday – Friday, 9am-5pm) or by BACS transfer (S/C 30-97-73, A/C 02567524).

Affiliation 2019/2020: Schedule of Fees

Club Affiliation <i>Based on highest age group of registered teams</i>	Adult Club	£42.00
	Youth Club	£7.00
	Walking Football Club	£7.00
	Friendly Club	£5.00
	Disability Club	£5.00
Team Affiliation	Per Team	£5.00
	Development Programmes (U5/U6)	£5.00
	County Cup Entry	£10.00
Soccer Schools	Accreditation	£50.00
Insurance	Public Liability for Clubs and Leagues	£24.00
	Public Liability for Walking Football Clubs	£10.00
First Aid Kits	Kool Pak First Aid Kit	£27.92
	Kool Pak Refill	£17.50
Administration Charges	Paper Application	£5.00
	Offline Discipline Administration Fee	£20.00
	Late Application	£20.00