



**ENGLAND
FOOTBALL**



DEVON COUNTY FA CLUB AFFILIATION GUIDE 2023-24 SEASON

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AN INTRODUCTION TO AFFILIATION

INTRODUCTION

AFFILIATION IS THE PROCESS BY WHICH CLUBS REGISTER THEMSELVES WITH THE COUNTY FA, ALLOWING THEM TO PLAY AFFILIATED FOOTBALL FOR THE SEASON. AFFILIATION TAKES PLACE PRIOR TO THE START OF THE SEASON, AND INVOLVES REGISTERING TEAMS, CLUB OFFICERS AND CLUB OFFICIALS WHICH MAKE UP YOUR CLUB.

BEING AFFILIATED ALLOWS YOU TO PLAY IN DEVON COMPETITIONS SUCH AS LEAGUES AND CUPS, AS WELL AS ENTER FESTIVALS AND TOURNAMENTS HOSTED BY THE COUNTY FA & OTHER AFFILIATED CLUBS.

PLEASE NOTE THAT IF YOUR CLUB HAVE ANY OUTSTANDING DEBTS, THEY WILL NOT BE ABLE TO AFFILIATE.

THE AFFILIATION WINDOW FOR THE 2023-24 SEASON WILL OPEN ON MONDAY 19TH JUNE, FOR ALL CLUBS IN DEVON, AND CLOSES ON FRIDAY 4TH AUGUST.

TEAMS WILL NOT BE ABLE TO PLAY GAMES IF THEY ARE NOT AFFILIATED. ALL INVOICES WILL NEED TO BE PAID PRIOR TO A CLUB'S AFFILIATION BEING APPROVED.



KEY DATES

KEY DATES

FROM 19TH JUNE

ONLINE COUNTY FA TRAINING & DROP-IN SESSIONS HOSTED BY DAN EUSTICE

19TH JUNE

AFFILIATION GOES LIVE FOR ALL CLUBS ON CLUB PORTAL

1ST - 5TH JULY

SYSTEM DOWNTIME TO SET-UP 2023-24 SEASON IN CLUB PORTAL

4TH AUGUST

AFFILIATION WINDOW FOR CLUBS WILL CLOSE, ALONG WITH COUNTY CUP ENTRIES



KEY CHANGES FOR 2023-24 SEASON

KEY CHANGES FOR 2023-24 SEASON

CLUB PORTAL, NOT WHOLE GAME SYSTEM

FOLLOWING IT SYSTEM ENHANCEMENTS AT THE FA, AFFILIATION WILL MOVE FROM WHOLE GAME SYSTEM TO CLUB PORTAL. CLUB PORTAL IS PART OF THE FA'S PLATFORM FOR FOOTBALL, AN ADVANCED IT SYSTEM THAT WILL HELP TO SIMPLIFY ADMINISTRATION FOR VOLUNTEERS AT CLUBS. THE PORTAL HAS BEEN USED BY CLUBS FOR THE PAST 12 MONTHS FOR PLAYER REGISTRATION. THE NEW AFFILIATION PROCESS IS DESIGNED TO HELP REDUCE THE ADMINISTRATIVE BURDEN THAT BUILDS UP AT THE START OF THE SEASON.

AFFILIATION BY TEAM, NOT BY CLUB

CLUB SECRETARIES WILL BE ABLE TO COMPLETE AFFILIATION ON A PER TEAM BASIS, RATHER THAN HAVING TO AFFILIATE THE WHOLE OF THE CLUB. THIS MEANS THE PROCESS WILL NOT BE DELAYED IF A CLUB HAS TEAMS WHO DO NOT MEET THE SAFEGUARDING REQUIREMENTS. FOR EXAMPLE, IF A CLUB HAS 3 TEAMS, A, B & C – A & B ARE BOTH FULLY COMPLIANT AND MEET THE QUALIFICATIONS REQUIRED, HOWEVER, C HAVE A MANAGER WITHOUT A DBS. THE CLUB WILL BE ABLE TO SUBMIT TEAMS A & B, AND GET THEM AFFILIATED. ONCE THE MANAGER FOR TEAM C HAS COMPLETED THEIR DBS, THE CLUB CAN THEN AFFILIATE TEAM C. THIS WILL MEAN CLUBS AFFILIATION WILL NOT BE HELD UP BY 1 TEAM, AS IT HAS DONE IN PREVIOUS SEASONS. PLEASE NOTE, TEAMS WILL NOT BE ABLE TO COMPLETE THEIR AFFILIATION IF THEY HAVE OFFICIALS, MANAGERS/COACHES WHO ARE NOT COMPLIANT.

MANAGE LEAGUES

WE KNOW AS THE SEASON APPROACHES KICK OFF, THINGS CAN QUICKLY CHANGE. SHOULD A TEAM NEED TO CHANGE LEAGUE, PROVIDED NO PLAYERS HAVE BEEN REGISTERED, YOU WILL NOW BE ABLE TO MANAGE THIS YOURSELF. YOU CAN FIND GUIDANCE ON HOW TO UPDATE YOUR LEAGUE [HERE](#).

FOLD TEAMS

IF AT ANY POINT IN THE SEASON, ANY OF YOUR TEAMS UNFORTUNATELY HAS TO FOLD, YOU CAN DO THIS DIRECTLY IN CLUB PORTAL WITHOUT THE NEED TO SPEAK TO YOUR COUNTY FA. IF YOUR TEAM IS FOLDED, ALL PLAYERS ASSIGNED TO THE TEAM WILL BE REMOVED AND BOTH YOUR COUNTY FA AND LEAGUE WILL BE NOTIFIED AUTOMATICALLY THROUGH CLUB PORTAL.

KEY CHANGES FOR 2023-24 SEASON

AUTOMATED APPROVAL

ONCE YOUR TEAM IS FULLY COMPLIANT TO AFFILIATION REGULATIONS, AND IF YOU'VE PURCHASED INSURANCE DIRECTLY THROUGH CLUBS PORTAL, YOUR AFFILIATION WILL BE AUTOMATICALLY APPROVED (ONCE YOU HAVE PAID) SO YOU WILL NO LONGER HAVE TO WAIT FOR YOUR COUNTY FA TO MANUALLY REVIEW AND APPROVE, MEANING YOU'LL HAVE MORE TIME TO SPEND ELSEWHERE IN YOUR CLUB!

SAFEGUARDING

CLUBS WILL BE ASKED TO CONFIRM THEY UNDERSTAND THEIR SAFEGUARDING RESPONSIBILITIES WHEN AFFILIATING. THE 'SAFEGUARDING DECLARATION' REFLECTS FOOTBALLS SAFEGUARDING POLICIES AND PROCEDURES AND THE CLUB'S COMMITMENT TO CREATE AN EVER SAFER CULTURE. FOR MORE INFORMATION ON SAFEGUARDING IN FOOTBALL PLEASE CLICK [HERE](#).



ENGLAND
FOOTBALL



**CLUB
PORTAL**

THE FA CLUB PORTAL

FOLLOWING IT SYSTEM ENHANCEMENTS AT THE FA, AFFILIATION WILL MOVE FROM WHOLE GAME SYSTEM TO CLUB PORTAL.

CLUB PORTAL IS PART OF THE FA'S PLATFORM FOR FOOTBALL, AN ADVANCED IT SYSTEM THAT WILL HELP TO SIMPLIFY ADMINISTRATION FOR VOLUNTEERS AT CLUBS. THE PORTAL HAS BEEN USED BY CLUBS FOR THE PAST 12 MONTHS FOR PLAYER REGISTRATION. THE NEW AFFILIATION PROCESS IS DESIGNED TO HELP REDUCE THE ADMINISTRATIVE BURDEN THAT BUILDS UP AT THE START OF THE SEASON.

[YOU CAN LOGIN TO THE PORTAL HERE](#)

TO LOGIN, YOU CAN USE THE SAME EMAIL ADDRESS AND PASSWORD AS YOU USE FOR THE WHOLE GAME SYSTEM.

IF YOU HAVEN'T LOGGED IN BEFORE, CLICK 'FORGOT YOUR PASSWORD' AND THIS WILL EMAIL YOU A LINK TO SETUP A NEW PASSWORD.



SAFEGUARDING REQUIREMENTS

SAFEGUARDING REQUIREMENTS

EVERY AFFILIATED CLUB AND LEAGUE WITH YOUTH TEAMS MUST HAVE IN PLACE A SAFEGUARDING CHILDREN POLICY AND PROCEDURE.

ALL VOLUNTEERS CARRYING OUT REGULATED ACTIVITY WITH UNDER 18'S (IN ACCORDANCE WITH DBS GUIDANCE) REQUIRE AN ENHANCED DBS WITH A CHECK OF THE CHILDREN'S BARRING LIST BEFORE THEY COMMENCE THEIR ROLE WITHIN FOOTBALL. THIS IS CURRENT PRACTICE AND WILL REMAIN IN PLACE.

FOR THE AVOIDANCE OF DOUBT, VOLUNTEERS WILL NOT BE PERMITTED TO CARRY OUT REGULATED ACTIVITY WITH UNDER 18'S UNTIL THEY HAVE OBTAINED AN FA DBS CHECK - WHICH IS THEN SHOWN ON THEIR FAN. EVERY FOOTBALL CLUB MUST HAVE A SAFEGUARDING CHILDREN POLICY. FOR YOUR POLICY TO BE TRULY EFFECTIVE MEMBERS NEED TO UNDERSTAND WHAT IT MEANS FOR THEM AND THAT INCLUDES HOW IT'S INTERGREATED INTO DAILY FOOTBALL ACTIVITIES.

A SAFEGUARDING CHILDREN POLICY SHOULD BE BASED ON STRAIGHT FORWARD PRINCIPLES AND THE FOUNDATION OF A WELL-RUN AND EFFECTIVE CLUB. BY SIGNING UP TO THE FA'S SAFEGUARDING CHILDREN POLICY AND PROCEDURES, YOUR CLUB WILL START TO TURN BEST PRACTICE INTO COMMON PRACTICE.

CLUBS AND INDIVIDUALS MUST ENSURE THEIR QUALIFICATIONS ARE KEPT UP TO DATE THROUGHOUT THE SEASON.

SAFEGUARDING REQUIREMENTS

ALL CLUBS WILL NEED TO ENSURE THEIR TEAMS MEET THE AFFILIATION REQUIREMENTS, DEPENDING ON WHICH CATEGORY OF FOOTBALL THEY ARE INVOLVED IN.

THERE ARE SEVERAL NEW REQUIREMENTS FOR THE 2023-24 SEASON, WHICH ARE LISTED BELOW:

- ALL CLUBS ARE REQUIRED TO LIST EACH OF THEIR TEAMS' HOME GROUNDS
- ALL CLUBS MUST SIGN THE FA'S SAFEGUARDING DECLARATION
- CLUBS WITH ADULT TEAMS WILL REQUIRE A CLUB WELFARE OFFICER
(NO QUALIFICATIONS ARE REQUIRED FOR THIS ROLE AT PRESENT)
- ALL ADULT DISABILITY TEAMS REQUIRE A NAMED SAFEGUARDING OFFICER, WHO HAS TAKEN THE SAFEGUARDING ADULTS COURSE
- ALL ADULT TEAMS MUST HAVE A NAMED MANAGER OR COACH
- ALL YOUTH TEAM MANAGERS WILL NEED TO COMPLETE THE FA SAFEGUARDING CHILDREN COURSE


SAFEGUARDING REQUIREMENTS

THE FOLLOWING PAGES WILL SHOW YOU A TABLE OF SAFEGUARDING REQUIREMENTS FOR THE FOLLOWING:

- YOUTH CLUBS
- ADULT CLUBS
- ADULT DISABILITY CLUBS


YOU CAN USE THE LINKS AT THE TOP OF THE PAGE FOR EACH REQUIREMENT / QUALIFICATION TO ACCESS EACH COURSE. FOR EXAMPLE, IF YOU CLICK ON THE 'SAFEGUARDING CHILDREN' HEADING, THIS WILL TAKE YOU TO THE SAFEGUARDING CHILDREN'S COURSE.

YOUTH CLUBS SAFEGUARDING QUALIFICATIONS

	<u>DBS CHECK</u>	<u>SAFEGUARDING CHILDREN COURSE</u>	<u>ONLINE SAFEGUARDING COMMITTEE MEMBERS COURSE</u>	<u>WELFARE OFFICER COURSE</u>	<u>ONLINE CONCUSSION MODULE</u>	<u>FA PLAYMAKER COURSE</u>	<u>CODE OF CONDUCT</u>	<u>INTRODUCTION TO FIRST AID</u>	<u>SAFEGUARDING ADULTS COURSE</u>
Secretary	❌	❌	✅	❌	❌	❌	✅	❌	❌
Chair	❌	❌	✅	❌	❌	❌	✅	❌	❌
Treasurer	❌	❌	✅	❌	❌	❌	✅	❌	❌
Welfare Officer	✅	✅	✅	✅	❌	❌	✅	❌	❌
Manager	✅	✅	❌	❌	✅	✅	✅	✅	❌
Coach	✅	✅	❌	❌	✅	✅	✅	✅	❌
Assistant Coach	✅	✅	❌	❌	✅	✅	✅	✅	❌
First Aider	✅	✅	❌	❌	✅	❌	✅	✅	❌


 **REQUIRED FOR AFFILIATION**
 **BEST PRACTICE**
 **NOT REQUIRED FOR THIS ROLE**

ADULT CLUBS SAFEGUARDING QUALIFICATIONS

	<u>DBS CHECK</u>	<u>SAFEGUARDING CHILDREN COURSE</u>	<u>ONLINE SAFEGUARDING COMMITTEE MEMBERS COURSE</u>	<u>WELFARE OFFICER COURSE</u>	<u>ONLINE CONCUSSION MODULE</u>	<u>FA PLAYMAKER COURSE</u>	<u>CODE OF CONDUCT</u>	<u>INTRODUCTION TO FIRST AID</u>	<u>SAFEGUARDING ADULTS COURSE</u>
Secretary	⊘	⊘	⊘	⊘	⊘	⊘	✓	⊘	⊘
Chair	⊘	⊘	⊘	⊘	⊘	⊘	✓	⊘	⊘
Treasurer	⊘	⊘	⊘	⊘	⊘	⊘	✓	⊘	⊘
Welfare Officer	✓	⊘	⊘	⊘	⊘	⊘	✓	⊘	✓
Manager	⊘	⊘	⊘	⊘	✓	✓	✓	✓	⊘
Coach	⊘	⊘	⊘	⊘	✓	✓	✓	✓	⊘
Assistant Coach	⊘	⊘	⊘	⊘	✓	✓	✓	✓	⊘
First Aider	⊘	⊘	⊘	⊘	✓	⊘	✓	✓	⊘

 **REQUIRED FOR AFFILIATION**
 **BEST PRACTICE**
 **NOT REQUIRED FOR THIS ROLE**

ADULT DISABILITY CLUBS SAFEGUARDING QUALIFICATIONS

	<u>DBS CHECK</u>	<u>SAFEGUARDING CHILDREN COURSE</u>	<u>ONLINE SAFEGUARDING COMMITTEE MEMBERS COURSE</u>	<u>WELFARE OFFICER COURSE</u>	<u>ONLINE CONCUSSION MODULE</u>	<u>FA PLAYMAKER COURSE</u>	<u>CODE OF CONDUCT</u>	<u>INTRODUCTION TO FIRST AID</u>	<u>SAFEGUARDING ADULTS COURSE</u>
Secretary	⊘	⊘	⊘	⊘	⊘	⊘	✓	⊘	⊘
Chair	⊘	⊘	⊘	⊘	⊘	⊘	✓	⊘	⊘
Treasurer	⊘	⊘	⊘	⊘	⊘	⊘	✓	⊘	⊘
Welfare Officer	✓	⊘	⊘	⊘	⊘	⊘	✓	⊘	✓
Manager	⊘	⊘	⊘	⊘	✓	✓	✓	✓	⊘
Coach	⊘	⊘	⊘	⊘	✓	✓	✓	✓	⊘
Assistant Coach	⊘	⊘	⊘	⊘	✓	✓	✓	✓	⊘
First Aider	⊘	⊘	⊘	⊘	✓	⊘	✓	✓	⊘

 **REQUIRED FOR AFFILIATION**
 **BEST PRACTICE**
 **NOT REQUIRED FOR THIS ROLE**



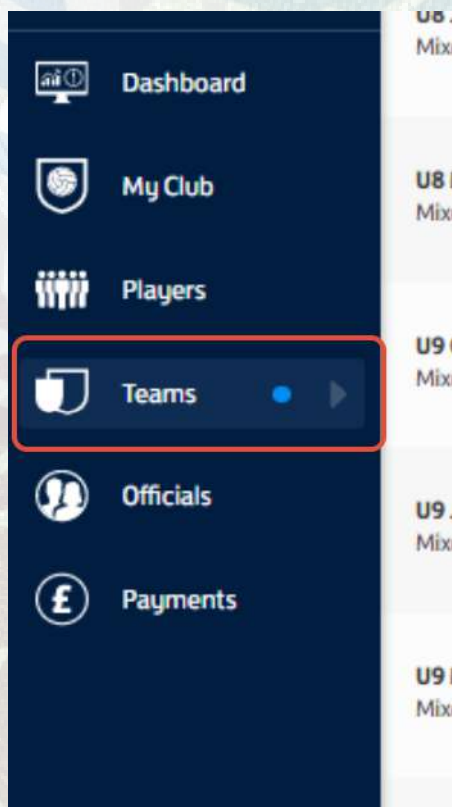
ENTERING THE COUNTY CUP

ENTERING THE COUNTY CUP

ENTERING COUNTY CUPS IS NO LONGER PART OF THE AFFILIATION PROCESS

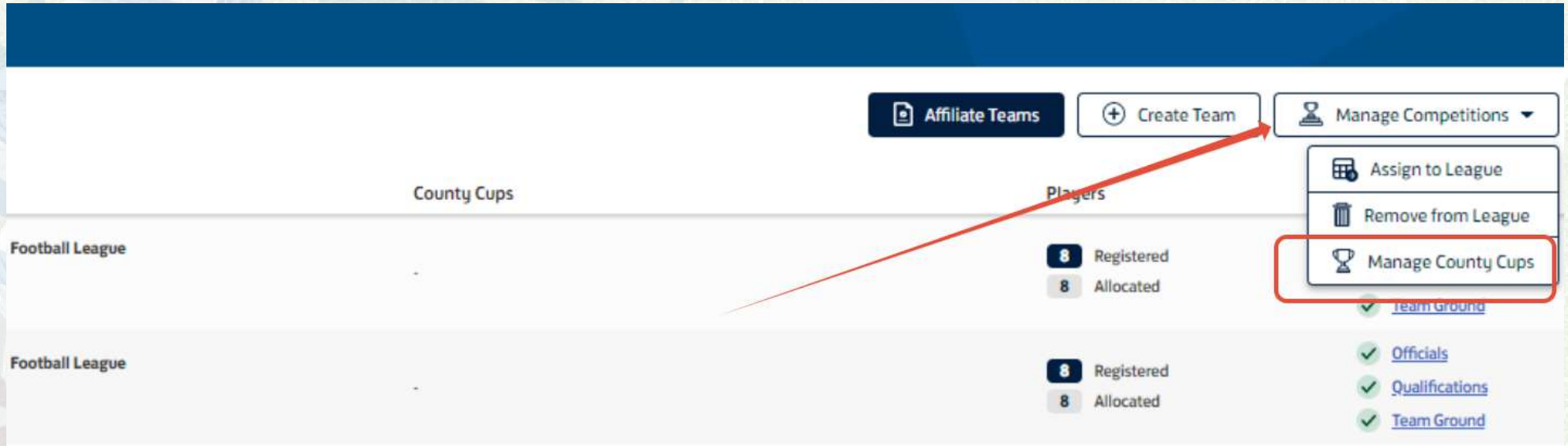
YOU CAN ENTER COUNTY CUPS BEFORE OR AFTER THE TEAM HAS BEEN AFFILIATED.

TO ENTER THE COUNTY CUP, CLICK 'TEAMS' ON THE RIGHT HAND SIDE:



ENTERING THE COUNTY CUP

YOU WILL THEN NEED TO CLICK 'MANAGE COUNTY CUPS' FROM 'MANAGE COMPETITIONS' DROP DOWN LIST



The screenshot displays a web interface for managing football teams and competitions. At the top, there are three main navigation buttons: 'Affiliate Teams', 'Create Team', and 'Manage Competitions'. The 'Manage Competitions' button is highlighted with a red arrow pointing to its dropdown menu. The dropdown menu contains four options: 'Assign to League', 'Remove from League', 'Manage County Cups' (which is highlighted with a red box), and 'Team Ground'. Below the navigation bar, there is a table with two columns: 'County Cups' and 'Players'. The table lists two entries for 'Football League'. Each entry shows a count of 8 for 'Registered' and 8 for 'Allocated' players. To the right of the table, there are several status indicators: a green checkmark next to 'Team Ground', and green checkmarks next to 'Officials', 'Qualifications', and 'Team Ground'.

County Cups	Players
Football League	8 Registered 8 Allocated
Football League	8 Registered 8 Allocated

Manage Competitions dropdown menu options:

- Assign to League
- Remove from League
- Manage County Cups
- Team Ground

Status indicators:

- ✓ Team Ground
- ✓ Officials
- ✓ Qualifications
- ✓ Team Ground

ENTERING THE COUNTY CUP

THEN, SELECT THE COUNTY CUP YOU WISH TO ENTER. PLEASE NOTE - EACH TEAM CAN ONLY ENTER A MAXIMUM OF 1 COUNTY CUP.

ASSIGN TEAMS TO A COUNTY CUP

Select for the cup you wish to assign to:
First

Select the cups that you wish to enter this particular team, you can select as many cups as you wish.

County Cup Name ▾	County FA ⬆	Unit Price	VAT	Entry Fee
<input type="checkbox"/> Performance Test cup Adult Bir	Birmingham FA	£48.10	£2.40	£50.50
<input checked="" type="checkbox"/> Performance Test cup Adult2 Bir	Birmingham FA	£8.33	£1.67	£10.00
<input checked="" type="checkbox"/> Senior Challenge Cup	Birmingham FA	£1.00	£0.00	£1.00
<input checked="" type="checkbox"/> Test cup	Birmingham FA	£4.17	£0.83	£5.00

GO BACK

CONFIRM & ADD ANOTHER

CONFIRM & SUBMIT

ENTERING THE COUNTY CUP

1. CLICK ON 'CONFIRM & ADD ANOTHER', THIS WILL TAKE YOU BACK TO THE LIST OF TEAMS TO ENTER ANOTHER TEAM TO ENTER INTO THEIR CUPS
2. CLICK ON 'CONFIRM & SUBMIT', THIS WILL THEN ENTER THE TEAMS INTO THE CUPS TO THE COUNTY FA

ASSIGN TEAMS TO A COUNTY CUP

Select for the cup you wish to assign to:

First

Select the cups that you wish to enter this particular team, you can select as many cups as you wish.

County Cup Name ▼	County FA ↕	Unit Price	VAT	Entry Fee
<input type="checkbox"/> Performance Test cup Adult Bir	Birmingham FA	£48.10	£2.40	£50.50
<input checked="" type="checkbox"/> Performance Test cup Adult2 Bir	Birmingham FA	£8.33	£1.67	£10.00
<input checked="" type="checkbox"/> Senior Challenge Cup	Birmingham FA	£1.00	£0.00	£1.00
<input checked="" type="checkbox"/> Test cup	Birmingham FA	£4.17	£0.83	£5.00

GO BACK

CONFIRM & ADD ANOTHER

CONFIRM & SUBMIT

ENTERING THE COUNTY CUP

ONCE SUBMITTED YOU WILL BE RETURNED TO THE MAIN TEAMS PAGE AND THE COUNTY CUPS ENTERED WILL SHOW AGAINST THE TEAMS.

ONCE THE COUNTY FA HAVE ACCEPTED THE ENTRIES THE SYSTEM WILL SEND YOU AN EMAIL TO MAKE A PAYMENT ON THE 'PAYMENTS TAB'. GUIDANCE ON HOW TO DO THIS CAN BE FOUND ON [PAYING AN INVOICE](#).

All Teams

Search Teams

Show Filters

38 Teams

Team Name	Affiliation Status	League	County Cups
<div>U16 Warriors</div> <div>Mixed / 11v11</div>	<div><div></div>Unaffiliated</div>	<div>Coventry & Warwickshire Youth Football League</div> <div>U16 - Div C</div>	-
<div>U18 Youth</div> <div>Male / 11v11</div>	<div><div></div>Unaffiliated</div>	<div>Midland Floodlit Youth League</div> <div>Southern Premier Division</div>	-
<div>First</div> <div>Male / 11v11</div>	<div><div></div>Unaffiliated</div>	<div>Northern Premier League</div> <div>Midlands Division</div>	<div>Senior Challenge Cup</div> <div>Test cup</div> <div>Performance Test cup Adult2 Bir</div> <div>Show Less</div>

Affiliate Teams

ENTERING THE COUNTY CUP

UNSURE WHICH COUNTY CUP YOU SHOULD BE ENTERING? A GUIDE FOR ADULT CLUBS IS BELOW:

League	Division	County Cup
Devon Football League	All	Premier
Devon & Exeter	Premier	Premier
Devon & Exeter	1-4 (inc)	Senior
Devon & Exeter	5 and below	Intermediate
Devon Wednesday	All	Midweek
Devon <u>Womens</u>	All	<u>Womens</u> Senior
Duchy	All	Intermediate
East Cornwall	Premier	Premier
East Cornwall	1 and below	Senior
Exeter & District Sunday	Premier	Sunday Senior
Exeter & District Sunday	1 and below	Sunday Supplementary
North Devon	Premier	Premier
North Devon	Senior Divisions	Senior
North Devon	Intermediate Divisions	Intermediate
Step 6 Leagues and Above	All	St Luke's Challenge Cup
Perry Street	All	Intermediate
Plymouth & West Devon	Premier	Premier
Plymouth & West Devon	1	Senior
Plymouth & West Devon	2 and below	Intermediate
Plymouth & West Devon	Sunday Premier	Sunday Senior
Plymouth & West Devon	Sunday 1 and below	Sunday Supplementary
South Devon	Premier	Premier
South Devon	1 & 2	Senior
South Devon	3 and below	Intermediate
South West <u>Womens</u>	All	<u>Womens</u> Premier
<u>Womens</u> National League	All	<u>Womens</u> Premier



THE AFFILIATION PROCESS

THE AFFILIATION PROCESS

CLUB PORTAL LOGIN

THE FIRST THING CLUBS WILL NEED TO DO IN THE AFFILIATION PROCESS IS TO LOGIN TO THE CLUB PORTAL.

[YOU CAN LOGIN TO THE PORTAL HERE](#)

TO LOGIN, YOU CAN USE THE SAME EMAIL ADDRESS AND PASSWORD AS YOU USE FOR THE WHOLE GAME SYSTEM.

IF YOU HAVEN'T LOGGED IN BEFORE, CLICK 'FORGOT YOUR PASSWORD' AND THIS WILL EMAIL YOU A LINK TO SETUP A NEW PASSWORD.

THE AFFILIATION PROCESS

AFFILIATION CHECKLIST

BEFORE STARTING, WE WOULD RECOMMEND CLUBS GO THROUGH THE AFFILIATION CHECKLIST:

1. CHECK OFFICIALS & QUALIFICATIONS - *CLICK 'OFFICIALS' TAB, THEN 'SAFEGUARDING & QUALIFICATIONS'*
 2. ADDING CLUB / TEAM GROUNDS - FOR GUIDANCE CLICK [HERE](#)
 3. READ AND ACCEPT SAFEGUARDING DECLARATIONS
 4. TIDY UP AND REMOVE FOLDED TEAMS - FOR GUIDANCE CLICK [HERE](#)
 5. ASSIGN TEAMS TO CORRECT LEAGUES - FOR GUIDANCE CLICK [HERE](#)
- (TEAMS WILL REMAIN IN THE SAME LEAGUE THEY DID FROM LAST SEASON)*

FOR MORE INFORMATION, CLICK HERE.

The background of the slide features a faded image of a soccer player in white kit on a green field. A large, semi-transparent crest is overlaid on the left side, depicting a lion rampant on a shield with wavy lines above it. The text is positioned in the upper left area.

THE AFFILIATION PROCESS

CHECK TEAM DETAILS

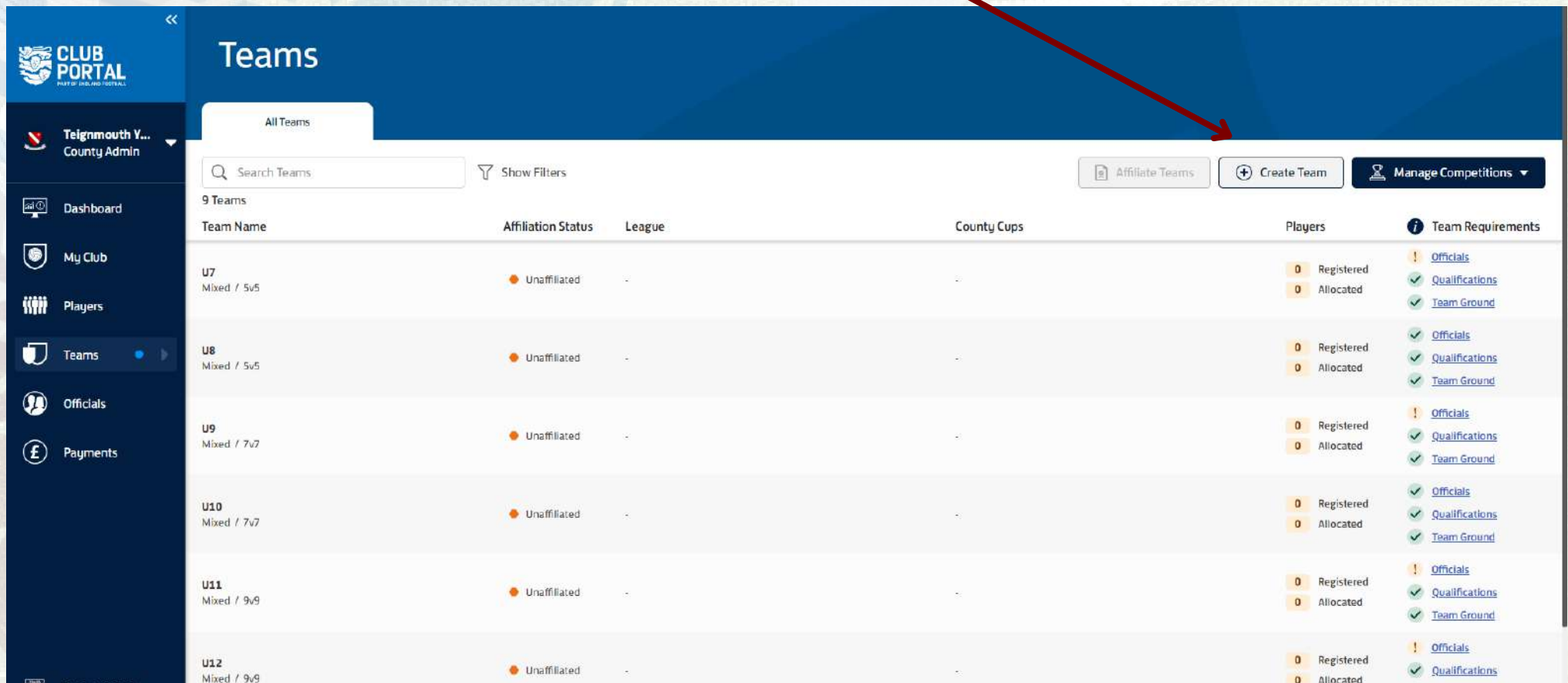
CLUBS NEED TO ENSURE THEY HAVE:

- ADDED NEW TEAMS
- FOLDED ANY OLD TEAMS
- EDITED TEAMS AND ENSURED THEY ARE IN THE CORRECT LEAGUES

THE AFFILIATION PROCESS

ADDING A NEW TEAM

YOU WILL NEED TO START BY CLICKING 'CREATE TEAM'



The screenshot shows the 'Teams' page in the Club Portal. A red arrow points from the text 'YOU WILL NEED TO START BY CLICKING 'CREATE TEAM'' to the '+ Create Team' button in the top right corner of the page.

CLUB PORTAL
PART OF ENGLAND FOOTBALL

Teignmouth Y... County Admin

Teams

All Teams

Search Teams: Show Filters

Affiliate Teams + Create Team Manage Competitions

9 Teams

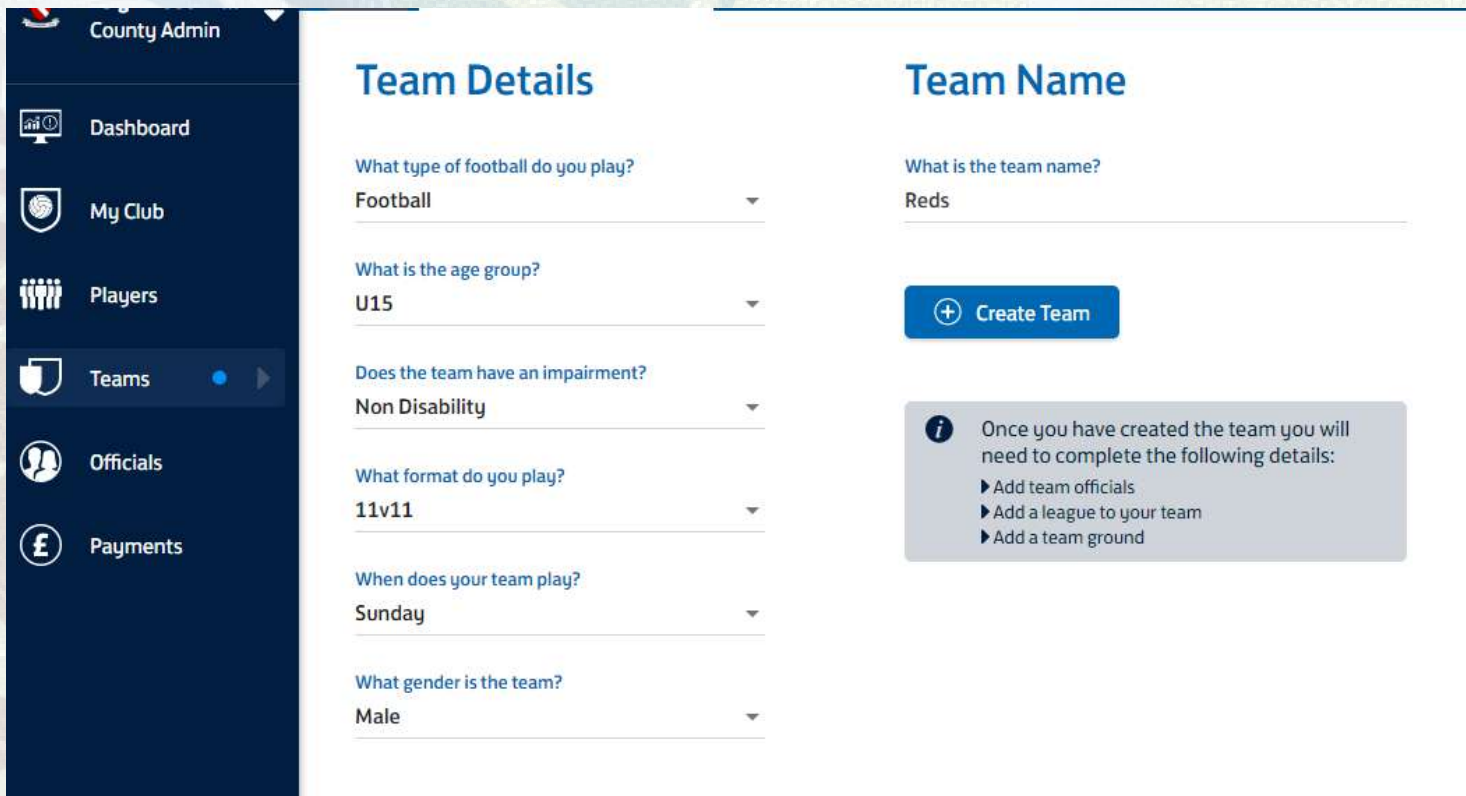
Team Name	Affiliation Status	League	County Cups	Players	Team Requirements
U7 Mixed / 5v5	Unaffiliated	-	-	0 Registered 0 Allocated	! Officials ✓ Qualifications ✓ Team Ground
U8 Mixed / 5v5	Unaffiliated	-	-	0 Registered 0 Allocated	✓ Officials ✓ Qualifications ✓ Team Ground
U9 Mixed / 7v7	Unaffiliated	-	-	0 Registered 0 Allocated	! Officials ✓ Qualifications ✓ Team Ground
U10 Mixed / 7v7	Unaffiliated	-	-	0 Registered 0 Allocated	✓ Officials ✓ Qualifications ✓ Team Ground
U11 Mixed / 9v9	Unaffiliated	-	-	0 Registered 0 Allocated	! Officials ✓ Qualifications ✓ Team Ground
U12 Mixed / 9v9	Unaffiliated	-	-	0 Registered 0 Allocated	! Officials ✓ Qualifications

THE AFFILIATION PROCESS

ADDING A NEW TEAM

ENTER THE TEAM DETAILS USING THE DROP DOWN BOXES. THE TEAM NAME DOES NOT NEED FILLING IN, UNLESS YOU HAVE MORE THAN 1 TEAM IN THIS AGE GROUP. IF THIS IS THE ONLY TEAM IN YOUR CLUB AT THAT AGE GROUP, PLEASE LEAVE THE TEAM NAME BLANK.

EG, YOU ALREADY HAVE AN U15 SIDE, SO YOU WOULD ENTER 'REDS' (FOR EXAMPLE) INTO THE TEAM NAME BOX, SO THE TEAM ARE CALLED '*U15 REDS*' - AS SEEN BELOW.



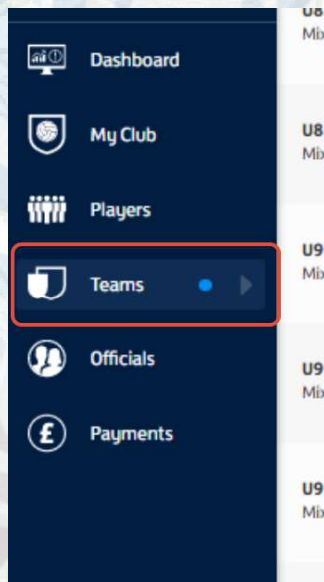
The screenshot shows the 'Team Details' form in the County Admin system. The left sidebar contains navigation links: County Admin, Dashboard, My Club, Players, Teams (selected), Officials, and Payments. The main form is divided into two columns. The left column, titled 'Team Details', contains several dropdown menus: 'What type of football do you play?' (Football), 'What is the age group?' (U15), 'Does the team have an impairment?' (Non Disability), 'What format do you play?' (11v11), 'When does your team play?' (Sunday), and 'What gender is the team?' (Male). The right column, titled 'Team Name', contains a text input field with 'Reds' entered. Below the input field is a blue button with a plus icon and the text 'Create Team'. At the bottom right, there is an information box with an 'i' icon and the text: 'Once you have created the team you will need to complete the following details: Add team officials, Add a league to your team, Add a team ground'.

OPEN AGED / ADULT TEAMS SHOULD USE '1ST', '2ND', '3RD' ETC WHEN LISTING ANY NEW TEAMS.

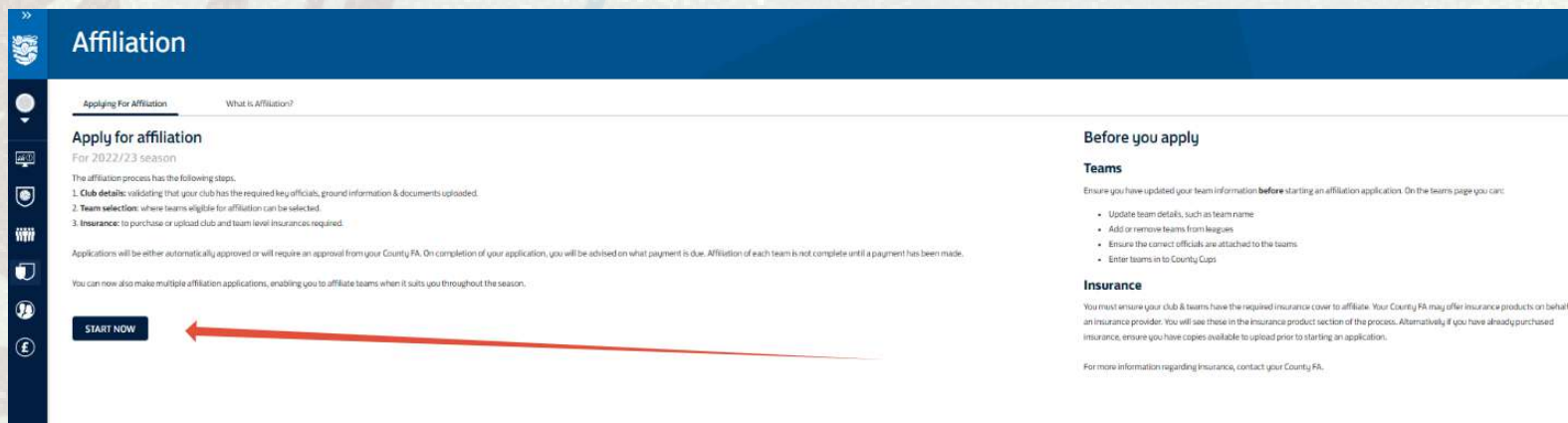
THE AFFILIATION PROCESS

STARTING THE AFFILIATION

ONCE YOU HAVE DONE THIS, CLICK THE 'TEAMS' TAB ON THE RIGHT HAND SIDE



THEN CLICK, 'AFFILIATE TEAMS'



THE AFFILIATION PROCESS

STARTING THE AFFILIATION

YOU WILL THEN BE PRESENTED WITH TWO SCREENS PROVIDING INFORMATION ON APPLYING FOR AFFILIATION AND WHAT IS AFFILIATION ALONG WITH OTHER USEFUL INFORMATION.

CLICK ON 'START NOW'

The screenshot shows a web interface for the 'Affiliation' process. On the left is a dark blue sidebar with a vertical list of icons: a double arrow, a crest, a dropdown arrow, a monitor, a shield, a group of people, a single person, and a pound sterling symbol. The main content area has a dark blue header with the word 'Affiliation' in white. Below the header, there are two tabs: 'Applying For Affiliation' (which is active) and 'What is Affiliation?'. The 'Applying for affiliation' section is titled 'For 2022/23 season' and lists three steps: 1. Club details, 2. Team selection, and 3. Insurance. Below the steps, it states that applications will be either automatically approved or require approval from the County FA, and that payment is due upon completion. A 'START NOW' button is located at the bottom of this section. A large red arrow points from the right towards this button. To the right of the main content area, there is a section titled 'Before you apply' which includes sub-sections for 'Teams' and 'Insurance', providing further details and instructions.

Affiliation

Applying For Affiliation | What is Affiliation?

Apply for affiliation

For 2022/23 season

The affiliation process has the following steps:

1. **Club details:** validating that your club has the required key officials, ground information & documents uploaded.
2. **Team selection:** where teams eligible for affiliation can be selected.
3. **Insurance:** to purchase or upload club and team level insurances required.

Applications will be either automatically approved or will require an approval from your County FA. On completion of your application, you will be advised on what payment is due. Affiliation of each team is not complete until a payment has been made.

You can now also make multiple affiliation applications, enabling you to affiliate teams when it suits you throughout the season.

START NOW

Before you apply

Teams

Ensure you have updated your team information **before** starting an affiliation application. On the teams page you can:

- Update team details, such as team name
- Add or remove teams from leagues
- Ensure the correct officials are attached to the teams
- Enter teams in to County Cups

Insurance

You must ensure your club & teams have the required insurance cover to affiliate. Your County FA may offer insurance products on behalf of an insurance provider. You will see these in the insurance product section of the process. Alternatively if you have already purchased insurance, ensure you have copies available to upload prior to starting an application.

For more information regarding insurance, contact your County FA.

THE AFFILIATION PROCESS

CHECK CLUB DETAILS

ON THE CLUB DETAILS PAGE, IF ANY AREAS STATE 'ACTION REQUIRED' OR IF ANY DETAILS ARE INCORRECT, EG - CLUB SECRETARY DETAILS NEED CHANGING.

Affiliation Application

Club Details | Select Teams | Club Insurance | Team Insurance | Summary

Confirm Club Details

Key Officials

Secretary	Andrew Stickley	Update
Chairperson	Neill Rayson-Randle	
Treasurer	Alan Ison	
Welfare Officer (Youth Teams)	Hayley Bennett	
Welfare Officer (Adult Teams)	Hayley Bennett	

Club Grounds

Main Ground	THE OVAL	Update
-------------	----------	------------------------

Safeguarding Declarations **ACTION REQUIRED**

Date		
Accepted by	Not Accepted	Update

☐ I confirm I have checked all of the above details and this is an accurate record of my club.

[NEXT](#)

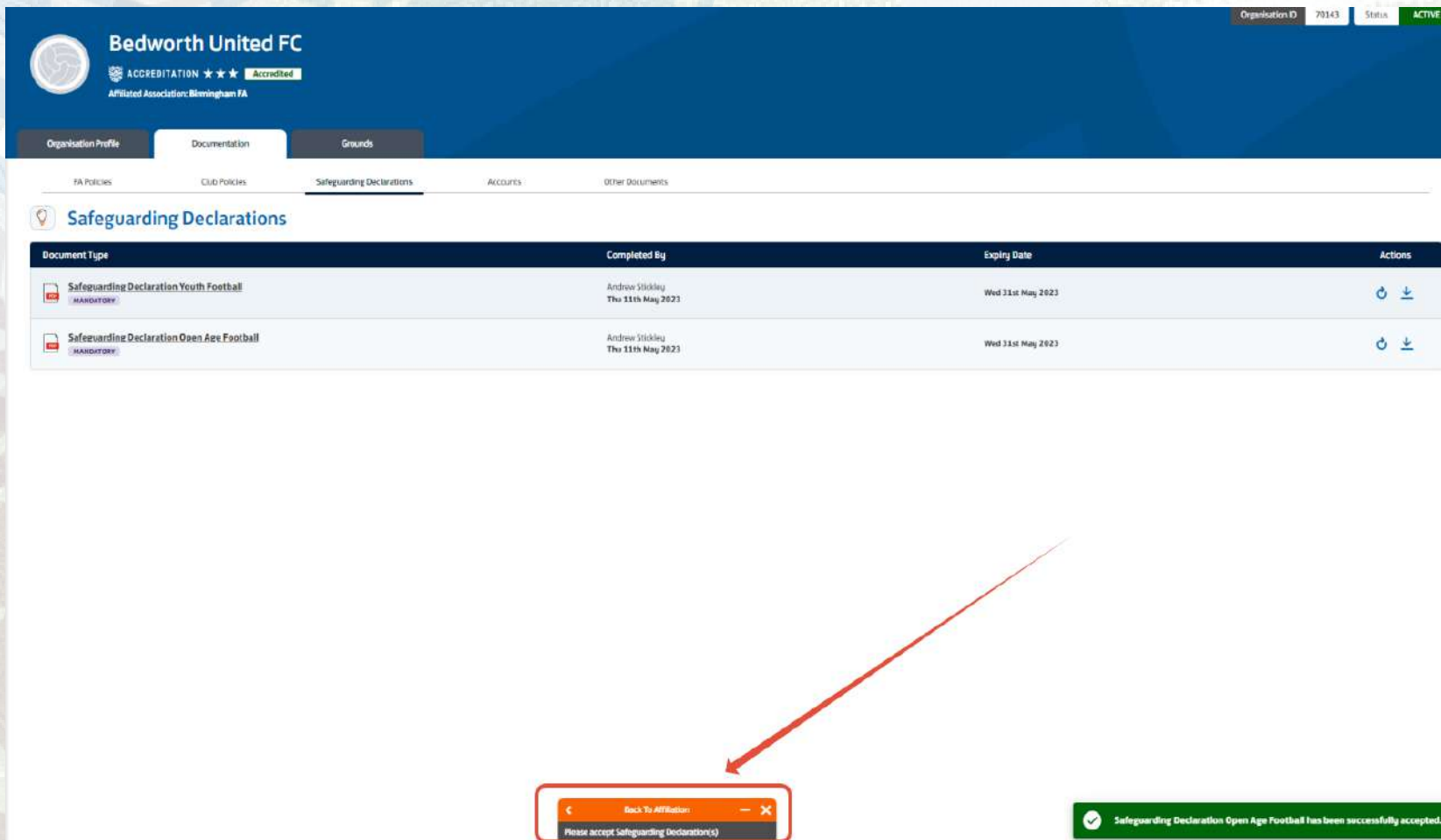
[Exit application](#)

AT THE BOTTOM OF THE PAGE, THERE WILL BE AN OPTION TO GO BACK TO THE AFFILIATION, TO CONTINUE. TO READ MORE, CLICK [HERE](#).

THE AFFILIATION PROCESS

CHECK CLUB DETAILS

AFTER SIGNING THE SAFEGUARDING DECLARATIONS, THERE WILL BE A BUTTON TO GO BACK TO AFFILIATION TO CONTINUE.



The screenshot displays the 'Bedworth United FC' club profile page. The header shows the club name, a 3-star accreditation badge, and the affiliated association (Birmingham FA). The 'Safeguarding Declarations' tab is selected, showing a table of declarations. A red arrow points to a 'Back To Affiliation' button at the bottom, which is highlighted with a red box. A green success message is visible in the bottom right corner.

Bedworth United FC
ACCREDITATION ★★★ Accredited
Affiliated Association: Birmingham FA

Organisation ID: 70143 | Status: ACTIVE

Organisation Profile | Documentation | Grounds

FA Policies | Club Policies | **Safeguarding Declarations** | Accounts | Other Documents

Safeguarding Declarations

Document Type	Completed By	Expiry Date	Actions
Safeguarding Declaration Youth Football <small>HANDATORY</small>	Andrew Stickley Thu 11th May 2023	Wed 31st May 2023	
Safeguarding Declaration Open Age Football <small>HANDATORY</small>	Andrew Stickley Thu 11th May 2023	Wed 31st May 2023	

Back To Affiliation
Please accept safeguarding Declaration(s)

Safeguarding Declaration Open Age Football has been successfully accepted.

THE AFFILIATION PROCESS

CHECK CLUB DETAILS

WHEN ALL DETAILS ARE COMPLETE AND UP TO DATE, CLICK 'NEXT'.

AffiliationApplication ID 6

Club Details

Select Teams

Club Insurance

Team Insurance

Summary

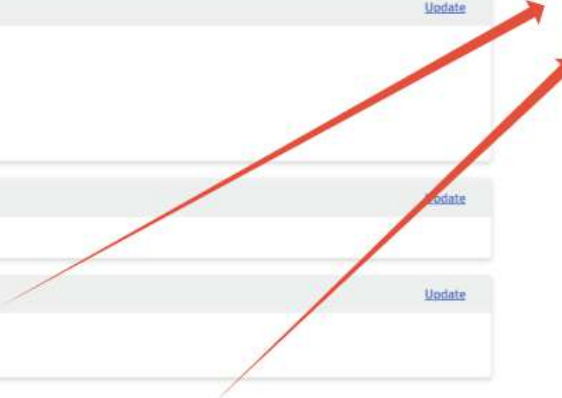
Confirm Club Details

Key Officials		Update
Secretary	Andrew Stickley	
Chairperson	Neill Rayson-Randle	
Treasurer	Alan Ison	
Welfare Officer (Youth Teams)	Hayley Bennett	
Welfare Officer (Adult Teams)	Hayley Bennett	

Club Grounds		Update
Main Ground	THE OVAL	

Safeguarding Declarations		Update
Date	11 May 2023	
Accepted by	Andrew Stickley	

☒ I confirm I have checked all of the above details and this is an accurate record of my club.
NEXT
[Exit application](#)



THE AFFILIATION PROCESS

SELECT TEAMS

YOU WILL ONLY BE ABLE TO SELECT TEAMS WHO MEET THE REQUIREMENTS - SEE PAGES 15-17. IF THEY ARE MISSING A TEAM GROUND, OFFICIALS OR QUALIFICATIONS, YOU WILL NOT BE ABLE TO SELECT THOSE TEAMS TO AFFILIATE THEM.

TEAMS THAT HAVE 3 GREEN TICKS NEXT TO THEM WILL BE ABLE TO BE AFFILIATED.

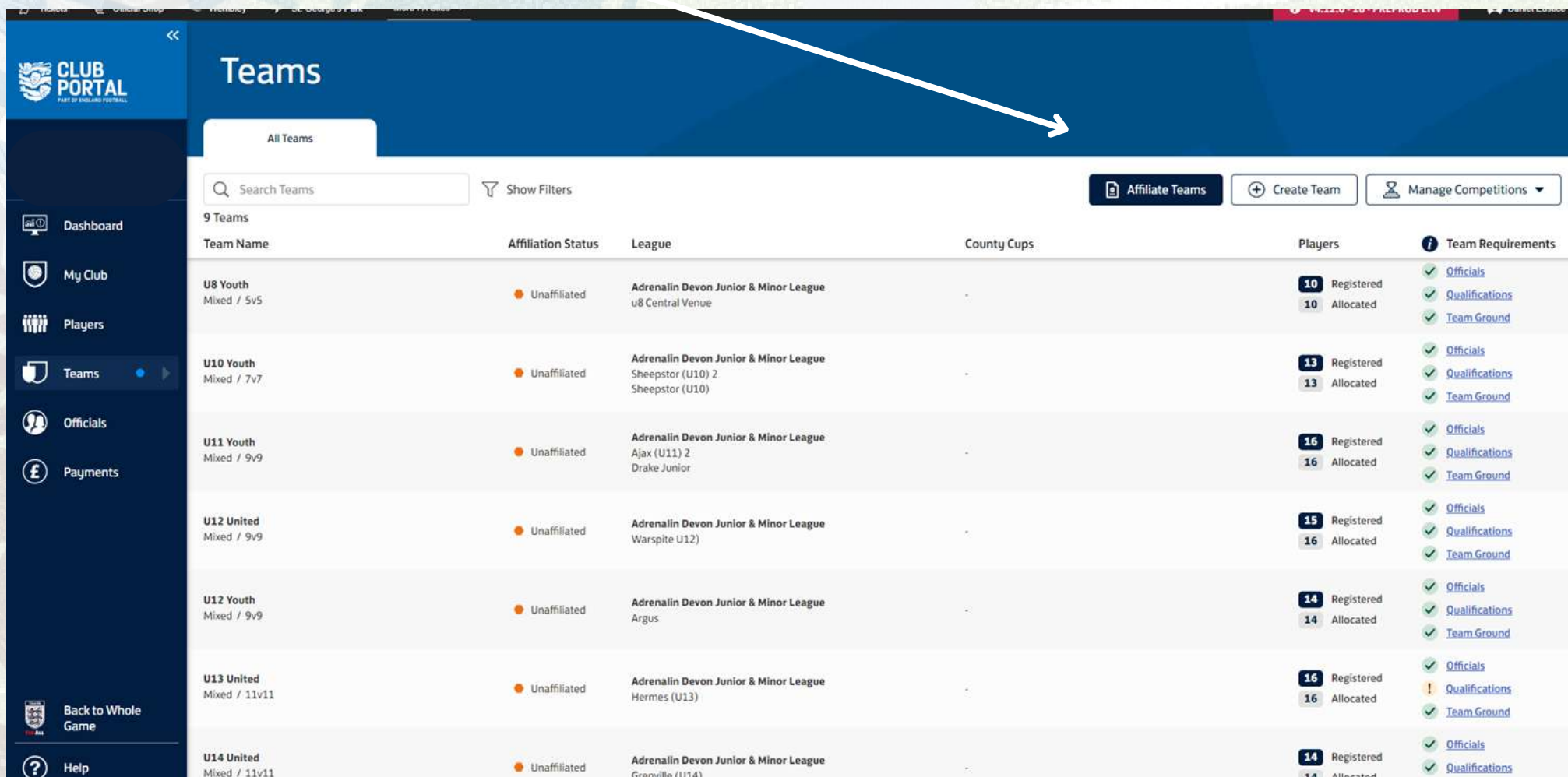
TEAMS WITH AN ORANGE EXCLAMATION MARK NEXT TO THEM WILL NEED TO UPDATE THE RELEVANT DETAILS / REQUIREMENTS.

PLEASE SEE A SCREENSHOT ON THE NEXT PAGE, SHOWING EXAMPLES OF TEAMS THAT ARE READY TO BE AFFILIATED, AND TEAMS WHO ARE NOT READY TO BE AFFILIATED.

THE AFFILIATION PROCESS

SELECT TEAMS

CLICK 'AFFILIATE TEAMS' TO GET STARTED - THEN SELECT THE TEAMS YOU WISH TO AFFILIATE. YOU CAN THEN SELECT YOUR INSURANCE ON THE NEXT PAGE.



The screenshot shows the 'Teams' page on the Club Portal. A white arrow points from the text 'CLICK 'AFFILIATE TEAMS' TO GET STARTED' to the 'Affiliate Teams' button in the top right of the page.

Club Portal
PART OF ENGLAND FOOTBALL

Teams

All Teams

Search Teams Show Filters

Affiliate Teams **Create Team** **Manage Competitions**

9 Teams

Team Name	Affiliation Status	League	County Cups	Players	Team Requirements
U8 Youth Mixed / 5v5	Unaffiliated	Adrenalin Devon Junior & Minor League u8 Central Venue	-	10 Registered 10 Allocated	Officials Qualifications Team Ground
U10 Youth Mixed / 7v7	Unaffiliated	Adrenalin Devon Junior & Minor League Sheepstor (U10) 2 Sheepstor (U10)	-	13 Registered 13 Allocated	Officials Qualifications Team Ground
U11 Youth Mixed / 9v9	Unaffiliated	Adrenalin Devon Junior & Minor League Ajax (U11) 2 Drake Junior	-	16 Registered 16 Allocated	Officials Qualifications Team Ground
U12 United Mixed / 9v9	Unaffiliated	Adrenalin Devon Junior & Minor League Warspite (U12)	-	15 Registered 16 Allocated	Officials Qualifications Team Ground
U12 Youth Mixed / 9v9	Unaffiliated	Adrenalin Devon Junior & Minor League Argus	-	14 Registered 14 Allocated	Officials Qualifications Team Ground
U13 United Mixed / 11v11	Unaffiliated	Adrenalin Devon Junior & Minor League Hermes (U13)	-	16 Registered 16 Allocated	Officials Qualifications Team Ground
U14 United Mixed / 11v11	Unaffiliated	Adrenalin Devon Junior & Minor League Grenville (U14)	-	14 Registered 14 Allocated	Officials Qualifications

Dashboard
My Club
Players
Teams
Officials
Payments
Back to Whole Game
Help

THE AFFILIATION PROCESS

SELECT TEAMS

THE SYSTEM WILL PRE-SELECT ALL TEAMS THAT ARE ABLE TO BE AFFILIATED AND YOU WILL NEED TO DE-SELECT ANY THAT YOU DO NOT WISH TO PROCESS YET.

IF YOU ARE UNABLE TO SELECT AND AFFILIATE TEAMS NOT AVAILABLE YOU WILL NEED TO UPDATE THE RELEVANT DETAILS/REQUIREMENTS IN THE PORTAL PRIOR TO BEING ABLE TO AFFILIATE THESE TEAMS. FOR EXAMPLE IF YOU RECOGNISE ONE OF THE COMPETITIONS IS WRONG YOU WILL NEED TO GO BACK TO THE TEAMS TAB AND CHANGE THE LEAGUE.

Affiliation

Application ID 57

Club Details

Select Teams

Club Insurance

Team Insurance

Summary

[Back](#)

Select Teams To Affiliate

[Show Filters](#)

26 Teams (16 Selected)

Important

- If a team is showing as missing requirements, please go back to the team listing screen and ensure team requirements are complete.
- To edit any team details you will need to exit the process and update any relevant teams.

<input checked="" type="checkbox"/>	Team Name	League	County Cups	Unit Price	VAT	Amount
<input type="checkbox"/>	U7 Greenbacks Mixed / 5v5 <small>MISSING REQUIREMENTS</small>	Coventry & Warwickshire Youth Football League U7 - Singer (32) U7 - Leofric (51) Show More	-	-	-	-
<input checked="" type="checkbox"/>	U7 Juniors Mixed / 5v5	Coventry & Warwickshire Youth Football League U7 - Godford (52) U7 - Godford (51) Show More	-	£100	£100	£100
<input checked="" type="checkbox"/>	U8 Blazers Mixed / 5v5	Coventry & Warwickshire Youth Football League U8 - Stanley (52) U8 - Singer (11) Show More	-	£100	£100	£100
<input type="checkbox"/>	U8 Greenbacks Mixed / 5v5 <small>MISSING REQUIREMENTS</small>	Coventry & Warwickshire Youth Football League U8 - Singer (12) U8 - Stanley (51) Show More	-	-	-	-
<input checked="" type="checkbox"/>	U8 Juniors Mixed / 5v5	Coventry & Warwickshire Youth Football League U8 - Godiva (52) U8 - Godiva (51) Show More	-	£100	£100	£100
<input checked="" type="checkbox"/>	U8 Mavericks Mixed / 5v5	Coventry & Warwickshire Youth Football League U8 - Stanley (52) U8 - Singer (11) Show More	-	£100	£100	£100
<input type="checkbox"/>	U9 Greenbacks Mixed / 7v7	Coventry & Warwickshire Youth Football League U9 - Stanley (52)	-	-	-	-

Teams selected

Price for affiliation shown

[Exit application](#)

NEXT

THE AFFILIATION PROCESS

CLUB INSURANCE

IF YOU WISH TO PURCHASE INSURANCE THROUGH THE COUNTY FA PLEASE CLICK ON THE TOP OPTION, THEN CLICK 'NEXT'.

IF YOU HAVE PURCHASED INSURANCE ALREADY, THROUGH ANOTHER COMPANY, YOU CAN CLICK THE UPLOAD YOUR INSURANCE CERTIFICATE USING THE SECOND OPTION.

MORE INFORMATION ON PURCHASING INSURANCE CAN BE FOUND [HERE](#).

AffiliationApplication ID 67

Club Details

Select Teams

Club Insurance

Team Insurance


Summary

[< Back](#)


How Do You Want To Add Club Insurance?

[Exit application](#)

NEXT

**Purchase Club Insurance**
You will need to select an Insurance product from your County FA's insurance provider

OR

**Upload Club Insurance**
Public Liability Insurance must provide a minimum of £10m of cover

THE AFFILIATION PROCESS

INVOICING

AS PART OF THE NEW AFFILIATION PROCESS, INVOICES WILL NOW BE SENT TO CLUBS DIRECTLY FROM OUR ACCOUNTING SYSTEM, XERO.

THE INVOICES WILL BE DIRECTLY EMAILED TO THE CHOSEN CLUB CORRESPONDENT.

IF YOU RECEIVE AN EMAIL FROM 'MESSAGING-SERVICING@POST.XERO.COM' CONTAINING 'INVOICE AFF (INVOICE NUMBER) FROM DEVON COUNTY FOOTBALL ASSOCIATION FOR (CLUB NAME)' PLEASE BE ASSURED THIS IS NOT SPAM, AND THIS IS YOUR CORRECT INVOICE.

IF YOU ARE UNSURE WHETHER THE INVOICE IS LEGITIMATE OR NOT,
PLEASE EMAIL - DAWN.RAINBOW@DEVONFA.COM

THE AFFILIATION PROCESS

SUMMARY

AFTER BEING DIRECTED TO THE SUMMARY PAGE - A BREAK DOWN OF FEES CAN BE SEEN ON THE RIGHT HAND-SIDE. IF YOUR CLUB HAVE PURCHASED INSURANCE THROUGH THE COUNTY FA, YOU CAN PAY YOUR INVOICE ON CLUB PORTAL, AND YOUR CLUB WILL AUTOMATICALLY BE AFFILIATED.

TO MAKE PAYMENT, CLICK 'PROCEED TO PAYMENT'.

Affiliation

Application ID 67

Club Details

Select Teams

Club Insurance

Team Insurance

Summary

[Back](#)

Review Your Application

Other Products

Product Name	Quantity	Unit Price	VAT	Amount
Fund type2 This fund is used for the service of people for the organization with the limited version for people who need service for the home page people who	<div>-</div> 0 <div>+</div>	£416.67	£83.33	£0.00
BaAkCcuJiUjBrWLevvQRyosVHYLrGNoemEhmdkspWfIfpRth dUm9LsGmectJWQbLzTRVypingQWdclHwPVEscqFvEsCulthVr5th0asmTcdneqVaaCseTgWvbtocPLzpsXWOLFH5DKJQYCaR2pdTR8JyZspointvWgswkZLJYVtscungFE12d	<div>-</div> 0 <div>+</div>	£66.00	£0.00	£0.00
Balls and Bibs Set of 5 footballs and 3 bibs	<div>-</div> 0 <div>+</div>	£41.67	£8.33	£0.00
testing2 Testing2	<div>-</div> 0 <div>+</div>	£3.00	£0.00	£0.00
LnPtst LnPtsting1	<div>-</div> 0 <div>+</div>	£3.00	£0.00	£0.00
LnPtst LnPtsting1	<div>-</div> 0 <div>+</div>	£3.00	£0.00	£0.00

Total and Break Down of Fees

Total Amount	
Other Products	£0.00
Teams Fees	£0.00
Club Insurance	£0.00
Team Insurance	£0.00
Total VAT	£0.00

By submitting this application, you are confirming that, to the best of your knowledge, the details you are providing are correct.

PROCEED TO PAYMENT

[Exit application](#)

THE AFFILIATION PROCESS

SUMMARY

AN AFFILIATION WILL NEED TO BE REVIEWED BY YOUR COUNTY IF ANY OF THE FOLLOWING APPLY

1. YOUR CLUB HAS OUTSTANDING DEBTS
2. YOU HAVE UPLOADED INSURANCE DOCUMENTS
3. YOUR CLUB WELFARE OFFICER HAS NOT COMPLETED THE WELFARE OFFICER COURSE

IF YOUR AFFILIATION NEEDS TO BE REVIEWED BY THE CFA, CLICK 'SUBMIT'

✓ Club Details

✓ Select Teams

✓ Club Insurance

✓ Team Insurance

Summary

[Back](#)

Review Your Application

Important

This application will be submitted to your County FA for review because the club has outstanding debts

Reason for County FA Review will be displayed here

Other Products

Product Name	Quantity	Unit Price	VAT	Amount
Fund type2 This fund is used for the service of people for the organization with the limited version for people who need service for the homeage people who	0	£416.67	£83.33	£0.00
BaAKCcyJUBWLnVQRyVaVHYLnGNozmEhmdrkpWfFpRht dLmILuGmzncUWQbZTRVyslchgQWoolRnNpYBacqFYBaQhRvYp5hGarmTdsnegYazCnTyWrtbceRzLzpa3YXWQlFHM5DMJQYCaR2p0TfBJjZzPdonItvWgluWfZELIVTnrumgFGJZd	0	£66.00	£0.00	£0.00
Balls and Bibs Set of 5 footballs and 3 bibs	0	£416.67	£8.33	£0.00
testing2 Testing2	0	£3.00	£0.00	£0.00
LnPtst LnPtsting1	0	£3.00	£0.00	£0.00
LnPtst LnPtsting1	0	£3.00	£0.00	£0.00

Total Amount

Other Products	£83.33
Teams Fees	£0.00
Club Insurance	£0.00
Team Insurance	£0.00
Total VAT	£0.00

By submitting this application, you are confirming that, to the best of your knowledge, the details you are providing are correct.

[Back](#) **SUBMIT** [Exit Application](#)

THE AFFILIATION PROCESS

SUMMARY

WHEN THE COUNTY FA HAVE REVIEWED YOUR SUBMISSION THEY WILL EITHER APPROVE OR REJECT THE SUBMISSION.

YOU WILL RECEIVE AN EMAIL ADVISING YOU THAT YOUR SUBMISSION HAS BEEN APPROVED AND YOU CAN GO TO THE PAYMENTS TAB TO PAY THE INVOICE.

IF YOUR SUBMISSION HAS BEEN REJECTED YOU WILL RECEIVE AN EMAIL WITH THE REASONS WHY AND WILL THEN BE ABLE TO MAKE THE AMENDMENTS AND RE-SUBMIT YOUR APPLICATION.



COUNTY FA TRAINING DATES

COUNTY FA ONLINE TRAINING DATES

DAN EUSTICE WILL BE HOSTING ONLINE COUNTY FA TRAINING SESSIONS ON THE FOLLOWING DATES. THE SESSIONS ARE DESIGNED FOR CLUBS TO DROP-IN AND ASK THEIR OWN QUESTIONS, IN THEIR OWN TIME. THEY DO NOT NEED TO STAY FOR THE ENTIRETY OF THE CALL IF THEY DO NOT WISH TO.

EVENING SESSIONS

MONDAY 26TH JUNE - 17:30-18:30

WEDNESDAY 5TH JULY - 18:00-18:45

THURSDAY 20TH JULY - 19:00-20:00

THURSDAY 27TH JULY - 19:00-20:00

DAYTIME SESSIONS

TUESDAY 20TH JUNE - 14:00-15:00

WEDNESDAY 28TH JUNE - 11:00-12:00

WEDNESDAY 12TH JULY - 15:00-16:00

TUESDAY 18TH JULY - 10:00-11:00

MONDAY 24TH JULY - 15:00-16:00

MORE DETAILS ON THESE DATES WILL BE CIRCULATED SOON, ALONG WITH A LINK TO EACH SESSION.

ALL CALLS WILL BE HELD ON MICROSOFT TEAMS.



FREQUENTLY ASKED QUESTIONS

FREQUENTLY ASKED QUESTIONS

DO I STILL GO TO WHOLE GAME SYSTEM TO COMPLETE MY CLUB AFFILIATION?

NO, YOU CAN ACCESS YOUR AFFILIATION IN OUR [CLUBS PORTAL](https://clubs.theffa.com) (CLUBS.THEFA.COM) IN YOUR 'TEAMS' TAB.

DOES THIS MEAN MY CLUB AFFILIATION WILL COST MORE?

NO, DEVON FA HAVE AGAIN REDUCED THE COST OF AFFILIATION FOR CLUBS, FOR THE 11TH SEASON IN A ROW

HOW CAN I PAY FOR MY CLUBS' AFFILIATION?

YOU CAN PAY VIA DEBIT OR CREDIT CARD DIRECT THROUGH CLUB PORTAL. IF YOU WANT TO PAY VIA BACS, PLEASE EMAIL [INFO@DEVONFA.COM](mailto:info@devonfa.com) FOR OUR BANK DETAILS. WE ALSO ACCEPT CHEQUES.

WHEN CAN I START AFFILIATING MY CLUB?

THE AFFILIATION WINDOW OPENS ON MONDAY 19TH JUNE

CAN I ONLY AFFILIATE ONE TEAM AT A TIME?

NO, YOU CAN AFFILIATE ALL YOUR TEAMS AT ONCE, OR A NUMBER OF YOUR CHOICE, WHEN YOUR TEAMS ARE READY TO BE AFFILIATED.

CAN A MANAGER BE ASSIGNED TO MORE THAN ONE TEAM?

YES, COACHES ARE INVOLVED WITH SEVERAL TEAMS - THEY CAN BE ASSIGNED TO A MAXIMUM OF 4 TEAMS.

DO I NEED TO REGISTER MY U5/U6 PROVISION?

YES, ALL 'PLAY PHASE' PROVISION SHOULD BE ADDED TO THE SYSTEM WITH THE COACHES TAKING THE SESSIONS DEFINED ON CLUB PORTAL. THIS ALLOWS YOU TO MONITOR THE SAFEGUARDING REQUIREMENTS OF THOSE RUNNING YOUR DEVELOPMENT SESSIONS.

CAN WE HAVE TWO CLUB SECRETARIES?

NO, ONLY ONE PERSON CAN BE GIVEN THE ROLE OF SECRETARY. MULTIPLE ASSISTANT SECRETARY'S CAN BE ADDED AND WILL HAVE THE SAME FUNCTIONALITY AS THE CLUB SECRETARY

FREQUENTLY ASKED QUESTIONS

DO WE STILL GET AN AFFILIATION NUMBER?

NO. AS WE MOVE TO A TEAM BASED MODEL WORKING 365 DAYS A YEAR, A CLUB AFFILIATION NUMBER WOULD NOT BE SUFFICIENT PROOF FOR A COMPETITION THAT A TEAM IS AFFILIATED. INSTEAD, TEAMS WILL HAVE AN 'AFFILIATION STATUS' WHICH WILL BE VISIBLE TO CLUBS, LEAGUES AND COUNTY FAS.

OUR VENUE ISN'T FULLY CONFIRMED YET, CAN I CHANGE MY GROUND DETAILS ONCE A TEAM HAS AFFILIATED?

YES, YOU CAN CHANGE YOUR TEAM GROUNDS AT ANY TIME

CAN I CHANGE LEAGUE ONCE I'VE AFFILIATED A TEAM?

YES, WHERE NO PLAYERS ARE REGISTERED YOU WILL BE ABLE TO CHANGE THE LEAGUE. WHEN YOU CHANGE LEAGUE, THE LEAGUE YOU ARE LEAVING, AND YOUR COUNTY FA, WILL BE AUTOMATICALLY NOTIFIED

WILL MY EXISTING YOUTH TEAMS MOVE UP AN AGE GROUP AUTOMATICALLY OR DO I HAVE TO EDIT THE TEAMS?

EXISTING YOUTH TEAMS WILL AUTOMATICALLY MOVE UP AN AGE GROUP WHEN THE NEW AFFILIATION PROCESS OPENS FOR YOU

CAN I CHANGE MY CLUB NAME?

TO CHANGE YOUR CLUB NAME, PLEASE EMAIL - AFFILIATIONS@DEVONFA.COM. PLEASE ENSURE THIS NAME CHANGE HAS ALSO BEEN APPROVED BY YOUR LEAGUE.

WHAT IS THE SAFEGUARDING DECLARATION?

THE SAFEGUARDING DECLARATION IS A STATEMENT OF INTENT, A CLUB ACKNOWLEDGES IT UNDERSTANDS AND ACCEPTS ITS SAFEGUARDING RESPONSIBILITIES AND COMMITS TO ADHERING TO THESE.

DO CLUBS HAVE TO SIGN UP TO A SAFEGUARDING DECLARATION?

YES, IT'S A MANDATORY REQUIREMENT TO AFFILIATE FOR THE 2023/2024 SEASON.

FREQUENTLY ASKED QUESTIONS

HOW WILL MY CLUB KNOW WHICH SAFEGUARDING DECLARATION TO ACCEPT?

THE SAFEGUARDING DECLARATION RELEVANT TO THE TYPE OF FOOTBALL A CLUB WANTS TO AFFILIATE FOR WILL BE AUTOMATICALLY MADE AVAILABLE VIA THE CLUB PORTAL E.G., GRASSROOTS YOUTH FOOTBALL OR BARCLAYS WOMEN'S SUPER LEAGUE.

ARE ALL THE SAFEGUARDING DECLARATIONS THE SAME?

IN PRINCIPLE YES, EACH SAFEGUARDING DECLARATION REQUIRES A CLUB TO ACKNOWLEDGE IT UNDERSTANDS AND ACCEPT ITS SAFEGUARDING RESPONSIBILITIES AS OUTLINED IN THE DECLARATION OR RELEVANT LEAGUE SAFEGUARDING STANDARD, LICENCE OR RULES THAT ARE EXPLICITLY REFERRED TO.

WHERE CAN I FIND OUT MORE ABOUT THE CLUB PORTAL?

HEAD TO OUR [KNOWLEDGE BASE](#) TO FIND OUT EVERYTHING YOU NEED TO KNOW ABOUT USING THE PORTAL

WHERE CAN I GET MORE INFORMATION/SUPPORT ABOUT IMPLEMENTING SAFEGUARDS AT MY CLUB?

YOU CAN VIEW THE FA'S SAFEGUARDING INFORMATION – [HERE](#) OR CONTACT - SAFEGUARDING@DEVONFA.COM

IS THE SAFEGUARDING CHILDREN COURSE STILL ONLINE?

YES, YOU CAN ACCESS THE SAFEGUARDING CHILDREN COURSE [HERE](#), AVAILABLE AT A REDUCED RATE (50% OFF) UNTIL 31ST JULY 2023. USE CODE – SGC0523GR.

HOW LONG WILL MY AFFILIATION TAKE?

IF YOUR CLUB OFFICIALS ARE UP TO DATE, YOUR TEAM DETAILS ARE CORRECT AND YOUR OFFICIALS ARE COMPLIANT, YOUR AFFILIATION SHOULD TAKE 10-15 MINUTES

WE ARE A FRIENDLY CLUB, DO WE NEED INSURANCE?

IF YOU ARE A CLUB PLAYING FRIENDLY FIXTURES, YOU WILL STILL NEED TO PURCHASE INSURANCE - THIS IS AVAILABLE FOR CLUBS ON THE CLUBS PORTAL - PERSONAL ACCIDENT INSURANCE FOR FRIENDLY CLUBS'

FREQUENTLY ASKED QUESTIONS

WHY DO CLUBS AT STEP 6 AND ABOVE NEED HIGHER INSURANCE COVER?

CLUBS PLAYING IN THE NATIONAL LEAGUE SYSTEM (STEP 6) NEED TO HAVE A HIGHER LEVEL OF INSURANCE DUE TO THE FACT THAT SOME OF THESE PLAYERS MAY WELL BE LUCKY ENOUGH TO BE RECEIVING PAYMENTS FOR PLAYING VIA CONTRACTS AND ALSO THE TIME REQUIRED DUE TO TRAVEL DISTANCES THAT THEIR INSURANCE COVER NEEDS TO REFLECT THE HIGHER RISK AND HOSPITAL COSTS.

WHERE CAN I ACCESS MY INSURANCE CERTIFICATE?

IF YOU HAVE PURCHASED INSURANCE ON THE PORTAL, THROUGH SPORTSGUARD, YOUR CLUB'S INSURANCE CERTIFICATE CAN NOW BE ACCESSED ON THE CLUBS PORTAL. ONCE YOU HAVE PAID FOR YOUR AFFILIATION, YOU WILL BE ABLE TO VIEW YOUR PERSONAL ACCIDENT INSURANCE AND PUBLIC LIABILITY INSURANCE CERTIFICATES.

WHY CAN'T I FIND AN INDIVIDUAL ON THE CLUB PORTAL?

IF YOU CANNOT FIND AN INDIVIDUAL ON THE CLUB PORTAL, PLEASE EMAIL - [INFO@DEVONFA.COM](mailto:info@devonfa.com). PLEASE DO NOT CREATE ANY NEW FAN NUMBERS.

CAN GIRLS SIDES PLAYING IN BOYS LEAGUES ENTER THE GIRLS CUPS THIS YEAR?

TEAMS MUST ENTER THE COUNTY CUP IN LINE WITH THE LEAGUE THEY PLAY IN. IF A GIRLS TEAM ARE PLAYING IN A BOYS LEAGUE, THEY WILL HAVE TO ENTER THE BOYS COUNTY CUP.

IF YOU HAVE ANY OTHER QUERIES THAT ARE NOT COVERED BY THIS DOCUMENT,
PLEASE EMAIL - [AFFILIATIONS@DEVONFA.COM](mailto:affiliations@devonfa.com)



OUR PARTNERSHIP WITH KOOLPAK ALLOWS CLUBS TO ACCESS A RANGE OF DISCOUNTED PRODUCTS TO HELP SUPPORT THEM WITH THEIR FIRST AID DUTIES!

THEIR DISCOUNTER PRODUCTS INCLUDE THEIR BEST-SELLING FIRST AID ESSENTIALS, ENSURING THAT YOU ARE PREPARED FOR WHEN YOU NEED TO TREAT AN INJURED PLAYER.

THESE SPECIAL PRICES ARE EXCLUSIVELY AVAILABLE THROUGHOUT THE 2023/24 SEASON.

START SHOPPING [HERE!](#)



NET WORLD SPORTS»

OFFICIAL GOAL POST & EQUIPMENT SUPPLIER OF DEVON FA

MATCH GOALS



TRAINING GOALS



FOOTBALLS



TRAINING EQUIPMENT



GOALKEEPER EQUIPMENT



MATCHDAY EQUIPMENT



USE CODE **DEVON20** FOR 20% DISCOUNT

CONTACT US

01691 683807

SALES@NETWORLDSPORTS.COM

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ENHANCING LIVES THROUGH FOOTBALL IN DEVON

