



MANCHESTER FA AFFILIATION PROCESS

CLUB GUIDENCES

2023/24 SEASON





GREATER MANCHESTER FOOTBALL













AFFILITATION

AFFILAITION AND CHAGES FOR THE 2023/24 SEASON

Affiliation is an annual validation of your club, teams and officials, ensuring everyone playing affiliated football is meeting a minimum set of requirements. At the start of the season, ALL clubs playing FA sanctioned leagues and competitions must affiliate to their local County FA.

For the 2023-24 season, the affilaition process will be changing significantly, most notably the change from club affilaition to team affilaition and moving from Whole Game System (WGS) into the FA Club Portal.

Each team will not have an 'Affilaition Status' rather than an 'Affilaition Number'. This affilaition status will be visible in the Club Portal to the club, in the Competition Portal for leafues, and the County FA will see the details in the County Portal. This gives all cohorts who need to view wheather a team is affilated an easy way to do so, in their own environments.

For teams to locate this information, they need to select the teams tab on the left hand-side on Clubs Portal and review 'Affiliation Status' row. By selecting a specific team, you can also review the ststaus in the right-hand corner alognside Team ID and Status (if affiliated it will show in the corner as 'AFFILIATED'.

TEAM/CLUB REQUIREMENTS

TEAM AND CLUB REQUIREMENTS FOR THE 2023/24 SEASON

ALL CLUBS

Public Liability Insurance – All clubs are required to have Public Liability Insurance covering the club for the upcoming year. Minimum £10million pounds.













Personal Accident Insurance – All teams are required to have Personal Accident Insurance, including development teams.

Club Ground – It is a requirement for clubs to state their main home ground. You can do this ahead of affiliation through 'My Club' tab.

Key Officials – Clubs are required to state their key officials.

Safeguarding Declaratin – Every club will be required to accept a Safeguarding Declaration. Where clubs have teams that play across different levels of the game, multiple declaratiosn will need to be accepted.

CLUBS WITH ADULT TEAMS ONLY

Team Ground – It is a requirement for team to state their main home ground. You can do this ahead of affiliation through 'My Club' tab.

Named Manager or Coach – Every team must have a minimum of one Manager or Coach.

Welfare Officer (NEW) – Clubs with adult teams require a named 'Welfare Officer (Adult Teams)'. For the 2023/24 season, no qualifications are requied for this role BUT will be mandaroty for the 2024/25 and we recommend you complete this qualifications for this season.

CLUBS WITH YOUTH TEAMS

Team Ground – It is a requirement for team to state their main home ground. You can do this ahead of affiliation through 'My Club' tab.

Named Manager or Coach – Every youth team must name all managers and coaches assigned to each team, with a valid and in-date DBS.

Safegaurding Children Course (NEW) – All managers and coaches require an indate, accepted DBS & have completed the SAFEGUARDING CHILDREN COURSE. In the months of May, June and July, The FA is offering clubs a 50% reducion for their coaches taking the Safeguarding Children Course bringing the cost down to £15.

Youth Welfare Officer – Clubs with youth teams require a named 'Welfare Officer'.













CLUB COMMITTEE

KNOWING YOUR COMMITTEE AND SAFEGUARDING REQUIREMENTS

ALL CLUBS MUST have a secretary (someone to arrrange fixtures, deal with correspondence with both the league and Manchester FA), a Treasurer (someone who look after the club's bannk account and manages the cash flow) and a Chairperson (someone to act as an over manager to the club). Clubs with at least one youth team (U18s and below), MUST have a designated and qualifed Club Welfare Officer.

ROLE	MUST BE NAMED ON THE CUB PORTAL	SAFEGUARDING FOR COMMITTEE MEMBERS COURSE	FA DBS	SAFEGAURDING FOR CHILDREN COURSE	FA WELFARE OFFICER COURSE
Club Secretary	~	✓	(Required for youth clubs)	(Required for youth clubs)	
Club Chairperson	~	✓	(Required for youth clubs)	(Required for youth clubs)	
Club Treasurer	~	✓	(Required for youth clubs)	(Required for youth clubs)	
Youth Club Welfare Officer	~	✓	~	✓	~
Adult Club Welfare Officer*	~	Recommeded (as requirment for 24/25 season)	Recommeded (as requirment for 24/25 season)		













To affiliate, it is a requirement for YOUTH CLUB officials (Secretary, Chair, Treasurer and Welfare Officer) to complete the 'saffeguarding for Committee Members' courrse (NOTE, this is NOT the same the Safeguarding for Children Course which those coaching teams may have completed). This is a free, online training course and will take around 30 minutes to complete.

It is also advised that the Club Secretary and Club Welfare Officer are not the same person, as these are two of the largest roles at the club, so we generally find it best to split the roles between two different people, as a minium.

Youth clubs must make sure that each named official, excluding Team Secretary, have a valid and in-date FA DBS and in-date Safeguarding for Children Course before the team is compilant for affiliating.

If the position are held by people who do not have a valid and in-datte DBS, you will not be able to affiliate until this has been completed.

ROLE	MUST BE NAMED ON THE CUB PORTAL	SAFEGUARDING FOR COMMITTEE MEMBERS COURSE	FA DBS	SAFEGAURDING FOR CHILDREN COURSE	FA WELFARE OFFICER COURSE
Team Manager/Coach	~		✓	✓	
Assistant Manager/Coach	~		~	✓	













INSURANCE

BREAKDOWN OF INSURANCE REQUIRMENTS AND OFFERS

Once again Manchester FA have partnered with UK Global as our priary provide for both Public Liability and Personal Accident Insurance polices.

All clubs are required to have **Public Liability Insurance** covering the club for the upcoming season (or year?). This mist be a **minimum of £10 MILLION POUNDS.** All teams are required to have **Personal Accident Insurance**, including development teams.

For the first time ever, Manchester FA will be providing the ability for *adult teams* to upgrade their Personal Accident Insurance from within the Club Portal at the time of completing affiliation. For clarity, the mandatory minimum products offered by Manchester FA via UK Global meet all requirement for club affiliation for the 2023/24 season.

OUR PRICES

Personal Liability Insurance	
Personal Liability Insurance	£25.00

Personal Accident Insurance	
Youth Team Personal Accident	£17.00
Adult Personal Accident Standard	£28.00
Adult Personal Accident Enhanced	£60.00
Adult Personal Accident Enhanced 50	£82.00
Adult Personal Accident Enhanced 75	£113.00
Adult Personal Accident Enhanced 100	£129.50
Adult Personal Accident Enhanced 150	£187.50













AFFILIATION PRICES 2023/24 SEASON

MANCHESTER FA IS NOW ABLE TO CONFIRM OUR AFFILAITION PRICING FOR THE 2023/24 SEASON.

Changes to the National Affiliation Model will see Manchester FA remove all 'club membership club' fees leaving just your team supplement, isurance fee and County Cup entry fee* to pay ahead of the new season.

OUR PRICES

Team Age/Category	Team Affilaition Fee £ (per team)
U7-U10	£17.50
U11-U12	£22.50
U13-U18	£27.50
U19-U23/ Open Age	£37.50
Women's NLS T5-6	£100
NLS Step 5-6/ 3-4/ 1-2	£125/£150/£175

MANCHESTER FA COUNTY CUP ENTRY FEE 2023/24 SEASON

Competition	MFA Team £	Non-MFA Team £
Youth Competitions (U12-	£15	£20
U18)		
Veterans	£20	£30
Amateur Competition (Sat &	£20	£30
Sun)		
Challenge Competition (Sat	£25	£30
& Sun)		
Women's Challenge Cup	£25	£35
Frank Hannah MFA Premier	£60	£60
Cup		













AFFILIATION HELP GUIDE - CLUBS

Please note that affilation is now team based and NOT club based as previous seasons

Before starting affilation, please review the affilation <u>checklist guide</u> to help ease the process for your club

Please ensure you have added any **NEW TEAMS**, **FOLDED TEAMS** and/or **EDITIED TEAMS** that you wish to affilate before starting the process

1. To affiliate teams in the <u>Club Portal</u>, select the Teams tab on the left-hand side

















2. Click on 'Affiliate Teams'



3. You will then be presented with two screens providing information on Applying for Affiliation and What is Affiliation, along with other useful information

Applying for Affiliation



What is Affiliation

TABLE OF CONTENTS

- Club Details
- Select Teams
- Club Insurance
 - Purchase Club Insurance Cover from County FA
 - Upload evidence of Club Insurance Cover purchased from another Insurance provider
- Team Insurance
 - Purchase Team Insurance Cover from County FA
 - Upload evidence of Team Insurance Cover purchased from another Insurance provider
- Summary











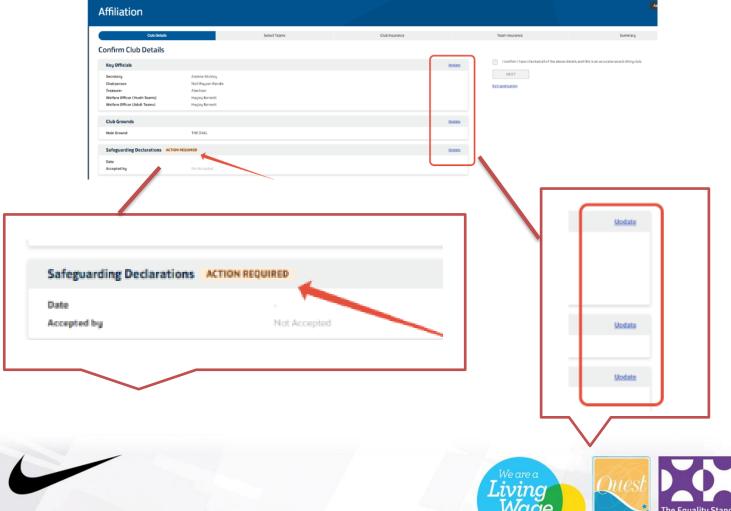


4. Click on 'Start Now', to start your club's affiliation process



CLUB DETAILS

5. On the Club Details page, if any areas state 'Action Required' or if any details are incorrect please click on 'Update' next to that area to complete or change this information

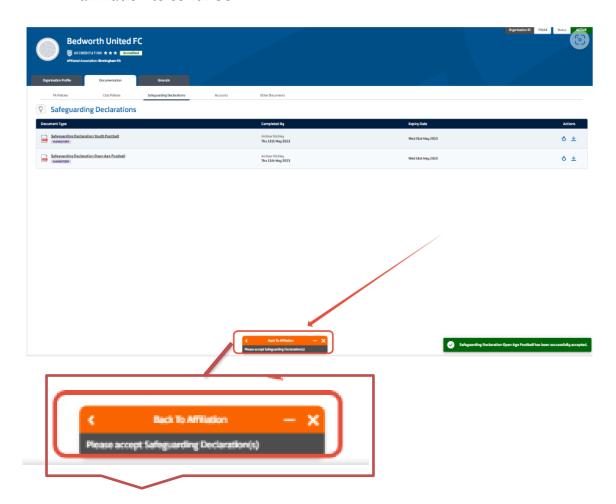








6. At the bottom of the relevant pages there will be an option to go back to affiliation to continue







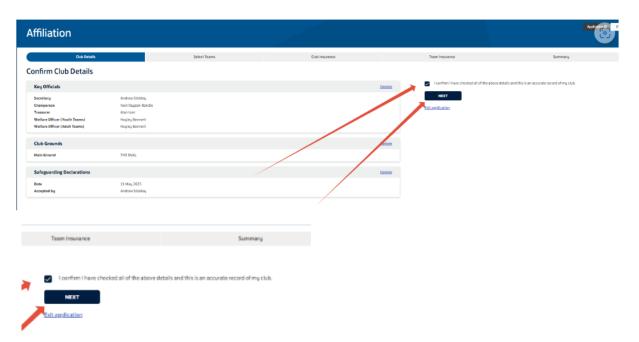








7. When all details are complete please tick the box to confirm they are accurate and then 'Next'



SELECT TEAMS

8. On the next page you will then be able to select the teams that you wish to affiliate

You will only be able to select the teams that meet the <u>REQUIREMENTS</u>. If they are missing a Team ground, Official or Qualification you will NOT be able to select those teams.

9. The system will pre-select all teams that are able to be affiliated and you will need to de-select/untick 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









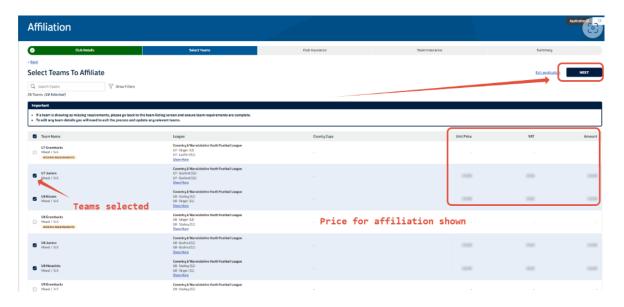




affiliate these teams. For example if you recognise one of the competitions is wrong you will need to go back to the teams tab and change the league.

The price set by your County FA for each team to affiliate will be shown on this page for reference.

When you have selected the teams that you wish to affiliate please click on 'Next' in the top right hand corner.



10. You will then need to <u>Purchase</u> or <u>Upload Evidence</u> of your Clubs Public Liability Insurance

CLUBS INSURANCE

Purchase Club Insurance (Public Liability) Cover from County FA

11. If you wish to purchase your club insurance from your County FA please click on the top option and click 'Next'



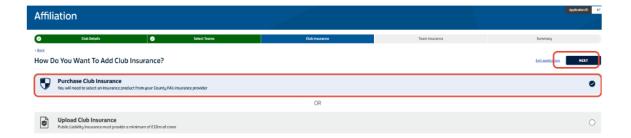












12. You will then be provided with a list of the insurance products the County FA have provided on their insurance partner.

You can view the PDF document of these products by clicking on 'View Insurance Documents' and selecting the product

Select the cover that you wish to purchase by using the radial options in the left-hand side and then click 'Next'





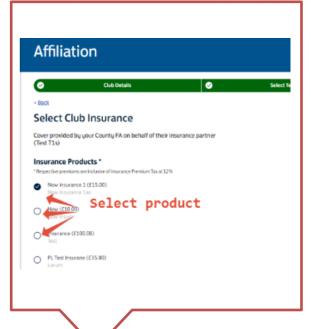


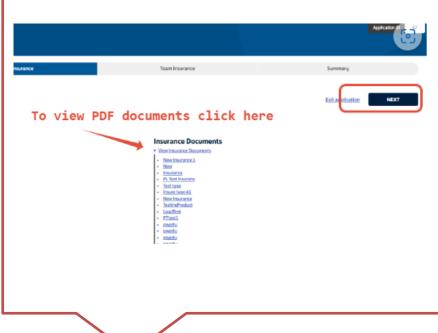






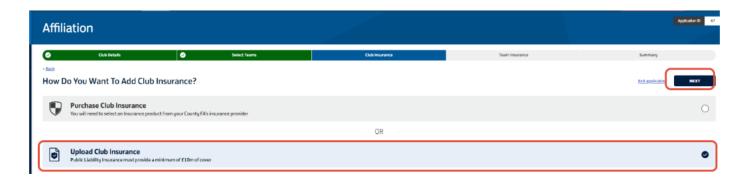






UPLOAD EVIDENCE OF CLUB INSURANCE (PUBLIC LIABILITY) COVER PURCHASED FROM ANOTHER INSUWRANCE PROVIDER

13. If you wish to purchase your club insurance from another provider, please click on the bottom option and then click 'Next'

















14. You will then need to upload the proof of your cover (public liability) document, this will then be displayed on the page.

Once uploaded please select the box to confirm it meets the minimum criteria and then click 'Next'



15. You will then need to purchase or upload evidence of your *clubs team* insurance

TEAM INSURANCE

Purchase Team Insurance (Personal Accident) cover from your County FA

16. If you wish to purchase your club insurance from your County FA please click on the top option and then click 'Next'













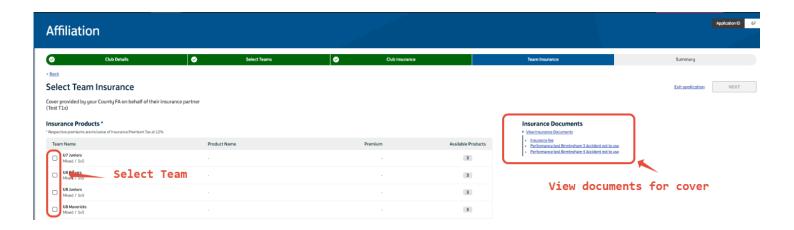


17. You will then be provided with a list of the teams that you are affiliating

Teams in the National League System Steps 1-4 will not need to complete this step as this is managed by your leagues

You can view the PDF documents of these by clicking on 'View Insurance Documents' and selecting the product

To select a product you will need to select one of the teams you are purchasing the cover for on the left-hand side



18. After you have selected a team you will be able to select the cover that you require for this team, the prices of the cover are also shown for information.

After you have selected the appropriate level of cover you will then have the option to apply this cover to all of the teams that this can be purchased for.





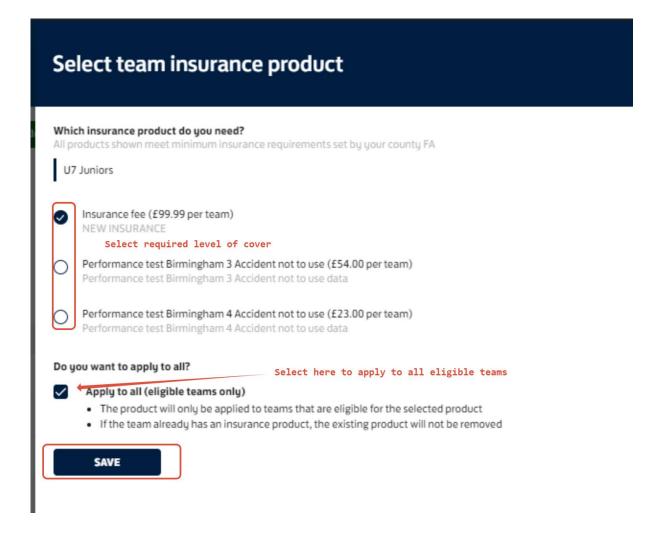








Once completed click 'Save'



19. You will then be directed back to the page listing all of the teams.

This will now show the name of the insurance product next to the teams that it has been applied to, you can then select another team if you need to change this or if you need to add a different level of cover.

When all teams that require cover have been selected you will be able to click on 'Next' to proceed



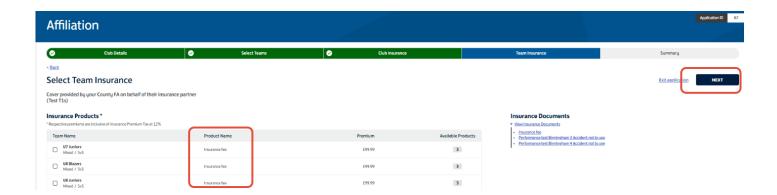






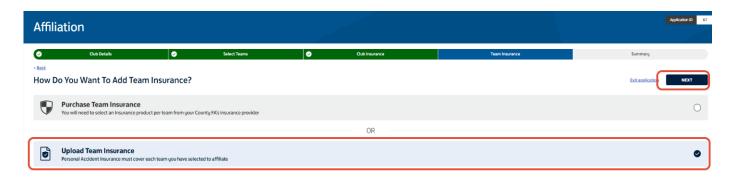






UPLOAD EVIDENCE OF THE TEAM INSURANCE (PERRSONAL ACCIDENT) COVER PURCHASED FROM ANOTHER INSURANCE PROVIDER

20. If you wish to purchase your team insurance from another provider, please click on the bottom option and then click 'Next'



21. You will then need to upload the proof of cover document (Personal Accident), this will then be displayed on the page.

Once uploaded please select the box to confirm it meets the minimum criteria and then click 'Next'



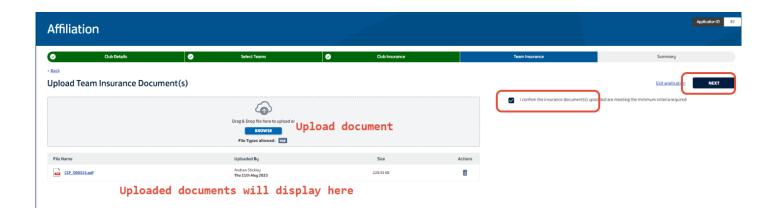












SUMMARY PAGE

22. You will then be directed to the Summary Page

On this page you will be able to select any 'Other Products' that you County FA may offer such as Benevolent Fund and/or equipment

On the right hand side you will see a breakdown of the cost of your affiliation including VAT

If your club can be auto-affiliated you will then be able to proceed to make the payment

When you have checked all of your details please click on 'Proceed to Payment'



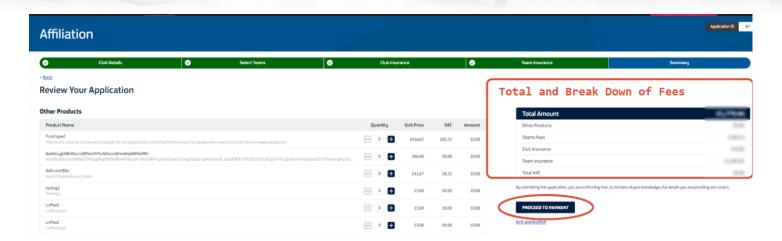












23. You will then be redirected to the Payments Tab and will be able to Pay the Invoice

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





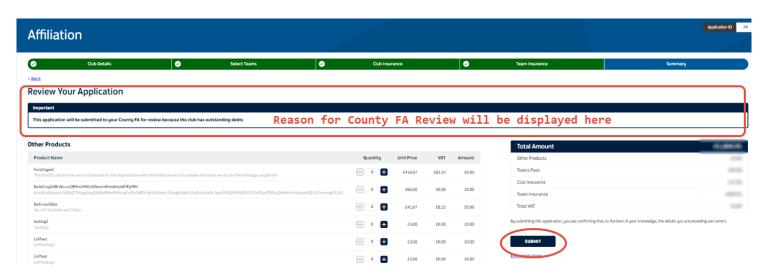








24. If your affiliation needs to be reviewed by the County FA you will then need to select 'Submit'



- 25. When the County FA have reviewed your submission they will either Approve or Reject the submission
- 26. 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







