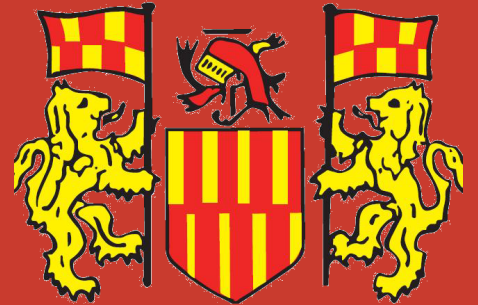


NORTHUMBERLAND  
FOOTBALL  
ASSOCIATION  
LIMITED



# NORTHUMBERLAND FA

## CLUB AFFILIATION GUIDE

### 2022/23



# WHAT ARE THE BENEFITS OF AFFILIATION?

At the start of every season, all clubs playing in FA sanctioned leagues and competitions must affiliate to their local County FA.

What is included in your affiliation fee? Affiliation to Northumberland FA gives you access to a huge range of benefits including:


## Competitions

- Games are played to The IFAB Laws of the Game, The FA Rules & Regulations, and The FA Standard Code of Rules and Standard Code of Rules for Youth to ensure fairness and integrity.
- Affiliated teams can enter affiliated leagues, cups, and events, to play against other affiliated teams with affiliated match officials.
- All affiliated teams from U12s up to open-age are eligible to enter NFA County Cups. There are now 20 separate NFA County Cups, with finals held at Whitley Park, home of Newcastle United U23s, and St James' Park, home of Newcastle United.
- Non-affiliated teams, officials, private football providers, and organisations are un-governed, so their actions (good or bad) can't be acted upon by County FAs or The FA.

## County FA Support

- All clubs, teams, match officials and leagues, can be supported and monitored to ensure they meet all legal and FA requirements for safeguarding all young people aged under 18, and all vulnerable adults aged over 18, ensuring football is a safe activity for everyone. Clubs who do not comply can be suspended.
- Northumberland FA works with key safeguarding agencies and organisations to ensure safeguarding cases are appropriately escalated to ensure football plays its role in protecting young and vulnerable people in society.
- All clubs, teams, match officials, and leagues, can be supported through FA discipline procedures to ensure the sport remains fair, and those who breach rules are appropriately sanctioned and removed from the game if appropriate.
- Clubs and their coaches can access a variety of local CPD opportunities via Northumberland FA's Coach the Coach programme.



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- Club access to administrative and governance support and advice e.g. player registration, player transfers, FA Rules.
  - Clubs can access FA and CFA programmes such as FA Wildcats, FA Just Play, NFA Inclusion Hubs, FA Squad Girls, and any future programmes, to help clubs develop and grow to support more of their local community access football. Many of these schemes come with financial support.
  - Clubs can become England Football Accredited (formally FA Charter Standard) ensuring they meet good practice criteria and can ensure the wider community know your club aspires to be the best they can be. Benefits include up to £110 Kitlocker Voucher, Nike Footballs, Digital Asset Pack, and 3\* Accredited Clubs can access the FA Club Improvement Programme, gaining an independent business advisor.
  - Affiliated Accredited Clubs are eligible to be nominated either themselves, or have individual members nominated, to be recognised by the NFA England Football Awards and FA England Football Awards.
  - Affiliated clubs, their officials, and their players/guardians, are able to access County FA staff support for any help, or issues they may have.
  - Affiliated clubs can access benefits from Northumberland FA partner organisations.
  - The NFA Benevolent Fund is available to support injured participants who may experience hardship due to becoming injured in football. And our SCARF fund helps keep children playing football in instances where their families are struggling to pay subs, kit costs etc.

## FA Technology

- Free Club Management systems: Whole Game System and Club Portal. Allows clubs to register players, club and team officials, check qualification and DBS status of club officials and coaches, pay club invoices, affiliate, manage and apply for England Football Accreditation online.
- Free use of FA Matchday app, allowing clubs to manage their teams and collect subs via a free app.
- Team's leagues can use FA Full-Time league management website for free to provide a high-quality league website at no cost, allowing teams to view tables, fixtures, news, and stats for free.

## Facilities

- Free use of PitchPower. The web based app allows clubs to complete grass pitch inspections of their pitches with a mobile phone, spade, and tape measure. After an assessment is completed the club receives a free Pitch Assessment Report from the Grounds Maintenance Association (GMA), which includes Football Foundation funding the club may be eligible to apply for.
- Affiliated clubs can apply to the Football Foundation to gain funding for facility improvements, including: new goalposts, grass pitch improvements, fencing, machinery, club houses/pavilions, 4G pitches, defibrillators, stadium improvements, floodlighting, and small-sided facilities.
- Affiliated clubs have been able to access emergency funding from the Football Foundation for repairs due to flooding, storms, or other severe weather events.
- County FA staff support and advice on proposed facility developments.

## Club / Organisation Governance

- Clubs affiliated to a recognised governing body can open Club/Community Bank Accounts at a number of high street banks to support efficient, sustainable, and safe operations.
- Clubs affiliated to a recognised governing body can apply for charitable status or, to become a community interest company (CIC) to support with UK Tax and VAT payments, as well as being eligible to apply for external charitable funding.

## Insurance

- Affiliated Clubs are able to purchase Public Liability insurance to cover legal costs and compensation payments if the club is held responsible for injury or property damage to a client, contractor or another member of the public.
- Affiliated Clubs are able to purchase Personal Accident Insurance to cover players and club members who are seriously injured or die while participating in club football activity.
- By only playing other affiliated teams in affiliated competitions with affiliated match officials, clubs can be reassured their own insurances remains valid

## Discounts

- Northumberland FA has a wide range of partners who offer discounts to affiliated clubs.
- This includes Veo cameras; Duralock fencing, Grounds Maintenance Services who maintain grass pitches; Agrigem who offer fertiliser products; goals from MH Goals and energy solutions from Fusion for Business.



# BEFORE YOU START

All clubs must have:

- A Secretary - to arrange fixtures, keep records and deal with Northumberland FA and league correspondence
- A Treasurer - to oversee the club's bank account and manage cash flow
- A Chairperson - to act as overall manager to the club

Clubs with at least one youth team must have a Club Welfare Officer. This is also best practice for open age teams with any U18 players and disability teams, and will be mandatory from season 23/24

In youth football, the posts of Club Secretary, Chairperson and Treasurer must be held by more than one individual. One person may hold two of these roles, but not all three.

It is also best practice if the Secretary and Welfare Officer roles are held by different people, due to the high workload both of these roles entail.

In Youth football, each team must have at least one coach/manager with the following qualifications. Assistant coaches/assistant managers who take sole charge of a team at training or matches must also have these:

- Online Introduction to Coaching Football (or former Level 1 in Coaching Football)
- In-date FA DBS
- In-date Safeguarding Children Course (available online from summer 2021). Valid for 2 years. Or an in date Safeguarding Children Workshop (face to face which was discontinued 2020)
- In-date Introduction to First Aid in Football (IFAIF). Valid for 3 years.

Assistant coaches and managers who do not have sole charge of a team **MUST** have at least:

- The FA Playmaker course
- In-date FA DBS
- In-date Safeguarding Children Course (available online from summer 2021). Valid for 2 years. Or an in date Safeguarding Children Workshop (face to face which was discontinued 2020) This can be recertified free.

**Please see our qualifications page later in this brochure for full details of requirements for all roles**





# BEFORE YOU START

You will need:

- Club Secretary details (this should be you in order to affiliate the Club): FAN number, full name, postcode, email address and date of birth.
- If you have a FAN but don't know it please do not create a new one. Send us your full name, postcode, email address and date of birth and we will search this for you.
- FAN Numbers for the following members of your Committee:
  - Chairperson
  - Treasurer
  - Club Welfare Officer (for Youth Teams only) – please note that The FA require a Club Welfare Officer (CWO) for Open Age (adult) football teams who have younger players in their squad.
  - Coaches/ Managers & all Assistants
- Details of your Teams (including age groups) that you are intending to run along with your kit colours
- Name of the League that you are wishing to register with
- Home Ground details
- Details of any County Cup Competitions that you intend to enter (see Appendix 1)
- A copy of your personal accident cover policy document to upload to WGS

## Disclosure and Barring Service (DBS)

Please check the qualifications table on the following pages for information on which volunteers require a DBS. If a DBS is required, this MUST be carried out through The FA. DBS checks from other organisations are not acceptable.

Clubs should now use Whole Game System (WGS) to administer FA DBS checks for volunteers.

Guidance on how to complete the DBS process is available for volunteers here:

<https://grassrootstechnology.thefa.com/support/solutions/articles/48001161513-initiating-a-dbs-through-whole-game-system>

# Qualifications Guidance for Youth Football – Season 2022-2023



## Position

## Minimum Requirement

### COACHES/MANAGERS, ASSISTANT COACHES/MANAGERS AND MEDICS

All Coaches/managers in under 18 teams. (Each team must have at least one lead coach with these qualifications). Also assistant coaches/assistant managers if they will have sole charge of team at training/matches.

1. Online [Introduction to Coaching Football](#) (or former Level 1 in Coaching Football)
2. In-date FA DBS
3. In-date [Safeguarding Children Course](#) (available online from summer 2021). Valid for 2 years. Or an in date Safeguarding Children Workshop (face to face which was discontinued 2020) [This can be recertified free here](#).
4. In-date [Introduction to First Aid in Football](#) (IFAIF). Valid for 3 years.

Assistant coaches/assistant managers who do not have sole charge of team at any point, parents who help out with teams.

1. [Playmaker](#) course
2. In-date FA DBS
3. In-date [Safeguarding Children Course](#) (available online from summer 2021). Valid for 2 years. Or an in date Safeguarding Children Workshop (face to face which was discontinued 2020) [This can be recertified free here](#).

Medics

1. In-date FA DBS
2. In-date [Safeguarding Children Course](#) (available online from summer 2021). Valid for 2 years. Or an in date Safeguarding Children Workshop (face to face which was discontinued 2020) [This can be recertified free here](#).
3. In-date [Introduction to First Aid in Football](#) (IFAIF). Valid for 3 years.

## REFEREES

All referees must have a safeguarding qualification even those not intending to officiate youth fixtures, as open age teams may have U18 players

Referees aged over 16 who intend to officiate in youth football

1. Referee Qualification
2. In-date FA DBS
3. In-date [Safeguarding Children Course](#) (available online from summer 2021). Valid for 2 years. Or an in date Safeguarding Children Workshop (face to face which was discontinued 2020) [This can be recertified free here](#).
4. Parent FAN link (if under 18 years of age)

Referees aged 14/15 who intend to officiate in youth football

1. Referee Qualification
2. In-date [Safeguarding for All](#).
3. Parent FAN link (if under 18 years of age)

Referees who do not intend to referee in youth football (will need a basic safeguarding qualification as open age teams may have U18 players)

1. Referee Qualification
2. In-date [Safeguarding for All](#)
3. Parent FAN link (if under 18 years of age)

## COMMITTEE MEMBERS

New or existing League/Club Welfare Officer

1. [Welfare Officers Workshop](#)
2. In-date FA DBS
3. In-date [Safeguarding Children Course](#) (available online from summer 2021). Valid for 2 years. Or an in date Safeguarding Children Workshop (face to face which was discontinued 2020) [Can be recertified free here](#).
4. [Safeguarding for Committee Members](#)

New and existing Club Committee Members - Secretary/Chairperson/Treasurer and all named registration secretaries

[Safeguarding for Committee Members](#)

All courses are available online at: [thebootroom.thefa.com](http://thebootroom.thefa.com) Some coaches/referees or welfare officers may have PREVIOUSLY completed the Safeguarding Children Certificate which has now been withdrawn - once this runs out you should recertify on the new Safeguarding Children recertification link

# Qualifications Guidance for Open Age and Adult Disability Football – Season 2022-2023



## Position

## Best practice

measured season 22/23 and will be mandated season 23/24

### MANAGERS/COACHES, ASSISTANT MANAGERS/COACHES AND MEDICS IN OPEN AGE CLUBS

Coaches/managers in open age teams with under 18 player(s). Also assistant coaches/assistant managers if they will have sole charge of team at training/matches.

1. In-date FA DBS
2. In-date [Safeguarding for All](#) or [Safeguarding Children Course](#). (SCC Valid for 2 years). Or an in date Safeguarding Children Workshop (face to face which was discontinued 2020) [This can be recertified free here](#).

Medics in open age teams with under 18 player(s)

1. In-date FA DBS
2. In-date [Safeguarding for All](#) or [Safeguarding Children Course](#). (SCC Valid for 2 years). Valid for 2 years. Or an in date Safeguarding Children Workshop (face to face which was discontinued 2020) [This can be recertified free here](#)

## REFEREES

All referees will need a basic safeguarding qualification as open age teams may have U18 players

## Minimum Requirement

1. Referee Qualification
2. In-date [Safeguarding for All](#)
3. Parent FAN link (if under 18 years of age)

### CLUB AND LEAGUE WELFARE OFFICERS IN OPEN AGE CLUBS

## Best practice

New or existing Club Welfare Officers in open age clubs with under 18 player(s)

1. [Welfare Officers Workshop](#)
2. In-date FA DBS
3. In-date [Safeguarding Children Course](#). Valid for 2 years. Or an in date Safeguarding Children Workshop (face to face which was discontinued 2020) [This can be recertified free here](#).

### CLUB WELFARE OFFICERS IN ADULT DISABILITY CLUBS

## Best practice

New or existing Club Welfare Officers

1. [Welfare Officers Workshop](#)
2. In-date FA DBS
3. [Safeguarding Adults Course](#) (and for teams with U18 player(s) - an in-date [Safeguarding Children Course](#). Valid for 2 years. Or an in date Safeguarding Children Workshop (face to face which was discontinued 2020) [This can be recertified free here](#).

All courses are available online at: [thebootroom.thefa.com](http://thebootroom.thefa.com) Some coaches/referees or welfare officers may have completed the Safeguarding Children Certificate which has now been withdrawn - once this runs out you should recertify on the new Safeguarding Children free recertification link

# SAFEGUARDING

Safeguarding children and vulnerable adults is a top priority for Northumberland FA.

It is the responsibility of everyone involved in grassroots football, and we require all clubs to endorse and adhere to The FA's Safeguarding Children Policy.

## As an affiliated club, you agree to ensure that:

- Records on WGS accurately reflect the individuals who are working with children, young people and vulnerable adults at your club.
- All individuals have an in date and valid DBS and safeguarding qualification in place, if their role requires it.
- You report any safeguarding concerns to our Designated Safeguarding Officer immediately.

You will not be able to affiliate your club if your volunteers do not have the mandatory qualifications in place.

# WELFARE OFFICERS

We regularly hold webinars and events aimed at supporting Welfare Officers and increasing their knowledge around best safeguarding practice.

And for season 22/23 we are launching a new online Welfare Officer Hub which will contain useful resources, information and links to other organisations.

If your Welfare Officer has not already received an invitation to join the Hub, please ask them to email [info@northumberlandfa.com](mailto:info@northumberlandfa.com) to request access.





# SAFEGUARDING VISITS

Northumberland FA is required to carry out unannounced safeguarding visits throughout the season. We ask all clubs at the start of the season to provide training schedules to facilitate this.

Visits can take place at training or on a match day, and their purpose is to ensure that those working with young people and vulnerable adults have the correct qualifications, and that these individuals are properly identified by the club on WGS. We also carry out a review of club websites, and ask questions of coaches, players and parents at these visits.

This season we will also be carrying out match day spot checks to ensure that the individuals supervising teams are appropriately linked to the club on WGS, are fully qualified and have the required equipment.

Any issues identified could result in charges under our discipline procedures, and may lead to an in-depth safeguarding review for affected clubs.

# KIT AND SPONSORSHIP

Black or dark coloured shirts are not allowed under FA regulations as it leads to kit clashes with match officials. Rule 19 in the Standard Code of Rules and the Standard Code of Rules for Youth Football states that all teams must register the colour of their shirts and shorts with their competition secretary before the start of every new season, and the secretary will decide suitability.

Any team changing colours during the playing season must notify the competition secretary immediately and goalkeepers must wear colours which distinguish them from all other Players and the Match Officials.

In addition, The FA has issued regulations regarding U18 kit sponsorship. It is not appropriate for youth team kit to feature logos relating to age restricted products. Kit should not feature logos relating to businesses involved in gambling, alcohol and tattoos among others.

References to pubs and restaurants MAY be allowed, unless they exist solely for the supply and consumption of alcohol. Sponsorship by pub restaurants **may be** acceptable, but sponsorship by an establishment such as a nightclub or pub that doesn't serve food would not be allowed. In this instance you should contact Northumberland FA for guidance and approval.

Alcoholic drinks, breweries and products, services or activities related to gambling are unlikely to be permissible under any circumstances.

Please contact us for advice if you are in any doubt, before you enter into a contractual agreement and we will be happy to assist you.

# READY TO AFFILIATE?

If you are a new club, you must first complete our online New Club Application Form which you can find here: [bit.ly/3LZC4J1](https://bit.ly/3LZC4J1)

Clubs can start the affiliation process through the Whole Game System from 16 May 2022. Please check your club officials have the required qualifications before you submit your application.

Please note that any Discipline Fines outstanding must be paid in full before your application will be approved.

## To begin the affiliation process:

- Once affiliation opens on 16 May, log into <https://wholegame.thefa.com> using your email address and password and click on the 'Club Secretary' tab at the top of the dashboard.
- Click on the 'Affiliation 22-23' tab on the left hand menu. It may take a few minutes for your form to generate as the system loads the most up to date information.
- Ensure your club details are correct on 'My Club'.
- Each stage of the affiliation process has a 'How to Guide' linked to it which will explain what you need to do.
- There are 8 stages to the affiliation process, once you have submitted your application at Stage 7 you will be able to review it at Stage 8.

## WHAT HAPPENS NEXT?

Once you have submitted your application it will be reviewed by our staff.

Please be aware that we deal with a large number of applications. We will process your application as quickly as possible but ensuring all your information is correct and qualifications are in place will speed up the process.

Once your application has been reviewed, we may come back to you with queries which require clarification. If there are no queries, or they have been resolved, your application will be marked as 'submitted and invoiced'. Your invoice will then be available to download and pay through WGS.

If you have entered our County Cup competitions you will receive a separate invoice for this.

Once you have paid and your application is approved your affiliation number will be generated. This can be seen on the affiliation tab in WGS.



# AFFILIATION FEES 2022/23

Team Type	2022-2023 Price
Professional	£200
National League Step 1-6	£100
Saturday/Sunday/Midweek	£85
Youth 1 - 10 teams	£75
Youth 11 - 20 teams	£150
Youth 21 - 30 teams	£225
Youth 31 - 40 teams	£300
Youth 41 - 50 teams	£375
Youth 51 - 60 teams	£450
Youth 61 – 70 teams	£525

League size	2022-2023 Price
1 - 50 teams	£100
51 - 100 teams	£200
100+ teams	£300

Northumberland FA County Cups remain £20 to enter (Senior Cup - £40 & Benevolent Bowl - £25).

## INSURANCE

You must have valid Public Liability Insurance in order to affiliate. This covers the cost of claims made by members of the public for incidents that occur in connection with your club activities. This can be purchased for a £30 annual fee within the 'additional products' section of the online affiliation process on Whole Game System.

Alternatively, Clubs may take out their own PL Insurance with a minimum cover of £10,000,000, a copy of this must be attached within your affiliation application on WGS. The policy should be valid until 30 June 2023.

Teams must also take out Personal Accident Insurance. This can be purchased from our partners BlueFin Sports Insurance here:

[www.bluefinsport.co.uk/find-your-sport/football-insurance/](http://www.bluefinsport.co.uk/find-your-sport/football-insurance/)

A copy of this must again be attached within your affiliation application on WGS.



# FIND OUT MORE

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Remember we're here all season to help all through the season to offer support, advice and guidance.

All the Staff and Board at Northumberland FA would like to wish you and your teams the very best for the upcoming season. For more information go to our website:

[www.northumberlandfa.com](http://www.northumberlandfa.com)

Contact Us:

Telephone: 0191 2700700

Email: [info@northumberlandfa.com](mailto:info@northumberlandfa.com)



# Appendix 1 County Cups

COUNTY CUP	TEAM ELIGIBILITY	PLAYER AGE ELIGIBILITY	FORMAT	MATCH LENGTH (minutes)	BALL SIZE	GOAL SIZE (feet)	MIN PITCH SIZE (yards)	MAX PITCH SIZE (yards)
NFA Men's Senior Cup	Step 6 and above men's teams. Invitational Cup.	16+	11v11	90	5	24x8	100 x 50	130 x 100
NFA Women's Cup	Open-age Women's teams	16+	11v11	90	5	24x8	100 x 50	130 x 100
NFA Men's Benevolent Bowl	Regional Feeder League men's teams (and invitations*). Invitational Cup.	16+	11v11	90	5	24x8	100 x 50	130 x 100
NFA Men's Minor Cup	Open-age Saturday male teams outside of Step 7	16+	11v11	90	5	24x8	100 x 50	130 x 100
NFA Men's Sunday Cup	Invited Open-age Sunday male teams**	16+	11v11	90	5	24x8	100 x 50	130 x 100
NFA Men's Sunday Minor Cup	Open-age Sunday male teams	16+	11v11	90	5	24x8	100 x 50	130 x 100
NFA U18 Sunday Junior Cup	Teams competing in boys/mixed U18 & U17 leagues	Aged 16 or 17 on 31 <sup>st</sup> August	11v11	90	5	24x8	100 x 50	130 x 100
NFA U16 Cup	Teams competing in boys/mixed U16 Sunday leagues.	Aged 14 or 15 on 31 <sup>st</sup> August	11v11	80	5	24x8	90x50	110x70
NFA U16 Trophy								
NFA U16 Girls Cup	Teams competing in U16 & U15 girls leagues	Aged 14 or 15 on 31 <sup>st</sup> August	11v11	80	5	24x8	90x50	110x70
NFA U15 Cup	Teams competing in boys/mixed U15 Sunday leagues	Aged 13 or 14 on 31 <sup>st</sup> August	11v11	80	5	24x8	90x50	110x70
NFA U15 Trophy								
NFA U14 Cup	Teams competing in boys/mixed U14 Sunday leagues	Aged 12 or 13 on 31 <sup>st</sup> August	11v11	70	4	21x7	90x50	110x70
NFA U14 Trophy								
NFA U14 Girls Cup	Teams competing in girls U14 & U13 leagues	Aged 12 or 13 on 31 <sup>st</sup> August	9v9	70	4	16x7	70x40	80x50
NFA U13 Cup	Teams competing in boys/mixed U13 Sunday leagues	Aged 11 or 12 on 31 <sup>st</sup> August	11v11	70	4	21x7	90x50	100x60
NFA U13 Trophy								
NFA U12 Cup	Teams competing in boys/mixed U12 Sunday leagues	Aged 10 or 11 on 31 <sup>st</sup> August	9v9	60	4	16x7	70x40	80x50
NFA U12 Cup Trophy								
NFA U12 Girls Cup	Teams competing in girls U12 leagues	Aged 10 or 11 on 31 <sup>st</sup> August	9v9	60	4	16x7	70x40	80x50

The rules of the county cup competitions are available here:

[www.northumberlandfa.com/cups-and-competitions/rules-and-documents](http://www.northumberlandfa.com/cups-and-competitions/rules-and-documents)