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| C:\Users\DMarsh\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Suffolk FA Logo.jpg | **New Club Form**  If you have not affiliated with Suffolk FA before, you will need to complete this form IN FULL and email it to info@suffolkfa.com |

At the start of each season, ALL clubs playing in FA sanctioned leagues and competitions must affiliate to their local County Football Association.

For more information on Setting Up A Club please visit - <http://www.suffolkfa.com/leagues-and-clubs/setting-up-a-club>

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| **Secretary, Treasurer and Chairperson Roles & Responsibilities** |
| All clubs need –   * Secretary - someone to arrange fixtures, keep records, deal with correspondence * Treasurer – someone to look after the bank account, manage the cash flow * Chairperson - someone to act as an overall manager to the club |

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| **Youth Football Affiliation** |
| In all Youth Football Clubs the posts of Secretary, Chairperson, and Treasurer must be held by more than one individual. One person may hold two of these roles, but not three.  In addition, you should be aware that as a precondition of affiliation, Youth Clubs will need to have a designated and qualified Club Welfare Officer. This person **MUST** have completed and hold a valid, in-date FA CRC disclosure check along with the relevant Welfare Officer, Emergency Aid and Safeguarding Children training.  Please note that non-FA CRC checks cannot be accepted. The Club Welfare Officer is responsible for the implementation of safeguarding policies and ensuring all volunteers/officials have the necessary qualifications and CRC checks in place.  In addition, those holding all of the above roles will also be required to complete the Online Safeguarding for Committee Members Workshop before the club can be affiliated. This is a free online workshop which takes approx. 40 minutes to complete.  Youth Clubs must also make sure that **ALL** managers, assistant managers and coaches have a valid, in-date FA CRC disclosure check. If the positions are held by people who do not hold a valid, in-date CRC, we will not be able to affiliate your club until a time when these conditions have been met. |

The following information is required:

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| **Basic Club Details:** | |
| **Club Name:** |  |
| **Number of Teams creating:** |  |
| **League (if known):** |  |
| **Home Ground (if known):** |  |
| **Chairperson** | |
| **Name** |  |
| **FAN (if Known)** |  |
| **Date of birth** |  |
| **Address** |  |
| **Email** |  |
| **Contact Phone Number** |  |

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| **Secretary** | |
| **Name** |  |
| **FAN (if Known)** |  |
| **Date of birth** |  |
| **Address** |  |
| **Email** |  |
| **Contact Phone Number** |  |

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| **Treasurer** | |
| **Name** |  |
| **FAN (if Known)** |  |
| **Date of birth** |  |
| **Address** |  |
| **Email** |  |
| **Contact Phone Number** |  |

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| **Club Welfare Officer**  **(Clubs with U18 teams only)** | |
| **Name** |  |
| **FAN (if Known)** |  |
| **Date of birth** |  |
| **Address** |  |
| **Email** |  |
| **Contact Phone Number** |  |

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| **We have now affiliated what should I do?** |
| Once you have affiliated, you are eligible to join one of our sanctioned Leagues and/or Competitions. You will need to contact the League or Competition directly to enter with them dependent on availability.  All clubs affiliating to Suffolk FA must keep adequate accounting records and a register of members – kept up to date and available for inspection on request by the County FA at any time.  A club must have rules that are written in a club constitution that all members must agree at an Annual General Meeting (AGM) in order to affiliate to their County Football Association.  You should also be aware of any rules particular to your parent league competition around kit colours, sponsorship and grounds ahead of affiliation to the County FA. |

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| **FA Charter Standard** |
| You should contact a member of the Suffolk FA Development Team on 01449 616606 to ask about FA Charter Standard which is a requirement of most clubs participating in Charter Standard Leagues.  Its goal is to raise standards in grassroots football, support the development of clubs and leagues, recognising and rewarding them for their commitment and achievements. With this in mind, The FA Charter Standard accreditation is awarded to clubs and leagues rigorously adjudged to be well-run and sustainable – and which prioritise child protection, quality coaching and implementation of the Respect programme.  There are three levels of FA Charter Standard Awards for clubs:   * FA Charter Standard Club: for youth and adult clubs: the entry-level accreditation * FA Charter Standard Development Club: for clubs clearly enhancing the quality and scope of their football offering * FA Charter Standard Community Club: acknowledging the most advanced level of club development and football provision.   Further information can be found at <http://www.suffolkfa.com/leagues-and-clubs/charter-standard> |

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| **FA Administration Systems** |
| **Full Time**  *https://full-time.thefa.com/*  Is an easy-to-use, online administration system designed to manage the day-to-day running of a league. It generates a website for fixtures, results, tables, results, statistics and more, or can be used to work with existing websites. You can find a full list of leagues (over 1000) already using Full-Time.  **Whole Game System**  *https://wholegame.thefa.com/*  From 2016 onwards, Full-Time has also been working in conjunction with the FA’s Whole Game System, allowing leagues to have access to team and player data, suspensions and fixtures, using live information provided by clubs and leagues. This removes the duplication of data and reduces the workload for volunteers – clubs and leagues need only provide information in one place, and it will be shared between both systems. |