



## AFFILIATION GUIDANCE

This leaflet contains all the information you require to affiliate your club for the 2020-21 Season. However, If you would like assistance to complete your affiliation, please contact [info@WestmorlandFA.com](mailto:info@WestmorlandFA.com) to arrange a suitable date and time. We are happy to discuss or arrange a video conference call with you to assist with the affiliation process (note: this can be arranged out of normal office hours).

All affiliations for the 2020-21 season will be online through the Whole Game System using the following link:- <https://wholegame.thefa.com/Account/Login>

You will require your email address together with your password. If you have not used Whole Game System before or forgotten your password, then click on the link “Reset password” to create one. There is a Club Affiliation Guidance document available to use in conjunction with these guidance notes.

The following notes will assist you in affiliating:

- Affiliation is per team not club
- You are reminded club colours and shirt sponsorship may not be changed, after the online affiliation has been submitted, without written permission of Council in advance. Black kits may not be used.
- Please ensure you populate the system with Managers and Coaches names and contact details, if the manager/coach is not already in Whole Game System you can add them using the “Add Officials” screen. This is important data that pulls through to Full Time.
- Please remember to select which cup competitions your club wishes to enter and please give details of which team will be involved (i.e. 1st Team, Reserve Team, 3rd Team, U11, U12, U13, U14, U15, U16, & U17 etc.).

**Public Liability Insurance** - As in previous years The Westmorland County FA pay half of your club's Public Liability County Cover Insurance of £25.00, this will remain in place for 2020-21 season and will be purchased via Bluefin.

Bluefin offer a Public Liability County Cover Plus for £54.00, if clubs would like to purchase this extra level of cover The Westmorland County FA will pay £12.50 towards this cover. The links to the Bluefin brochures are below. When completing Affiliation there will be the option to select which cover you require.

<http://www.westmorlandfa.com/leagues-and-clubs/club-management/affiliation>

**Safeguarding Requirements** - All Youth Clubs are reminded that in accordance with FA Rule they will not be permitted to affiliate until they have a Club Welfare Officer in place. This official must have a current DBS and attended Welfare Officer Training. Additionally you will not be permitted to affiliate until all Committee Members have completed the Safeguarding for Committee Members online training.



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The FA analyses our County's affiliation numbers, i.e. the number of teams, on an ongoing basis. It is crucial that we have the correct number of teams for your club.

**Mandatory Contacts** - 4 mandatory names required by The FA. Without these contacts your affiliation cannot be processed;-

- Secretary
- Chairman
- Treasurer
- Welfare Officers (for clubs with U18 provision)

**Teams** - Please provide details for ALL the teams that your club intends to host for the forthcoming season. If you host an Under 5 team for example, regardless of whether they play in a league, please include in the affiliation process, Under 5 and 6 are classed as Development Teams.

**Your Ground** - Please ensure you have the full address and postcode of your club and training ground to input.

**Cup Entry** - You must also indicate which cup competition(s) your club wishes to enter for the 2020/21 season. Please remember that you must enter at least one cup competition.

Competition	Clubs Eligible
Senior Challenge Cup	Open to all Saturday clubs in full membership
Benevolent Trophy	
Junior Cup	
Under 18 Cup 11 v 11	Open to all clubs in youth membership who have a team playing in the Under 17/Under 18's
Minor Cup 11 v 11	Open to all clubs in youth membership who have a team playing in the Under 15/Under 16's
Dallam Tower Cup 11 v 11	Open to all clubs in youth membership who have a team playing in the Under 14's
Under 13 Boys 11 v 11	Open to all clubs in youth membership who have a team playing in the Under 13's
S M Jones Trophy 9 v 9	Open to all clubs in youth membership who have a team playing in the Under 12's
Under 16 Girls Cup's 9 v 9	Open to all clubs in youth membership who have a team playing in the Under 16's
Under 14 Girls Cup 9 v 9	Open to all clubs in youth membership who have a team playing in the Under 14's
Under 12 Girls Cup 7 v 7	Open to all clubs in youth membership who have a team playing in the Under 12's



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### AFFILIATION FEES

Membership Fee	£10
Senior Club Affiliation Fee	£22.50 per team
Youth Club Affiliation Fee	£4.50 per mini soccer team £6.00 per youth team
Secondary Affiliation Fee (Non-Parent Clubs) No membership fee	£20
<b>Cup Entry Fees</b>	
Senior Challenge Cup	Included above
Benevolent Trophy	Included above
Junior Cup	Included above
Minor Cup	Included above
Under 16 Girls Cup	Included above
Dallam Tower Cup	Included above
Under 14 Girls Cup	Included above
Under 13 Boys Cup	Included above
S M Jones Trophy	Included above
Under 12 Girls Cup	Included above
Player Registration	Included above
<b>Secondary Affiliation Cup Entry Fees</b>	
Senior Challenge Cup	£10.00
Benevolent Trophy	£10.00
Junior Cup	£10.00
Minor Cup	£8.00
Under 16 Girls Cup	£8.00
Dallam Tower Cup	£8.00
Under 14 Girls Cup	£8.00
Under 13 Boys Cup	£8.00
S M Jones Trophy	£8.00
Under 12 Girls Cup	£8.00
Player Registration	£1.00 per player