



WILTSHIRE FA AFFILIATION GUIDE

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In response to an upgrade to the FA IT software used by County FA's we have reviewed and amended how clubs and teams will affiliate for Season 23/24.

The main update to the process is the move away from Club Affiliation to Team Affiliation. This change will mean individual teams can affiliate as soon as they are compliant with the affiliation requirements, alleviating the issue whereby a club is prevented from affiliating until all teams within the club are compliant.

Moving to affiliation by team means if you're a club with a first team in the National League System as well as having youth teams & disability provision, you can affiliate the first team for their earlier start and complete the youth teams when they're ready.

Further changes to the process include the way clubs enter County Cup competitions on the system and also the Safeguarding requirements needed for each type of affiliated team (adult, youth & disability).

The new software being adopted for clubs to affiliate will simplify the process, offering more flexibility. With automated checks the system is more efficient, faster, and less of an arduous task for club officials to manage.

When the affiliation window opens next month, clubs in Wiltshire will see the 'club fee' has been removed and a 'team fee' has been introduced.

When setting the new price structure, we have conducted research and compared with other County FA's, to ensure fees are reasonable and affordable, whilst remaining focused on our commitment to provide high quality support services to our members, across sanctions, affiliation, regulations, competition, education, football development and facility improvement.

As a not-for-profit organisation, Wiltshire FA will re-invest any additional funds generated from affiliation back into the game, continuing to support the grassroots football community.

PRICE STRUCTURE

Team Affiliation Fees	Fee
Saturday Senior – Football League	£315
Saturday Senior – Step 4 & Step 3	£235
Saturday Senior – Step 5	£170
Saturday Senior – Step 6	£120
Saturday Senior – Feeder League	£85
Open age football - Vets, Walking Football, U19 & U23 teams	£45
Youth football – U11 – U18	£20
Mini Soccer – U7 – U10	£15

Competition	Fee
Premier Shield	£150
Senior Cup	£65
Women's Cup	£65
Junior Cup	£30
Sunday Cup	£30
Vets Cup	£30
Youth Cup	£25
U16 Minor	£25
U15 Minor	£25
U14 Minor	£25
U16 Girls	£25
U15 Girls	£25
U14 Girls	£25
U13 Girls	£25

CLUB PORTAL SYSTEM

Another notable change is the transition from the Whole Game System to the Club Portal. This system should serve to make the process much more simplified, as well as being conveniently placed in the same portal as player registration and other administrative club tasks. The new affiliation system is much more user-friendly and has been streamlined from eight steps to just five.

AUTOMATED AFFILIATION

A major benefit of the new affiliation system is that much of the process can be completed automatically, provided all relevant requirements are met. These include the following for each team:

- Officials (each team must have at least one listed Manager or Coach, ideally two)!
- Qualifications
- Team Ground

If any of the teams are currently not compliant, the system will advise you on which areas need to be amended and exactly what needs to be changed to move forward. Teams that are already compliant can be affiliated separately if the club wishes to do so.

Upon making these changes, the system will then advise on how many teams can be automatically affiliated.

To affiliate the team, you would simply tick the box on the left-hand side and proceed to step 3 and 4 which is regarding insurance.

SIMPLIFIED PRODUCT LIST

In previous seasons, feedback has been received regarding product lists during affiliation which are simply too long and arduous for clubs to read through and select. Due to this, the list of team fee products which can be selected are far simpler, again to help make the process more efficient and user-friendly for the consumer.

Included in the product list will be set fees for teams at the following steps, which will be detailed in a subsequent section:

- Step 1-6 Teams
- Non-NLS Adult Teams
- Non-NLS and Small-Sided Youth Teams

NEW CLUBS

If you are a new club looking to affiliate, please email info@wiltshirefa.com and include 'New Club 23/24' (and if you know it, your intended Club name) into the subject header with details (name, address and date of birth) of your Secretary, Treasurer, Welfare Officer and Chairperson and confirm whether you are an adult or youth club.

Once you have been set up on Whole Game System, a member of the Football Services Team will be in touch to confirm your login details for the Whole Game System.

HAVE THE RIGHT INFORMATION READY

Before you start the affiliation process, you will need:

- Your (the Club Secretary's) email address and associated password for access to the Club Portal. If you do not know your password or have not set one up previously, this can be reset by clicking the 'Forgot my password' link from the portal front page.
- Details of the teams and their managers/coaches (including FAN number and/or address, postcode and date of birth) that you are running in 2023/24 along with the league competition name, home ground and kit colour for each team.

COMPLETING THE AFFILIATION PROCESS

All Teams

Once these details have been confirmed, you can add to the system and begin the affiliation process under the 'Teams' section of Club Portal, which 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 should there be any outstanding actions (e.g. debt associated to the team). On completion of your application, you will be advised on what payment is due, which will be under the 'payment' section of the Club Portal. Affiliation of each team is not complete until a payment has been made.

Insurance

IMPORTANT – ALL adult and youth clubs MUST purchase Public Liability Insurance and all teams must have Personal Accident cover. Bluefin are The FA's appointed insurance broker to deliver the National Game Insurance Scheme (NGIS)

Public Liability Insurance

County Cover, provided by Bluefin, is mandatory for all clubs and is purchased through the Affiliation process.

(If preferred you can provide proof of alternative cover you have taken out independently. If you have alternative cover, please upload your policy document within your affiliation application. If no documentation is included with your application, it will be assumed that you do not have alternative cover and County Cover will be automatically added and purchased with your affiliation.)

Personal Accident Insurance

Clubs must also evidence they have Personal Accident Insurance in place for the duration of the season for all of their teams. This document should be uploaded within your Affiliation application. No application will be approved without this document. A quote can be obtained from Bluefin. More information can be found at wiltshirefa.com/affiliation

SAFEGUARDING & DBS CHECKS

Safeguarding for Adult Teams

All clubs with at least one adult team will be required to name a Welfare Officer for season 2023/24, which will be a mandatory requirement for affiliation.

At present, there is no further action that needs to happen regarding qualifications for this role, however it will be mandatory from season 2024/25 that somebody in this position will need to have a valid FA DBS check. Please use this season as an opportunity to complete this well in advance of the following season.

In addition, all Manager's and Coaches of adult teams containing 16/17-year-old players MUST have a valid FA DBS check by season 2024/25, so please consider actioning this as soon as possible if you think your team may be affected by this.

Safeguarding for Youth Teams

As was the case in previous seasons, the Safeguarding requirements for youth teams and clubs remain extensive, with a full list of these below:

- All Key Club Officials must have completed the Safeguarding for Committee Members module online (Secretary, Chairman, Treasurer & Welfare Officer)
- In addition to the above, the Club Welfare Officer must have completed a Welfare Officer Workshop, DBS check and Safeguarding Children Course through The FA.
- All Team Officials (Managers/Coaches) must have completed an FA DBS check, as well as a Safeguarding Children Course. It is also considered best practice that anyone in this position should complete a First Aid in Football Course.

Safeguarding for Disability Teams

It will be mandatory for all Clubs with at least one disability team to have a named Welfare Officer for season 2023/24 who must also have completed a Safeguarding Adults module through the England Football Learning platform before the team can be affiliated.

Clubs with Youth Teams (U18 and below) should be aware of the following DBS guidance:

The FA DBS check has a 3-year renewal policy. Therefore, any FA DBS's older than 3 years at the point of affiliation will be considered invalid. Club Welfare Officers (CWO) must have a valid and accepted FA DBS to perform the role. If the Welfare Officer's FA DBS has expired they will need to renew and cannot hold the role until such date. Therefore, your affiliation will be on hold until they meet the necessary criteria.

All youth team coaches must have a valid and accepted FA CRC in place. This will be checked during the affiliation process; any club that has new or existing teams without a coach who has the necessary qualifications will have their affiliation placed on hold until the criteria is met.

For clubs that are already set up with a club PIN on the First Advantage system, your nominated club verifier will be able to verify documents of your new and existing coaches. If you are not already set up on this system, please contact us on safeguarding@wiltshirefa.com where we can guide you through the process.

In addition, please note that if your Welfare Officer's DBS check is due to expire, they must apply for a DBS check directly through the County FA, initially by contacting the Safeguarding email above.

To prevent delays in your affiliation please only add teams with confirmed managers at this stage.

As a reminder, a DBS check will be required for all named Welfare Officers with adult clubs by season 2024/25, as well as Manager's and Coaches of adult teams that contain players aged 16-17 years old.

WILTSHIRE COUNTY FA CUPS

Entry into Wiltshire County FA Cups now sits alone and is a separate process from team affiliations, which is another big and important change to note.

Following completion of the steps mentioned above, clubs will be able to select which teams wish to enter the County Cups and in some cases, the exact cup they wish to enter (please note these are never set in stone until the Cups Committee has determined which competition your team should be placed in).

In order to enter or manage County Cup entries, each team would be required to access the 'Manage Competitions' tab.

Once this section has been accessed, each team will have the opportunity to enter into a County Cup, The system will set-up so only competitions that the team is eligible for will appear as selectable. For example, only teams at Step 1-5 can enter the Senior Cup.

Once this has been done, the County FA will review the entry and invoice the team for this. This invoice will then appear under the 'payments' section of Club Portal, where the team can then pay and confirm entry. Payment can be made through card, making it extremely easy for teams to complete directly through the system.

Following this, teams will be added to the Wiltshire County FA Cups section for Committee review, where each team will be placed in a certain competition based on its eligibility. The County FA will then make contact in due course regarding round dates, draws and any further information for the competition entered.

If you have any further questions, please contact infor@wiltshirefa.com