

Berks & Bucks FA

Football Services Guides



Affiliation 2018/2019

In order to compete in an FA-sanctioned competition, every team must be affiliated to their local County Football Association through their parent club before the league season begins.

Affiliation Window

Clubs and leagues can affiliate through the Whole Game System ("WGS") from the following dates:

	Opens	Closes
Clubs	1 May 2018	31 July 2018
League sanctioning	1 June 2018	31 August 2018

Affiliations submitted after the window closes will incur a £20 late fee.

Affiliation Requirements: General Requirements

All clubs with youth teams must have a Club Welfare Officer (CWO) appointed. Club welfare officers require an FA-approved Criminal Record Check (CRC) issued within the last three years, and have attended an FA Safeguarding course and Welfare Officer Workshop.

For all clubs with youth teams, the **Chairperson, Secretary, Welfare Officer and Treasurer** must have completed the online [Safeguarding for Committee Members](#) course within the past three years. *Please note the new requirement for the Treasurer to have also completed the course.*

Every youth team must have a coach assigned to it who holds an FA-approved CRC issued within the last three years.

All clubs must purchase public liability and personal accident insurance. Public Liability insurance can be purchased through the County FA for £20. Alternatively, if you elect to purchase insurance from a third party, it must provide coverage for at least £10 million and a copy of the insurance policy must be provided. Personal Accident insurance must be purchased for each team and a copy of the certificate submitted.

Any historic debts owed to the County FA must be cleared before affiliation will be approved.

There will be a £5 administration fee for any manual application (i.e. not submitted through WGS).

Any club who will be processing discipline manually for the 2017/2018 season (i.e. not receiving notifications on WGS) will be charged a £20 administration fee to assist in covering postage.

It is the club's responsibility to ensure all data submitted on WGS is accurate and up to date throughout the season.

Leagues are reminded that it is their responsibility to ensure that all teams are allocated to the correct division and are affiliated to the County FA prior to the start of the season.

More Information

More information can be found on [our website](#) or by contacting Membership@Berks-BucksFA.com. Please include the name of your club or league in the subject line.

Affiliation Requirements: Summary of Changes for 2018/2019 season

Treasurers for all clubs featuring youth teams must complete the online [Safeguarding for Committee Members](#) course. *Please note this is in addition to the previous requirement of the Club Secretary, Chair and Welfare Officer completing the course.*

Open aged disability teams can now be listed as mixed gender.

Every adult wheelchair team must have a coach assigned to it who holds an FA-approved CRC issued within the last three years.

Clubs may allocate multiple individuals as “Assistant Secretaries” who will have access to all club information on the Whole Game System to assist in the administration of the club.

Affiliation 2018/2019: Schedule of Fees

Club Affiliation <i>Based on highest age group of registered teams</i>	Adult Club	£42.00
	Youth Club	£7.00
	Walking Football Club	£7.00
	Friendly Club	£5.00
	Disability Club	£5.00
Team Affiliation	Per Team	£5.00
	Development Programmes (U5/U6)	£5.00
Soccer Schools	Accreditation	£50.00
Insurance	Public Liability for Clubs	£20.00
	Public Liability for Walking Football Clubs	£10.00
First Aid Kits	Kool Pak First Aid Kit	£27.92
	Kool Pak Refill	£17.50
Administration Charges	Paper Application	£5.00
	Postage Fee	£20.00
	Late Application	£20.00