



# AFFILIATION INFORMATION PACK SEASON 2021/22





# GETTING STARTED



## WHY DO WE NEED TO AFFILIATE?

Affiliation is the process by which clubs register themselves with the County FA, allowing them to play affiliated football for the season. Affiliation takes place prior to the start of the season, and involves registering teams, club officers and club officials which make up your club. Being affiliated allows you to play in Devon competitions such as leagues and cups, as well as enter festivals and tournaments hosted by the County FA & other affiliated clubs.

## THE BREAKDOWN

Clubs are broken down into eight different categories:

- Saturday
- Sunday
- Women's
- Midweek
- Veterans
- Disability
- Youth
- Associate (friendly / recreational club)

Clubs that have teams playing in more than one of the eight categories will be divided into sections, with each section affiliating separately - but they will still come under the same club.

For example, Coach Road Rovers have a Mens section, a Youth section and a Disability section. They are one club, but will affiliate as 3 separate organisations - Coach Road Rovers, Coach Road Rovers Youth & Coach Road Rovers Disability. The club committee members can stay the same throughout the 3 different organisations.

## BEFORE YOU START YOUR AFFILIATION

Please note that your club will not be able to affiliate if you have any of the following outstanding:

- Disciplinary Invoices
- Safeguarding or Coaching Course Invoices
- Player Registration Invoices
- Previous Affiliation Invoices

## AFFILIATIONS MUST BE COMPLETED BY FRIDAY 9TH JULY



# CLUB AFFILIATION



## THE PROCESS

Club secretaries will need to log onto the Whole Game System with their email address & password.

If when you try to logon you receive this error message - "This email exists on more than one account. Please contact "myaccount@thefa.com to resolve the issue" - [please follow this link](#).

## LET'S GET STARTED

Once logged onto the system you will be able to start the affiliation process.

You will need to complete the following steps to submit your application:

1. **Club Details**
2. **Club Officials**
3. **Club Grounds**
4. **Team & County Cup Entries**
5. **Supporting Documents (Insurance Policies)**
6. **Purchases**
7. **Submit For County Approval**





# CLUB AFFILIATION



## 1 - CLUB DETAILS

The first step is entering your club details. This includes, your club name, address, and accepting the terms and conditions. Many of these will be prepopulated if you are an existing club.

## 2 - CLUB OFFICIALS

Check all club officials are correct, along with their contact details. If you need to update anyone's personal details, you will need to ask them to do it themselves by logging into their Whole Game System account, or by contacting the County FA.

## 3 - CLUB GROUNDS

Here you will need to enter details of your club ground.

## 4 - TEAMS & COUNTY CUP ENTRIES

This is the most detailed part of the affiliation process. Here, you will need to add any new teams that you have for the 2021-22 season. You can also remove any teams that have folded. Please ensure all team officials (managers, assistant managers, etc) have the correct qualifications. Please also ensure that each team are entered into the league for the 2021-22 season. If you fail to enter your team into the league, this may cause problems and complications when trying to register players & with your leagues Full-Time intergration.

## 5 - SUPPORTING DOCUMENTS & INSURANCE

You will need to upload any insurance documents here along with statements of accounts. Every club needs 1 x Public Liability Insurance. Every team will need their own Personal Accident Insurance. This can be purchased through our Insurance partners, Sportsguard. Alternatively, if your club have insurance through another company, you will need to upload your insurance documents at this stage. Your club's balance sheet can also be uploaded here.

## 6 - ADDITIONAL PURCHASES

Here you will need to add on your Public Liability Insurance and Personal Accident Insurance, if you are purchasing through us. The higher the price of the insurance, the higher level of cover it will provide the team you are applying it to.

## 7 - SUBMIT TO COUNTY FOR APPROVAL

This is the final stage of your application. You can review your purchases here. Please note, a separate invoice will be generated for County Cup entries, which will be on another invoice to your affiliation.

# REVIEWING YOUR AFFILIATION

We will then review your affiliation application. This process can take up to a week dependant on the size of your club and your time of affiliation. Please note, we have over 500 clubs in Devon & with them all affiliating within a short space of time, the wait time may be a little longer than usual.



Following the review, we will submit the affiliation to the invoicing stage or feedback to you any required amendments that must be made.

Amendments may include - adding a coach to your team, informing us of the league the team will be playing in, providing your insurance certificate, ensuring a coach has the correct qualification or DBS check.

Feedback will be sent to the club secretary via email.

# SUBMITTED & INVOICED

At this stage, your club will need to pay for your affiliation. The total cost of this may include public liability and personal accident insurance, as well as additional extras such as the County Handbook. To avoid delays, we recommend clubs pay for their affiliation online, through the Whole Game System.

If you do not wish to pay online, you can pay via BACS, cheque, cash or via card payment over the phone.

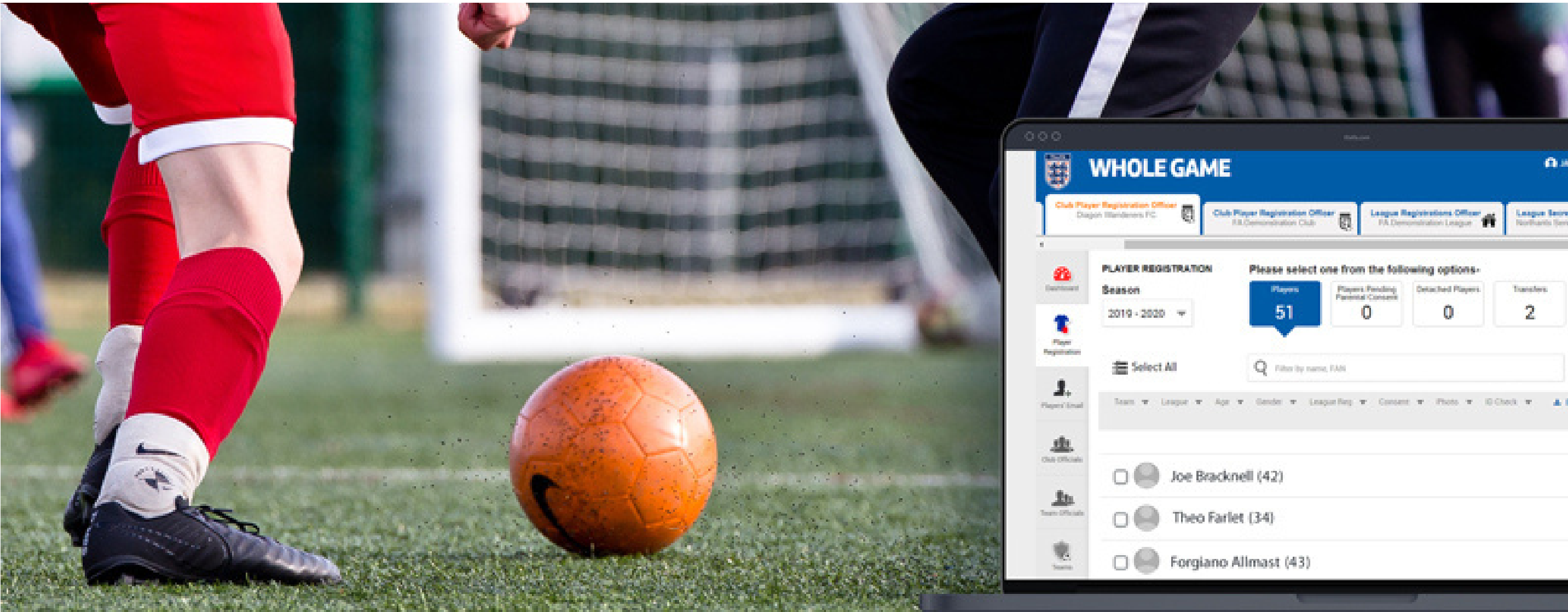
A breakdown of the fees will be available for you to view on the Whole Game System.

# APPROVED

Once payment has been submitted, the County FA will conduct a final review before confirming your clubs affiliation has been completed.

# COMPLETED

Following the final review, the County FA will approve your affiliation. A confirmation email will then be sent to your Club Secretary with your Club Affiliation Number. Only when this has been received will your club be affiliated. Your club may need this affiliation number to provide to the league, to prove you are affiliated.





# SAFEGUARDING REQUIREMENTS



Every affiliated club and league with youth teams must have in place a Safeguarding Children Policy and Procedure.

All volunteers carrying out regulated activity with Under 18's (in accordance with DBS guidance) require an enhanced DBS with a check of the Children's Barring List before they commence their role within football. This is current practice and will remain in place.

For the avoidance of doubt, volunteers will not be permitted to carry out regulated activity with Under 18's until they have obtained a DBS check.

Every football club must have a safeguarding children policy. For your policy to be truly effective members need to understand what it means for them and that includes how it's intergrated into daily football activities.

A Safeguarding Children Policy should be based on straight forward principles and the foundation of a well-run and effective club. By signing up to The FA's Safeguarding Children Policy and Procedures, your club will start to turn best practice into common practice.

## **YOU MAY FIND THE FOLLOWING LINKS USEFUL**

**[START YOUR AFFILIATION HERE](#)**

**[BOOK COURSES THROUGH THE BOOTROOM](#)**

**[HOW TO OBTAIN A DBS CHECK](#)**

**[HOW TO REPORT A CONCERN](#)**

**[HOW TO COMPLETE THE WELFARE OFFICER WORKSHOP](#)**

**[SAFEGUARDING ADULTS IN DISABILITY FOOTBALL](#)**

**THE BOOTROOM**

# SAFEGUARDING YOUTH CLUBS



## YOUTH TEAM MANAGERS/COACHES

Every youth team must have at least one manager/coach listed.

All managers/coaches must have the following qualifications in place. Without them, affiliation will be blocked or an action plan created with a deadline for completion:

- **FA DBS Check** – cleared and in-date (expires every 3 years)
- **Safeguarding Children Workshop** – must have attended the FA Safeguarding Children Workshop within the last 3 years (can be renewed online for free)

FA qualified coaches and Emergency First Aid courses are also a requirement for all Charter Standard / England Football Accredited clubs and are of course desirable for all clubs yet to achieve this status.

Please don't just list one manager/coach. Ensure you list ALL coaches/helpers at your club so that you can be sure everyone at your club is appropriately qualified and checked.

## FA DBS CHECK

All youth coaches and anyone else with regular involvement with U18 teams must have a cleared, in-date FA DBS. This includes coaches of adult teams who have U18's in their squad.

This is a legal requirement to ensure the proper background checks have been carried out. Please ensure these checks are carried out before any involvement with youth football. This is to protect you and the children at your club.

After the CRC date expires, The FA stipulate a 21 day window of compliancy before action against the team/club takes place.

- Only FA CRC's are valid
- All club welfare officers can provide details and verify documents to complete FA CRC checks for your club
- This is a requirement for ALL COACHES whether they are the head coach, assistant or helper, as well as anyone else with regular contact with youth teams

# SAFEGUARDING YOUTH CLUBS



## CLUB COMMITTEE MEMBERS SAFEGUARDING COURSE

This course must be completed by :

- Club Secretary
- Chairman
- Welfare Officer
- Treasurer

This must be completed regardless of whether the 3 hour Safeguarding Children Workshop has been attended.

Please note – any committee members who are also a coach or assistant **MUST** also complete the 3 hour Safeguarding Children Workshop

This is workshop designed specifically for Club Committee members. It's online, free and takes around 1 hour. We would recommend that all members of clubs are encouraged to do this whether you are a committee member, coach, or assistant, as it has some really good content and is good practice.

## WELFARE OFFICERS

Every youth club must have a Welfare Officer in place who has the following qualifications:

- FA Welfare Officer workshop
- FA CRC (cleared and in-date)
- Safeguarding Children Workshop (in-date)
- Committee Members Safeguarding Workshop completed (online 1 hour course)

Something that lots of clubs are doing now is adding assistant club welfare officers. This is particularly useful if you are a larger club. This is worth considering if you are a club with just one welfare officer who might need a little bit of a help. Note – any assistant welfare officers must have all qualifications as per above in place.



# REQUIRED ROLES & QUALIFICATIONS



	DBS CHECK	SAFEGUARDING CHILDRENS WORKSHOP	ONLINE SAFEGUARDING COMMITTEE MEMBERS	WELFARE OFFICER WORKSHOP	FA PLAYMAKER MINIMUM	CODE OF CONDUCT	EMERGENCY FIRST AID
CHAIRMAN	NO	NO	YES	NO	NO	YES	NO
SECRETARY	NO	NO	YES	NO	NO	YES	NO
TREASURER	NO	NO	YES	NO	NO	YES	NO
WELFARE OFFICER	YES	YES	YES	YES	NO	YES	NO
MANAGER	YES	YES	NO	NO	YES	YES	YES
COACH	YES	YES	NO	NO	YES	YES	BEST PRACTICE
ASSISTANT MANAGER / COACH)	YES	YES	NO	NO	BEST PRACTICE	YES	YES
FIRST AIDER	YES	YES	NO	NO	NO	YES	NO
COMMITTEE MEMBER	NO	NO	YES	NO	NO	YES	NO
PLAYER REGISTRATIONS OFFICER	NO	NO	NO	NO	NO	YES	NO
CLUB ACCREDITATION COORDINATOR	NO	NO	NO	NO	NO	YES	NO
GROUNDSMAN	NO	NO	NO	NO	NO	YES	NO
PARENT HELPER	YES	NO	BEST PRACTICE	NO	NO	YES	NO



# INSURANCE



## WHAT INSURANCE POLICIES DO WE NEED?

You are required to have two separate insurance policies in order to participate in affiliated football:

**PERSONAL ACCIDENT INSURANCE** - this insurance provides benefits to your own players if they become injured whilst participating for your club. Youth teams will need to select 'Youth Personal Accident Insurance when affiliating. This is cheaper than the standard cover for Adult teams.

**PUBLIC LIABILITY INSURANCE** - this insurance is designed to protect your legal liabilities in the event of legal action coming against your club for negligence.

## CLUBS AT STEP 6 AND ABOVE

Clubs with teams playing at STEP 6 AND ABOVE, now have higher guidelines of Personal Accident Insurance that they have to take out and Devon FA have provided them with a more than attractive rate that can be purchased on affiliation.

## HOW MANY POLICIES DO WE NEED?

Each club will need 1 x Public Liability Insurance. For example, if your club has 2 mens teams, 2 youth teams and a ladies team, you will only need 1 x copy of Public Liability Insurance to cover all of those teams, as they are all part of the same club.

Each team will need 1 x Personal Accident Insurance. Therefore, if your club has 7 youth teams, you will need to purchase 7 x Personal Accident Insurance, one policy to cover each team.

## MY CLUB ALREADY HAVE INSURANCE WITH ANOTHER PROVIDER

If your club already have insurance through another provider, such as Bluefin, you will need to upload the insurance documentation in Step 5 of your club's affiliation - Supporting Documents & Insurances.

## I NEED PUBLIC LIABILITY DOCUMENTATION TO SHOW A VENUE

Venues will probably ask for a copy of your Public Liability insurance when you hire their facilities for training or matches. If you've purchased your insurance through Devon FA during your affiliation, we will send you the documentation upon your request. Just email - [affiliations@devonfa.com](mailto:affiliations@devonfa.com) and we will send you the relevant documents.

**CLICK THE SPORTSGUARD LOGO BELOW FOR MORE INFORMATION  
OR EMAIL - [RICHARD@SPORTSGUARD.CO.UK](mailto:RICHARD@SPORTSGUARD.CO.UK)**





# COUNTY CUP ENTRY



## THE PROCESS

At Step 4 of your club's affiliation process, you will be asked if your teams wish to enter the County Cup for the upcoming season.

The following rules apply for the County Cup:

**All Adult 1st teams must enter the County Cup**

**All Under 18 Boys Teams must enter the County Cup**

All other cup entries are optional. For example, if you are a club with 3 Men's teams, the most senior team (1st team) must enter the County Cup. The other two teams can enter if they wish to, but entry to these cups is not mandatory.

Youth teams with more than 1 team in each age group can both enter the same County Cup. For example, if Coach Road Rovers had an Under 13 United team, and a Under 13 Athletic team, they could both enter the same County Cup.

The County Cup season starts in September, and Cup Finals are all played at Devon County FA HQ, at Coach Road in Newton Abbot at the end of the season.





# WHICH COUNTY CUP SHOULD WE BE IN?



LEAGUE	DIVISION	COUNTY CUP
DFL	ALL	PREMIER CUP
DEVON + EXETER	PREMIER	PREMIER CUP
DEVON + EXETER	1-4	SENIOR CUP
DEVON + EXETER	5-9	INTERMEDIATE CUP
NORTH DEVON	PREMIER	PREMIER CUP
NORTH DEVON	SENIOR	SENIOR CUP
NORTH DEVON	INTERMEDIATE	INTERMEDIATE CUP
PLYMOUTH & WEST DEVON	PREMIER	PREMIER CUP
PLYMOUTH & WEST DEVON	1	SENIOR CUP
PLYMOUTH & WEST DEVON	2 & 3	INTERMEDIATE CUP
SOUTH DEVON	PREMIER	PREMIER CUP
SOUTH DEVON	1	SENIOR CUP
SOUTH DEVON	2 & 3	INTERMEDIATE CUP



# WHICH COUNTY CUP SHOULD WE BE IN?



LEAGUE	DIVISION	COUNTY CUP
EXETER + DISTRICT SUNDAY	PREMIER	SUNDAY SENIOR
PLYMOUTH & WEST DEVON SUNDAY	PREMIER	SUNDAY SENIOR
PLYMOUTH & WEST DEVON SUNDAY	1 & 2	SUNDAY SUPPLEMENTARY
SOUTH WEST PENINSULA LEAGUE	EAST & WEST	ST LUKE'S
WESTERN LEAGUE	ALL	ST LUKE'S
PERRY STREET	ALL	INTERMEDIATE CUP
EAST CORNWALL	PREMIER	PREMIER CUP



# FREQUENTLY ASKED QUESTIONS



## **WE'RE A FRIENDLY OR DEVELOPMENT CLUB, DO WE STILL NEED INSURANCE?**

If you are a club who are just playing friendly fixtures, you will need to select Personal Accident Insurance for Friendly Clubs. If you are a Development team who are playing youth fixtures, you will need to select Personal Accident Insurance for Youth teams.

## **HOW CAN MY CLUB CHANGE THEIR NAME?**

If your club wish to change their name, they must email - [affiliations@devonfa.com](mailto:affiliations@devonfa.com)

Please ensure your league are ok with the name change, and speak to them before you contact us.

## **CAN MY CLUB HAVE THE WORD 'ACADEMY' IN THEIR NAME?**

*Please note we will no longer be allowing clubs to affiliate with the word "Academy" in their name, unless the club meets the following FA definition:*

“Academy player means a male player (other than an Amateur Player or a Trialist) who is in an age group between Under 9 and Under 21 and who is registered for and who is coached by or plays football for or at a Club which operates an Academy pursuant to the Professional Game Youth Development Rules, save for a player who:

In the reasonable opinion of the Club which holds his registration has developed technical, tactical, physical and psychological skills of such a level that he would not benefit from participating or continuing to participate in its Academy's Coaching Programme and Games Programme; and

- Is registered as a Contract Player for that Club; and
- Is at least 18.”

Or the club is name directly after an education establishment they are associated with, this must be evidenced through a letter from the Principal or Headteacher of the School.



# FREQUENTLY ASKED QUESTIONS



## **WHY DO CLUBS AT STEP 6 NEED HIGHER INSURANCE COVER?**

Clubs playing in the National League System (Step 6) need to have an higher level of insurance due to the fact that some of these players may well be lucky enough to be receiving payments for playing via contracts and also the time required due to travel distances that their insurance cover needs to reflect the higher risk and hospital costs.

## **DO WE HAVE TO ENTER THE COUNTY CUP?**

Youth teams are not required to enter the County Cup - apart from Under 18 Boys.

*Under 18 Boys are required to enter the Devon Under 18 Boys County Cup.*

The most senior team of every adult Club must enter the County Cup. For example, if you have a 1st, 2nd and 3rd team, the 1st team must enter the County Cup. If you only have 1 team at senior level, they will have to enter the County Cup.

Please see the 'Which County Cup should we be in?' page earlier in the guide to see which cup you should be entering.

## **I'M TRYING TO ADD AN OFFICIAL BUT THEY'VE NEVER HAD A FAN BEFORE - HOW DO I ADD THEM?**

If you are trying to add an official who has never had a FAN before, you will need to contact us with their details for us to create one. Please email - [affiliations@devonfa.com](mailto:affiliations@devonfa.com)

## **WHY DO WE NEED TO AFFILIATE TO THE DEVON FA?**

All clubs need to affiliate to allow them to not only play football but also give them the opportunity to use the many Referees we have registered for their matches. In addition, your affiliation also allows you to obtain membership of the many Devon Affiliated Leagues, take part in County Cups and also give you the opportunity of purchasing reduced rate Insurance cover to protect the players and members of your Club.

**If you have any other questions, please email them to - [affiliations@devonfa.com](mailto:affiliations@devonfa.com)**