

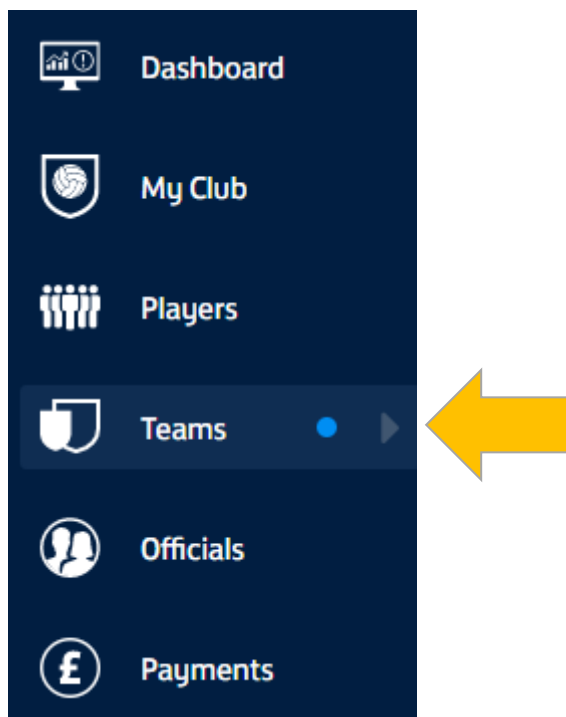
CLUB AFFILIATION GUIDE 2024



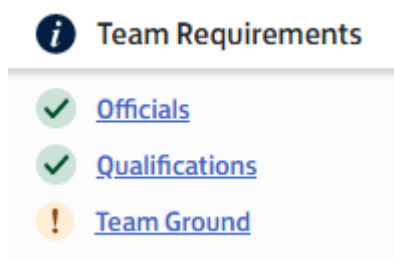
Navigate your web browser to <http://clubs.thefa.com> and log-in using your Email Address and Password.

If you do not know your password click '**Forgotten Password?**' and you will be able to reset/retrieve your password. If you have any issues with this please email info@DurhamFA.com

1. Once logged in click on the 'Teams' tab on the left-hand side.



2. Firstly you need to check that all of the teams that you wish to affiliate have correct Officials assigned, that their relevant qualifications are in-date and that a team ground is selected. To the right of any team you will note three Team Requirements which are 'Officials', 'Qualifications' and 'Team Ground'. A green tick acknowledges that the information is present i.e. a team official has been assigned however you will still need to check that the information is correct. An exclamation mark means that the information is not present and you must ensure it is before you can continue with your club affiliation. To edit/add the information click on the relevant wording.



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3. Once all teams that you wish to affiliate have three ticks i.e. Officials, Qualifications and Team Ground you can proceed to click 'Affiliate Teams'



4. Please read the information displayed and then click 'Start Now'

[Applying For Affiliation](#)
[What Is Affiliation?](#)

Apply for affiliation

For 2022/23 season

The affiliation process has the following steps.

- Club details:** validating that your club has the required key officials, ground information & documents uploaded.
- Team selection:** where teams eligible for affiliation can be selected.
- 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. On completion of your application, you will be advised on what payment is due. Affiliation of each team is not complete until a payment has been made.

You can now also make multiple affiliation applications, enabling you to affiliate teams when it suits you throughout the season.



5. Check your club details are correct and click 'Update' to make any amendments. You will not be able to proceed until the Safeguarding Declarations have been accepted. Click on 'Update' and then click accept on the relevant declarations.

Confirm Club Details

Key Officials
[Update](#)

Secretary

Club Grounds
[Update](#)

Main Ground



Safeguarding Declarations
ACTION REQUIRED
[Update](#)

Date -

Accepted by Not Accepted



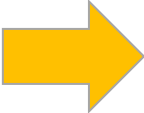
Safeguarding Declarations

Document Type	Completed By	Expiry Date	Actions
 Safeguarding Declaration Youth Football <small>NON-MANDATORY</small>	N/A	N/A	Accept
 Safeguarding Declaration Open Age Football <small>MANDATORY</small>	N/A	N/A	Accept




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6. Tick the box to confirm that you have checked all of the details and this is an accurate record of your club and then click next.

☒ I confirm I have checked all of the above details and this is an accurate record of my club.


NEXT



[Exit application](#)

7. Select the teams that you wish to affiliate. You will only be able to select teams that have all requirements met.

Select Teams To Affiliate

 Show Filters

16 Teams (8 Selected)

Important

- If a team is showing as missing requirements, please go back to the team listing screen and ensure team requirements are complete.
- To edit any team details you will need to exit the process and update any relevant teams.

<input checked="" type="checkbox"/> Team Name	League
<input checked="" type="checkbox"/> U7 s Mixed / 5v5	
<input checked="" type="checkbox"/> U7 s Lions Mixed / 5v5	

8. Click next to begin adding relevant Club insurance (Public Liability). You can choose to purchase Club insurance from Durham FA or provide evidence of your own insurance.

How Do You Want To Add Club Insurance?



Purchase Club Insurance

You will need to select an Insurance product from your County FA's insurance provider

OR



Upload Club Insurance

Public Liability Insurance must provide a minimum of £10m of cover

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9. If you choose to purchase Club insurance (Public Liability) you will only have one option to choose. Select the option and click next.

Select Club Insurance

Cover provided by your County FA on behalf of their insurance partner (Sportsguard)

Insurance Products



Sportsguard
Public Liability Insurance Certificate

10. Next you will have the option of adding Team Insurance (Player Personal Accident Insurance) or providing evidence of your own insurance.

How Do You Want To Add Team Insurance?



Purchase Team Insurance

You will need to select an Insurance product per team from your County FA's insurance provider



Upload Team Insurance

Personal Accident Insurance must cover each team you have selected to affiliate

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11. If you choose to purchase Team Insurance (Player Personal Accident Insurance) click the box to the left of each team name and then select the insurance. You can choose to apply the selected insurance to all eligible teams.

Select Team Insurance

Cover provided by your County FA on behalf of their insurance partner (Sportsguard)

Insurance Products *

Team Name		Product Name
	<input type="checkbox"/> U7 s Mixed / 5v5	Sportsguard
	<input type="checkbox"/> U7 s Lions Mixed / 5v5	Sportsguard

Which insurance product do you need?

All products shown meet minimum insurance requirements set by your county FA

| U7 s

- ☒ Sportsguard (£15.00 per team)
Sportsguard Personal Accident Insurance

COSTS DISPLAYED ARE FOR ILLUSTRATION ONLY

UP-TO-DATE RELEVANT FEES WILL BE SHOWN IN CLUB PORTAL

Do you want to apply to all?



- ☐ **Apply to all (eligible teams only)**
- The product will only be applied to teams that are eligible for the selected product
 - If the team already has an insurance product, the existing product will not be removed

SAVE



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12. Review your application and if all correct proceed to payment.

Review Your Application

Teams Fees

[Show More](#)

Club Insurance *

[Show More](#)

Team Insurance *

[Show More](#)

Total Amount	£315.00
Teams Fees	£165.00
Club Insurance	£10.00
Team Insurance	£140.00
Total VAT	£0.00

By submitting this application, you are confirming that, to the best of your knowledge, the details you are providing are correct.

PROCEED TO PAYMENT

[Exit application](#)

COSTS DISPLAYED ARE FOR ILLUSTRATION ONLY

UP-TO-DATE RELEVANT FEES WILL BE SHOWN IN CLUB PORTAL

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13. Once you've clicked 'Proceed to Payment' an invoice will be created. Select the box to the left of the Invoice number and then click 'Proceed to Pay'.


Invoice #	Invoice Date
<input checked="" type="checkbox"/> <u>AFF132230013</u>	28 Apr 2023

14. Select Credit/Debit card and then provide payment details.

Payment



How do you want to pay?

 Credit / Debit Card ☐

Order Total

AFF132230013	
Sub Total	£315.00
VAT costs	£0.00
Total	£315.00

PAY NOW

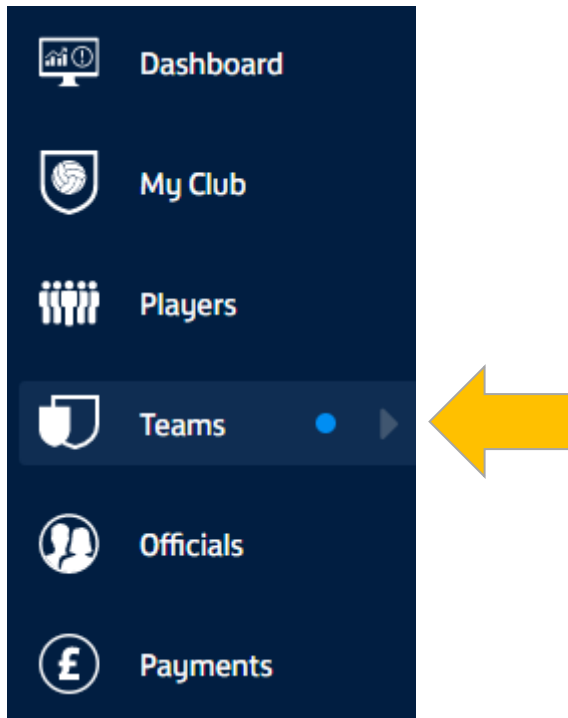
Once you have paid your invoice this is the end of the affiliation process. However if you wish to enter any County Cups please continue with this guide.

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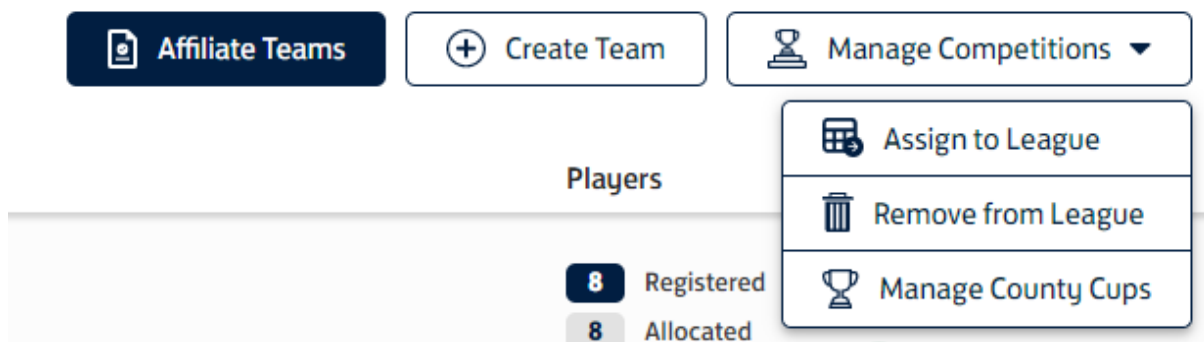


COUNTY CUPS

1. Click on the 'Teams' tab on the left-hand side.



2. Click on 'Manage Competitions' and then 'Manage County Cups.'



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3. Select the team that you would like to enter into a County Cup and then click Next. Please note you can only select one team at a time.

Please select the team you wish to assign to a County Cup.

Age ▼

Gender ▼

County Cup ▼

Clear Filters

24 Teams

U7 s Greens	N/A	✓
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4. Select the County Cup that you would like this team to enter and then either click 'Confirm & Add Another' or 'Confirm & Submit'.

ASSIGN TEAMS TO A COUNTY CUP

Select for the cup you wish to assign to:

U7 s Greens

Select the cups that you wish to enter this particular team, you can select as many cups as you wish.

County Cup Name ▼	County FA ▼	Unit Price	VAT	Entry Fee
<input checked="" type="checkbox"/> Tester youth TL	Durham FA	TBC	TBC	TBC

GO BACK

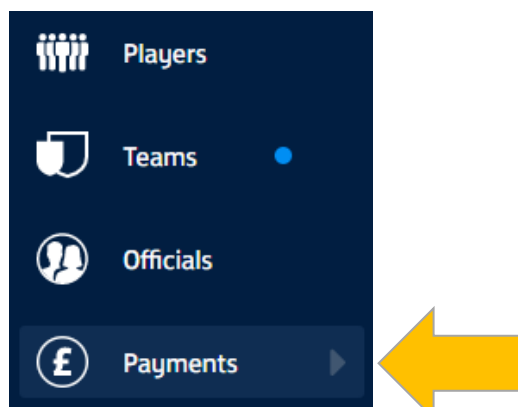
CONFIRM & ADD ANOTHER

CONFIRM & SUBMIT

IMAGE FOR EXAMPLE ONLY *RELEVANT TEAMS/CUPS WILL BE SHOWN IN CLUB PORTAL*

5. Once you have submitted your entry Durham County FA will then verify and confirm your entry before an invoice is raised.

You will receive a notification that an invoice has been raised and you will find the invoice by clicking 'Payments' on the menu.



YOUR ENTRY IS NOT CONFIRMED UNTIL AN INVOICE IS RAISED AND PAYMENT IS THEN MADE BY YOUR CLUB. IF YOU HAVE ANY QUERIES REGARDING YOUR COUNTY CUP ENTRY PLEASE EMAIL BRADLEY.PAUL@DURHAMFA.COM