

2023/2024 SEASON

TO ALL CLUBS AFFILIATED TO THE DURHAM COUNTY F.A.

Dear Secretary,

All fees must be received, and an affiliation number provided for 2023/24 season, if your team intends to participate in friendlies/festivals/or organised football from 5th June 2023

AFFILIATION (To be completed date NO LATER THAN 30TH JUNE 2023 – To attend and vote at Durham County FA Annual General Meeting).

Affiliation should be completed online via Clubs Portal - [Sign In \(thefa.com\)](https://thefa.com) should there be any changes these should be updated during the online affiliation process.

Please refer to the affiliation requirements document which provides the main changes and requirements for 2023/24 For clubs with youth teams, before any Club/Team can affiliate they must have a nominated Club Welfare Officer who **MUST HAVE** must have an in-date, accepted FA DBS and have completed the **Safeguarding Children Course** which must also be in date, and attended a online FA Club Welfare Officer Workshop, FA Courses are available through this link

<https://learn.EnglandFootball.com/courses>

For DBS applications please contact your Club Welfare Officer or Safeguarding@DurhamFA.com and guidance can be provided

The Welfare Officer, Secretary, Chairperson and Treasurer must have completed the online Safeguarding for Committee Members Course, guidance is attached on how to access this course.

CASH STATEMENT (return date NO LATER THAN 1st JULY 2023): This refers to the SEASON JUST FINISHED and MUST include ALL INCOME and EXPENDITURE. All Clubs have these items ie, League fees, Referees fees, ground hire etc. Where a club has several teams and all expenses are paid from one account, then it is only necessary to provide one balance sheet but reference to the age groups covered must be submitted in letter format. The statement requires the signature of TWO AUDITORS, these can be two members of your club who can verify that the statement is correct.

With respect to NEW CLUBS (those formed in the last twelve months) the statement should be signed in the relevant space on the reverse side of the form, this also relates to clubs where a parent company pays all its expenses.

This should be uploaded in Club Portal, under 'My Club' 'Documentation' and then 'Accounts'

UNAFFILIATED FOOTBALL: It is the Clubs/Teams responsibility to ensure that they do NOT participate in any unaffiliated football, there are many reasons for this which include FA Rules regarding affiliated and unaffiliated football participation, local authorities and facility hire, Insurance, Funding and Grants etc.

TOURNAMENTS: Teams participating in Tournaments/Festivals must be affiliated for the 2023/24 season

Should you be hosting a Tournament you need to provide the County FA with a list of teams participating (including their relevant 2023/24 season affiliation number), rules (a standard set can be provided upon request) and fee of £20.00 per age group at least **SEVEN DAYS** before commencement. If you are playing in any other tournaments (whether local or not) you **MUST** receive permission from the Durham CFA to participate, this is to ensure the tournament is sanctioned and your members have the relevant insurance in place.

COUNTY CUP/CHARITY CUP ENTRY (closing date NO LATER THAN 1st AUGUST 2023): County Cup and Charity Cup entry should now be completed through Club Portal, this should be completed at the point of affiliation, or you can add this at a later date, although **no later than 1st August 2023** as this is the deadline, once you have added in Club Portal, this will be reviewed to check the team meets the criteria, the club will then be invoiced, once paid this will then mean you have been entered in to the relevant Cup Competition.

The Association administers the following cups, entry will be dependent on meeting the required criteria.

Midweek

Challenge Cup - entry depends on League status and facilities as stated by The County FA.

Saturday

Trophy, Minor – adult competitions entry depends on League status and facilities as stated by The County FA.

Youth Cup – U18s (U17s can also enter although is optional)

New for 2023/24 season - U12s Girls (U11 and U12 affiliated teams can enter), U14s Girls (U13 and U14 affiliated teams can enter), U16s Girls (Under 15 and U16 affiliated teams can enter) ***These Cups will be played on a Saturday although Sunday affiliated teams, at the relevant age groups are also permitted to enter***

Sunday

Sunday County Cup – adult competition

Charity Cups – Bishop Auckland Heart Foundation and North West Durham (you can enter only one of the two charity cups)
U13s, U14s, U16s (Youth Minor - U15s affiliated teams can enter), U18s Sunday (U17s affiliated teams can enter)

Any club entering a Competition and then withdrawing will be liable to pay an exemption fee as agreed by DCFA Council.

For any queries, please contact Eve.Walker@DurhamFA.com

BENEVOLENT FUND (to assist in the loss of income): All clubs affiliated to The Association will automatically be included into the scheme FREE of CHARGE providing they meet the criteria. This scheme is in addition to the Personal Accident scheme and all registered players can apply, as long as they are eligible to, and so long as the fully completed form is received by the office within one month of the date of the injury, as Club Secretary you can obtain a form by contacting Kerry.Topping@DurhamFA.com

CLUB NAME CHANGES: These can occur at any time as long as you seek permission from the County FA, in writing and provide a fee of £20.00 (on each occasion).

SHIRT ADVERTISING: All applications for new shirt advertising MUST be submitted IN WRITING/BY EMAIL and permission obtained before being displayed. These must be on the front of the shirt and no bigger than 250 square centimetres.

Yours faithfully,

J.C. Topping - Company Secretary