



**ENGLAND
FOOTBALL**

CLUB AFFILIATION FAQ'S

2021 - 2022





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WHAT IF I CAN'T REMEMBER MY FAN NUMBER?

If you can't remember then please [click here](#).

CAN I COMPLETE MY CLUB AFFILIATION IN STAGES?

You can complete your Club Affiliation in more than one session if you wish. Make sure you click on "Save Changes" as you work through the form, and if you leave it and come back later, the form will be saved at the stage you left it.

HOW DO I CHANGE MY CLUB DETAILS?

The first step of affiliation asks you to confirm your club details are correct. If any of these need to be amended, click on the edit link (the pencil icon) and you can update and save your club details.

CAN I AMEND OUR CLUB NAME?

No. You cannot amend your club name through the online affiliation form - if your club name, or legal status has changed, please contact tina.edwards@eastridingfa.com including your current club name and the name(s) you wish to be changed to.

CAN I UPDATE MY CLUB GROUNDS?

Yes, you can now update your Club Grounds via the Club Affiliation form.

Please use the option to search for a ground as this will give you access the Football Foundation's Pitchfinder database of grounds.

WHAT ARE THE REQUIRMENTS OF THE CLUB WELFARE OFFICER (CWO)?

Every club which has youth teams attached to it must have a CWO in place before we can affiliate the club.

To nominate an individual as a CWO, the person must have an in-date and accepted FA DBS Check. In addition, they must have completed the FA Safeguarding Workshop and a Welfare Officer Workshop. Please [click here](#) to access these courses.

For the DBS process, please contact steve.lazenby@eastridingfa.com

DO I NEED TO REVIEW ALL OUR TEAMS?

Yes, although the Club Affiliation form will present you with a pre-populated set of teams (based on last season's teams) you will need to check each team, ensuring their league and cup entries are correct, and ensuring any managers and coaches are added for the teams.

HOW DO I REMOVE TEAMS?

If you need to remove a team (i.e. report that it won't be running next season) then check the box called "Team Folding" box next to the team. You will be asked to provide one or more reasons why the team is not continuing for the new season. Please give the best option(s) available. When your affiliation form is processed, this team will be discontinued.



WHAT IS A U5 / U6 DEVELOPMENT CENTRE?

U5 and U6 Development Groups can now be recorded within affiliation. This provides the club with the ability to record these activities align coaches and fulfil their safeguarding procedures for these groups. These age groups cannot play fixtures and cannot be placed in leagues.

WHAT IS A TEAM SUFFIX?

The team suffix is part of the Team Name and is used to differentiate teams of the same age group and gender within a club. E.g. if a club has two U12 boys' teams, it could add the suffixes 'red' and 'blue' to the two teams.

DO WE HAVE TO PAY OUR CLUB AFFILIATION FEE'S STRAIGHT AWAY?

No. We will invoice you. Only once your application had been approved at which point payment will be due.

DO I NEED TO CHECK LEAGUES FOR EACH OF OUR TEAMS?

Yes, although each team will normally be entered in the same league as the previous season, you should make sure teams are in the correct league, or this will cause problems when your league is sanctioned.

WHEN SHOULD I ADD 'MIXED' TEAMS AS GENDER?

"Mixed" can only be added for teams at U18 and younger and should only be recorded when a team will be comprised of boys and girls.

AM I REQUIRED TO ASSIGN MANAGERS AND COACHES TO ALL TEAMS?

All teams aged U18 and below are now required to have either a manager or coach named, and you may also nominate assistant managers, assistant coaches, goalkeeping coaches, first aiders and physiotherapists.

These individuals must have an accepted in-date (less than three years) Enhanced FA DBS Check for your County FA to approve your club affiliation application.

Please note that one individual cannot be nominated as the main manager/coach/assistant manager/assistant coach for more than four teams, even if these teams are from different clubs.

WHAT HAPPENS WHEN I SUBMIT OUR CLUBS AFFILIATION APPLICATION?

When you click on "Submit for Approval" the Whole Game System will first check that you have not left any mandatory fields unchecked.

The form will then be sent to your County FA, who will review it and ensure it is correct. Once it has been submitted, you cannot amend any of the details within the Affiliation form.