



Club Affiliation Guide

2020 / 2021



Are you a new club?

If you are a new club looking to affiliate please email tina.edwards@eastridingfa.com and include the details (name, address and date of birth) of your club Secretary, Treasurer, Welfare Officer and Chairperson and confirm whether you are an adult or youth club. Once you have been set up on Whole Game System, a member of the Football Services Team will be in touch to confirm your login details for the Whole Game System.

Before you start the affiliation process, you will need;

- Your (the Club Secretary) FAN number and associated password for [Whole Game System](#). If you do not know your FAN number, please email tina.edwards@eastridingfa.com. If you do not know your password, then please reset by clicking the 'Forgot my password' link on the portal front page.
- Details (including FAN number and / or address, postcode and date of birth) of your Secretary, Treasurer, Chairperson and Welfare Officer A Club Welfare Officer is only required for youth clubs and adult clubs that has players under the age of 18. More information about young people in adult football can be found [here](#).
- Details of the teams and their managers / coaches (including FAN number and / or address, postcode and date of birth) that you are running in 2020 / 21 along with the league competition name, home ground and kit colour for each team.
- Details of any County Cup competitions you wish to enter.

Starting the affiliation process for your club:

1. Log in to [Whole Game System](#) using your email address and password and click on the 'Club Secretary' tab at the top of the dashboard.
2. Click on the 'Affiliation 2020-2021' tab on the left-hand menu to begin.
3. Any teams that are disbanding should be un-ticked under 'Active'. If you want to add an additional team, click the 'Add Team' button at the bottom of the screen. Only add teams you are certain will be running in the 2020 / 2021 season at this stage.

Conditions of Affiliation

All clubs affiliating to East Riding FA must keep a minute book, adequate accounting records and a register of members – kept up to date and available for inspection on request by the County FA at any time.

A club must have rules that are written in a club constitution that all members must agree at an Annual General Meeting (AGM) in order to affiliate to their County Football Association (County FA). We strongly advise that clubs also adopt an internal club discipline policy alongside the club rules, a template for which is also available from The FA.



Safeguarding and FA DBS Checks

It is a requirement for YOUTH CLUB officials (Secretary, Chair, Treasurer and Welfare Officer) to complete an 'Online Committee Member Safeguarding' course (please note, this is not the same as the FA safeguarding workshop which those coaching teams may have completed). This is a free, online training course and will take around 60 minutes to complete. The course will be accessible for other club officials also; however, it is mandatory that the Secretary, Chairman, Treasurer and Welfare Officer complete the course in order to affiliate. To find out more information and to access the 'Club Management Committee Safeguarding Course' [click here](#).

Clubs with Youth Teams should be aware of the following DBS guidance; The FA DBS checks have a 3-year renewal policy. Therefore, any FA DBS older than 3 years at the point of affiliation will be considered in-valid. Club Welfare Officers (CWO) must have a valid and accepted FA DBS to perform the role. If the Welfare Officer's FA DBS has expired, they will need to renew and cannot hold the role until such date. Therefore, your affiliation will be on hold until they meet the necessary criteria. All youth team coaches must have a valid and accepted FA DBS in place. This will be checked during the affiliation process; any club that has new or existing teams without a coach who has the necessary qualifications will have their affiliation placed on hold until the criteria is met. To prevent delays in your affiliation please only add teams with confirmed managers at this stage.

Kit Regulations

As per County FA Rules (County Cup Competitions) clubs must NOT wear shirts that clash with the traditional black uniforms worn by match officials. This means black and dark navy blue shirts are NOT permitted. You should also be aware of any rules particular to your parent league competition around kit colours, sponsorship and grounds ahead of affiliation to the County FA.

Club Grounds Data

Within the affiliation portal on the Whole Game System you will be prompted to complete information about where your club teams train and play matches. Please ensure you complete this data as it helps us determine where football is taking place in the county and is useful in determining facility funding needs. In addition, this information will provide venue data which will enable safeguarding visits to take place. Please attach these individually rather than simple adding the same venue for all teams. You can edit this once the season starts.

Affiliation Costs

All club fees with the exception of Professional clubs have now been waived with the fee for affiliating each individual team set at £25. All Youth, Adult, Female, Futsal and Disability teams will pay the same team fee.



East Riding FA County Cups

As per competition rules 2a all Open age male and female, all U17 male youth teams and all U16 male youth teams must enter a team into one of the East Riding FA County Cup competitions.

Each team can only enter one county cup per team. An open age club having more than one team eligible for open age cups must enter its senior team. Clubs with more than one team may also enter additional teams into the open age cups.

Section 4 of the affiliation process on the whole game system is where you must enter the correct County Cup per team wishing to enter.

Available entries are as follows:

Saturday Cups (Male): Mandatory entry for open aged Male teams who play their games in a Saturday League.

Sunday Cups (Male): Mandatory entry for open aged Male teams who play their games in a Sunday League.

Women's Cup: Mandatory entry for open aged Female teams who play their games in a Sunday League.

Frank Varey / Dr Lilley Cup: Mandatory entry for under 17s Male youth teams who play their games in a Sunday League.

Alf Bolder Cup: Mandatory entry for under 16s Male youth teams who play their games in a Sunday League.

U16 Girls Cup: For U16s Female teams who play their games in a Saturday League.

U14 Girls Cup: For U14s Female teams who play their games in a Saturday League.

U14 Boys Cup: For 14s Male youth teams who play their games in a Sunday League.

Saturday and Sunday open age teams will be placed into the relevant County Cups dependent upon their division at a later date.

Any Veteran or U19 teams wanting to enter a County Cup please enter Sunday Cups and you will be entered into the lowest Sunday Cup.

The free for entering an East Riding FA County Cup competition for season 2020 / 2021 will be FREE.



Insurance

IMPORTANT – ALL adult and youth clubs MUST purchase public liability insurance and all teams must have personal accident insurance. The FA national game Insurance provider will once again be [Bluefin Insurance](#) and you will have the option to purchase their products during the affiliation application process. If you would like to use another provider, you can do so by uploading the appropriate documents to the WGS when prompted to do so.

Public Liability Insurance

The minimum Indemnity Limit required is £10,000,000 and your policy must be valid for the period 1st July 2020 to 30th June 2021.

Please remember that one Public Liability Insurance policy only covers one organisation (for example, ABC Athletic Adult is separate to ABC Athletic Youth). If you have both adult and youth affiliations, you will need to ensure you have purchased two separate Public Liability Insurance policies or jointly affiliate under one club. Employers Liability Insurance is also different to Public Liability Insurance.

If you are purchasing Bluefin Public Liability Insurance, please be aware that it is for football related incidents only including all matches, training and fund raising excluding hazardous sports. Clubs that hire facilities for other events / activities outside of football will need to take out extra insurance.

Personal Accident Insurance

All clubs are required to take out personal accident insurance for each of their teams.

The level of personal accident insurance adult clubs must purchase is 'intermediate' and the level of cover youth teams must purchase is 'basic'.

The cost of the minimum required level of insurance for season 2020 / 2021 is:

Adult Intermediate: £33.56 per team

Youth teams (U13's and above): £17.08 per team

Youth teams (U12's and below): £12.92 per team

Please note Bluefin Insurance offer a range of personal accident packages which can be purchased with more information provided in their Insurance brochure.

