

Leicestershire and Rutland County FA

Membership Guide Season 20/21



Contents



<u>Staff Structure</u>	<u>3</u>
<u>Introduction from the Chairman</u>	<u>4</u>
<u>COVID-19</u>	<u>5</u>
<u>Club Affiliation 2020/21</u>	<u>6</u>
<u>Safeguarding / DBS / First Aid</u>	<u>8</u>
<u>Fees for 2020/21 season</u>	<u>9</u>
<u>New Clubs</u>	<u>9</u>
<u>Insurance Cover</u>	<u>10</u>
<u>Roles and Qualifications Required</u>	<u>11</u>
<u>Useful Links</u>	<u>13</u>

Staff Structure



Kelly Ellis Chief Executive Officer				
Joe Dunmore Head of Football Operations				
Football Services	Safeguarding	Workforce	Football Development	
Jamie Clarke Football Services Lead	Racheal Gallop Designated Safeguarding Officer	Mick Foy Coach Education Lead	Philippa Bass Football Development Officer – Disability	Caroline Smith Facilities Development Officer
Alex Francis Discipline Case Officer		Sam Deacon Coach Education Apprentice	Fay Nichols Football Development Officer – Female	Dawn Ashcroft Finance Officer
Emma Green Football Services Coordinator			Shaun Waite Football Development Officer – Male	Wayne Shepperson Holmes Park Site Manager
Josh Read Football service Administrator	Charlie Tissington Hon. Referees Appointments Secretary	Richard Mee Hon. Referee Mentor Coordinator	Natasha Wilson Referee Development Officer	

To find out the best way to contact our staff please [click here](#) and to see who serve on our Board and Council [click here](#)

For all Affiliation enquires please email Affiliation@LeicestershireFA.com

To stay up-to-date with all the news, information and opportunities please make sure you follow us on our social media channels



[Facebook](#) [LinkedIn](#) [Twitter](#) [Instagram](#)

Introduction from the Chairman



Welcome to the Leicestershire & Rutland County FA Affiliation booklet. This booklet is designed to provide an update regarding the current situation with COVID-19, Affiliation and useful links for you and your club for the season ahead.

It is fair to say that 2019/20 season did not finish in a way anyone wanted. While it was beyond anyone's control, I wanted to thank all clubs, volunteers, coaches, parents and players for their hard work and commitment to football that ensures Leicestershire and Rutland is a thriving place to play.

Football has a unique power to pull people together in all sorts of situations, and now more than ever we will need this as we face challenges not only in the football pitch but as a wider society. The dedication from everyone involved in the game, especially across our county, is what will see us come out stronger and better than ever before.

Returning to the game in the safest way possible is something both the Leicestershire & Rutland CFA Board and remaining staff are working very hard to do during this backdrop of uncertainty. We remain in constant dialog with the Football Association, who continue to navigate a way forward for us all in consultation with both the Government and Sport England. We hope this guide finds you and your club well and excited to play once again.

I look forward to seeing you on a football pitch again soon.

Stay Safe

David Jamieson

Chair of the Association

Leicestershire & Rutland County FA



The current Pandemic situation is constantly changing along with government guidance. In addition to this, the FA are providing guidance on permitted football activity that is approved by DCMS as well as Sport England and other key partners. To see the latest position and what is permitted activity in football, [please click here](#).


Updated Guidance on Permitted Grassroots Football Activity During COVID-19 - 12 June 2020

The FA has today issued further guidance to all grassroots football and informal football activity outside the professional game following The Government's relaxation of COVID-19 restrictions from 1 June 2020.


Consistent with Government advice, published on Monday 1 June, the following outdoor football activity is currently permitted:

PLAYING FOOTBALL INDIVIDUALLY


e.g. practice of individual skills or fitness activities



PLAYING FOOTBALL WITH YOUR FAMILY OR OTHER PEOPLE LIVING IN YOUR HOUSEHOLD




FOOTBALL TRAINING OR FITNESS ACTIVITIES IN GROUPS OF NO MORE THAN SIX, KEEPING TWO METRES APART AT ALL TIMES



Sharing of equipment should be kept to a minimum and strong hand hygiene practices should be in place before and after.

Physical contact with anyone outside of your household is not permitted, therefore, playing of any games (small-sided or full) is also not permitted at this time. Avoid meeting in groups of six in busy or overcrowded areas, if it is so busy that it is not possible to maintain social distancing at all times.

FOOTBALL COACHING WITH SMALL GROUPS OF UP TO SIX PEOPLE




Football coaches can now undertake small group sessions with no more than five other people from outside your household but are reminded to follow The FA safeguarding policies when coaching/working with children. This must include risk assessing the activities, gaining consent from parents/carers. Coaches must work on a ratio of one coach to groups of no more than five children in each group (1:5) and there must be a minimum of two FA-DBS checked adults present at any one time. – see Download 5.5 at <http://www.thefa.com/football-rules-governance/safeguarding/section-11-the-composite-download-directory>

TRAINING FOR TWO OR MORE GROUPS OF SIX (WITH EACH GROUP INCLUDING A COACH)

It is permissible for coaches to organise a training session that has two or more groups of five plus a coach involved, as long as the groups are kept separate, and everyone is socially distancing, and strict hygiene measures are in place.

FOOTBALL COACHES WORKING WITH PEOPLE WITH IMPAIRMENTS



Must ensure they can adequately cater for any additional needs whilst still avoiding physical contact and maintaining social distancing. Individuals should follow Government guidance relevant to their own impairment or health condition.

! Please be reminded, if an individual is symptomatic, living in a household with a possible COVID-19 infection or if you are classified as extremely vulnerable on health grounds, the guidance is that you should remain at home.

The FA continues to work closely with the Department for Digital, Culture, Media & Sport (DCMS) and Sport England in order to provide good practice guidance for those responsible for delivering different aspects of grassroots football and we will share further information as soon as possible.

During COVID-19 we are operating with a reduced workforce while the majority of our staff are on Furlough Leave. We ask that you be patient in waiting for a response from us during this time. To help manage all communications we ask that if you need to contact us it is on the following email addresses:

Affilaition@LeicestershireFA.com – For all thing's Affiliation related including Player Registration

Safeguarding@LeicestershireFA.com – For any safeguarding enquires (please read the [safeguarding section](#) in this guide first)

Info@LeicestershireFA.com – For all other enquires relating to football in Leicestershire & Rutland

Coach Education

Currently all Coach Education courses are suspended during COVID-19. Temporary safeguarding, First Aid and DBS processes have been put in place for those whose qualifications and certificates have or are due to expire shortly. [Find out more here](#)

Club Affiliation 2020/21



Affiliation is the process by which clubs “register” with their County Football Association, allowing them to play Affiliated football for the season. Every club must Affiliate each season, this involves supplying details of the teams, as well as the key officers and team officials involved in the running of your club to the County FA.

AFFILIATION PROCESS

To commence the Affiliation process the Club Secretary will need to log into the [Whole Game System](#) with their email address and password.

If, when you try to log into the system, you receive the error message ***“This email exists on more than one account. Please contact myaccount@thefa.com to resolve the issue”***. You will need to follow this link in order to resolve the issue - [WGS Login - my email exists on more than one account](#)

IN PROGRESS

Once you have logged into the system you will be able to commence the Affiliation process. Once you have completed the following, you will be able to submit your application:

1. Club Details
2. Club Officials
3. Club Grounds
4. Teams and County Cup entries
5. Supporting Documents (Personal Accident & Public Liability)
6. Membership Fees and NGIS can be purchased
7. Summary Page
8. Submit for Approval

If as a Club you want to change your name, you will need to email Affiliation@LeicestershireFA.com with full details of the current name and the proposed change. The County FA will review the request and inform the Club in due course of the decision.

If due to the current situation regarding Covid-19 you are unable to confirm your venue for home matches and training, please enter the venues you used last season and update us if and when this is all confirmed by emailing Affiliation@leicestershirefa.com

The FA have now completed the team migration of data, this will copy drafts of last season’s teams, club/team officials etc which clubs will need reviewing. Please make sure this information is correct before you submit, as you will not be able to make changes once it is submitted until Affiliation is approved. Any amendments or issues need to be emailed to Affiliation@leicestershirefa.com

Club Affiliation 2020/21 Continued



REVIEW

The County FA will then review your Affiliation. This process may take a little while in the current climate. Following the review, we will either submit the Affiliation to the invoicing stage or feedback to you any required amendments. These may include but are not limited to, adding a coach to a team, informing us of which league the team will be playing in, adding in missed insurance products.

The feedback will be via email to the club secretary; therefore, it is important that the club secretary monitors their emails on a regular basis.

SUBMITTED AND INVOICED

The only payment required at this stage will be for Public Liability Insurance and this will be processed through the Whole Game System. All other Affiliation costs will need to be paid by 31st August 2020. This will include any outstanding debts from the 2019/20 season. Due to COVID-19 we can only take payments online through Whole Game.

(Please see information on [prices for the 2020/21 season](#))

APPROVED

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

COMPLETED

Following the final review, the County FA will approve your Affiliation and send a confirmation email to the club secretary with the club Affiliation number. Until receipt of the confirmation email you are **NOT** Affiliated.

RESUMPTION OF GRASSROOTS FOOTBALL

Once we confirm a restart date for Grassroots football the County FA will contact you regarding any outstanding safeguarding requirements for the Club/Club Officials

Please note that becoming Affiliated for the 2020/21 season is **NOT an indication** that your club and its players can start arranging matches. It is crucial that we all continue to follow Government, Public Health England and [Football Association guidelines](#) and for now, for the safety of all those involved in football, we ask you to respect these guidelines.

Safeguarding & First Aid



Safeguarding

The FA have lifted several safeguarding requirements as a temporary measure to allow County FA's to Affiliate clubs during the lockdown period. This allows County FA to Affiliate a club if:

- a. A coach/manager and/or assistant does not hold an in-date accepted FA DBS Check;*
- b. A Club Welfare Officer (CWO) does not hold an in-date accepted FA DBS Check;*
- c. A CWO has not completed the relevant safeguarding training (Safeguarding Children Workshop (SCW), Welfare Officer Workshop (WOW) and online Safeguarding for Committee Members (SCM)).*

For the avoidance of doubt, these requirements are being lifted purely so that clubs can Affiliate and coaches and CWOs must have an accepted FA DBS Check prior to carrying out their roles.

Club Chairpersons, Secretaries, Treasurers and Welfare Officers will have completed, or must still complete, the free online Safeguarding for Committee Members' course, which details their governance and operational safeguarding responsibilities as officers of the club.

[The FA Safeguarding for Committee Members](#)

Coaches who need to renew their Safeguarding Workshop can still do so online for free.

[The FA Safeguarding Workshop Online Recertification](#)

DBS Checks

All individuals whose DBS checks are due to expire between 1 March 2020 and 1 October 2020 will not be required to renew their DBS checks until 1 year after the scheduled date of expiry. The FA currently requires DBS checks to be renewed every 3 years in accordance with industry standards and best practice. However, we have made an informed decision to extend that to 4 years, in these limited circumstances, on the basis of the current health crisis and associated difficulties in DBS check renewal and the fact that these individuals already hold a DBS check which has been accepted by The FA.

FA Level 1 Introduction to First Aid in Football (IFAiF)

To support coaches whose IFAiF has expired since the start of the COVID-19 period (Monday 13 March) an interim extension has been put in place until Friday 31 July 2020. All FAN records will automatically be updated to reflect this. For coaches this applies to, it is recommended that they complete both The FA's [Sudden Cardiac Arrest](#) and [Concussion](#) modules as part of their CPD to refresh their knowledge.

Fees for 2020/21 Season



The early end to the 2019/20 season and lockdown caused by COVID-19 has had a profound affect on clubs across the county. We wanted to show our support for clubs by either reducing our fees or in some cases removing them all together.

Club Affiliation 'product'	Amount (£) 2020/21	Notes
Club Affiliation Fee	£0.00	Every Club will be able to Affiliate for Free this season
Late Affiliation Fee	£0.00	Fee removed for this season
Team Fee	£10.00	For each team Affiliated
County Cup Fee	£17.00	Price frozen but is not added to Affiliation until confirmation it will run in 2020/21

We have taken the decision to give every club Free Affiliation for the 2020/21 season.

It doesn't seem right to charge a club a late fee for not Affiliating when we have no confirmed return date. So for this season we have removed the fee.

Each team will cost just £10 this season. This is for every team no matter what level you play at.

While we are still unsure of a start date for the season, County Cups have been placed on hold. You will not be automatically charged for a County Cup competition at this moment in time. When we discover a season start date, we will review the viability of playing all of our cups. We will contact you with plenty of time to ensure you are entered for the counties premier competition.

This season pricing has been designed to save clubs money allowing them time to rebuild while being able to continue football. On average, Youth clubs will save over £500 that's a 40% reduction on the previous season while single adult clubs will save between £60 and over £200 (49% - 76%), depending on the level you play at.

New Clubs

A new Club playing their home matches in Leicestershire or Rutland will need to complete the new Club form which can be [found here](#). On receipt of the completed form, the County FA will create the Club and inform you when you can commence the Affiliation process. It may take up to 7 days before we are able to acknowledge your request.

Insurance Cover



The Insurance Premiums detailed below have been discounted to reflect the group policy arrangements we have as a County FA. As with last season, all teams Affiliated to Leicestershire & Rutland CFA are covered by the group policies as a minimum requirement for Affiliation. The Group Policy is equivalent to Intermediate for Youth and Superior Gold for Adults. Clubs can purchase additional levels of cover through contacting Bluefin directly but would still need to purchase the group policy through Affiliation. Full details of the group policy and additional purchasable cover [can be found here](#)

Club Insurance 'product'	Amount (£) 2020/21	Notes
Public Liability Insurance	£25.00	Price is charged per Club - provided by Bluefin Sports
Group Policy Adults	£30.23	Price is charged per Adult team – provided by Bluefin Sports
Group Policy Veterans & Adult Small-sided	£22.00	Price is charged per Veterans and Adult small-sided team - provided by Bluefin Sports
Group Policy Youth (U12 & Below)	£16.25	Price is charged per Youth team - provided by Bluefin Sports
Group Policy Youth (U13 & Above)	£21.25	Price is charged per Youth team - provided by Bluefin Sports

REDUCED PREMIUMS FOR THE 2020/21 SEASON

Please note that the premiums detailed above in respect of adult 11-a-side teams and youth teams incorporate a discount to reflect the period of inactivity during the 2019/20 season, due to the COVID-19 pandemic.

For the 2020/21 season Leicestershire & Rutland CFA have arranged a group insurance policy for all their Affiliated adult and youth teams.

This can only be taken out through the Affiliation process. Clubs have the option of purchasing additional levels of cover direct through Bluefin Sports but will need to purchase the group insurance policy through administration first.

Leicestershire & Rutland CFA will be issuing documentation direct to all eligible teams confirming these basic covers are in place once they have completed Affiliation.

Roles and Qualifications Required



Running a football club is a large project which requires time and effort. This means there are several roles which are mandated by The FA for the club to run successfully. The below table provides clarification for clubs, of the roles and the required qualifications for each role: -

	Role	On Whole Game System	FA DBS Check	FA Safeguarding Children Workshop	FA Welfare Officer Workshop	FA Online Safeguarding Committee Members	FA Safeguarding for Adults	FA Emergency First Aid (now known as IFAiF)	FA Level one in Coaching Football (minimum)	Respect Codes of Conduct
All Clubs	Chairperson	Yes	No	No	No	Yes	Best Practice	No	No	Yes
	Secretary	Yes	No	No	No	Yes	Best Practice	No	No	Yes
	Treasurer	Yes	No	No	No	Yes	Best Practice	No	No	Yes
	Welfare Officer	Yes	Yes	Yes	Yes	Yes	Best Practice **	No	No	Yes
	Committee Member	Best Practice	No	No	No	Best Practice	Best Practice	No	No	Yes
	Player Registrations Officer	Yes	No	No	No	Best Practice	Best Practice	No	No	Yes
	Charter Standard Co-ordinator	Yes	No	No	No	Best Practice	Best Practice	No	No	Yes
	Grounds Person	Best Practice	No	No	No	Best Practice	Best Practice	No	No	Yes
	Parent Helper	Best Practice	No	No	No	Best Practice	Best Practice	No	No	Yes

**

Required if Disability teams exist at the club

Roles and Qualifications Required Continued



	Role	On Whole Game System	FA DBS Check	FA Safeguarding Children Workshop	FA Welfare Officer Workshop	FA Online Safeguarding Committee Members	FA Safeguarding for Adults	FA Emergency First Aid (now known as IFAiF)	FA Level one in Coaching Football (minimum)	Respect Codes of Conduct
Adult teams	Manager (CS)	Yes	Yes *	No	No	No	Best Practice **	At least one of these positions must hold an indate IFAiF qualification ***	Best Practice	Yes
	Coach (CS)	Yes	Yes *	No	No	No	Best Practice **		Best Practice	Yes
	Assistant (CS)	Yes	Yes *	No	No	No	Best Practice **		Best Practice	Yes
	Manager	Yes	Yes *	No	No	No	Best Practice	Best Practice	Best Practice	Yes
	Coach	Yes	Yes *	No	No	No	Best Practice	Best Practice	Best Practice	Yes
	Assistant	Yes	Yes *	No	No	No	Best Practice	Best Practice	Best Practice	Yes
	First Aider / Physio	Yes	Yes *	No	No	No	Best Practice	Yes	No	Yes
Youth teams	Manager (CS)	Yes	Yes	At least one of these positions must hold the FA SGW ****	No	No	Best Practice **	At least one of these positions must hold an indate IFAiF qualification ****	At least one of these positions must hold a minimum FA L1 ****	Yes
	Coach (CS)	Yes	Yes		No	No	Best Practice **			Yes
	Assistant (CS)	Yes	Yes		No	No	Best Practice **			Yes
	Manager	Yes	Yes	Best Practice	No	No	Best Practice	Best Practice	Best Practice	Yes
	Coach	Yes	Yes	Best Practice	No	No	Best Practice	Best Practice	Best Practice	Yes
	Assistant	Yes	Yes	Best Practice	No	No	Best Practice	Best Practice	Best Practice	Yes
	First Aider / Physio	Yes	Yes	Best Practice	No	No	Best Practice	Yes	No	Yes

(CS)

Charter Standard Clubs

*

If U18 exist within the team

**

Required if Disability teams exist at the club

Two people will be required if the person holding the qualification is a Player

The same person must hold a coaching qualification and indate SGW and IFAiF

Useful Links



Throughout this document links have been provided, however we appreciate you may miss the odd one. Below are all the links and some you may need additionally throughout the season. Use these and share with others in your club when needed.

Contact us	
Website	http://www.leicestershirefa.com/
Twitter	https://twitter.com/leicsfa
Facebook	https://www.facebook.com/LeicsFA/
Instagram	http://instagram.com/leicsfa/
LinkedIn	https://www.linkedin.com/company/leicestershire-&-rutland-county-fa/
Staff Contacts page	http://www.leicestershirefa.com/about/board-and-staff

Useful Links	
County Cups	http://www.leicestershirefa.com/cups-and-competitions
Grassroots Notice Board	http://www.leicestershirefa.com/coaches/grassroots-notice-board
Charter Standard	http://www.leicestershirefa.com/leagues-and-clubs/charter-standard
New Team	Click here to complete Form
New Club	Click here to complete Form
Bluefin Sports Personal Accident Insurance Brochure	Click here to download
COVID-19 Support	http://www.leicestershirefa.com/leagues-and-clubs/support-and-information
Funding and Grants	http://www.leicestershirefa.com/leagues-and-clubs/finance

Safeguarding	
Safeguarding Homepage	http://www.leicestershirefa.com/about/rules-and-regulations/safeguarding-and-welfare
Best Practice & Guidance Notes	http://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory
Online Safeguarding Courses	Click here to download links

Coach Education	
Courses Homepage	http://www.leicestershirefa.com/coaches/development-and-courses
Boot Room	http://www.thefa.com/learning
FA Learning	http://learning.thefa.com/login/

FA Technology	
Full-Time	http://fulltime-league.thefa.com/
Whole Game System	https://wholegame.thefa.com/Account/login
Technology Support	https://grassrootstechnology.freshdesk.com/support/home
WGS Login issues	Click here to Resolve