



**ENGLAND
FOOTBALL**

Leicestershire & Rutland FA Membership Guide

2021-22

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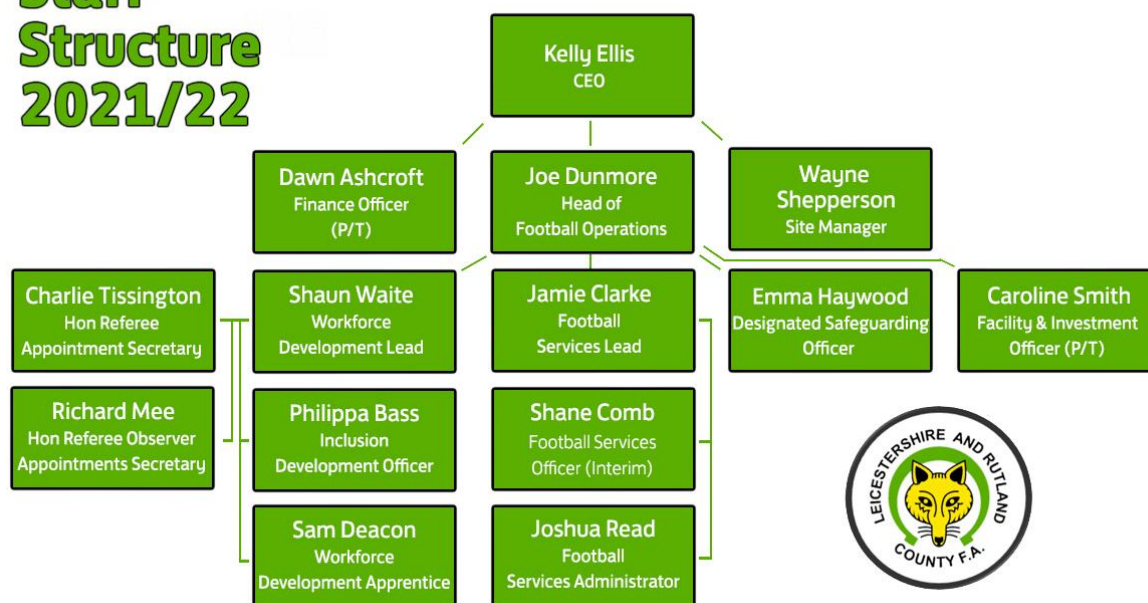


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Contact Us



Staff Structure 2021/22



To find out the best way to contact our staff please [click here](#)

To find out who serves on our Board and Council [click here](#)

You may need to contact us about your clubs affiliation. Please use the following email addresses to ensure your enquires are directed to the right place.

Affiliation@LeicestershireFA.com – For all club Affiliation questions / issues

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 including Player Registration

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 Chair



Welcome to the Leicestershire & Rutland County FA Affiliation Booklet for the 2021/22 Season. This booklet is produced annually and is designed to give you all the information you need to complete your affiliation as well as useful links that can help you be successful for the season to come.

The 2020/21 season has been one of survival for some and a transition of change for others. Myself, Board and Council members of the Association and the Executive Staff, all recognise the huge effort that has been put into football in our County over the last year. When football stopped, you didn't. You worked hard to raise money and provide support to those in most need. Seeing people of all ages come together, whether that be to complete physical challenges, create foodbanks or just sending messages of positivity, they make me proud to serve as the chair of the association for the 20/21 season.

As we continue to move towards "normality" football will have a huge role to play in reengaging society and providing the escape and pleasure that has been lacking for so many over the last 16 months. I know that the hard work you will continue to selflessly put in will enable this to happen not just for coming season but for many more seasons to come.

"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 on 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. "

I wrote the above passage last season and believe this to be the case more so now than ever before. The Association has and will continue to work hard to fulfil our vision; *To get as many people playing football in the best possible environment.* We look forward to achieving this with your support.

I hope this guide finds you and all associated at your club well and excited to continue playing once again.

As always, I look forward to seeing you on a pitch soon.

Stay Safe

David Jamieson

Chair of the Association

Leicestershire & Rutland County FA





Partnerships

[Click here to be taken to the Koolpak Discounted Products](#)

KOOL[®] PAK⁺ SPORT FIRST AID

First Aid Supplies for Grassroots
Football at Discount Prices

Prices for Koolpak branded products held AGAIN
for the 2021/22 Season

Some Hygiene
& Infection
Control Products
Reduced

**“ IS YOUR FIRST AID KIT RESTOCKED FOR
THE START OF THE NEW SEASON? ”**

Koolpak has once again teamed up with your County FA to offer you special discounted prices for our best-selling First Aid essentials so that you are prepared for when you need to treat an injured player



Koolpak Original Ice Pack
- As low as 59p per pack

*Prices
include
VAT.



Alcohol Hand
Gel - £4.24



Multi Surface Disinfectant
Wipes - £7.33



Team Sports First Aid Kit
- £20.45

**BEST
SELLER**

Partnerships



• You **Shop** • 4,500 Retailers **Donate** • For **Free**

easyfundraising causes are being paid!

 easyfundraising
feel good shopping | **£34M** Raised |  Trustpilot

Our fundraising partner easyfundraising can help your club tap into this trend by giving your club a way of turning online shopping into cashback to help fund training expenses, coaching qualifications or running costs of your club.

If your club isn't using easyfundraising yet, we recommend you give it a try.

It's a free to use fundraising website and app where your club can get donations every time players, members, coaches and anyone related to your club shops online with leading retailers.

Instead of visiting the retailer's website directly, they just access it through the easyfundraising website or app and when they buy something, the retailer sends your club a free donation.

Retailers participating in this great scheme include Amazon, eBay, M&S, John Lewis, Argos, Waitrose, British Gas, Direct Line, Just Eat and over 5000 others.

With the huge surge in online shopping right now, easyfundraising makes it easy for your club community to raise money for you safely from home – and it won't cost them an extra penny.

To get started, create a free easyfundraising account by [clicking here](#). It's free, quick to set up and requires minimal ongoing management, easyfundraising provide lots of tools to help you explain how it works too.

If you have questions and would like to speak to someone before getting started, please contact <mailto:ben.harper@easyfundraising.org.uk> who will be happy to help.

Club Affiliation 2021/22



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

NAME CHANGE

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. **Please note** - the deadline for applying for a name change is **August 2nd 2021**.

CHECK YOUR INFORMATION

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 2021/22



REVIEW

The County FA will review your Affiliation once you have submitted it. 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 and or County Cups.

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

All Clubs will have 30 days to pay their Affiliation and Insurance Invoices. Payment of these are through Whole Game. No club will be allowed to affiliate until they have paid these invoices and any outstanding debts they may have.

(Please see information on [prices for the 2021/22 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.

Covid-19

The current Pandemic situation has changed constantly since March 2020. Government guidance from time to time may also change. The FA will continue to monitor this and adapt the permitted football activity with approval of the 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](#).

Coach Education and DBS



Over the last 18 months Coach education has been disrupted due to Covid 19. In this time there has been a temporary relaxation of requirements for the 20/21 season as well as a shift from face to face courses to online versions. The FA have now started to release course again with all relaxed criteria being removed in readiness for the new season. The following is all Safeguarding requirements your club will need to fulfil to be able to Affiliate for the 21/22 Season alongside additional coach education courses you may wish to place your volunteer workforce on.

Safeguarding

Youth club chairs, 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.

[Safeguarding for Committee Members](#)

In addition to this all club welfare officers will need to ensure they have completed the Safeguarding Children's Course and the Welfare Officers Course.

If you have never completed the Safeguarding Children's Course before please click the link below to be taken to the new online version of the course.

[Safeguarding Children's Course](#)

Those who need to renew their Safeguarding Workshop can still do so online for free using the link below. Please note this will only be an option until 30th June. After this date you will need to sit the Safeguarding Children's Course again.

[Safeguarding Workshop Online Recertification](#)

The Welfare Officer Course is now available online. This is a requirement for all Club welfare officers to have. The course can only be taken if you have an in date safeguarding children's Workshop showing on your FAN.

[Welfare Officer Course](#)

DBS Checks

All individuals who Coach Youth Football will need an FA in date DBS showing on their FAN. In Adult Football, if you have Under 18's playing / training with you, or have the potential to, then all Coaches will need to have an in-date FA DBS showing on their FAN. If as an adult club you do not have the facility to complete an FA DBS, please email safeguarding@leicestershirefa.com where we can make arrangements to resolve this for you.

Coach Education and DBS



Other Coach Education Courses

Although not required for Affiliation, the following are links to the new and update Coach Education Courses. You may require them for your England Football Accreditation, but this will not impact you completing affiliation.

Introduction to First Aid in Football (IFAiF)

The new Introduction to First Aid in Football Course was Launched on 13th May. Please click the link below to learn more about it and how to book a place on the course.

[Introduction to First Aid in Football \(IFAiF\)](#)

Introduction to Coaching Football

This summer the FA has launched a new Introduction to Coaching Football Course that will replace the Level 1 in Coaching Football Qualification. To find out more information about this course and all of the other Coach Football Courses, including the Level 2 and 3, please click below.

[Coaching Football Qualifications](#)

To explore the full range of courses available please visit the [Boot Room](#). Here you will find courses, Resources, a Community and Help.

Inclusion Advisory Group

The Inclusion Advisory Group (IAG) acts as the check and balance to Leicestershire & Rutland County FA's (LRCFA) work, trying to encourage embedding diversity and inclusion across all we do. The IAG is a strategic advisory group, it advises The County FA Board and Executive about how it could do things slightly differently in order to make football inclusive and For All. The IAG reports into main LRCFA Board. Members will help shape the organisation's direction of travel to ensure children, young people and adults of all backgrounds and communities can access high quality opportunities. The IAG will support our organisation in delivering our Equality Action Plan and support projects across the organisation in helping to continue to achieve the Equality Standards for Sport.

To learn more about the IAG and its members please [click here](#)

Fees for 2021/22 Season



While the 20/21 season hasn't been straight forward, most teams have been able to play some form of competitive football. The County FA wanted to recognise that clubs still needed support in this ever-changing landscape so have kept the total price of affiliation lower than they were pre-covid.

Club Affiliation 'product'	Amount (£) 2021/22	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	£15.00	For each team Affiliated
County Cup Fee	£20.00	All eligible teams will be entered into the County Cup Competition

For the second season running all clubs will not pay a Club Affiliation Fee.

Additionally to this, the decision has been made to also remove the Late Affiliation fee for a second season. It is hoped that this will enable clubs to take the time they need to determine whether they are going to carry on into next season. While for the County FA you can affiliate anytime, Leagues will have deadlines for competition entry so will require you to complete your Affiliation before their set deadline. Please contact your league(s) to find out what this deadline date is.

Each team will cost just £15 this season. This is for every team no matter what level you play at.

Affiliation this season takes into account a grant from Sport England designed to aid with every clubs recover and reduce Affiliation cost from pre-covid times.

As we hope to return to a more normal fixture pattern for next season the Competitions Committee have decided to introduce County Cups back into the playing calendar. All eligible clubs will be entered in one of the 27 competitions available.

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.

Club Insurance 'product'	Amount (£) 2021/22	Notes
"County Cover" Public Liability Insurance	£30.00	Price is charged per Club - provided by Bluefin Sports
"County Cover Plus" Public Liability Insurance	£60.00	Price is charged per Club - provided by Bluefin Sports
Group Policy Adults	£27.00	Price is charged per Adult team – provided by Bluefin Sports
Group Policy Veterans & Adult Small-sided	£24.00	Price is charged per Veterans or Adult small-sided team - provided by Bluefin
Group Policy Youth (U12 & Below)	£15.25	Price is charged per Youth team - provided by Bluefin Sports
Group Policy Youth (U13 & Above)	£19.75	Price is charged per Youth team - provided by Bluefin Sports

Clubs have two choices when selecting their Public Liability Cover: **County Cover** and **County Cover Plus**. Full details of what both policies cover [can be found here](#).

Clubs can purchase additional levels of Personal Accident 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](#)

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
New Team	Click here to complete Form
New Club	Click here to complete Form
Bluefin Sports Personal Accident Insurance Brochure	Click here to download
Bluefin Sports Public Liability Insurance Brochure	Click here to download
COVID-19 Support	https://www.thefa.com/about-football-association/covid-19
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	https://thebootroom.thefa.com/learning/qualifications/safeguarding-courses
Youth Footballers Hub	https://www.leicestershirefa.com/about/youth-footballers-hub
Coach Education	
Boot Room	https://thebootroom.thefa.com/

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