



**ENGLAND  
FOOTBALL**

# Affiliation Information 2025

**Affiliation for Lincolnshire clubs will be open as of Tuesday 3<sup>rd</sup> June 2025.**

**\*Please note this is subject to change if there are any technical issues with the system refresh on 1<sup>st</sup> June. The County FA will ensure, if this is applicable, this is communicated to all clubs\***

Affiliation Costs for 2025/26:

As part of our ongoing commitment to supporting grassroots football in Lincolnshire, we have ensured that there are no price increases to costs associated with the affiliation process for the 2025/26 season.

Category of Football	Affiliation Fee Per Team
Adult Open Age Football 11 vs 11	£38.00
Adult Small-Sided Veterans Disability Teams	£21.00
Youth Football	£21.00

\*There are additional affiliation costs for step football in both the mens and womens pyramid

Insurance Costs for 2025/26:

Every team must have both Public Liability Insurance and Personal Accident Insurance for the season 2025/26. Clubs can source their own Public Liability Insurance (minimum cover of £10 million), but both (liability & personal accident) are available at the point of affiliation to clubs.

Public Liability is for the whole club, and each individual team must have Personal Accident Insurance. As a County FA we mandate the level of Personal Accident cover, but clubs can purchase higher levels of Personal Accident cover should they wish to do so.

The County FA will provide insurance documents to all clubs following the opening of the affiliation window in June.

Our cover is once again with Marsh Sports.

**Lincolnshire Football Association Ltd.**

Lincolnshire Football Association Ltd., LORIC Building, 23 Newport, Lincoln, LN1 3DN.

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Public Liability Insurance Per Club	
Public Liability Insurance Cost per Club <small>*Clubs can seek their own liability insurance</small>	£70

Personal Accident Insurance Per Team	
Personal Accident Insurance Cost Per Team Youth Football	£25
Personal Accident Insurance Cost Per Team Adult Football	£62
The Personal Accident Insurance figure above is the mandated cover. If clubs wish to take out higher levels of cover per team, these are available at the point of affiliation.	
For NLS football clubs, there may be further mandates from your league regarding the level of cover you have for your teams. Please ensure you check with your league regarding their minimum expectation for level of cover.	

Payment of your fees is completed directly through the Club Portal via the 'payments' tab. Once teams are affiliated within the portal, an invoice to affiliate that team/s will appear in this tab. To pay the invoice, please tick the small box next to the invoice number, and click 'proceed to pay' in the top right-hand corner.

Where do I complete the affiliation process?

From the 3<sup>rd</sup> June 2025 clubs need to complete their affiliation through the Club Portal.

All clubs have specific requirements that they need to ensure they meet, in order for affiliation to be completed and accepted by the automated online system.

All teams can be affiliated at once during the same process.

All clubs now have an 'Affiliation Status' of either 'complete' or 'incomplete'. Affiliation numbers no longer exist.





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**All Clubs must have:**

1. A designated Club Ground which is stated as the clubs main home ground. This can be completed in advance of affiliation through the 'My Club' tab in the portal.
2. Named and appropriately qualified Key Officials in the portal. Key Officials are; Chair, Secretary, Treasurer & Welfare Officer. All of these officials must have completed the Safeguarding for Committee Members Course.
3. A Safeguarding Declaration. This will automatically appear within your affiliation information on the portal, and you will simply need to tick the box to agree to the declaration. This will be bespoke to the age classification your teams are affiliating to, and is a set of safeguarding standards that the FA expects its clubs to adhere to.

Safeguarding for Committee Members course can be found here: [Safeguarding for Committee Members | England Football Learning](#)

**Clubs with only Adult Teams must also have:**

1. Personal Accident Insurance
2. A named Team Manager or Coach who holds the Player Welfare Course. All Assistant Team Managers and Assistant Coaches, must also be named on the portal and must also hold the Player Welfare Course.
3. Where there are under 18 players registered in the team squad - all Team Managers & Coaches and Assistant Team Managers & Coaches must have an in-date FA DBS.
4. A named Welfare Officer who holds the Player Welfare Course. This person will also need to hold an in-date FA DBS where an under 18 player is registered with the club.

Player Welfare Course can be accessed here: [Player Welfare in Open Age Football | England Football Learning](#)

DBS applications can be accessed and initiated on the Club Portal.

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**Clubs with Youth Teams must also have:**

1. Personal Accident Insurance, which includes training sessions at u5s & u6s.
2. A named home ground for each team. Home grounds can change during the season if for some reason your venue changes.
3. A named Team Manager or Team Coach who holds both an in-date FA DBS and the Safeguarding Children Course. This includes u5s and u6s training sessions.

Clubs are not permitted to enter officials falsely as the Team Manager and/or Coach across multiple teams, just to get through the affiliation process. This is deemed a breach of their Safeguarding Declaration.

A new Association rule mandates clubs to share their training schedules before commencing the start of the new season. Please use the link here to share the details of your training schedules: <https://forms.office.com/e/h73jQaHvXR>

You will see that age groups will have automatically progressed to the age group above, once the affiliation window is open. You do not need to do this.

Safeguarding Children Course can be accessed here: [Safeguarding Children Course | England Football Learning](#)

DBS can be accessed and initiated on the Club Portal.

**Clubs with Disability Teams must also have:**

1. A named Team Manager who holds the Safeguarding Adults Course

Safeguarding Adults Course can be accessed here: [Safeguarding Adults Course | England Football Learning](#)

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### What can I do before affiliation which may help?

The Club Portal is the starting point for general club information and administration, so club Administrators, Secretaries and Welfare Officers should familiarise themselves with this platform.

Please check the expiry dates of your club officials' qualifications. This can be done extremely simply, by clicking the 'officials' tab on the left-hand side of the Club Portal screen. Then clicking the 'Safeguarding & Qualifications' tab across the top of the screen. This will display and RAG rate all expiry dates of all qualifications of all officials.

If an official needs to renew their Safeguarding Children Course, they can recertify this for free, by using this link: [Safeguarding Children Recertification | England Football Learning](#)

Please ensure that all outstanding invoices from this season are paid. Affiliation will not be processed unless all invoices are paid. Examples of outstanding invoices could be:

- Outstanding discipline fines (players and teams)
- County Cup invoices from late team sheets or withdrawal fines
- Outstanding affiliation-related invoices

Ensure that all individual player suspensions have been allocated the appropriate detail of missed fixtures. Unless the suspension is carrying over into next season. Any suspension queries can be sent to [discipline@lincolnshirefa.com](mailto:discipline@lincolnshirefa.com)

Once your season has finished, ensure the player information on your Club Portal is 'cleansed'. Please detach any players that are no longer part of your club.

### When does my clubs current affiliation & insurance expire?

Your clubs current affiliation and insurance cover expires on 30<sup>th</sup> June 2025.

Therefore, if any of your teams are planning to play in summer tournaments in July or August, you must ensure that this team is affiliated before they play.

If teams play before the club has affiliated those teams, they will be playing without the adequate insurance cover.

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Affiliation Support:

Should you require any specific affiliation support you can contact:

Stuart Houlton: [Stuart.Houlton@lincolnshirefa.com](mailto:Stuart.Houlton@lincolnshirefa.com)

Hayley Gregory: [Hayley.Gregory@lincolnshirefa.com](mailto:Hayley.Gregory@lincolnshirefa.com)

For any specific safeguarding and/or compliance support you can contact:

Ben Pearce: [Ben.Pearce@lincolnshirefa.com](mailto:Ben.Pearce@lincolnshirefa.com)

For those setting up new clubs please contact any of the above who will support you through the process.

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