

Liverpool FA

2023/24 Affiliation Changes



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Why is Affiliation changing?



The FA understand the landscape of football is changing and with that, some of the processes have to change with it.

The FA recognise that teams can start at any time during a season, which the affiliation process via Whole Game System makes very difficult for clubs.

From June 2023, your affiliation will be available in [Clubs Portal](#) without a 'window' to complete it as we move to managing your club and teams year-round.

This means you'll be able to add and fold teams when your competitions require and means any teams which aren't yet ready, will not stop your club from affiliating.

You can find [further information](#) in a letter from our CEO, Tony Smith.





What's new?

Affiliate team by team

In Whole Game System, a club could not complete their affiliation until every team within the club was compliant with regulations. Moving to affiliation by team means that when a team is ready, they can affiliate at the touch of a button. For example, if you're a club with a first team in the National League System as well as having youth teams & disability provision, you can affiliate the first team for their earlier start and complete the youth teams when they're ready.

Insurance

We can now allow you to purchase your insurance directly in Clubs Portal, with out new Insurance partner Sportsguard.

Manage League

We know as the season approaches kick off, things can quickly change. Should a team need to change league, provided no players have been registered, you will now be able to manage this yourself. You can find guidance on how to update your league [here](#).

Fold Team

If at any point in the season, any of your teams unfortunately have to fold, you can do this directly in Clubs Portal without the need to speak to Liverpool FA. If your team is folded, all players assigned to the team will be removed and both Liverpool FA and the League will be notified automatically through Clubs Portal.



What's new continued...

Automated Approval

Once your team is fully compliant to affiliation regulations, and if you've purchased insurance directly through Clubs Portal, your affiliation will be automatically approved so you will no longer have to wait for Liverpool FA to manually review and approve, meaning you'll have more time to spend elsewhere in your club!

Safeguarding

Clubs will be asked to confirm they understand their safeguarding responsibilities when affiliating. The 'Safeguarding Declaration' reflects football's safeguarding policies and procedures and the club's commitment to create an ever safer culture.

For more information on safeguarding in football please visit <https://www.thefa.com/football-rules-governance/safeguarding>





Liverpool FA are delighted to announce



as the **Official Insurance Partner for the 23/24 Season**



Having been experts in Football insurance for over 30years, Sportsguard offer comprehensive options for clubs, with Liverpool FA bespoke packages starting at;

Youth Cover - £19 per team
Adult Cover - From £25 per team

Comprehensive packages are available ranging from Basic to the most enhanced. Liverpool FA advise that all clubs ensure they have insurance that best suits their needs.

All options can be found, reviewed, selected and paid for within your **new Club Portal!**

Affiliation Requirements



Depending on the type of teams that make up your club, your requirements will be slightly different. Details of what you require to affiliate for the 23/24 season can be found below, including what's new.

All Clubs:

Public Liability Insurance – All clubs* are required to have Public Liability Insurance covering the club for the upcoming year.

Personal Accident Insurance – All teams* are required to have Personal Accident Insurance, including U5 and U6 teams.

NEW -Team Ground – It is a requirement for teams to state their main home ground. You can do this ahead of affiliation opening in your 'My Club' tab. You can find guidance on how to complete this [here](#)

Named Manager or Coach – Every team must have a minimum of one Manager or Coach. This can be completed ahead of affiliation opening in your 'Officials' tab. You can find guidance [here](#)

Club Ground – It is a requirement for clubs to state their main home ground. You can do this ahead of affiliation opening in your 'My Club' tab. You can find guidance on how to complete this [here](#)

Key Officials – Clubs are required to state their key officials. You can find guidance of how to add your key officials [here](#)

Safeguarding Declaration – Every club will be required to accept a Safeguarding Declaration. Where clubs have teams that play across different levels of the game, multiple declarations will need to be accepted.

Affiliation Requirements continued...

Clubs With Adult Teams:

NEW – **Welfare Officer** - Clubs with adult teams require a named 'Welfare Officer (Adult Teams)'. For the 2023/2024 season, no qualifications are required for this role.

Clubs With Youth Teams:

NEW - All managers and coaches require an in-date, accepted DBS & to have completed the Safeguarding Children Course.

Clubs With Adult Disability Teams:

NEW – **Welfare Officer** - Clubs with adult disability teams require a named 'Welfare Officer (Adult Disability Teams)'. The **free** Safeguarding Adults Course will be required for this role.

***Exemptions on Insurance;**

- Pro Clubs are not required to upload Public Liability or Personal Accident Insurance, as these are validated by their Competitions*
- Step 1-4 Teams are not required to upload Personal Accident Insurance, as these are validated by their Competitions.*



Affiliation Checklist

Before Affiliation Window Opens

- 1) Check officials & qualifications - for guidance click [here](#)
- 2) Add club and team grounds - for guidance click [here](#)
- 3) Read and accept Safeguarding declarations - *MyClub & Documentation & Safeguarding Declarations*
- 4) Tidy up folded teams - for guidance click [here](#)
- 5) Assign teams to correct leagues - for guidance click [here](#)

After Affiliation Window Opens

- 6) Create new teams - for guidance click [here](#)
- 7) Affiliate teams as required
- 8) Add County Cups - for guidance click [here](#)
- 9) Choose your insurance options through Club Portal, ensuring you meet minimum requirements
- 10) *Optional* - Purchase any additional products as required.



Safeguarding Declarations



As part of the 2023/2024 season affiliation process all clubs will be required to commit to a Safeguarding Declaration. Clubs will be acknowledging that they understand and accept their safeguarding responsibilities.

Clubs can access the Safeguarding Declarations within the **Club Portal**. Visit **[Safeguarding Declaration FAQs](#)** for more information.

It's recognised that some clubs provided activity for children under the age of 6, in previous seasons and others are keen to start. Clubs wanting to affiliate U6 activity (for 4 and 5-year-olds) for the new season will be able to do so within Club Portal under the new title of 'Play Phase', *the previous title within Whole Game System - U6 Development will no longer be used.*

Please note: The FA does not affiliate activity designed for children younger than 4-years-of-age.

Building on the safeguards already in place in youth football, it's essential that every club is clear about the additional safeguards needed for this young age group.

Clubs must be able to put all of these safeguards in place effectively.

The 'Play Phase' safeguards have been incorporated within the Safeguarding Declaration – Youth Football and are shown below.

Clubs who choose to run activity for 4 and 5-year-olds will be required to:

- Ensure a specific safeguarding risk assessment is completed for 'Play Phase' activity.
- Have a formal registration process for each session.
- Proactively communicate the availability of toilets and hand basins.
- Require parents/carers to supervise their child(ren), including intimate care needs.
- Have a 'Missing child protocol'.

Changes to Affiliation Fees



As part of the standardisation, affiliation for the 2023/24 season will switch from a club fee to a team fee for **all** County FAs.

Moving into next season, affiliation fees for Liverpool FA will be:

- £10 per youth team** *(previously £40 per club)*

- £30 per adult team** *(previously £60 per club)*

- County Cups Entry Fees will remain £20 for Adult Teams and £15 for Youth Teams (For reference, County Cup entry is limited to one team per club, per appropriate competition. For female participants, U14-U16, multiple entries will remain unchanged).*

Our aim remains constant; to support and continue improving grassroots football for everyone here on Merseyside. As part of this we have developed our new [Commitment to Safeguarding Fund](#) to support clubs in fulfilling the new Safeguarding Requirements for youth teams.

Although **Liverpool County FA fees remain the lowest across the County FA network**, we will continue to look at cost reduction options for all clubs.

Further Links and Information

- **The full FA Webinar, Affiliation 2023**, is available [here](#).

This Webinar is 1hr 5mins in duration, and covers the Club Portal and affiliation in great detail.

- **You can find general Affiliation FAQ's** [here](#), which will be able to answer the majority of questions for you.
- A recap of all of this information is available directly from the FA by clicking [here](#).

For further support on Affiliation please do not hesitate to contact Liverpool FA on 0151 523 4488 or www.liverpoolfa.com

