



**MIDDLESEX  
FOOTBALL**

# TEAM AFFILIATION



**GUIDANCE 2023/24**







*'Affiliation is an annual validation of your club, teams and officials, ensuring everyone playing affiliated football is meeting a minimum set of requirements.*

*In order to participate in a FA or County FA sanctioned league and or competition your teams must be affiliated. For more information regarding the benefits and costs associated to affiliation, please contact your County FA'*

## New Affiliation Model

### Team Affiliation

This season, the affiliation process will be changing significantly, most notably the change from club affiliation to team affiliation.

In practice, this means that clubs can affiliate individual teams as soon as they are compliant with all affiliation requirements. For example, if a club consists of 30 teams and there is only one team not compliant, the other 29 teams can be affiliated and the additional team can be added once the requirements have been satisfied. This should alleviate some of the past issues whereby one issue can prevent an entire set of teams from affiliating to the County FA.

In addition, this should assist with adding and folding teams throughout the season, with clubs having total control over this and not having to wait for the County FA to add an additional team for them.

Due to this change, the previous 'club fee' will no longer be charged to clubs and instead, there will be a fee for each team that is affiliated. The price list for team affiliation can be found further down in this guidance document.

### Pricing Structure

Your affiliation fee to the County FA is calculated in the following way:

**Individual Team Fees** – determined by the playing level of each team.

**Additional products** – such as County Cup entry, insurance and first aid kits.

The price for your affiliation application is worked out automatically for you during the affiliation process on WGS based on the below criteria:

Level of Competition	Team Fee
Step 1 - Step 6 of the National League System, Tiers 1-4 of Women's Football Pyramid	£60.00
Non National League System Adult (Sat & Sun) & Tier 5 and below of Women's Football Pyramid	£20.00
Non National League System Youth & Schools	£12.00
Leagues	£40.00

*'Junior' football refers to a specific level of football within adult football. U18 teams/competitions are referred to as 'youth' football.*



# Club Portal System

Another notable change is the transition from the Whole Game System to the Club Portal. This system should serve to make the process much more simplified, as well as being conveniently placed in the same portal as player registration and other administrative club tasks. The new affiliation system is much more user-friendly and has been streamlined from eight steps to just five. A preview of this can be found below:

Club Portal \ Teams \ Affiliation

Application ID 658

## Affiliation

< Affiliation

1. Club Details 2. Select Teams 3. Club Insurance 4. Team Insurance 5. Summary

**Your club details are incomplete.**

### Key Officials

Your club has 1 key official role(s) with an issue to be resolved

[Go to Key Officials](#)

### Club Grounds

Main Ground Assigned  
RECTORY PARK (MIDDLESEX FA)

### Safeguarding Declarations

Please adopt Safeguarding Declaration(s)

[Go to Safeguarding Declarations](#)

**Please complete the above to proceed with affiliation.**

## Automated Affiliation

A major benefit of the new affiliation system is that much of the process can be completed automatically, provided all relevant requirements are met. These include the following for each team:

- Officials (each team must have at least one listed Manager or Coach, ideally two)!
- Qualifications
- Team Ground

If the any of the teams are currently not compliant, the system will advise you on which areas need to be amended and exactly what needs to be changed to move forward. Teams that are already compliant can be affiliated separately if the club wishes to do so.

Upon making these changes, the system will then advise on how many teams can be automatically affiliated. To affiliate the team, you would simply tick the box on the left-hand side and proceed to step 3 and 4 which is regarding insurance.

Club Portal \ Teams \ Affiliation

Application ID 658

## Affiliation

< Affiliation

1. Club Details 2. Select Teams 3. Club Insurance 4. Team Insurance 5. Summary

**You have 1 team ready to affiliate**

Show Filters

Total Team Fees: £0.00

1 Team

<input type="checkbox"/>	Team Name	League	Team Fees
<input type="checkbox"/>	Women (Female / 11v11)	N/A	£20.00

If you cannot see a team here, please go back to the team listing screen and ensure team requirements are complete

[BACK](#) [PROCEED](#)



# Simplified Product List

In previous seasons, feedback has been received regarding product lists during affiliation which are simply too long and arduous for clubs to read through and select. Due to this, the list of team fee products which can be selected are fair simpler, again to help make the process more efficient and user-friendly for the consumer.

Included in the product list will be set fees for teams at the following steps, which will be detailed in a subsequent section:

- Step 1-6 Teams
- Non-NLS Adult Teams
- Non-NLS and Small-Sided Youth Teams

## Before You Start

### New Clubs

If you are a new club looking to affiliate, please email [affiliation@middlesexfa.com](mailto:affiliation@middlesexfa.com) and include 'New Club 23/24' (and if you know it, your intended Club name) into the subject header with details (name, address and date of birth) of your 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.

### Have the Right Information Ready

Before you start the affiliation process, you will need:

- Your (the Club Secretary's) email address and associated password for access to the Club Portal. If you do not know your password or have not set one up previously, this can be reset by clicking the 'Forgot my password' link from the portal front page.
- Details of the teams and their managers/coaches (including FAN number and/or address, postcode and date of birth) that you are running in 2023/24 along with the league competition name, home ground and kit colour for each team.

## Completing the Affiliation Process

### All Teams

Once these details have been confirmed, you can add to the system and begin the affiliation process under the 'Teams' section of Club Portal, which has the following steps:

1. Club details: validating that your club has the required key officials, ground information & documents uploaded
2. Team selection: where teams eligible for affiliation can be selected
3. Insurance: to purchase or upload club and team level insurances required

Applications will be either automatically approved or will require an approval from your County FA should there be any outstanding actions (e.g. debt associated to the team). On completion of your application, you will be advised on what payment is due, which will be under the 'payment' section of the Club Portal. Affiliation of each team is not complete until a payment has been made.



# Insurance

**UKGLOBAL**

// A howden company

**IMPORTANT – ALL adult and youth clubs MUST purchase Public Liability Insurance and all teams must have Personal Accident cover.**

**Middlesex FA's recommended insurance provider will once again be UKGlobal and you will have the option to purchase their products during the affiliation application process.**

## Public Liability Insurance

The minimum Indemnity Limit required is £10,000,000 and your policy must be valid for the period 1st July 2023 to 30th June 2024. One policy must be taken out per club.

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 UKGlobal 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 which can be done through UKGlobal. If a club is accused of being negligent in any way they must not admit liability as this can prejudice the case. If a club receives any correspondence from a solicitor they should pass the documents on to UKGlobal immediately unanswered.

**UKGlobal Public Liability Insurance is currently £24.00 per policy per club.**

## Personal Accident Insurance

ALL affiliated teams must have Personal Accident Insurance cover to affiliate to the County FA.

Insurance premiums for the current season will be listed on the Club Portal. The basic standard of cover is priced at £69 per adult team and £18 per youth team. Walking Football and Disability teams will receive a discounted cost of £41.40 for their cover which can be selected directly from the system. Prices will also be listed for higher standards of insurance, should teams wish to explore this option. Wording will be included to explain the main differences between each level of cover.

Middlesex FA strongly recommends clubs read the insurance cover options (shown on the Club Portal) in order to make an informed decision that is best for each team.

Those clubs playing in the Isthmian League and Vanarama National League are reminded that they must purchase their insurance directly via their respective League's schemes. Senior Clubs (Steps 1 to 4) must ensure they have the necessary 'top up' insurance cover as directed by their respective league competition.

# Safeguarding & DBS Checks

## Safeguarding for Adult Teams

All clubs with at least one adult team will be required to name a Welfare Officer for season 2023/24, which will be a mandatory requirement for affiliation.

At present, there is no further action that needs to happen regarding qualifications for this role, however it will be mandatory from season 2024/25 that somebody in this position will need to have a valid FA DBS check. Please use this season as an opportunity to complete this well in advance of the following season.

In addition, all Manager's and Coaches of adult teams containing 16/17-year-old players **MUST** have a valid FA DBS check by season 2024/25, so please consider actioning this as soon as possible if you think your team may be affected by this.



# Safeguarding for Youth Teams

As was the case in previous seasons, the Safeguarding requirements for youth teams and clubs remain extensive, with a full list of these below:

- All Key Club Officials must have completed the Safeguarding for Committee Members module online (Secretary, Chairman, Treasurer & Welfare Officer)
- In addition to the above, the Club Welfare Officer must have completed a Welfare Officer Workshop, DBS check and Safeguarding Children Course through The FA.
- All Team Officials (Managers/Coaches) must have completed an FA DBS check, as well as a Safeguarding Children Course. It is also considered best practice that anyone in this position should complete a First Aid in Football Course.

## Safeguarding for Disability Teams

It will be mandatory for all Clubs with at least one disability team to have a named Welfare Officer for season 2023/24 who must also have completed a Safeguarding Adults module through the England Football Learning platform before the team can be affiliated. Such modules can be found here, as well as the courses mentioned for youth and adult teams/clubs: <https://learn.englishfootball.com/courses/safeguarding>

## DBS

Clubs with Youth Teams (U18 and below) should be aware of the following DBS guidance:

The FA DBS check has a 3-year renewal policy. Therefore, any FA DBS's older than 3 years at the point of affiliation will be considered invalid. 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 CRC 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.

For clubs that are already set up with a club PIN on the First Advantage system, your nominated club verifier will be able to verify documents of your new and existing coaches. If you are not already set up on this system, please contact us on [safeguarding@middlesexfa.com](mailto:safeguarding@middlesexfa.com) where we can guide you through the process.

In addition, please note that if your Welfare Officer's DBS check is due to expire, they must apply for a DBS check directly through the County FA, initially by contacting the Safeguarding email above.

To prevent delays in your affiliation please only add teams with confirmed managers at this stage.

As a reminder, a DBS check will be required for all named Welfare Officers with adult clubs by season 2024/25, as well as Manager's and Coaches of adult teams that contain players aged 16-17 years old.



# County Cup Competitions

## Key Changes

Entry into our County Cup Competitions now sits alone and is a separate process from team affiliations, which is another big and important change to note. Following completion of the steps mentioned above, clubs will be able to select which teams wish to enter the County Cups and in some cases, the exact cup they wish to enter (***please note these are never set in stone until the Cups Committee has determined which competition your team should be placed in***).

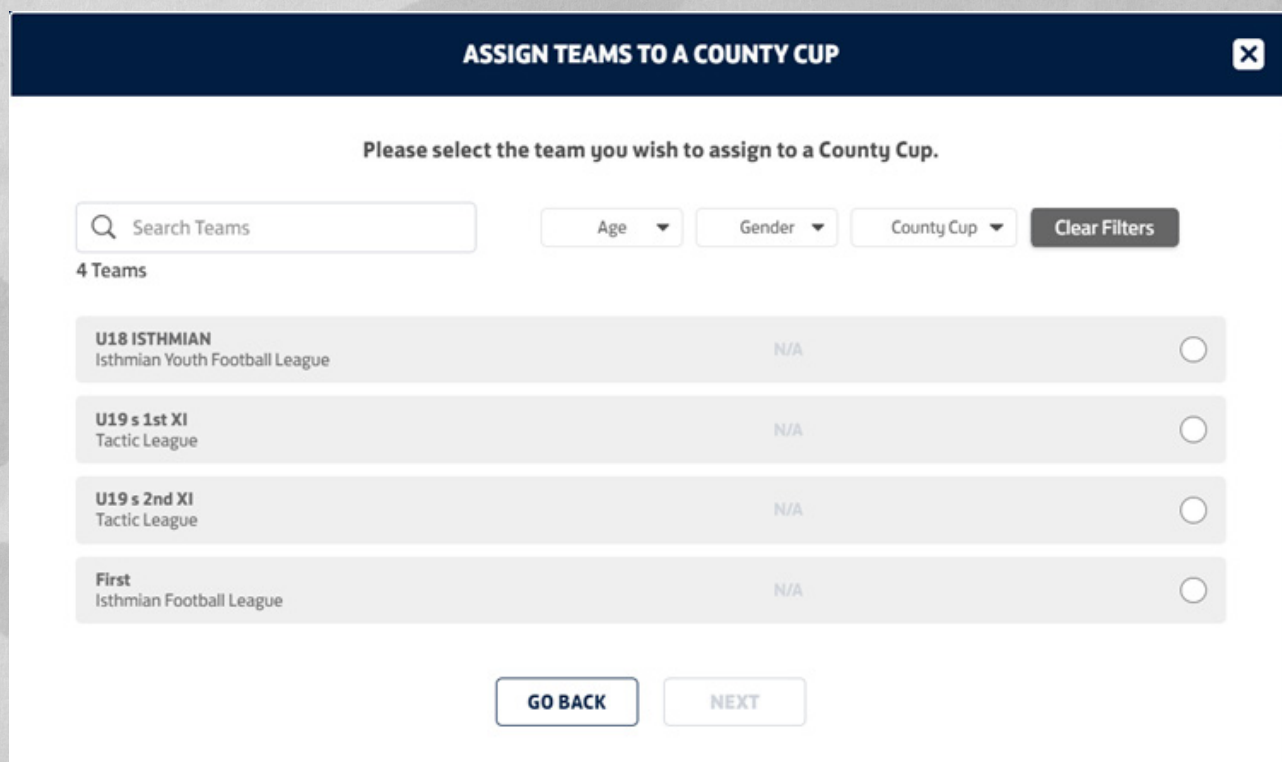
## Key Changes

In order to enter or manage County Cup entries, each team would be required to access the 'Manage Competitions' tab as per the below, in a very similar position to where teams will begin their affiliation applications.



The screenshot shows the 'Teams' section of a web application. At the top, there's a blue header with the word 'Teams'. Below it, a white bar contains a search box labeled 'Search Teams', a 'Show Filters' button, and three buttons: 'Affiliate Teams', 'Create Team', and 'Manage Competitions' (which is highlighted in blue). Below the search bar, it says '4 Teams'.

Once this section has been accessed, each team will have the opportunity to enter into a County Cup, through the below screen:



The screenshot shows a modal window titled 'ASSIGN TEAMS TO A COUNTY CUP'. Inside, it says 'Please select the team you wish to assign to a County Cup.' Below this is a search bar 'Search Teams' and three dropdown menus for 'Age', 'Gender', and 'County Cup', along with a 'Clear Filters' button. Below the filters, it says '4 Teams' and lists four teams with their respective leagues and a radio button for selection:

Team	League	Selection
U18 ISTHMIAN	Isthmian Youth Football League	<input type="radio"/>
U19 s 1st XI	Tactic League	<input type="radio"/>
U19 s 2nd XI	Tactic League	<input type="radio"/>
First	Isthmian Football League	<input type="radio"/>

At the bottom, there are two buttons: 'GO BACK' and 'NEXT'.

The system will set-up so only competitions that the team is eligible for will appear as selectable. For example, only teams at Step 1-5 can enter the Senior Challenge Cup. This can be shown for one of our Senior Clubs below, where this is the only competition available to select.



ASSIGN TEAMS TO A COUNTY CUP

Select for the cup you wish to assign to:  
**First**

Select the cups that you wish to enter this particular team, you can select as many cups as you wish.

County Cup Name ▾	County FA ▴	Entry Fee
<input type="checkbox"/> Middlesex FA Senior Challenge Cup	Middlesex FA	£60.00

GO BACK

CONFIRM & ADD ANOTHER

CONFIRM & SUBMIT

Once this has been done, the County FA will review the entry and invoice the team for this. This invoice will then appear under the 'payments' section of Club Portal, where the team can then pay and confirm entry. Payment can be made through card, making it extremely easy for teams to complete directly through the system.

Club Portal \ Payments \ Invoices

Payments

Invoices (1)

Search by Invoice ID

Show Filters

Proceed to Pay

1 Invoice

Invoice # ▴	Invoice Date ▴	Status	Amount	Due Date	Processed By ▴
<input type="checkbox"/> CUP312230000	11 Apr 2023	Unpaid	£60.00	25 Apr 2023	N/A

Following this, teams will be added to the Middlesex FA County Cups section for Committee review, where each team will be placed in a certain competition based on its eligibility. The County FA will then make contact in due course regarding round dates, draws and any further information for the competition entered.

If you have any further questions, please contact [affiliation@middlesexfa.com](mailto:affiliation@middlesexfa.com)