



# NOTTINGHAMSHIRE FA AFFILIATION 2023

## AFFILIATION Q&A

### **Q. WHAT IS AFFILIATION?**

A. Every team must affiliate each season. Affiliation is the process by which clubs "register" with their County Football Association, allowing them to play affiliated football for the new season. It involves telling the county which teams you'll be running, as well as the key officers and team officials involved in running your club and the leagues your team will play in.

### **Q. WHEN CAN I START AFFILIATION?**

A. Affiliation will open for teams within the National League System on Monday 12<sup>th</sup> June whilst the rest will open on Monday 19<sup>th</sup> June.

### **Q. CAN I DO MY CLUB AFFILIATION IN STAGES?**

A. Each team is now affiliated separately meaning you can affiliate your teams all throughout the 2023/24 season so you can affiliate teams as and when you want.

### **Q. HOW DO I CHANGE MY CLUB DETAILS?**

A. The first step of affiliation asks you to confirm your club details are correct. If any of these need to be amended, click on the update link and you can update and save your club details.

Key Officials

[Update](#)

### **Q. CAN I AMEND MY CLUB NAME?**

A. No. You cannot amend your club name through the online affiliation form – if your club name, or legal status has changed, please contact your County FA.

### **Q. WHAT IF MY CLUB LEGAL NAME IS BLANK?**

A. Only clubs that are incorporated and therefore have a legal company name and number should provide these details. If your club is Not Incorporated (Members Club) then the Legal Name should be left blank.

### **Q. WHICH CLUB OFFICERS MUST I PROVIDE?**

A. Every club **MUST** have a Secretary, Chairman, Treasurer and Welfare Officer. If you are a youth club, you **MUST NOT** have 1 individual in more than 2 positions.

### **Q. WHAT ARE THE REQUIREMENTS FOR A CLUB WELFARE OFFICER?**

A. Every club which has Under 18 players in any of their teams **MUST** nominate an individual as a Club Welfare Officer the person must have an accepted DBS Enhanced FA CRC Check. In addition, they must have already attended a Safeguarding Workshop and a Welfare Officer Workshop. Each committee member must also complete the Online Safeguarding for Committee Members.

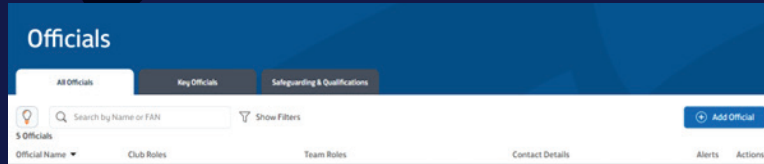
If you are an adult club, you must have a Welfare Officer with a valid DBS check.



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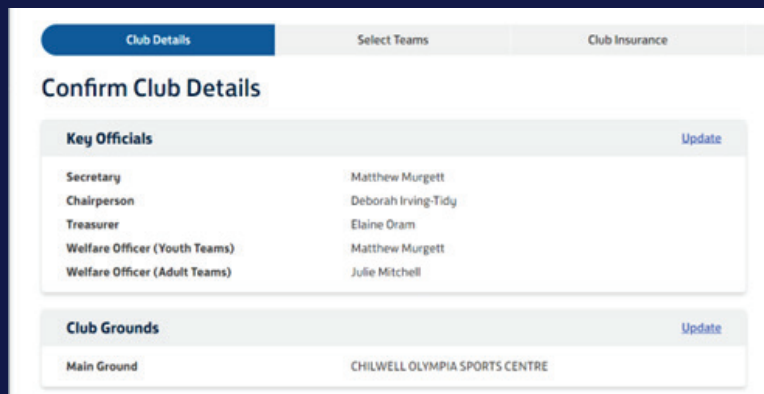
## Q. WHAT DO I DO IF I CAN'T FIND A PERSON TO ADD TO A ROLE?

A. If you wish to add a role to someone who does not appear on the Club Affiliation form, please add the individual through the officials tab.



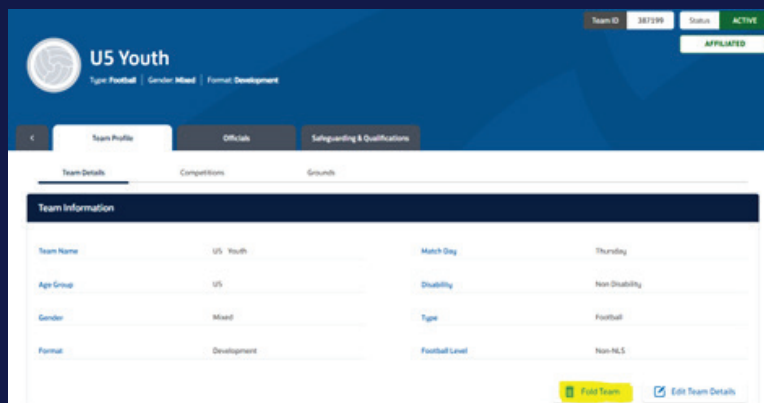
## Q. HOW DO I UPDATE MY CLUB GROUNDS?

A. Entry of club grounds are mandatory for the 2023/24 season affiliation. You can add these at the 'club details' stage of the affiliation by clicking the update button and searching for the ground.



## Q. HOW DO I REMOVE A TEAM?

A. If you need to remove a team (i.e. report that it won't be running next season) you can fold the teams by clicking into the team you want to fold in the Teams tab. You can then click fold which will send a notification to the County FA.



## Q. WHICH COUNTY CUPS CAN I ENTER?

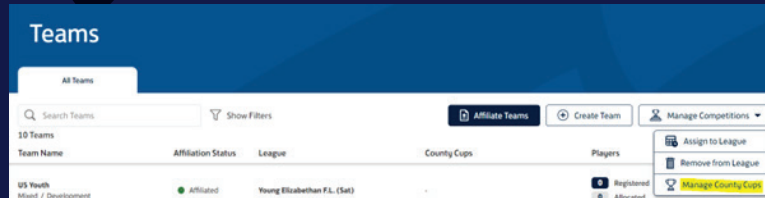
A. When you select the dropdown list of County Cups, you will only be offered the cups for which the team concerned is eligible.



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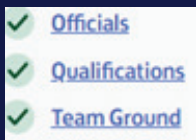
## Q. DOES EACH TEAM HAVE TO ENTER A COUNTY CUP?

A. The only mandatory County Cup is the Senior Challenge Cup which is open for teams at step 1-6. The rest of the County Cups are optional and can be added through the Manage Competitions under the teams tab.



## Q. ARE MANAGERS AND COACHES REQUIRED?

A. **ALL** teams must have a named Manager or Coach. You will not be able to affiliate the team without one.



## Q. WHEN SHOULD I ADD "MIXED" AS A TEAM GENDER?

A. "Mixed" can only be added for teams at U18 and younger and should be recorded when a team will be comprised of boys and girls.

## Q. DO I HAVE TO PROVIDE DETAILS OF PUBLIC LIABILITY INSURANCE?

A. Public Liability/Club Insurance (which covers the club against Third Party claims) is mandatory for all clubs, and you either must provide evidence you have purchased it for the coming season within the Club Affiliation form or purchase it from your County FA as part of the affiliation process.

## Q. DO I HAVE TO PROVIDE DETAILS OF PERSONAL ACCIDENT INSURANCE?

A. Personal Accident/Team Insurance (which covers players against injury) is mandatory for all teams for season 2023/24, and you either must provide evidence you have purchased it for the coming season within the Club Affiliation Form or purchase it through the affiliation.

## Q. WHAT HAPPENS WHEN I SUBMIT MY CLUB AFFILIATION FORM?

A. If you have everything in place you will not need to submit your Club Affiliation Form. You can pay the invoice and that team will be affiliated and ready to play. If your club have outstanding debt, a Welfare Officer that isn't compliant or you have submitted insurance your application will be reviewed and you will be contacted by one of our staff members.

## Q. DO I HAVE TO PAY MY CLUB AFFILIATION FEE IMMEDIATELY?

A. At the end of the affiliation, when completed and invoiced, you will have the option to pay immediately online via card or take the invoice and make a BACS or cheque payment by the deadline to the County FA.

## Q. CAN I USE ACADEMY IN MY NAME?

A. We prohibit clubs from using "Academy" within their Club or Team Name unless they meet The FA definition of an academy.  
Academy – Means an establishment for coaching and education of academy players operated by a club in accordance with the requirements of the professional game youth development rules.

## Q. CAN MY TEAM WEAR A BLACK KIT?

A. If your kit is more than 50% black this will have to be sanctioned by The County FA. Teams are prohibited from wearing black kits.