



Team Affiliation 2023-24 Guide for clubs

What is Affiliation?

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

Why do you need to Affiliate?

In order to participate in an FA or County FA sanctioned league and or competition your teams must be affiliated.

What are the benefits?

- Being legally affiliated to the Oxfordshire FA
 - Eligibility to compete in FA and County FA competitions (e.g. leagues, County Cups, etc.)
 - Access to qualified referees for your matches
 - Discipline, Fair Play and Respect
 - Access to purchase public liability for your club, and personal injury insurance for your teams and players.
(if not affiliated then insurances are likely to be void)
 - Access to purchase discounted personal accident cover for adult/open age teams
 - Access to development and funding opportunities
 - Access to player and coaching development opportunities
- Access to advice from County FA staff plus FA regional development, coaching and facilities personnel



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2023/24 Affiliation Information and Changes

Club affiliation has changed to 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.

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 us to add or remove teams for them.

No More Affiliation Numbers

You will no longer get an affiliation number. Teams will now simply show as “affiliated” in your club portal. Leagues are being advised not to chase or fine for not supplying.

No More Club Fees

Pre-Covid we had a model where we charged per team as well as a club fee and insurances. To provide a fairer more representative fees structure based on the number of teams a club has we have now axed the club fee and will only charge a fee per team.

Pricing Structure

Your affiliation fee to the Oxfordshire 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:



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Affiliation	
Level of Competition	Team Fee
Professional	£250
Steps 1 & 2	£150
Steps 3 & 4	£60
Steps 5 & 6	£50
Women's Tier 3 & 4	£50
Women's Tier 5 & 6	£50
Open Age, Veterans, Futsal, Walking Football	£10
Youth	£10
County Cup Competitions	
Competition	Entry Fee per Team
Senior Cup	£50
Intermediate Cup	£30
Junior Shield	£30
Sam Waters Sunday Cup	£30
Women's Cup	£30
Veterans Cup	£30
Charity Cup	£30
U18 Youth & Girls Cups	£30
Youth & Girls Cups - U16, 15, 14, & 13	£20

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-National League System Adult Teams (Including Regional Feeder League)

Non-National League System Youth Teams

Non-National League System and Small-Sided/Futsal/Walking Football Teams



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Before You Start

New Clubs

If you are a new club looking to affiliate, please email sanctioning@Oxfordshirefa.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 the FA Whole Game System, a member of the Football Services Team will be in touch to confirm your login details for the Club Portal.

Have the Right Information Ready?

Before you start the affiliation process, you will need:

Your proposed 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

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:

Club details: validating that your club has the required key officials, ground information & documents uploaded

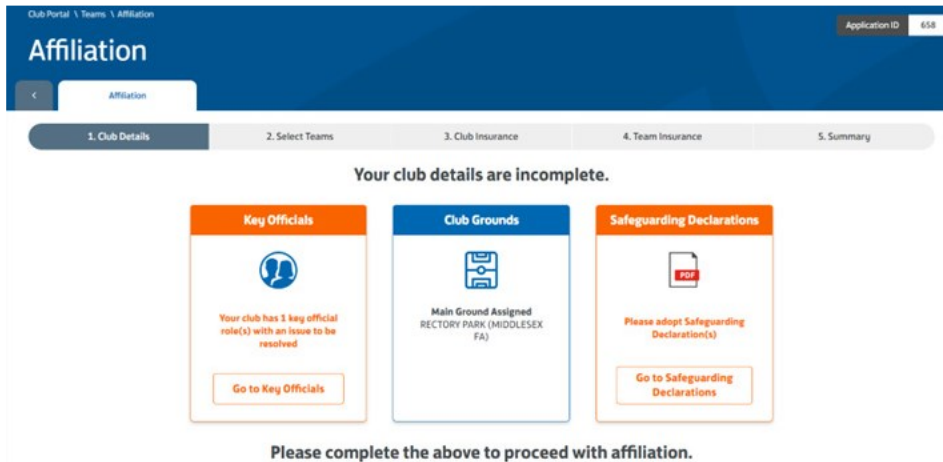
Team selection: where teams eligible for affiliation can be selected

Insurance: to purchase or upload club and team level insurances required

Applications will be either automatically approved or will require an approval as 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.

Affiliation has moved from the Whole Game System to the Club Portal

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

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.



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Club Portal | Teams | Affiliation

Application ID 658

Affiliation

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

You have 1 team ready to affiliate

Search Teams Show Filters Total Team Fees: £0.00

1 Team

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

Insurance

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

Oxfordshire FA's recommended insurance provider will once again be Marsh (formerly Bluefin) 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 (Please advise us if you intend to do this as we need to ensure all records, such as players, finances, etc are carried over to single club).

Employers Liability Insurance is also different to Public Liability Insurance. If you are purchasing Marsh 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 Marsh. Should a club be 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 Marsh immediately unanswered.

Marsh Public Liability Insurance including Player-to-Player cover is currently £64 per policy per club.

Marsh Public Liability Insurance without Player-to-Player cover is currently £32 per policy per club

Affiliation



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Personal Accident Insurance

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

Insurance premiums have risen, and most providers now only offer one youth product compared to previous years of having one for U12 and below, and another for U13 and above. The good news if you have adult/open-age teams is that we have been able to agree a discount on their personal accident premiums. The level of cover remains at Superior 120 which will give any injured player at least a small income if off work. You can of course continue to purchase higher cover direct from Marsh, but you will only pay them for the additional on top of the product available through affiliation.

Insurance premiums for the current season are listed on the Club Portal. The basic standard of cover is priced at £64 per adult team (after discount applied) and £24 per youth team. Walking Football and Disability teams will receive a discounted cost of £50 per team for their cover which can be selected directly from the system. Wording is included to explain the main differences between each level of cover.

We strongly recommend 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 at Step 4 and above, including professional clubs, 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 Managers 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.



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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.EnglandFootball.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 are 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@Oxfordshirefa.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 Oxfordshire 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 Managers and Coaches of adult teams that contain players aged 16-17 years old.



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County Cup Competitions

Key Changes

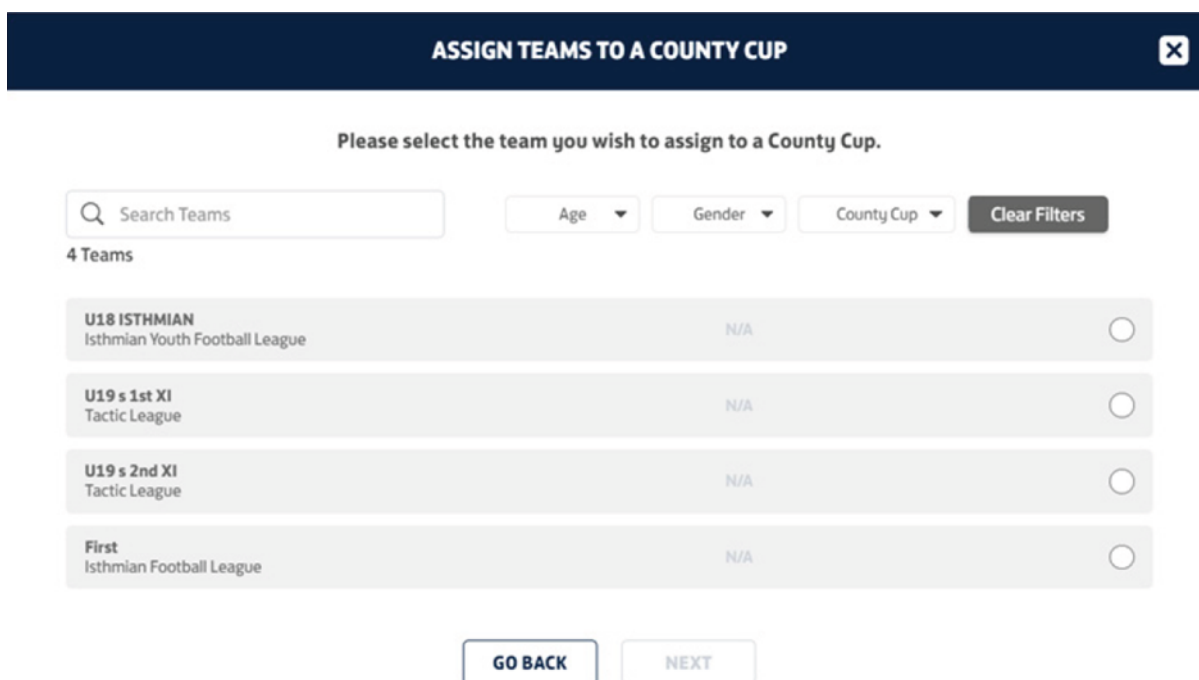
Entry into our County Cup Competitions now sits alone and is a separate process from team affiliations, which is another big and important change to note. Following completion of the steps mentioned above, clubs will be able to select which teams wish to enter the County Cups. As in previous years, clubs with multiple Youth teams in various age groups can enter more than one team per competition. ENTRY TO COUNTY CUPS REMAINS OPTIONAL AND **NOT MANDATORY**.

Key Changes

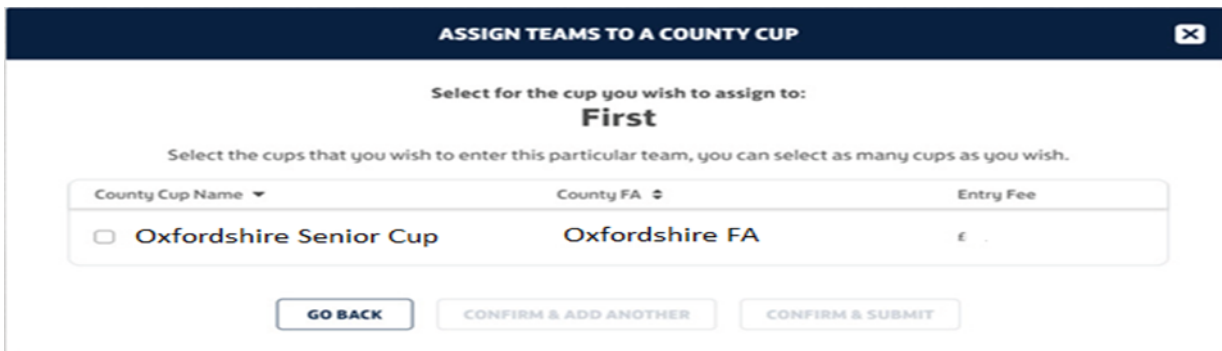
In order to enter or manage County Cup entries, each team would be required to access the 'Manage Competitions' tab as per the below, in a very similar position to where teams will begin their affiliation applications.



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

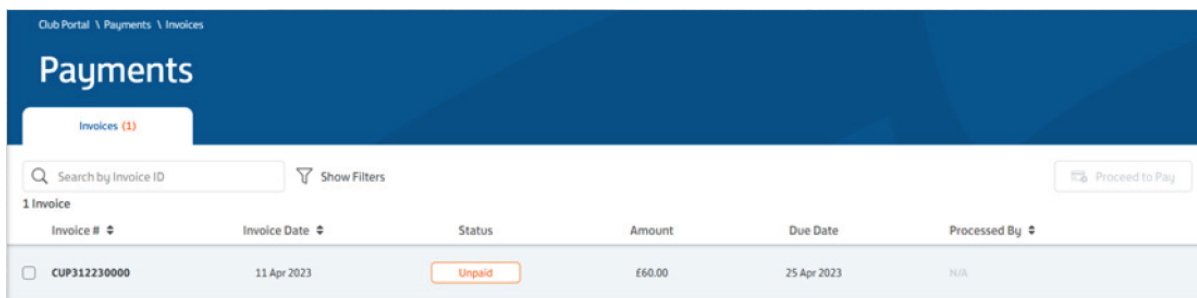


The system will set-up so only competitions that the team is eligible for will appear as selectable. For example, only teams at Step 7 and above can enter the Senior Cup. This can be shown for one of our Senior Clubs below, where this is the only competition available to select.



County Cup Name	County FA	Entry Fee
<input type="checkbox"/> Oxfordshire Senior Cup	Oxfordshire FA	£ .

Once this has been done, we 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.



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 checked for eligibility against the Competition entered. The Oxfordshire 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 sanctioning@OxfordshireFA.com

WE ARE HERE TO HELP SO DON'T BE AFRAID TO CONTACT US AS WE APPRECIATE THIS IS A

NEW PROCESS AND NEW SOFTWARE