

## **Club Affiliation – FAQs**

### **Q What is Club Affiliation?**

A: Clubs are required to affiliate each season. Affiliation is the process by which Clubs “register” with Sheffield & Hallamshire County FA, allowing them to play affiliated football for the season. It involves telling us which teams you’ll be running, which County Cups and Leagues you will be entering, as well as key Club Officials and Team Officials involved in running your Club.

### **Q: How do I affiliate?**

A: Affiliation is completed online using the Whole Game System. Helpful guides, videos and resources can be found on our website to support you through the affiliation process:  
[www.sheffieldfa.com/leagues-and-clubs/club-affiliation](http://www.sheffieldfa.com/leagues-and-clubs/club-affiliation)

### **Q: Can I do my Club Affiliation in stages?**

A: Yes. You can save your Affiliation at each stage and then come back to it.

### **Q: How do I change my Club details?**

A: The first step of the affiliation asks you to confirm your Club details are correct. If any of these need to be amended, click on the edit link (the pencil icon) and you can then update and save your Club details

### **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 Sheffield & Hallamshire CFA.

### **Q: Do I have to enter a Club sponsor?**

A: This is not a mandatory field and therefore you should only provide details if you have a Club sponsor confirmed for the following season.

### **Q: Which Club Officers must I provide details for?**

A: Every Club must provide a Secretary, Chairman and Treasurer. Also, Clubs running teams at Under 18s or below must provide details of their Club Welfare Officer.

### **Q What are the requirements for a Club Welfare Officer?**

A: All Clubs that run teams at Under 18s or below must have a fully qualified Club Welfare Officer (CWO). To be nominated for the role, the individual must have an in-date and accepted Enhanced FA CRC and must have completed a [Safeguarding Children Workshop](#) and [Welfare Officer Workshop](#). If this is not possible, an alternative suitably person must be added as the CWO and a “County Action Plan” agreed with Claire MacRory, the County FA Designated Safeguarding Officer, to ensure that the proposed CWO attends these workshops and meets the minimum requirement.

**Q: What do I do if I can't find a person to add to a particular role?**

A: The Club affiliation form only allows you to assign roles to people who are already recorded as being associated with your Club. Therefore, to add a new official you should click the 'Add Official' button and provide the details requested. Should you not be able to find the correct person, please contact us.

**Q: Can I update my Club Ground?**

A: Yes. Please add each ground that your Club plays at and then at the relevant stage of the Affiliation process, you can then allocate which of your teams play at which grounds.

**Q: Do I need to review all of my teams?**

A: Yes. Although the Club affiliation form will present you with a pre-populated set of teams, based upon the last/latest information we have on each team that you had listed for last season. Please check each teams' details, ensuring that all League and Cup entries are correct and also that any managers and coaches for the teams have the appropriate in-date qualifications for their role. Please note that ALL managers and coaches associated with a youth team MUST have as a minimum requirement an in-date accepted Enhanced FA CRC.

**Q: How do I remove a team?**

A: Should you have a team on your list that you will not be running for the 2022-23 season, please tick the Team Folding box to deactivate the affiliation for this team. You'll need to provide a reason for folding the team on the next screen and you can then click the Fold Team button at the bottom of this screen. This will ensure that the team is not included in the affiliation fees at the end of the process.

**Q: What is a team suffix?**

A: The team suffix is part of the Team name and is used to differentiate between teams of the same age group and gender within Club. So, for example, if your Club has two Under 15's teams you could add the suffixes of Reds and Whites, e.g. U15 Reds and U15 Whites. Please remember that you are not permitted to use 'A', 'B', 'C' etc for youth teams.

**Q: What is a team supplement?**

A: In order to ensure that the amount paid by a Club accurately reflects the number of teams at the Club, a £16 supplement is charged per team, although one team is included for free in the Affiliation Fee. E.g. if the Affiliation Fee is £, this will consist of £35 plus an inclusive £16 team supplement.

**Q: Do I need to check Leagues for each of my teams?**

A: Yes. Although each team will normally be entered in the same league as the previous season, you should still make sure that all of your teams are in the correct league or this will cause problems when that League is sanctioned.

**Q: How do I know which County Cup I should enter?**

A: When you select the dropdown list of County Cups, you will only be able to view cups for which the team concerned is eligible. Contact us for further details on Cup eligibility.

**Q: Does each Team have to enter a County Cup?**

A: All adult Clubs must enter their most senior team in the relevant County Cup and may enter their other teams in a County Cup if they wish to do so. There is also a mandatory requirement for youth teams at u13 and u16 to enter a County Cup

**Q: Do I have to provide details of my Personal Accident insurance?**

A: As in previous seasons, all teams are required to purchase Personal Accident insurance. it is important that as part of the online affiliation you select the insurance products that you require.

**Q: Do I have to provide details of my Public Liability insurance?**

A: No. Public Liability Insurance is once again included in our affiliation fee, provided by our chosen partner for insurance, Bluefin Sport.

**Q: What happens when I submit my Club Affiliation Form?**

A: When you click on "Submit for Approval", the Whole Game System will first check that you have not made any obvious errors when completing the form. The form will then be submitted to us for review. We will contact you once the form has been checked to advise that you are either okay to proceed to the payment stage, or that there are errors on the form that need to be corrected.

**Q: Do I have to pay my Club Affiliation Fee immediately?**

A: No. Once the form has been submitted and checked and invoice will be generated.

**Q: Do I have to pay online?**

A: No. Whilst paying online is the quickest and most straightforward method, if you would prefer you can still post a cheque to us, or alternatively come into the office and pay cash. Please do not send cash through the post.

**Q: I don't like giving my credit / debit card details online; can I pay over the phone?**

A: The online payment system is fully secure, but if you would prefer you can pay by phone.

**Q: What credit / debit cards are acceptable?**

A: You will be able to pay using any leading credit or debit card. Please note however that American Express is not accepted.

**Q: What if I need further help?**

A: Most Clubs find that affiliating online is a quick and straightforward process, but if you do require additional support, please do not hesitate to contact us by emailing us at [info@sheffieldfa.com](mailto:info@sheffieldfa.com) or by visiting our [contact us](#) page on our website.