

Surrey FA

Club Affiliation Guide



Club Affiliation Guide 2019/20

Before you Start

New Clubs

If you are a new club looking to affiliate please email affiliation@surreyfa.com and include 'New Club 19/20' (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 all the right information ready

Before you start the affiliation process, you will need;

- ✓ Your (the Club Secretary) **FAN number** and associated password for Whole Game System. **If you do not know your FAN number, please email affiliation@surreyfa.com. If you do not know your password, this can be reset by clicking the 'Forgot my password' link from the portal front page.**
- ✓ Details (including FAN number and/or address, postcode and date of birth) of your Secretary, Treasurer, Chairperson and Welfare Officer (welfare officer required for youth teams only) for 2019/20.
- ✓ Details of the teams and their managers/coaches (including FAN number and/or address, postcode and date of birth) that you are running in 2019/20 along with the league competition name, home ground and kit colour for each team.
- ✓ Details of any County Cup competitions you wish to enter.

Key Dates

Senior Clubs (those playing step 7 and above) can affiliate through the Whole Game System from **Monday 13th May 2019**, with a deadline for all applications to be completed by the County Office on **Sunday 30th June 2019**.

All other clubs can affiliate through the Whole Game System from **Monday 13th May 2019**, with a deadline for all applications to be received by the County Office on **Sunday 30th June 2019**, after which, a late fee of £20 will be added.

Naturally, some new clubs will be created after the 30th June 2019 and should therefore affiliate as soon as possible after this deadline. There is no late fee for new clubs affiliating after the deadline.

The closing date for applications into the **Saturday Senior, Premier & Intermediate County Cup** competitions is **30th June**. For all other **Saturday, Sunday, Youth and Girls Cups** the closing date is **31st July**.

Starting Your Affiliation

To begin the affiliation process;

1. Visit <https://wholegame.thefa.com>
2. Log in to Whole Game System using your FAN/email address and password and click on the 'Club Secretary' tab at top of dashboard.
3. Click on the 'Affiliation 2019-2020' on the left hand menu to begin.
4. Any teams that are disbanding should be un-ticked under 'Active'. If you want to add an additional team, click the 'Add Team' button at the bottom of the screen. Only add teams you are certain will be running in the 2019/20 season at this stage.

Conditions of Affiliation (as per County FA rule P)

All clubs affiliating to Surrey County FA must keep a minute book, adequate accounting records and a register of members – kept up to date and available for inspection on request by the County FA at any time.

A club must have rules that are written in a club constitution that all members must agree at an Annual General Meeting (AGM) in order to affiliate to their County Football Association (County FA).

We strongly advise that clubs also adopt an internal club discipline policy alongside the club rules, a template for which is also available from The FA.

Safeguarding & CRC Checks

Safeguarding

It is a requirement for YOUTH CLUB officials (Secretary, Chair, treasurer and Welfare Officer) to complete an 'Online Committee Member Safeguarding' course (**note, this is not the same as the FA safeguarding workshop which those coaching teams may have completed**).

This is a free, online training course and will take around 60 minutes to complete. The course will be accessible for other club officials also; however, it is mandatory that the Secretary, Chairman, Treasurer and Welfare Officer complete the course in order to affiliate.

To find out more information and to access the 'Club Management Committee Safeguarding Course' [click here](#).

CRC

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

The FA CRC checks have a 3 year renewal policy. **Therefore, any FA CRC's older than 3 years at the point of affiliation will be considered in-valid.** Club Welfare Officers (CWO) must have a valid and accepted FA CRC to perform the role. If the Welfare Officer's FA CRC 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.

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

Kit Regulation

As per County FA Rules (County Cup Competitions) clubs must **NOT** wear shirts that clash with the traditional black uniforms worn by match officials. This means **black and dark navy blue** shirts are **NOT** permitted. **You should also be aware of any rules particular to your parent league competition around kit colours, sponsorship and grounds ahead of affiliation to the County FA.**

Club Grounds Data

Within your affiliation portal you will be prompted to complete information about where your club teams train and play matches. Please ensure you complete this data as it helps Surrey FA to determine where football is taking place in the county and is useful in determining facility funding needs. This information will provide venue data for safeguarding visits to take place in addition.

Please attach these *individually* rather than simple adding the same venue for all teams. You can edit this once the season starts and winter venues are agreed where required.

Affiliation Costs

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

- **Club Fee** – determined by the playing level of your First team.
- **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:

Male Club	Female Club	Club Affiliation Fee	Male Team	Female Team
Premier League & Football League Club	Steps S1 and S2 League Club	£80.00	£40.00	£12.00
Steps 1 – 4 League Club	Steps W1-W2 League Club	£60.00	£18.00	£12.00
Steps 5 – 7 League Club	Steps W3-W4 League Club	£50.00	£15.00	£12.00
All Saturday & Sunday Clubs (Adult, Junior*, U21 & Veterans)	Step W5 League Club & others	£30.00	£12.00	
Youth (U7 – U18)		£20.00	£11.00	
Development Football (U5/U6)		£20.00	£10.00**	
Walking Football		£20.00	£10.00	
Disability		20.00	£11.00	
Small-Sided/Futsal		£10.00	£5.00	
Schools and colleges		Waived if affiliated to Surrey Schools FA or Association of Colleges or English College FA		
Soccer School/company provider		£25.00		

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

U5/U6 session running on a Saturday is considered **one team regardless of numbers. A separate Sunday session would be classified as a **second team**.

County Cup Competitions

The entry level for each team is dependent on their position within their own league constitution. If in doubt, please check with your League Secretary or Bob Dick on Bob.Dick@SurreyFA.com. Any team wishing to withdraw from County Cup competitions must do so in writing to Bob. Applications for withdrawal received before 1st August (all clubs) may be eligible for a refund on the entry fee paid, refunded as a credit note, on a case-by-case basis.

As per County Cup rules, entries to competitions must be received by the **31st July** (excluding the Saturday Senior, Premier and Intermediate Cups, which are **30th June**).

Each ADULT team can only enter **ONE** County Cup competition (except for the Veterans County Cup) unless an application is made by email to bob.dick@surreyfa.com. Youth clubs can enter more than one team per age group.

If you wish to enter a cup competition in another County you MUST seek permission from Bob Dick and your respective league in order to do so. In addition you must be entered into the equivalent County Cup within Surrey.

Withdrawals before the competition draw has been made are refunded by credit note, whereas withdrawals after the draw has been made will be subject to a fine as per County FA rules.

Use the County Cup finder table below to determine which Cup your team(s) you should be entered into (check with Competitions officer if not certain):

Competiton Type	Eligibility Criteria
Saturday Football (Adult Male)	
Saturday Senior = £40 per Team	First Teams playing in Premier League, Football League and Steps 1-5.
Saturday Premier = £25 per Team	Reserve Teams of all Senior Sides as above playing at Step 6 or above plus First Teams of Combined Counties League Division One (Step 6) and Secondary Affiliated AFC/SAL top division teams.
Saturday Intermediate = £20 per Team	Reserve Teams of all Premier Sides as above playing at Step 7 plus First Teams of Surrey Elite League, Surrey Intermediate Western League & Surrey South Eastern Combination Intermediate Division (Intermediate Clubs).
Saturday Junior = £20 per Team	Clubs in Saturday leagues outside the NLS dependant on division within league.
Saturday Lower Junior = £20 per Team	Clubs in Saturday leagues outside the NLS dependant on division within league.
Other Football Competitions	
Veterans = £20 per Team	All Veterans teams.
Sunday (Premier, Intermediate, Junior and Lower Junior) = £20 per Team	All teams playing Sunday football, seperated by level appropriate to division within league.
Capital Women's Cup = £15 per Team	All open-aged and U18 ladies teams, where players must be 16 years of age or older. This cup will be split into three tiers (Junior, Intermediate and Senior competitions) with teams allocated depending on ability level/league placing. Your team will be allocated into the correct section <i>after</i> affiliation.
Youth (U12 – U18) = £15 per Team	All Youth teams (boy's & girl's separate competitions)
Midweek U18 Floodlit = £15 per Team	All male youth teams playing midweek U18 football such as Southern Youth and Isthmian Youth Leagues.
U21 = £20.00 per team	All male teams playing in affiliated U21 leagues including Isthmian U21 league and surrounding County U21 leagues.
Walking Football = £25.00 per team	Two Competitions for Over 50's and Over 60's, entry is allowed for walking football teams who are attached to an affiliated club or playing in an affiliated Walking Football League.

Refund Policy

If you have paid your affiliation fee prior to 30th August 2019 (31st July 2019 for clubs playing in the National League System) and subsequently have to disband any teams or the club itself, Surrey County FA will refund the relevant affiliation/team fee as follows;

- ❖ Clubs that are disbanding individual teams will be refunded the team affiliation fee as a credit note which can be used to pay other County FA fees (such as Discipline) during the season.
- ❖ Clubs that are disbanding entirely will be refunded the club and team affiliation fees by the payment method made in the first instance.

Applications for refunds must be made in writing by the Club Secretary to affiliation@surreyfa.com

Any club that has purchased Public Liability or Personal Accident Insurance from Sportsguard can also have their premium refunded for any club/teams disbanding prior to the 30th August 2019 (31st July 2019 for clubs playing in the National League System) as long as there are no outstanding claims on the policy AND no games have been played.

Insurance

IMPORTANT – ALL adult and youth **clubs** MUST purchase **public liability insurance** and all **teams** must have **personal accident insurance**.

The Surrey FA recommended insurance provider will once again be Sportsguard and you will have the option to purchase their products during the affiliation application process. If you would like to use another provider you can do so by uploading the appropriate documents to the WGS when prompted to do so.

Public Liability Insurance

The minimum Indemnity Limit required is **£10,000,000** and your policy must be valid for the period 1st July 2019 to 30th June 2020.

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 Sportsguard 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 Sportsguard. 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 Sportsguard immediately unanswered.

Sportsguard Public Liability Insurance is **£28.00** per policy *per club*.

Personal Accident Insurance

All clubs require all of their teams to have Personal Accident Insurance cover.

For adult sides you can select one of two options *per team*:

Basic team cover = £59.00

Enhanced £139.00

For youth teams you can select one of two options *per team*:

Basic team cover (U12 teams & below) = £16

Basic team cover (U13 teams & above) £24

Enhanced team cover (U12 teams & below) = £24

Enhanced team cover (U13 teams & above) = £32

Surrey FA strongly recommends clubs read the insurance cover options (send to secretaries during affiliation) and suggests the enhanced option to ensure appropriate cover in the event of injury.

Those clubs playing in the Isthmian League are reminded that they must purchase their insurance directly from the league. Senior Clubs must ensure they have the necessary 'top up' insurance cover as directed by their respective league competition.