



WESTMORLAND COUNTY FA

AFFILIATION GUIDE

2017/2018 SEASON

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CLUB AFFILIATION GUIDANCE NOTES

This leaflet contains all the information you require to affiliate your club for the 2017/18 season. However, if you have any questions, please do not hesitate to contact the office. We are happy to meet with you to assist with the affiliation process.

All affiliations for the 2017/18 season will be online through the Whole Game System using the following link:-

<https://wholegame.thefa.com/Account/Login>

You will require your FAN or email address together with your password that you use to access Member Services. If you have not used Member Services or forgotten your password, then click on the link "Have you forgotten your password" to create one.

If you would like assistance to complete your affiliation Westmorland County FA please contact the office to arrange a suitable date and time (this can be arranged out of office hours).

In addition to these notes, there is further information in your portal online, once you click on the Affiliation tab there is a "How to Guide" symbol clicking on this will download the online sessions.

The following notes will assist you in affiliating:

- ❖ Full Member (open age), Youth (Under 16) and Junior (Under 10) members are required to affiliate with payment of the appropriate fee. **Please note** that your club only needs to affiliate for **one** type of affiliation per club rather than per team category.
- ❖ The affiliation process should be completed in full no later than **6 June 2017**.
- ❖ You are reminded club colours and shirt sponsorship may not be changed, after the online affiliation has been submitted, without written permission of Council in advance. Black kits may not be used.
- ❖ Please remember to select which cup competitions your club wishes to enter and please give details of which team will be involved (i.e. 1st Team, Reserve Team, 3rd Team, U11, U12, U13, U14, U15, U16, etc.).

Public Liability Insurance

As you are aware Public Liability Insurance has been provided to clubs for several years. This will be provided by Bluefin and will not include Player to Player cover and be restricted to teams playing in Step 6 of the National League System and below. Unfortunately, the Association is unable to fund this free of charge and each club is therefore required to pay £10 towards the cost of the scheme. This represents approximately 50% of the total cost. This year Public Liability Insurance will only be provided for clubs whose parent County FA is Westmorland – other County FA's will make separate arrangements for their clubs.

All Youth Clubs are reminded that in accordance with FA Rule they will not be permitted to affiliate until they have a Club Welfare Officer in place. This official must have a current CRC and attended Welfare Officer Training. Please contact the office for details of courses.

Should any of the information change during the season, please remember to login into the Whole Game System and update the details.

You are also reminded to notify the office if your ground is not available for any reason.

Personal Accident Insurance

All clubs are required to have a Personal Accident Insurance. The FA has introduced mandatory Personal Accident Insurance for all youth teams for season 2017/18. Bluefin, are The FA's National Game Insurance providers and details of cover available through them is available using the following link:

www.Bluefinsport.co.uk/ngis

The FA will analyse our County's affiliation numbers, i.e. the number of teams on an ongoing basis. It is crucial that we have the correct number of teams for your club.

Mandatory Contacts

There are 4 mandatory names required by The FA. Without these contacts your affiliation cannot be processed

- **Secretary**
- **Chairman**
- **Treasurer**
- **Welfare Officers** (for clubs with U18 provision)

List of Teams

Please provide details for **ALL** the teams your club intends to host for the forthcoming season. If you host an Under 7 team for example, regardless of whether they play in a league, please include.

Your Ground

Your ground detail should be pre-populated, please check and update if necessary, please contact Westmorland County FA office if there are any problems.

Cup Entry

You must also indicate which cup competition(s) your club wishes to enter for the 2017/18 season. Please remember that you must enter at least one cup competition.

Competition	Clubs Eligible
Senior Challenge Cup	Open to all Saturday clubs in full membership
Benevolent Trophy	
Junior Cup	
Sunday Cup	Open to all affiliated Sunday clubs who play in a recognised Sunday League
Minor Cup 11 v 11	Open to all clubs in youth membership who have a team playing in the Under 16's
Dallam Tower Cup 11 v 11	Open to all clubs in youth membership who have a team playing in the Under 14's
Under 13 Boys 11 v 11	Open to all clubs in youth membership who have a team playing in the Under 13's
S M Jones Trophy 9 v 9	Open to all clubs in youth membership who have a team playing in the Under 12's
Girls Cup's	These will be confirmed once the league structure has been confirmed

I hope this information will enable you to complete your club's affiliation, but should you require any further assistance, please do not hesitate to contact the office.

PGD/sn/May 2017