



AFFILIATION GUIDE

2024/25

The following guide has been created as a **SUPPORT FOR CLUBS**, whether new or existing, in Sussex.

Hopefully the information provided will help your club but please be reassured **WE ARE HERE TO SUPPORT YOU** and please do not hesitate to get in contact!

AFFILIATION

Affiliation is the annual validation of your club, teams and officials, ensuring each club becomes a member of Sussex County FA and meets the minimum requirements to play in affiliated football. All teams playing in FA or County FA sanctioned leagues and competitions must affiliate to their local County FA.

Affiliation is on a team basis through Club Portal throughout the season. Therefore, a club can affiliate individual teams as soon as they are compliant with all affiliation requirements and can affiliate additional teams later in the season if necessary.

NEW CLUBS

If you are a new club you must decide on a Club Name and we advise identifying at least two potential club names. Also, we recommend trying to use the location in which your club will be based within the club name. Once ready, please contact info@sussexfa.com and a member of staff will help support your set up the club on Club Portal.

STARTING YOUR AFFILIATION

To begin affiliating team(s) for the 2024/25 season please visit Club Portal and log in using your email address and password for your FA account.

Guidance on how to affiliate team(s) can be found here and below.

We are here to help...

If you need any assistance with the affiliation process please do not hesitate to contact us!

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For more information contact
Info@SussexFA.com
or visit SussexFA.com

CLUB COMMITTEE & OFFICIALS

Whether you are a new club recruiting your committee, or an existing club wanting to add to your committee, it is very important to share the roles and responsibilities. The running of a club has many different elements, and having multiple volunteers, will support the process, ensuring that the workload is shared. Some examples of the mandatory roles needed for affiliation have been provided below with a brief overview of their role within the club dependant on whether you are an Adult Club or a Youth Club.

Adult

Club Chairperson: Lead member of the club, will be responsible for the overall leadership and development of the club.

Club Secretary: Main source of contact at the club and will receive and send any relevant information and updates required out to its members.

Club Treasurer: Responsible for handling the club's finances and paying relevant fees such as affiliation costs to the County FA.

Club Welfare Officer: Responsible for ensuring that FA safeguarding standards are met by all associated with the club. Support the club personnel understand the policies and procedures for raising concerns. FA DBS Check verifier for the club (if applicable).

Team Manager: Responsible for running the team's training and games, as well as managing players of the respective teams.

Team Secretary: Responsible for the teams' admin, such as confirming fixtures with the opposition and referee, as well as dealing with player discipline sanctions.

Youth

Club Chairperson: Lead member of the club, will be responsible for the overall leadership and development of the club.

Club Secretary: Main source of contact at the club and will receive and send any relevant information and updates required out to its members. - **Club Treasurer:** Responsible for handling the club's finances and paying relevant fees such as affiliation costs to the County FA.

Club Welfare Officer: Responsible for ensuring that FA safeguarding standards are met by all associated with the club. Support the club personnel understand the policies and procedures for raising concerns. FA DBS Check verifier for the club.

Team Manager: Responsible for running the team's training and games, as well as managing players of the respective teams.

Team Secretary: Responsible for the teams' admin, such as confirming fixtures with the opposition and referee, as well as dealing with player discipline sanctions.

Top Tip!

Once the committee and officials are confirmed, they can be updated immediately on [Club Portal](#) using the guidance available [here](#).

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FINDING A HOME GROUND

As an affiliated club applying to a FA or County FA sanctioned league, we would recommend you secure a pitch for your team to play its home matches. Please note that this will be an annual cost to your club and fees can range dependant on the facility type you wish to play your matches.

There are a number of pitch operators across the county, ranging from Local Authorities, Parish Council's, Town Council's, Education providers and private facilities.

To start your search for a pitch, feel free to use the link below to browse various sites within your local area through the Football Foundation's '[Pitch Finder](#)' resource.

APPLYING TO A LOCAL LEAGUE

There are a number of playing opportunities that exist in Sussex across the different player pathways; Male, Female, Disability & Walking Football with provision ranging from U7's through to Veterans with matches played on Saturday's, Sunday's and midweek.

Your Club/Team will need to decide which league is most appropriate to apply to.

Some factors to consider will be:

- Club/Team Locality
- Player availability
- Club/Team/Player aspirations
- Entry requirements from Leagues rules

Sussex County FA are on hand to have discussions with any Club/Team around this. Each League typically has a league entry fee, this information can often be found on the league website or can be shared by the League Secretary.

For more information, please click on the [here](#) that will take you to our website where all sanctioned leagues in Sussex are listed. Any trouble getting in touch with a local league, please do let us know.

Top Tip!

You can already select your Team Grounds within the Club Portal. Once you have updated your team grounds, be sure to assign the correct teams to the correct grounds as this will speed up your affiliation once the window is open! Guidance on how to do this on [Club Portal](#) can be found [here](#).

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SAFEGUARDING

At Sussex County FA, we place the safeguarding and welfare of children and adults at risk at the heart of our mission in creating safe, inclusive and positive environments For All. It is everyone's responsibility to make children and adults at risk feel included in football thus every club is required to endorse and adhere to The FA's Safeguarding Children and Adults at Risk Policies.

We offer a range of safeguarding services and training to help create a safe and enjoyable football experience for everyone. We ensure safeguarding requirements are met as a prerequisite of club affiliation and we support clubs to maintain these standards. We also conduct safeguarding visits each season to ensure that member clubs are providing the County FA with the correct information on volunteers and safeguarding best practices.

Safeguarding Requirements for OPEN-AGED Football – 2024/25 Season

| Role | <u>FA DBS Check</u> | <u>Player Welfare Course</u> [*] | <u>Safeguarding Adults Course</u> |
|------------------------------------------------------------------|------------------------------------------|-------------------------------------|-----------------------------------|
| Club Secretary | | Recommended | |
| Club Chairperson | | Recommended | |
| Club Treasurer | | Recommended | |
| Club Welfare Officer – Adult <i>(Including Assistants)</i> | Mandatory (If U18s in Open-Age teams) | Mandatory | Recommended |
| Other Club Roles | | Recommended | |
| Team Manager / Coach / First-Aider <i>(Including Assistants)</i> | Mandatory (If U18s in Open-Age teams) | Mandatory | |

[*] Disability Teams, NLS Step 1 – 4 and Professional teams are excluded.

Safeguarding Requirements for YOUTH Football – 2024/25 Season

| Role | <u>FA DBS Check</u> | <u>Safeguarding for Committee Members Course</u> | <u>Safeguarding Childrens Course</u> | <u>Welfare Officer Course</u> |
|------------------------------------------------------------------|---------------------|--------------------------------------------------|--------------------------------------|-------------------------------|
| Club Secretary | | Mandatory | Recommended | |
| Club Chairperson | | Mandatory | Recommended | |
| Club Treasurer | | Mandatory | Recommended | |
| Club Welfare Officer – Youth <i>(Including Assistants)</i> | Mandatory | Mandatory | Mandatory | Mandatory |
| Other Club Roles | | Recommended | Recommended | |
| Team Manager / Coach / First-Aider <i>(Including Assistants)</i> | Mandatory | | Mandatory | |

Top Tip!

The key Club Officials can view the FA qualifications of an official on [Club Portal](#) using the following guidance [here](#).

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DISCLOSURE AND BARRING SERVICE CHECKS (DBS)

The FA DBS checks have a three-year renewal policy. Therefore, if any Official's FA DBS has expired, the relevant team(s) affiliation will be on-hold until they meet the necessary criteria.

If you have any queries on FA DBS Checks, please email safeguarding@sussexfa.com.

DBS Applications

If your club is not yet set up for online verification, please contact safeguarding@sussexfa.com for support.

During the process of setting up, you will be issued with an Organisation PIN and further guidance, which you will use to verify and administer the checks. Clubs can have more than one verifier.

Guidance on how to initiate a DBS application in [Club Portal](#) can be found [here](#).

Once ready, guidance for the applicant to start their DBS application can be found [here](#).

Need further assistance?

DBS Applications are through First Advantage. They have dedicated support available [here](#).

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AFFILIATION PRICES

Over the past 10 years, Sussex County FA has not increased its affiliation prices to ensure that these remain affordable for clubs across the County.

We understand that no one wants to see prices increase and this decision was not taken lightly. But Sussex County FA needs to ensure that as a non-profit organisation we are investing back into the game appropriately county-wide. This is why that for the 2024/25 season, affiliation team fees will increase 5%.

Affiliation Team Fees

| Team Type | Team Affiliation Fee | Marsh Sport Public Liability | Marsh Sport Personal Accident Superior 200 / Gold | Marsh Sport Personal Accident Superior 400 / Platinum | Marsh Sport Personal Accident Superior 600 | Marsh Sport Personal Accident Superior 1000 |
|-------------------------------------------------|----------------------|------------------------------|---------------------------------------------------|-------------------------------------------------------|--------------------------------------------|---------------------------------------------|
| Adult – Men & Women (Saturday, Sunday, Midweek) | £68.00 | £70.00 | £82.00 | £130.00 | £216.00 | £328.00 |
| Youth (U11-U19) | £37.00 | £70.00 | £20.00 | £26.00 | N/A | N/A |
| Youth (U5-U10) | £21.00 | £70.00 | £20.00 | £26.00 | N/A | N/A |
| Veterans | £32.00 | £70.00 | £49.20 | £78.00 | £129.60 | £196.80 |
| Walking Football | £32.00 | £70.00 | £49.20 | £78.00 | £129.60 | £196.80 |
| Disability | £16.00 | £70.00 | £49.20 | £78.00 | £129.60 | £196.80 |
| Futsal | £16.00 | £70.00 | £49.20 | £78.00 | £129.60 | £196.80 |
| Small Sided | £6.00 | £70.00 | Please contact SCFA for prices | Please contact SCFA for prices | Please contact SCFA for prices | Please contact SCFA for prices |
| NLS Step 5-6 | £142.00 | £70.00 | £82.00 | £130.00 | £328.00 | £328.00 |
| NLS Step 3-4 | £262.00 | N/A | N/A | N/A | N/A | N/A |
| NLS Step 1-2 | £367.00 | N/A | N/A | N/A | N/A | N/A |
| EFL | £475.00 | N/A | N/A | N/A | N/A | N/A |
| Premier League | £525.00 | N/A | N/A | N/A | N/A | N/A |

Affiliating during the season?

Teams that affiliate on or after 1st January 2025 will receive a 50% reduction on their Marsh Sport Personal Accident Insurance.

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INSURANCES

Affiliation also validates that the club, team, officials and players have the mandatory insurances in place until the end of the 2024/25 season, 30th June 2025. Sussex County FA are part of the National Game Insurance Scheme (NGIS) through [Marsh Sport](#). As such, the necessary insurance cover can be purchased during affiliation.

Public Liability

All clubs are required to have Public Liability insurance in order to affiliate.

Please note that one Public Liability policy only covers one organisation. For example, if ABC Adult is affiliated separately to ABC Youth, you will need to ensure that both ABC Adult and ABC Youth have separate Public Liability insurance or affiliate all teams under one affiliation.

If you are purchasing insurance from an alternative provider, please ensure that a copy of the policy is uploaded to [Club Portal](#) during the affiliation process. The policy should be valid until 30th June 2025 and meet the minimum requirements which can be found [here](#).

Personal Accident

Every Club requires all their teams to have Personal Accident insurance in order to affiliate.

Please note that one Personal Accident policy needs to be purchased per team.

If you are purchasing insurance from an alternative provider, please ensure that a copy of the policy is uploaded to [Club Portal](#) during the affiliation process. The policy should be valid until 30th June 2025 and meet the minimum requirements which can be found [here](#).

FINANCES

Managing your money is an essential part of good club management. Although managing the day-to-day finances of your football club can seem a daunting or tedious task, it's a vital part of running a reputable and sustainable Football club. The club treasurer will be responsible for taking care of the clubs finances and will be the main source of contact relating to club income and expenditure.

Top Tip!

[Buddle](#) is a free learning and support resource available to clubs offering sport and has a section on Money Matters which can be found [here](#).

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COUNTY CUPS

The Sussex County Cup Competitions gives teams across the County the chance to compete for the coveted award of being County Champions!

Our competitions range from U12 to U18 across boys' and girls' football as well as Adult Male & Female, Veterans and Disability competitions.

More details including the Competition Rules can be found on our website [here](#)

Entries are to be made before the entry deadline stated with the Competition Rules and through [Club Portal](#). Guidance on how to enter can be found [here](#)

ENGLAND FOOTBALL ACCREDITATION

Clubs are an essential component of the football participation pathway, providing playing opportunities directly for all sections of their local community.

England Football Accreditation is for all non-professional leagues and clubs and provides The FA and Sussex County FA with the opportunity to recognise the clubs who raise the bar and set the tempo for football to thrive within the county. It enables us to work with stakeholders to ensure the offer within your club remains modern and offers maximum opportunity to participate, regardless of background or ability. No matter how big your club is, if you have the England Football Accreditation it shows that you're making a huge difference to your local community.

Dependant on a clubs pathway offering, each accredited club will achieve a star rating. This recognizes and demonstrates that they have football teams within their setup which support the three accredited player pathways (Male, Female and Disability). It helps us to align and tailor the necessary support and services your club needs to become the best version of itself.

For more information on England Football Accreditation please visit our website [here](#).

Currently an Accredited Club?

Accredited Clubs are required to renew their accreditation on an annual basis. More information on Accreditation renewals will be communicated to eligible clubs during the season.

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HELPFUL RESOURCES

Sussex County FA

Our website is a great resource for local news, events and information to help support the football community across the County.

Club Portal

Club Portal has been designed as the new basis for all club administration activity. In addition to Affiliation and the managing of teams and officials linked to the Affiliation process, Club Portal is also the place for Player Registration and England Football Accreditation applications and renewal periods.

Whole Game System

The FA's Whole Game System is a long-standing platform that has historically been used for grassroots clubs' administrative tasks, such as affiliation, discipline, player and team registration. As The FA continues to align all of their platforms and club admin through the Club Portal, WGS will only be utilised by club volunteers to acknowledge, respond to and make payment for discipline cases during the 2024/25 season.

Full-Time

Full-Time is used by many leagues in order to find out results, arrange fixtures and then provide details of the players that have played in each match. It is linked on online player registrations and the Club Portal, in that officials listed and players registered are transferred automatically into Full-Time, as well as [The FA Matchday app](#). Results can be submitted by logging into Full-Time, by sending a response to an automated text or by submitting details on [The FA Matchday app](#).

The FA's Grassroots Technology Knowledge Base

The FA have created useful guides and information around a range of technology products all conveniently in a Knowledge Base. This site also gives service updates along with details of new releases on The FA systems.

Buddle

Buddle is a free learning and support resource available to sport clubs in a range of different areas to enable clubs to be safe, inclusive, agile and resilient enough to secure their long-term future.

We are here to help...

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