



Club Affiliation 2018

The club affiliation system will open on **Wednesday 1st November 2017**.

All current clubs should renew their club and team affiliation to SWF by the following deadlines when the affiliation system will close:

SWPL Teams – **Thursday 30th November 2017**

All other Teams – **Wednesday 20th December 2017**

In order to complete the affiliation process, all clubs must:

- Complete the necessary details on the online system ensuring that you apply for all youth and senior teams you wish to participate in 2018 competitions
- Submit insurance details by uploading document during online affiliation process
- Ensure the appropriate fee has been paid via BACs or cheque
- Name and provide appropriate contact details for a minimum of the following officials:
 - o Club Secretary
 - o First Aider
 - o Child Wellbeing and Protection Officer
 - o Coach

Any Club whose application has not been approved by 20th December 2017 (30th November for SWPL teams) will be required to submit a request with a late administration fee of £50 in writing to the SWF Board for their consideration. No requests by clubs will be considered after Sunday 7th January 2018.

NB: Any club registering a team and withdrawing it before the start of the season, will NOT be entitled to a refund.

Scottish Cup:

Please note that the Scottish Cup fee for **senior teams** will be incorporated into the affiliation fee for the 2018 season and will not be a stand-alone fee as in previous years. The categories for affiliation are:

SWPL – this will include Scottish Cup as Cup is compulsory for these teams

SWFL 1st Team – this will include Scottish Cup as Cup is compulsory for these teams

SWFL 'Other' Team – this option should be selected for all 2nd teams, development teams etc. who are not permitted to participate in the Senior Scottish Cup

The Scottish Cup will remain an 'opt in' for **youth teams** who do not pay a separate affiliation fee for the Scottish Cup Competition

Payment of Fees:

To ensure a quick 'approval' of your application, please transfer your club fees to SWF automatically by BACS. Our account details are noted on the invoice sent to you. Please remember to use the reference number when submitting payment. If you have an outstanding fine or monies due to the Association please ensure that this is settled before you submit your application.

Insurance:

For ease of use and to ensure that you can fully complete your application online please speak to your insurance provider NOW and request that they send you a copy of your policy on line. This will enable you to upload the details onto the club administration system for Season 2018.

Registrations:

Failure to complete the club affiliation process by 7th January will affect your player registrations. The process this year will mean that any players registered by clubs in the November-January window will be released if the club have not completed the affiliation process by this date.

Child Protection:

In line with the Scottish FA's new Child Protection Directive, clubs will be required to name a Child Wellbeing and Protection Officer during the affiliation process. In addition, clubs will now have the option of advising if officials are working in the youth or senior game. For example, clubs will now have the option of selecting '*coach (youth)*' or '*coach (senior)*' when inputting officials.

All officials working in regulated roles within the youth game must ensure their up to date PVG number is included when they are added as a club official. Regulated roles (as recognised by Disclosure Scotland) at present are:

- Coach (Youth)
- Assistant Coach (Youth)
- Driver (Youth)
- First Aider (Youth)
- Physio (Youth)
- Doctor (Youth)
- Sports Scientist (Youth)
- Child Wellbeing and Protection Officer

For the avoidance of doubt, if you have an official working across both the youth and senior game then you should select the 'youth' option to ensure appropriate monitoring that their PVG is up to date.

It is the clubs responsibility to ensure that all officials working within the club are registered and that all those working in regulated roles have an up to date PVG either through SWF directly or through the club – this PVG number should be entered against the official.