



Club Affiliation 2017

The Club Affiliation system will open on 1st November 2016.

All current clubs should renew their club and team affiliation to SWF by completing the necessary details on the online system. Submit your fee and insurance details – and ensure that all this information is complete and payment received by SWF by Sunday **8th January 2017** when the Club Affiliation System will close.

Any Club whose application has not been approved by 8th January 2017 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 15th January 2017.**

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

Failure to complete the club affiliation process by 15th January will affect your player registrations. The process this year will mean that any players registered by you in the November/December window – will not be registered and their forms will not be valid. Should this happen you will be required to submit a new form.

i.e. If you send in Player Registration forms during the month of November/December window (as per SWF Registration Procedures), we will date them and hold them in 'Awaiting Approval' file and not process them online until your club has fully complied with the Club Affiliation procedure. Should this not happen before 15th January – these players will be released and will be available to sign for another club.

Payment of Fee's: it would ensure a quick 'approval' to your application if you could 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 on line 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 2017.