



## **Club Affiliation | Season 2019**

The club affiliation system will open on **Thursday 1st November 2018**.

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

SWPL & National Performance Teams – **Friday 30<sup>th</sup> November 2018**

All other Teams – **Thursday 20<sup>th</sup> December 2018**

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 2019 competitions
- Either purchase insurance with SWF's suppliers, 'Sportsguard', or provide their insurance policy on affiliation. Clubs who already have insurance can upload their insurance document during the online affiliation process. You **cannot** complete the affiliation process until you have uploaded your policy document.
- Ensure that the appropriate fee has been paid via BACs or cheque.
- Provide a copy of the Club constitution, signed job descriptions for Club committee members namely Chair, Vice Chair, Treasurer and Club Secretary (templates are provided on the 'Docs and Downloads – Club Management' section of the SWF website if these are not currently in place at your club), and confirm that the club has an active bank account.
- Name and provide appropriate contact details for a minimum of the following officials:
  - o Club Secretary
  - o Sports First Aider
  - o Child Wellbeing and Protection Officer
  - o Coach (Recommended 1.2 qualified)
- Complete safeguarding measures for officials in regulated work which include:
  - o Completion of PVG for those in regulated roles
  - o Child Wellbeing & Protection Officer must undertake the Scottish FA's Managing Child Wellbeing Workshop. Find courses near you [here](#)
  - o All officials must complete e-learning course, 'Child Wellbeing and Protection in Scottish Football'. Instructions on how to complete this course can be found [here](#)

In addition, officials must complete SWF's new safeguarding measures in line with the Scottish FA Directive which include:

- o Completion of Scottish FA's online Safeguarding module/course for those in regulated work
- o Each official must sign up to SWF's Code of Conduct
- o Each official must complete a self-declaration form
- o Each official must complete a fair-processing notice form
- o Each **new** official must provide 2 references evidencing their suitability to work in girls'/women's football
- o Club must adopt SWF's Child Wellbeing & Protection Policy

Any Club whose application has not been approved by 20<sup>th</sup> December 2018 (30<sup>th</sup> November for SWPL and National Performance League 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 6<sup>th</sup> January 2019.

*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 2019 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 1<sup>st</sup> Team** – this will include Scottish Cup as Cup is compulsory for these teams

**SWFL 'Other' Team** – this option should be selected for all 2<sup>nd</sup> 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 2019 if you will not be purchasing insurance on affiliation through SWF.

### **Registrations:**

Failure to complete the club affiliation process by 6th 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 has 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

Regulated roles within the senior game are as follows:

- Child Wellbeing and Protection Officer
- Physiotherapist
- First Aider

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 added as officials to SFALive. Furthermore all those working in regulated roles must have an up to date PVG which has been issued on behalf of SWF – PVG's issued on behalf of any other organisation, football or otherwise are not transferrable therefore the applicant would be required to complete an existing member application and submit this along with 3 forms of ID (signed and dated by a club official) to SWF. Additionally we will require all officials in regulated roles to update their PVG records by completing an existing member application every three years.