



## **Club Affiliation | Season 2020**

The club affiliation system will open on **Friday 1st November 2019**.

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

SWPL, Championship & National Performance Teams – **Saturday 30<sup>th</sup> November 2019**  
All other Teams – **Friday 20<sup>th</sup> December 2019**.

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 2020 competitions
- Either purchase insurance through the SWF Admin Site with our suppliers, *Sportsguard*, or provide your own, valid 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 or purchased insurance.
- Ensure that the appropriate fee has been paid via BACS or cheque.
- Upload 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 evidence of an active club bank account.
- List the following Club officials **as a minimum**:
  - o Club Secretary
  - o Sports First Aider
  - o Child Wellbeing and Protection Officer (must undertake the Scottish FA's Managing Child Wellbeing Workshop. Find courses near you [here](#))
  - o Youth/Senior Coach (Recommended 1.2 qualified)
- Ensure that **all** listed officials have completed the following:
  - o SWF Declarations (Fair-Processing, Self-Declaration, Officials Declaration, Code of Conduct) via the 'My Details' tab on their SWF Admin Site login
  - o Scottish FA Child Wellbeing e-Learning Module which can be found [here](#)
  - o Must provide 2 references evidencing their suitability to work in girls'/women's football to their Club Secretary
- Ensure that **all officials in a regulated role** have completed all points above in addition to obtaining a PVG **through SWF specifically**. SYFA or any other PVGs will not be **accepted**.

Any Club whose application has not been approved by 20<sup>th</sup> December 2019 (30<sup>th</sup> November for SWPL, Championship 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 Monday 6<sup>th</sup> January 2020.

*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 fees will vary for senior teams depending on whether or not you wish to enter the Scottish Cup. Please pay close attention to the team type you are selecting.

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:**

Payment of fees can be made via BACS or cheque. Our account details are noted on the invoice sent to you once your application is submitted. 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. This will enable you to upload the policy onto the SWF Admin site for Season 2020 if you will not be purchasing insurance on affiliation through SWF.

### **Registrations:**

Failure to complete the club affiliation process by the deadlines set will affect your player registrations. 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 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)
- Goalkeeping Coach (Youth)
- Driver (Youth)
- First Aider (Youth and Senior)
- Physio (Youth and Senior)
- Club Development Officer
- Doctor (Youth)
- Sports Scientist (Youth)
- Child Wellbeing and Protection Officer (Youth and Senior)
- Chaplain (Youth)

- Manager(if this involves coaching within the youth game or this person line manages other officials, which should be noted at the time of submitting a PVG)

Regulated roles within the senior game as noted above are as follows:

- Child Wellbeing and Protection Officer
- Physiotherapist
- First Aider
- Manager (If the official line manages other officials)

It is the Club's responsibility to ensure 2 references are obtained for every official prior to the official being added to the SFALive football admin system. PVG's should not be submitted to SWF unless the club have already obtained the 2 satisfactory references and the official is on the system.

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.

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

Only when an official has completed all of the above and has been approved by SWF can they undertake any regulated roles. For the 2020 season, if clubs name any officials on a team line (whether in error or not) who has not been approved or not the football admin system, the matter will be referred to the LMC for further consideration where sanctions may include fines, points deduction or suspension from the league.