



Club Affiliation | Season 2021

The club affiliation window will open on **Sunday 1st November 2020**.

All existing and new clubs should complete their SWF club and team affiliation by the following deadline on the [SWF Admin site](#) when the affiliation system will close for all:

Sunday 6th December 2020

In order to complete the affiliation process, all clubs **must** follow the instructions [here](#) which outlines mandatory prerequisites regarding:

Safeguarding (PVGs, e-Learning courses & Declarations)

COVID-19

Club Governance*

Any Club whose application has not been approved by 6th December 2020 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 Friday 18th December 2020.

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

Further information

Insurance

On affiliation, clubs must either purchase insurance through the [SWF Admin site](#) with our suppliers, *Sportsguard*, or provide their own, valid insurance policy on affiliation. Clubs who have their own, valid insurance can upload their insurance document during the online affiliation process when prompted to do so. You **cannot** complete the affiliation process until you have uploaded your policy document or purchased insurance.

Payment

Clubs must ensure that the appropriate fee has been paid via BACS or cheque. An invoice will be emailed to the Club Secretary on completion of the affiliation process with full details. 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.

Club Governance*

Club Secretaries will be prompted to upload a copy of their 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.

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-December window will be released if the club has not completed the affiliation process by this date.

Scottish Cup

The Scottish Cup will be an '**opt out**' for youth teams who do not pay a separate affiliation fee for the Scottish Cup Competition. Senior teams may opt in to the Scottish Cup when prompted by SWF – please note that an additional fee may be incurred.

Club Official Numbers

Club Secretaries must have listed fully approved officials in the following roles **as a minimum** to begin the affiliation process:

- Club Secretary
- Sports First Aider
- Child Wellbeing and Protection Officer (must undertake the Scottish FA's Managing Child Wellbeing Workshop. Find courses [here](#))
- Youth/Senior Coach (Recommended 1.2 qualified)

SWF ask that all club officials are added to the club's list of officials before beginning the process.

Child Wellbeing & 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.

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:

- Youth and/or Senior First Aider
- Youth and/or Senior Physiotherapist
- Youth and/or Child Wellbeing and Protection Officer
- Youth Coach
- Youth Assistant Coach

- Youth Goalkeeping Coach
- Youth Driver
- Youth Chaplain
- Youth Doctor
- Youth Sports Scientist
- Club Development Officer
- 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)

It is the Club's responsibility to ensure 2 references are obtained for every official prior to the official being added to the SWF Admin site. 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. 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 2021 season, if clubs name any officials on a team line (whether in error or not) who has not been approved or not the SWF Admin site, the matter will be referred to the League Management Committee for further consideration where sanctions may include fines, points deduction or suspension from the league.