



AFFILIATION GUIDE FOR CLUBS 2009/10

Contents

Page 2 – Secretary, e-mail, ground details

Page 3 – Mandatory contacts inc. Club Welfare Officer

Page 4 – List of Teams

**Page 5 – Affiliation Fees & Insurance –
(Group Personal Accident & Public Liability)**

Page 6 - Public Liability & Personal Accident information

Page 7 – CCFA Cup Entry Form

Page 8 – National League System

***If you require a larger format of this booklet please contact the
Governance team on 01606 871 166 or download at www.cheshirefa.com***

**PLEASE READ BUT DO NOT COMPLETE SECTIONS OF THE GUIDE
*THIS IS A GUIDE FOR CLUBS ONLY***

Cheshire County FA
CLUB AFFILIATION FORM - SEASON 2009/2010
Hartford House, Hartford Moss Recreation Centre, Northwich, CW8 4BG

**Club Name:****CLUB AFFILIATION FORM - SEASON 2009/2010**

Please complete this form as fully as possible in accordance with any guidance notes given, and return to the above address by 01-Jul-2009. Where information is missing or incorrect, please use the space provided to update.

Club Secretary:

Name:		Date Of Birth:
Name, address and date of birth if different to above		
Tel home:		
Tel work:		
Mobile:		
Fax:		
E-mail:		
Do you have internet access for purposes of running your club? Yes / No		
What is your website address?		
What is your club's email address?		

Ground

Provide the address and local authority of where you consider to be your home ground. If teams within your club play at grounds different to this, please provide the detail separately. If you do not know the ground address, then provide the name of the local authority of the ground that you consider to be your home ground. You can find a local authority at <http://neighbourhood.statistics.gov.uk>

Ground Address:
Local Authority :
If different from above:
If you do not know where you will play (for example waiting for a pitch to be allocated), then please tick here <input type="checkbox"/>

Club Secretary

If your Club affiliated last season most of the affiliation form will be pre-populated with information that we currently hold for your club. *Any amendments and/ or additions that you may wish to make should be made in the RIGHT hand column, opposite the current information.*

IMPORTANT: SECRETARIES CHANGING ADDRESS THROUGHOUT THE SEASON MUST INFORM CHESHIRE FA, MEMBERSHIP RULE 8.8 IN ADDITION TO THEIR LEAGUES. PLEASE NOTE THAT NOT INFORMING CCFA MAY RESULT IN YOUR CLUB BEING FINED £10.00.

E-mail

It is important that if you have access to a computer your e-mail address is completed as The FA have plans to utilise the Member Services on www.cheshirefa.com fully in future seasons which will include sending and completing the affiliation forms on-line.

Ground

It is **compulsory** that details of your ground(s) are notified. If you play on a Local Authority pitch then please name the relevant Local Authority. You can find your Local Authority at <http://neighbourhood.statistics.gov.uk>

If you are waiting for a pitch to be allocated please tick the box.

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Mandatory Contacts**Chairman:**

If same as secretary, please state 'As Secretary'

Name:		Date Of Birth:
Address (Including Postcode):		
Tel home:		
Tel work:		
Mobile:		
Fax:		
E-mail:		

Treasurer:

If same as secretary, please state 'As Secretary'

Name:		Date Of Birth:
Address (Including Postcode):		
Tel home:		
Tel work:		
Mobile:		
Fax:		
E-mail:		

Club Welfare Officer:

Please note that all clubs with youth teams (under 18 or below) must have a Club Welfare Officer (CWO) in order to affiliate. The CWO must have either an accepted enhanced FA CRB check or, as a minimum, have submitted their CRB paperwork to The FA CRB Unit, so that the check is in progress. They must also have completed The FA Safeguarding Children workshop. For any enquiries regarding this policy, please e-mail footballsafef@TheFA.com or call 0845 210 8080.

Name:		Date Of Birth:
Address (Including Postcode):		
Tel home:		
Tel work:		
Mobile:		
Fax:		
E-mail:		

Mandatory Contacts

It is a mandatory requirement of The Football Association that certain sections are completed and we will not be able to input them onto our computer system unless the following is completed:

Secretary**Chairman****Treasurer****Club Welfare Officer (Only applies to Clubs with teams in under 18 age groups)**

(If the details have changed or incorrect please amend in the right hand column)

Club Welfare Officer

The FA require all clubs with any teams playing in under 18 age groups or below to have a Club Welfare Officer in place to affiliate. If this is not provided we will **not** be able to process your affiliation form.

The person named must have a valid FA CRB check or as a minimum submitted their CRB paperwork to The FA CRB Unit. Please note other CRB checks e.g. from work as a teacher, police officer are **not** transferable. For further information please contact the County Welfare Officer, Andy Ridgway e-mail: andy.ridgway@cheshirefa.com or phone on 01606 723510

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List of Teams for Club Name:

Provide or update (if required) the details of all teams playing in the 2009/2010 season. Use additional sheets if necessary. For the fields below please choose from the following options when entering your team details.

Please note that for youth teams (ie where the age group is Under 18 or below) a Manager or Coach must be named.
Age Group: Veterans / Open Aged / U23 / U21 / U19 / U18 / U17 / U16 / U15 / U14 / U13 / U12 / U11 / U10 / U9 / U8 / U7
Team Category: 11 v 11 - 9 v 9 - 7 v 7 - 6 v 6 - 5 v 5 - 4 v 4 - 3 v 3 - Futsal - Mini Soccer
Disability Football: Non Disabled - Blind - Partially Sighted - Deaf and Hearing Impaired - Cerebral Palsy - Learning Disability - Wheelchair - Amputee - Pan Disability
Usually Plays On: Mon - Tue - Wed - Thu - Fri - Sat - Sun
Gender: Male, Female, Mixed - U11 and over cannot be mixed

Team Name	
Age Group	
Gender	
Category	
Disability	
Usually Plays On	
Sponsor Name	
League Name 1	
League Name 2	
Main Colours	
Secondary Colours	
Manager/Coach (Name, Address and DOB fields must be completed)	Name: Address: DOB:
Emergency Contact	
Additional Team Contacts (state role)	
Ground Details (if different from club's)	
Team Name	
Age Group	
Gender	
Category	
Disability	
Usually Plays On	
Sponsor Name	
League Name 1	
League Name 2	
Main Colours	
Secondary Colours	
Manager/Coach (Name, Address and DOB fields must be completed)	Name: Address: DOB:
Emergency Contact	
Additional Team Contacts (state role)	
Ground Details (if different from club's)	

List of Teams


Please update the number of teams your Club intends playing with for season 2009/10.

Please remember that a 'team' constitutes as 20 players. If an age group has 40 players then one would be Team A and the other Team B and so on.

1. Team Name – This can be First, Reserves, U21, U18, U16 etc or even A, B or C team
2. Age Group – Enter the age group of the team e.g. adult, U18, U17 etc.
3. Gender – Male, Female, Mixed – U12 and over cannot be mixed due to FA Regulations
4. Category – Type of football i.e. 11v11, Small Sided, Futsal, 9v9 or Mini Soccer
5. Usually plays on – Which day of the week does this team play on?
6. Sponsors name – Is the team sponsored?
7. League Name 1 – What League does this team play in?
8. Main Colours – What colour kit does this team play in for home matches?
9. Secondary Colours - What colour kit does this team play in for away matches?
10. Manager – Name and address of the manager for this team
11. Emergency Contact – Name, DOB and address of the best person to contact
12. Additional Team Contacts – Name, DOB and address of the best person to contact – (DOB = Date of Birth)
13. Ground details – Please enter **only** if it is different from the club's home ground on page 1.

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CCFA CATEGORY OF MEMBERSHIP FORM
2009/2010

<u>CCFA Category of Membership *</u>	Fee Payable	Tick One
 <small>All affiliation fees are inclusive of VAT -- VAT Registration No. 628 9330 18</small>		
Full Member Football League Club	£287.50	
Full Member Football Conference Club	£177.50	
Full Member Football Conference North/ Northern Premier League/ North West Counties League Club	£115.00	
Full Member West Cheshire League Club / Full Member Cheshire League Club District Football Associations	£69.00	
Associate Member Club	£57.50	
Open Age Clubs (Adult Men/Women)	£51.75	
Youth Club (Under 18)	£28.75	
Mini Soccer Club (Under 10) & Small Sided	£11.50	
Public Liability Insurance (see note 2 below and Page 5 & 6 of Affiliation Guide)	£23-00	J
TOTAL AMOUNT - Affiliation fee £ SELECT FROM ABOVE Public Liability Insurance Premium £23-00 Example: Affiliation fee for Open Age Club would be Open Age Club £51.75 Public Liability Insurance <u>£23.00</u> Total: £74.75 PLEASE ENTER THE TOTAL AMOUNT IN THE BOX OPPOSITE PLEASE NOTE MEMBERSHIP FEES INCLUDE A HANDBOOK – VALUE £10.00 Cheques made payable to Cheshire County FA Ltd	£	

Affiliation Fees

This part of the affiliation is Cheshire County FA's charge for membership and it is important that you tick the correct fee payable that relates to your club. If the Club is an adult team but has youth teams you only pay the category for the most senior team.

Insurance – (Group Personal Accident & Public Liability)

Personal Accident Insurance and Public Liability is **mandatory** for affiliation to this Association, and we highly recommend that you place your insurance with Bluefin (Previously SBJ Sports), whose premiums are amongst the most competitive in the market. However, if you wish to place your business elsewhere, this is acceptable, providing that the cover is the minimum required under Cheshire County FA Membership rule 8.12 and **cover must be dated from 1 July to 30 June**. Any Club not using Bluefin must provide a copy of their insurance cover to the Association.

NB: No Club will be allowed to play football until the Association has proof that the required Insurance cover is in place for season 2009/10.

Also is it important to tick and initial in the box provided to state your Club has the required Personal Accident insurance cover

Club Public Liability Information (This does not provide PA cover)

Cheshire County FA is operating our Liability Insurance scheme with **Bluefin Group Limited**, in which we have again negotiated an excellent enhanced Public Liability policy (COUNTYCOVER), which now gives £10m indemnity at a cost of £23.00 per club. (please include this in your cheque with the affiliation made payable to Cheshire County FA Ltd). Please also refer to the COUNTYCOVER policy summary document which provides further details of the policy benefits.

Club Personal Accident Insurance Information

Personal Accident Insurance is compulsory for all teams belonging to Clubs affiliated to Cheshire County Football Association to the following **minimum** levels of cover. **Please note that this is entirely separate to Public Liability Insurance, which is also compulsory**

Adults

Accidental Death	£7,500
Permanent Disabling Injuries	£20,000
Travel Expenses (4 weeks)	£25-00

Youth (Up to U18s)

Accidental Death	£5000
Permanent Disabling Injuries	£15,000

You may take out this cover with any Insurance provider, however if it assists you, the County have negotiated a scheme (Football Insurance Solutions) with **Bluefin** which is now entering its 5th year, and now has an enhanced minimum cover. Brief details of the Bluefin benefits are as follows:

BLUEFIN INSURANCE COVER	
Adults (Basic Package) includes	Youth Teams (Bronze Policy) inc
Accidental Death £30,000	Accidental Death £10,000
Loss of Sight £20,000	Loss of Sight £15,000
Loss of Hearing £20,000 (one ear £5,000)	Loss of Hearing £15,000 (one ear £3,750)
Loss of Limb £20,000	Loss of Limb £15,000
Loss of Speech £20,000	Loss of Speech £15,000
Permanent Total Disablement £20,000	Permanent Total Disablement £15,000
Rehabilitation and Retraining Expenses up to £2,500	Loss of internal organ £3,750
Loss of internal organ £5,000	Hospitalisation Benefit £15 per day
Hospitalisation Benefit £20 per day	Emergency Dental £100
Emergency Dental £100	Emergency First Aid Expenses up to £100
Extra Travel Expenses up to £25 per week	Broken Bones £100 for arms, legs, collar and cheekbone
Broken Bones £100 for arms, legs, collar and cheekbone	Broken Bone £50 fingers and toes
Legal Advice Helpline 24/7	Legal Advice Helpline 24/7
Price: £60 per 11 a side team and £30 for small sided	Price: £18 per 11 a side team and £15 per mini soccer teams

Please note that other benefit levels **are** available.

New Clubs should either look on www.cheshirefa.com under Governance or request the information by telephoning 01606 871 166. Alternatively Bluefin can be contacted on 0845 872 5060 or www.cheshirefa.com/Governance/Insurance/ for further details.

Important notice for Clubs who took out Personal Accident with Bluefin (SBJ Sports) for Season 2008/9

If your club are currently insured with Bluefin (SBJ Sports), please note that you will be contacted directly by Bluefin at the time of your policy renewal with details of the cover for the new season.

Bluefin (SBJ Sports) have a new website <http://www.sbjfootballpa.com/> which, which has the facility to enable clubs to obtain quotes and even buy Group Personal Accident insurance directly on-line.

Important notice for Clubs who did not take out Personal Accident with Bluefin (SBJ Sports) for Season 2008/9

Please ensure that the period of cover commences on the **1st July and expires on the 30th June** of the following year and you send a copy of the certificate with your affiliation.



CCFA CUP COMPETITIONS ENTRY FORM
(This is not your District FA Cup Competitions entry form)
2009/2010

CCFA Cup Competitions ENTRY FORM (Please tick the box for each Competition your Clubs wishes to ENTER) <u>CLOSING DATE FOR ENTRY IS 1ST JULY 2009</u>	Fee Payable	Tick One
Premier Challenge Cup * Football League Cubs only	£ 150.00	
Senior Challenge Cup * Clubs playing in the FA National League System Leagues (subject to ground criteria)	£50.00	
Amateur Challenge Cup * Subject to ground criteria – Cup Rule 6 CCFA Handbook page 47	£31.00	
Sunday Challenge Cup * Subject to ground criteria – Cup Rule 6 CCFA Handbook page 47	£31.00	
Youth Cup * (Over 15 and Under 17 years)	£17.00	
Junior Cup * (Over 13 and Under 15 years)	£14.00	
Minor Cup * (Over 11 and Under 13 years)	£14.00	
Ladies Cup (Open Age)	£31.00	
TOTAL AMOUNT Cheques made payable to Cheshire County FA Ltd		

Competition Details

Are Changing Rooms on the Ground If no, how far are they from the pitch

Do you share a pitch with another Team, YES / NO. If YES give details

SHARE WITH..... Playing in.....League

CCFA Cup Competition Entry Form

There is certain criteria for which County Cups the Club can enter, therefore it is important to read the criteria stated before you tick and pay the appropriate amount.

District FA Cup Competitions are available for you to enter but CCFA do not enter Clubs into these competitions, therefore please contact your local DFA Secretary for details of how to enter a DFA Cup Competition.

For your information the National League System pyramid is shown below:
The Football Association Leagues/Divisions at Steps 1 to 7 of the National League System

Step	League/Division
1	Conference National (Blue Square Premier League)
	Promoted to League Two of The Football League: <i>Champion and winner of 2nd-5th playoff.</i> Relegated to either Conference North or Conference South: 4 clubs.
2	Conference North (Blue Square North)
	Conference South (Blue Square South)
3	Promoted to Conference National: <i>Champions of each division; the winners of a 2nd-5th playoff in each division will also be promoted.</i> Relegated to Step 3 leagues: 3 clubs from each division.
	Northern Premier League (UniBond League) Premier Division
4	Southern League (British Gas League) Premier Division
	Isthmian League (Ryman League) Premier Division
5	Promoted to Conference North or South: <i>Champion and winner of 2nd-5th playoff for each league.</i> Relegated to Step 4 leagues: 4 clubs from each league.
	Northern Premier League (UniBond League) Division One North
6	Northern Premier League (UniBond League) Division One South
	Southern Football League (British Gas League) Division One Midlands
7	Southern Football League (British Gas League) Division One South & West
	Isthmian League (Ryman League) Division One South
8	Isthmian League (Ryman League) Division One North
	Promoted to Step 3 leagues: <i>Champion and winner of 2nd-5th playoff for each league.</i> Relegated to Step 5 leagues determined by NLS Committee: 2 clubs from each league.
9	Combined Counties League Premier Division Eastern Counties League Premier Division Essex Senior League Hellenic League Premier Division Kent League Premier Division Midland Football Alliance Northern Counties East League Premier Division Northern League Division One North West Counties League Premier Division Spartan South Midlands League Premier Division Sussex County League Division One United Counties League Premier Division Wessex League Premier Division Western League Premier Division
	Promoted to Step 4 leagues determined by NLS Committee: <i>Total of 12 League champions.</i> Relegated: <i>Arranged according to separate agreements with Step 6 leagues.</i>
10	Combined Counties League Division One East Midlands Counties League Eastern Counties League Division One Hellenic League Division One East Hellenic League Division One West Midland Combination Premier Division Northern Counties East Division One Northern League Division Two North West Counties League Division One South West Peninsula League Premier Division Spartan South Midlands League Division One Sussex County League Division Two United Counties League Division One Wessex League Division One West Midlands (Regional) League Premier Division Western League Division One
	Promotion and relegation: <i>Arranged according to separate agreements with appropriate leagues.</i>
11	Anglian Combination Premier Division Bedfordshire Football League Premier Division Brighton Hove and District League Premier Division Cambridgeshire League Premier Division Central Midlands League Supreme Division Cheshire Football League Division One Crawley and District League Premier Division Dorset Premier League East Berkshire League Premier Division East Sussex Football League Premier Division Essex & Suffolk Border League Essex Olympian Football League Premier Division Gloucestershire County League Hampshire Premier League Herts Senior County League Premier Division Kent County League Premier Division Leicestershire Senior League Premier Division Liverpool County Premier League Manchester Football League Premier Division Mid-Sussex Football League Premier Division Middlesex County Football League Premier Division Midland Combination Division One North Berks Football League Division One Northamptonshire Football Combination Premier Division Northampton Town Football League Premier Division Northern Football Alliance Premier Division Oxfordshire Senior Football League Premier Division Peterborough and District Football League Premier Division Reading Football League Senior Division Somerset County Football League Premier Division South West Peninsula League Division One East South West Peninsula League Division One West Spartan South Midlands League Division Two Staffordshire County Senior Football League Premier Division Suffolk and Ipswich Football League Senior Division Sussex County League Division Three Wearside Football League West Cheshire Amateur Football League Division One West Lancashire Football League Premier Division West Midlands (Regional) League Division One West Sussex Football League Wiltshire Football League Premier Division Worthing and District Football League Premier Division
	Promotion and relegation: <i>Arranged according to separate agreements with appropriate leagues.</i> Note: If Step 7 leagues have other divisions below this level, then only the division at Step 7 is considered part of the National League System.

CCFA Youth Cup Competitions

* Please see the age limits in place to enter the Youth Cup, Junior Cup and Minor Cup.

Competition Details

The details of the ground with relation to changing rooms and sharing with other teams is required to ascertain if the Club is eligible to enter certain cup competitions.

Finally it is important to sign where necessary and enter your Club name onto the Category of Membership form in order to process your affiliation. Also payment is needed for affiliation, insurance (Public liability only, as payments for Group Personal Accident are to be sent to Bluefin directly) and cup entry fee.

If you have any problems with your completing these affiliation forms please contact the Governance team on 01606 871 166.