

**FORM 'A'**Affiliation No. (For Office use **ONLY**)**SURREY COUNTY FOOTBALL ASSOCIATION****Adult Men & Women Club Affiliation & Cup Entry Forms - Season 2011/2012**

PLEASE FULLY COMPLETE THIS FORM IN INK USING BLOCK CAPITALS

CLUBS WITH YOUTH TEAMS UP TO AND INCLUDING U18 MUST COMPLETE SEPERATE FORMS FOR THOSE TEAMS

CLUB ID: **CLUB AND CLUB SECRETARY DETAILS**

Club Name:

Year Club Formed:

Current Secretary's Name and Address:

Mr/Mrs/Miss/Ms/

Address:

Postcode:

YOUR ADDRESS, CONTACT NUMBERS & EMAIL WILL BE PUBLISHED IN THE SURREY FA HANDBOOK AND ON THE SURREY FA WEBSITE (DOB WILL BE KEPT CONFIDENTIAL)  
IF YOU WISH FOR CERTAIN INFORMATION TO ONLY BE AVAILABLE TO THE COUNTY THEN PLEASE SPECIFY

Secretary's Date of Birth: Telephone Home: Telephone Work: Fax: Mobile: E-mail: Club Website: **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>

**Main Ground Address:** Local Authority: If you do not know where you will play (e.g. waiting for a pitch to be allocated) then please tick here **PARENT COUNTY:****OTHER COUNTY AFFILIATED TO:**

**MANDATORY CONTACTS** (IF YOU HAVE NOT COMPLETED THIS SECTION YOUR FORM WILL BE RETURNED)

**FULL NAME & ADDRESS OF CHAIRMAN (INCLUDING POSTCODE)**

Mr/Mrs/Miss/Ms/

Address:

Postcode:

Chairman's Date of Birth:

Telephone Home:

Telephone Work:

Fax:

Mobile:

E-mail:

**MANDATORY CONTACTS** (IF YOU HAVE NOT COMPLETED THIS SECTION YOUR FORM WILL BE RETURNED)

**FULL NAME & ADDRESS OF TREASURER (INCLUDING POSTCODE)**

Mr/Mrs/Miss/Ms/

Address:

Postcode:

Treasurer's Date of Birth:

Telephone Home:

Telephone Work:

Fax:

Mobile:

E-mail:

## ADULT TEAM INFORMATION:

### GUIDANCE NOTES:

Provide or update (if required) the details of all teams playing in the 2011/2012 season. Use additional sheets if necessary.

For the fields below please choose from the following options when entering your team

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

(If you require further team pages please photocopy page or contact Affiliation Dept and we can post or email these to you)

Team Name	(First, Res, A etc)	
Disability		
Usually Plays On Day		
League in which this Team Plays		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB)		Name: Address:  DOB:
Ground Details if different from Club's		

Team Name	(First, Res, A etc)	
Disability		
Usually Plays On Day		
League in which this Team Plays		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB)		Name: Address:  DOB:
Ground Details if different from Club's		

Team Name	(First, Res, A etc)	
Disability		
Usually Plays On Day		
League in which this Team Plays		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB)		Name: Address: DOB:
Ground Details if different from Club's		

Team Name	(First, Res, A etc)	
Disability		
Usually Plays On Day		
League in which this Team Plays		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB)		Name: Address: DOB:
Ground Details if different from Club's		

Team Name	(First, Res, A etc)	
Disability		
Usually Plays On Day		
League in which this Team Plays		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB)		Name: Address: DOB:
Ground Details if different from Club's		

Team Name	(First, Res, A etc)	
Disability		
Usually Plays On Day		
League in which this Team Plays		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB)		Name: Address: DOB:
Ground Details if different from Club's		

Team Name	(First, Res, A etc)	
Disability		
Usually Plays On Day		
League in which this Team Plays		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB)		Name: Address: DOB:
Ground Details if different from Club's		

Team Name	(First, Res, A etc)	
Disability		
Usually Plays On Day		
League in which this Team Plays		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB)		Name: Address: DOB:
Ground Details if different from Club's		

## CLUB DECLARATION

The Club hereby undertakes to keep a register of members, cashbook, Minute Book and audited accounts of the Club in accordance with FA regulations.

By completing and signing this form, on behalf of the Club, the Club applies for membership of the Company and agrees with its members to be bound by the Memorandum and Articles of the Company and any rules and regulations made pursuant thereto including the rules and regulations of The Football Association.

Rule 4 (a) of The Football Association states that, "Clubs, players and officials subject to the jurisdiction of The Football Association or an affiliated Association shall not be associated with or play with or against any Club which is not a Member of The Association or an affiliated Association."

The Club agrees to ensure that all competitions the Club or its members compete in are sanctioned by the appropriate Association.

This completed affiliation form and the appropriate remittance must be returned to the Association by **1-Jun-2011**. Failure to comply will result in a fine of **£25.00** (existing clubs only)

We take your privacy very seriously and we process all information in accordance with applicable UK data protection legislation. We are committed to protecting your privacy and we implement various security measures in relation to our processing and transfer of personal data.

\_\_\_\_\_  
Signature of Club Secretary

\_\_\_\_\_  
Date

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### Important Notes:

Please only send a deposit of £25.00 with your completed form; you will be invoiced on 1st September for the balance.

The closing date for all County cup competitions is 30th June. Clubs affiliating after this date will not be admitted to a county cup and existing clubs will be fined a further **£25.00** in addition to the late fine of £25.00 for returning form after 1st June.

If changing club name or if this is a new club then contact should be made with the office to ensure that name is available and acceptable.

No change of club name is permitted after affiliation.

The number of teams entered will be the basis for assessing the affiliation fee. Any changes after affiliation must be notified to County Office in writing (email accepted).

Ground details - it is a requirement of affiliation that the local authority, e.g. Borough Council, London Borough, must be given even if the full ground address is not known.

Failure to comply will hold up the affiliation and may lead to the late fines.

The club should be parented to the county in which it plays or where it has its headquarters. In most cases these will be Surrey in both instances. However, London FA overlaps, as does Sussex FA to a limited degree. Existing clubs can only change their parent county if approval is given by their parent county. New clubs will have Surrey as their parent county unless there is a need to refer the form to a neighbouring county due to the information provided.

Clubs must not wear black or dark kit that may clash with the referee.

### FOR OFFICE USE ONLY

<b>Date Received</b>	<b>Affiliation Number</b>
<b>Receipt Number</b>	

## ADULT COUNTY CUPS FORM

NAME OF CLUB: \_\_\_\_\_

TEAMS:

Please list below the teams and leagues playing in next season & the anticipated division. If only playing friendly matches please state on which day of the week the team will play.

Team eg. 1 <sup>st</sup> , Reserves etc	League	Anticipated Division 2011/2012

*The closing date for all County cup competitions is 30<sup>th</sup> June. Clubs affiliating after this date will not be admitted to a county cup and existing clubs will be fined a further £25.00 in addition to the late fine of £25.00 for returning the form after 1<sup>st</sup> June.*

**Senior clubs must enter the Saturday Senior Cup.**

**Entry of other competitions is optional.**

SATURDAY:	TOTAL DUE	SUNDAY:	TOTAL DUE
SENIOR - £32.00	£	FIRST TEAM - £15.00	£
PREMIER - £20.00	£	RESERVES - £15.00	£
INTERMEDIATE - £15.00	£	'A' TEAM - £15.00	£
JUNIOR - £15.00	£	'B' TEAM - £15.00	£
LOWER JUNIOR - £15.00	£	'C' TEAM - £15.00	£
		* WOMENS - £15.00	£
		VETERANS over 35 - £15.00	£

\*Women's clubs only can enter 2 teams into Women's Cup

## ADULT PERSONAL ACCIDENT INSURANCE SCHEDULE

The Association has organised an insurance scheme through Sportsguard. The benefits provided are shown below and it is strongly recommended that the club considers taking out at least the minimum amount of cover. Clubs whose parent county is not Surrey can take out this cover if they wish to do so.

<i>Scale of Cover</i>	<i>Scale A</i>	<i>Scale B</i>	<i>Scale C</i>	<i>Scale D</i>	<i>Scale E</i>	<i>Scale F</i>
Accidental Death	£10,000	£10,000	£10,000	£10,000	£10,000	£10,000
Life Insurance (up to age 55)	£10,000	£10,000	£10,000	£10,000	£10,000	£10,000
Permanent Total Disablement	£20,000	£20,000	£20,000	£20,000	£20,000	£20,000
Loss of Limbs	£20,000	£20,000	£20,000	£20,000	£20,000	£20,000
Loss of Sight	£20,000	£20,000	£20,000	£20,000	£20,000	£20,000
Loss of Speech	£20,000	£20,000	£20,000	£20,000	£20,000	£20,000
Loss of Hearing on ear	£8,000	£8,000	£8,000	£8,000	£8,000	£8,000
Loss of Hearing both ears	£20,00	£20,00	£20,00	£20,00	£20,00	£20,00
Dental cover – flat benefit (up to)	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00
Hospitalisation Benefit – per night (up to a maximum of 10 nights)	£20.00 per night	£20.00 per night	£20.00 per night	£20.00 per night	£20.00 per night	£20.00 per night
Broken Bone (Arms & Legs)	£150	£150	£150	£150	£150	£150
Broken Bone (Toes & Fingers)	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00
Broken Collar Bone	£75.00	£75.00	£75.00	£75.00	£75.00	£75.00
Dislocated Knee/hip/elbow	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00
Weekly Benefit (up to a maximum of 52 weeks) and subject to a 14 day deferment period	£12.50 per week	£25.00 per week	£50.00 per week	£75.00 per week	£100.00 per week	£150.00 per week

## ADULT PERSONAL ACCIDENT INSURANCE

### Key Features:

- Unemployed and students receive a weekly benefit of 50% of the sum insured up to a maximum of £20 a week.
- Club Officials (Manager, Secretary, Physio, etc.) are included for each declared team
- Any players registered by the Club included within the cover for each declared team
- Cover includes all games, organised training and direct travel to and from games in an organised party
- Players: 16-75 years (Life Insurance 55) and Officials: 16-75 years (Life Insurance 55)
- Payment of the weekly benefit is subject to a 14-day excess/deferment period
- Weekly benefits are paid even if players are paid from work

Level of Cover required and Premium Payable (per TEAM) (please tick for each team) Different levels of Cover may be taken for different teams.	Scale A £65	Scale B £110	Scale C £155	Scale D £215	Scale E £365	Scale F £515
First X1						
Reserves						
Third team (A)						
Fourth team (B)						
Fifth team (C)						
Sixth team (D)						
<b>Total premium per scale</b>	£	£	£	£	£	£

All premiums include Insurance Premium Tax 6%

**DO NOT SEND PAYMENT with FORM – Your club will be invoiced with your affiliation on 1<sup>st</sup> September 2011**

#### Cover Commencement:

The scheme operates from 1<sup>st</sup> July 2011 – 30<sup>th</sup> June 2012 – i.e. not just the playing season but the summer period when you might be entering tournaments or just training. As long as the Insurer received the application form prior to 1<sup>st</sup> July 2011, cover will commence from this date. If the application form is received after 1<sup>st</sup> July 2011, cover will commence from the date this is received. In order for the scheme to operate successfully, the premium will remain the same irrespective of when you join, so we would recommend you submit your application form prior to 1<sup>st</sup> July 2011 to take advantage of a full 12 months cover.

## ADULT PUBLIC LIABILITY INSURANCE

The Football Association has made it mandatory for the clubs to carry adequate Public Liability Insurance. When you affiliate with us at the start of the season, you can purchase Public Liability Insurance for a premium of £33.00 through a block arrangement with SPORTSGUARD. This policy satisfies the requirements and is approved by the Football Association.

Please note that if you do arrange cover outside of the block scheme, we cannot be held responsible for the cover provided. If you are in any doubt or require advice on the cover you have, please contact Sportsguard where they will be happy to advise you. If cover of more than £5m is required contact Sportsguard. Telephone 01604 644277 or [feedback@sportsguard.co.uk](mailto:feedback@sportsguard.co.uk).

The significant features and benefits of this policy are:

- Limit of Indemnity £5,000,000 any one occurrence
- Player-to-Player Liability
- Member-to-Member Liability
- Ownership or operation of premises including changing rooms
- Premises hired, leased or rented
- Provision of first aid or emergency assistance
- Fundraising activities, tournaments and social events
- Motor vehicles not licensed for road use (e.g. ride on mowers)
- Car Parks
- Libel
- Slander
- Negligence
- Abuse
- Products (e.g. serving of food)

The significant exclusions to the policy are:

- £150 excess in respect of damage to third party property
- Hazardous fund raising activities
- Contract Players
- Employers Liability
- Deliberate Acts
- Disqualified or Suspended Players
- Registered Referees who have not undertaken a Criminal Records Bureau check

Adult and Youth sections of the same club must pay for each section, i.e. the Adult insurance does not cover the Youth section. Clubs whose parent county is not Surrey cannot apply for this cover.

### **Premium per Club £33.00 Including 6% Insurance Premium Tax**

#### **Cover Commencement**

The scheme operates from 1st July 2011 to 30th June 2012– i.e. not just the playing season but the summer period when you might be entering tournaments or just training. As long as the Insurer receives the application form prior to 1st July 2011, cover will commence from this date. If the application form is received after 1st July 2011, cover will commence from the date this is received. In order for the scheme to operate successfully, the premium will remain the same irrespective of when you join, so we would recommend you submit your application form and payment to us prior to 1st July 2011 to take advantage of a full 12 months cover.

**Do you wish to take out £5m cover at a cost of £33.00 with the Association? Yes / No**

**If no please provide policy details of alternative below:**

Company: \_\_\_\_\_

£ Cover \_\_\_\_\_

From \_\_\_\_\_

Policy No. \_\_\_\_\_

## ADULT AFFILIATION FEE SCHEDULE

The affiliation fee includes the first team. Clubs that have teams playing on a Saturday and Sunday affiliate as a Saturday club in the appropriate category with any other Saturday teams, Sunday teams or veterans as extra teams. (this is a guide to your final Affiliation total)

Please advise below if you require extra County Handbook (s) and/or wish to make a donation to the Benevolent Fund.

	Fee
SENIOR – Step 5 or above	£50.00
Plus [            ] additional Team(s) @ £25.00 per team	
INTERMEDIATE – Steps – 6/7 incl. Surrey Elite, Surrey Intermediate Western, Surrey S.E. Combination, Intermediate, Div One Combined Counties.	£36.00
Plus [            ] additional Team(s) @ £18.00 per team	
JUNIOR including all SUNDAY CLUBS and all WOMEN (OVER 18) – All other Saturday football, all Sunday Football, all Women's Football.	£30.00
Plus [            ] additional Team(s) @ £10.00 per team	
County Directory	included
Extra County directories [            ] @ £6.00 each	
Fine if received after 1 <sup>st</sup> June ( <b>existing clubs only</b> )	£25.00
Additional fine if received after 30 <sup>th</sup> June (existing clubs only)	£25.00
Public Liability Insurance (if taken with SCFA)	£33.00
Personal Accident Insurance ( <b>if taken</b> ) see P/A schedule	
<b>County Cup fees (see separate form)</b>	
Benevolent Fund donation	
<b>DEPOSIT REQUIRED</b>	<b>£25.00</b>

**PLEASE ONLY INCLUDE THE DEPOSIT OF £25.00 WITH FORM to be returned by 1<sup>st</sup> June 2011.**

**YOU WILL BE INVOICED FOR THE FULL AMOUNT ON 1<sup>ST</sup> SEPTEMBER 2011.**

<b>Total Due Now: £25.00</b>
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# CLUB AFFILIATION – PAYMENT DETAILS

**CLUB NAME** \_\_\_\_\_

Cheques or Postal Orders should be made payable to Surrey County Football Association Limited.  
Cheques may not be cashed for up to 8 weeks.

Post dated cheques will not be accepted.

Cash is acceptable only if paying in person at County Office.

Credit or Debit card – complete the section below.

**No other payments** such as Discipline Fines which might be due should NOT be included with these fees.

Affiliation fees for separate clubs eg, Men, Women, Boys, Girls must be made with separate cheques or postal order.

If the club is suspended, the affiliation will be processed but the suspension will remain in place.

\* I enclose cash to the value of £

\* I enclose a cheque to the value of £

\* Delete as appropriate

\* I enclose postal orders to the value of £

For payment by credit/debit card complete section below.

Credit/Debit Card Number  
.....

Expiry Date

.....

Valid From

.....

\* Amount to be deducted:

Issue Number  
(Switch Only)

3-Digit Security Code

Cardholder's Name  
(please print)

Cardholder's  
Signature

.....

Please return to Surrey County FA Ltd, Connaught House, 36 Bridge Street,  
Leatherhead, Surrey KT22 8BZ  
Tel: 01372 373543 or email [affiliations@surreyfa.com](mailto:affiliations@surreyfa.com)