

**SURREY COUNTY FOOTBALL ASSOCIATION**  
**Youth Club Affiliation & Cup Entry Forms - Season 2011/2012****PLEASE FULLY COMPLETE THIS FORM IN INK USING BLOCK CAPITALS****CLUBS WITH ADULT TEAMS 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: **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:

**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 an accepted Enhanced FA CRB check. They must also have completed The FA Safeguarding Children and Welfare Officer Workshops. For any enquiries regarding this policy, please speak to our CFA Welfare Officer – Frank Thompson on 01372 384745 or email: [frank.thompson@surreyfa.com](mailto:frank.thompson@surreyfa.com)

<b>MANDATORY CONTACTS</b> (IF YOU HAVE NOT COMPLETED THIS SECTION YOUR FORM WILL BE RETURNED)	
<b>FULL NAME, ADDRESS OF CLUB WELFARE OFFICER (INCLUDING POSTCODE)</b>	
Mr/Mrs/Miss/Ms/  Address:        Postcode:	

Club Welfare Officer's Date of Birth:
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Telephone Home:
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Telephone Work:
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Fax:
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Mobile:
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E-mail:
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FA CRB check expiry date	Date of attending Safeguarding Children/Child protection workshop	Date of attending Welfare Officer Workshop

**Assistant Club Welfare Officer:**

Clubs with multiple youth teams may appoint an Assistant Welfare Officer. Where appointed they must have an accepted Enhanced FA CRB check. Please encourage them to attend The FA Safeguarding Children and Welfare Officer Workshops as soon as is possible. For any enquiries regarding this policy and recommendation, please speak to your CFA Welfare Officer

<b>OPTIONAL CONTACTS FOR CLUBS WITH YOUTH TEAM(S)</b>	
<b>FULL NAME, ADDRESS OF ASSISTANT CLUB WELFARE OFFICER (INCLUDING POSTCODE)</b>	
Mr/Mrs/Miss/Ms/  Address:          Postcode:	

Assistant Club Welfare Officer's Date of Birth:
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Telephone Home:
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Telephone Work:
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Fax:
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Mobile:
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E-mail:
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FA CRB check expiry date		Date of attending Safeguarding Children/Child protection workshop		Date of attending Welfare Officer Workshop	
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**CLUB 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>

<b>Main Ground Address:</b>

Local Authority:
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If you do not know where you will play (e.g. waiting for a pitch to be allocated) then please tick here <input type="checkbox"/>
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**PARENT COUNTY:**

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**OTHER COUNTY AFFILIATED TO (if any)**

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## 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 details

Age Group: 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 - Under 11 and above cannot be categorised as mixed, and you should state Male or Female

Please note that for youth teams (ie where the age group is Under 18 or below) a Manager or Coach **must** be named.

Team Age	Under (     )	
Gender		
Category		
Disability		
Usually Plays On		
Sponsor Name		
League Name 1		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB fields must be completed)		Name: Address:  DOB:
Ground Details if different from Club's		

Team Age	Under (      )	
Gender		
Category		
Disability		
Usually Plays On		
Sponsor Name		
League Name 1		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB fields must be completed)		Name: Address: DOB:
Ground Details if different from Club's		

Team Age	Under (      )	
Gender		
Category		
Disability		
Usually Plays On		
Sponsor Name		
League Name 1		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB fields must be completed)		Name: Address: DOB:
Ground Details if different from Club's		

Team Age	Under (     )	
Gender		
Category		
Disability		
Usually Plays On		
Sponsor Name		
League Name 1		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB fields must be completed)		Name: Address: DOB:
Ground Details if different from Club's		

Team Age	Under (     )	
Gender		
Category		
Disability		
Usually Plays On		
Sponsor Name		
League Name 1		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB fields must be completed)		Name: Address: DOB:
Ground Details if different from Club's		

Team Age	Under (     )	
Gender		
Category		
Disability		
Usually Plays On		
Sponsor Name		
League Name 1		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB fields must be completed)		Name: Address: DOB:
Ground Details if different from Club's		

Team Age	Under (     )	
Gender		
Category		
Disability		
Usually Plays On		
Sponsor Name		
League Name 1		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB fields must be completed)		Name: Address: DOB:
Ground Details if different from Club's		

Team Age	Under (     )	
Gender		
Category		
Disability		
Usually Plays On		
Sponsor Name		
League Name 1		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB fields must be completed)		Name: Address: DOB:
Ground Details if different from Club's		

Team Age	Under (     )	
Gender		
Category		
Disability		
Usually Plays On		
Sponsor Name		
League Name 1		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB fields must be completed)		Name: Address: DOB:
Ground Details if different from Club's		

Team Age	Under (     )	
Gender		
Category		
Disability		
Usually Plays On		
Sponsor Name		
League Name 1		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB fields must be completed)		Name: Address: DOB:
Ground Details if different from Club's		

Team Age	Under (     )	
Gender		
Category		
Disability		
Usually Plays On		
Sponsor Name		
League Name 1		
Main Colours		
Secondary Colours		
Manager/Coach (Name, Address and DOB fields must be completed)		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.

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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>	

## GIRLS COUNTY CUPS FORM

TEAMS: Please list below the teams and leagues playing in next season

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

### Sunday Girls Competition

Age Groups	Tick to enter cup	Leagues in which all teams entered into a County Cup Play
U10a – Mini-soccer (7-a-side)		
U10b – Mini-soccer (7-a-side)		
U11a - 7-a-side		
U11b – 7-a-side		
U12a – 7-a-side		
U12b – 7-a-side		
U13a – 11-a-side		
U13b – 11-a-side		
U14a– 11-a-side		
U14b – 11-a-side		
U15a – 11-a-side		
U15b – 11-a-side		
U16a – 11-a-side		
U16b – 11-a-side		

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.

All Girls competitions are played on a Sunday. Withdrawal from any county cup will only be accepted in writing from the club secretary stating full name of club and quoting the clubs affiliation number.

## PERSONAL ACCIDENT INSURANCE (YOUTH)

### Key Features:

- Club Officials (Manager, Secretary, Physio, Etc.) are included for each declared team.
- Any player 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.
- Players 16-65 (Life Insurance 55) Official 16-65 (Life Insurance 55)
- Professional Football Players
- Pre-existing medical conditions

Cover Required and Premium Payable (per TEAM) (please tick for each team or indicate total number(s) in each category)	Number of teams to be covered	Scale Y18 £42 (Under 11 to Under 18 teams only)	Mini Soccer £25
Under 7 x Teams			£
Under 8 x Teams			£
Under 9 x Teams			£
Under 10 x Teams			£
Under 11 x Team		£	
Under 12 x Teams		£	
Under 13 x Teams		£	
Under 14 x Teams		£	
Under 15 x Teams		£	
Under 16 x Teams		£	
Under 17 x Teams		£	
Under 18 x Teams		£	
<b>Total premium per scale</b>		£	£

**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.

## YOUTH 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>Level of Cover</i>	<i>Under 11s to Under 18s</i>	<i>Mini Soccer</i>
Accidental Death	£5,000	£5,000
Life Insurance (up to age 55)	£5,000	£5,000
Permanent Total Disablement	£10,000	£10,000
Loss of sight	£10,000	£10,000
Loss of limbs	£10,000	£10,000
Loss of hearing in both ears	£10,000	£10,000
Loss of speech	£10,000	£10,000
Emergency Dental Expenses – up to	£100.00	£100.00
Fractured Collarbone	£75,00	£75,00
Fracture Benefit – arms and legs	£150,00	£150,00
Fracture Benefit – hands and feet	£50,00	£50,00
Hospitalisation benefit – up to a maximum of 10 nights	£20,00 per day	£20,00 per day
Weekly Benefit (Club Officials) (up to a maximum of 52 weeks)	£50,00 per week	£50.00 per week
Temporary Total Disablement for 16 to 18 year olds that are employed for at least 16 hours a week – subject to a 14 day Deferment Period and maximum Benefit Period of 6 weeks	£50,00 per week	N/A
<b>Total Premium Payable (per Team)</b>	<b>£42.00</b>	<b>£25.00</b>

A copy of the policy wording can be provided on request.  
Or visit [www.sportsguard.co.uk/surreycountyfa.html](http://www.sportsguard.co.uk/surreycountyfa.html)

## YOUTH PUBLIC LIABILITY INSURANCE

The Football Association has made it mandatory for clubs to carry adequate Public Liability Insurance. When you affiliate with us 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. If a Girls club is part of a Boys Club and the Boys club has taken out Public Liability Insurance with SCFA, the Girls club is included. 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 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. \_\_\_\_\_

## YOUTH AFFILIATION FEES SCHEDULE

PLEASE PAY ONLY THE DEPOSIT OF £25.00 – YOU WILL BE INVOICED FOR THE BALANCE ON 1<sup>ST</sup> SEPTEMBER 2011. (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
Club's Affiliation includes one team	£16.00
Extra teams x (        ) x £8.00 each	
County Directory	included
Extra County directories x (        ) £6.00 each	
Fine if received after 1 <sup>st</sup> June (existing clubs only)	£25.00
Additional fine if received after 30 <sup>th</sup> June (existing clubs only)	£25.00
Club name change fee £25.00 (if applicable)	£25.00
Mini-Soccer Centre	£25.00
Public Liability Insurance (if taken with SCFA) (If cover of more than £5m is required contact Sportsguard)	£33.00
Personal Accident (if taken) see P/A schedule	
County Cup fees (see separate form) £10.00 per entry	
Benevolent Fund donation	
<b>DEPOSIT REQUIRED</b>	<b>£25.00</b>

**Mini-Soccer Centres** – Some clubs hold training or fun sessions for players too young to play in mainstream football and may include older children. These are classified as Mini-Soccer Centres and often take place on a Saturday morning. The fee is £25.00 per season.

Do you wish to affiliate a Mini-Soccer Centre – Yes / No.

If 'Yes' do you wish it to be included in the County handbook as a Mini-Soccer Centre? Yes / No

If the club has taken out Public Liability insurance with SCFA this will also cover the Mini-Soccer Centre. For Personal Accident Insurance apply direct to Sportsguard.

Telephone: 01604 644277 or email: [feedback@sportsguard.co.uk](mailto:feedback@sportsguard.co.uk)

# 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 .....
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Expiry Date

.....
-------

Valid From

.....
-------

\* Amount to be deducted:

Issue Number  
(Switch Only)

.....
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3-Digit Security Code

.....
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Cardholder's Name  
(please print)

Cardholder's  
Signature

.....	.....
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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)