



**Organisers Guide to:**

**Affiliating & Sanctioning a Football Competition**

## **Introduction**

The Football Association is the recognised National Governing Body for all varieties of football – Mini Soccer, five a side, six a side, seven a side, Futsal, and eleven a side – in England. This means trying to ensure that all types and levels of competitive football take place under an overarching set of Laws, Rules and Standards that provide for the integrity of the game and the safety and enjoyment of all players and officials. For this to take place it is necessary that competition organisers affiliate their competitions or tournaments with the FA or local County Football Association (See below for guidance on which will be applicable to your competition.)

## **The Benefits of Affiliation**

- Recognition from the players that the competition is taking place under the auspices of the National Governing Body for Football. This will assist in the promotion and recruitment of Teams and Officials.
- If the competition is affiliated to the FA or County Football Association it will be subject to the FA's Disciplinary processes. These will provide an additional safeguard to players and officials.
- Access to FA Qualified Referees. FA Qualified Referees are only permitted to officiate in affiliated football and any insurance they carry is not applicable in unaffiliated competitions.
- Only affiliated competitions will be invited to take part in Berks & Bucks FA Small Sided Tournaments or the FA Umbro Fives Cup
- Only affiliated competitions are in a position to recruit additional referees through running the FA Small Sided Referees Qualification
- Affiliated competitions have the opportunity to post their results on 'Full Time' at FA.com - the Football Association's official website.
- National Providers of Small Sided Football are invited to regular industry seminars at the FA, whilst a growing number of County FA's are increasing their membership benefits and provide representative rights within the County FA structure.

## **Advice for registering a league with a County Football Association**

The first step is to contact the Berks & Bucks Football Association and request the paperwork required to run a Small Sided Football League. The Berks & Bucks FA will provide;

- An affiliation form to affiliate the league (to allow you to approach teams to enter the league)
- Form D (to affiliate participating teams)
- A Copy of the FA's Laws of Small Sided Football (revised 2004)
- Guidance to the organiser on the purchase of 'Affiliation Slots' from the County FA
- Guidance on the Discipline Processes that should be implemented in Small Sided Football
- An example document of the Rules of the Competition that need to be in place in order for the competition to run smoothly and fairly.

- An example of a Team Slip that should be completed by each team prior to the commencement of a game and then handed to the referee or organiser to ensure that some record is retained of the participating players. This information may be required in the event of any serious disciplinary incident taking place and should be retained by the organiser for a period of two months. It is not necessary for this information to be forwarded to the County FA.

Once you have received this information **you will then need to provide to the Berks & Bucks Football Association,**

1. A completed affiliation form with payment
2. Duplicate copies of the **competition laws** under which the competition will be played. These should be based upon the *FA Laws of Small Sided Football* (Revised 2004). These laws also allow for a series of amendments and exceptions to be inserted that provide for differing facilities or local traditions of play.
3. An indication of the number of **Affiliation Slots** that you will require for the season. Instead of purchasing affiliation for every individual team the FA and CFA's will be introducing for season 2004/05 (July 1 2004 – June 29 2005) a new affiliation process based on the purchases of 'Affiliation Slots' for the entire season. The cost of each slot is £5. The number of Affiliation 'Slots' will relate to the number of places in a league competition. Thus if an organiser intends to run a league of ten teams for a competition that will run once throughout the season they will purchase ten slots. If the League runs four times throughout the season with some new teams coming into the second, third or fourth competitions the organiser would still only purchase ten slots. If however the Competition is expanded to take in a new division this will necessitate the purchase of additional affiliation slots from the County FA. (See example – Appendix B)
4. A completed **Affiliation 'D' form**. This form requires basic details on the participating teams and needs to be submitted prior to the start of each new competition or league programme. Affiliation should be sought from the County in which the League or competition stages the majority of its games. For some stand alone Regional or National Cup competitions or Festivals at which teams will be drawn from three or more County FA's or International Federations, affiliation should be sought directly from the Football Association. Contact [john.young@TheFA.com](mailto:john.young@TheFA.com)
5. The County also requires a set of **Administration Rules**. These cover the organisational arrangements for the competition and identify how conflicts involving the rules are to be resolved. A sample set of suitable FA Competition Rules can be adapted for your own purposes.

6. Organisers also need to supply a copy of the **public liability insurance** certificate that will cover the competition. Public Liability needs to be in place to cover claims for bodily injury or property damage for which you may be legally liable. This is a policy that you may have purchased yourself or one that may already be in place if you are hiring a facility from a club, local authority or school. Public Liability Insurance does not cover injury arising from personal accident or person-to-person incidents. All participants should be encouraged to take out their own insurance to cover such eventualities and this should be specified in the competition literature. County FA's have organised Insurance cover for many years for their own competitions and may be able to offer advice on suitable policies and Insurance Brokers.
7. Organisers also need to provide evidence that all participants are made aware in the competition paperwork that they are subject to the **Discipline process of the County FA and FA** and that serious offences in Small Sided Football will be dealt with by the County FA.

Once this paperwork has been produced for the first competition the only information that will need to be updated prior to the start of a new league or tournament is an updated Affiliation 'Form D'.

A summary of this process is provided in Appendix A

For Further information please contact Caroline Terry ([caroline.terry@berks-bucksfa.com](mailto:caroline.terry@berks-bucksfa.com)), Berks & Bucks FA, 15a London Street, Faringdon, SN7 7HD or 01367 242 099

*Appendix A*

**Process for the Affiliation & sanctioning of competitions by  
County Football Associations from Season 2004/05**

Contact Berks & Bucks FA and request a copy of the affiliation form



Complete a copy of the affiliation form and send it to Caroline Terry, 15a London Street, Faringdon, SN7 7HD, along with payment. Once this has been confirmed as received by Caroline the league/competition will be affiliated and able to approach teams to enter the league.



Once you have your teams you must complete the “Form D” to inform us of what teams will be entering the league/competition. Once the form D is complete and all other aspects are completed the league/competition will be fully sanctioned through the Berks & Bucks FA

**Appendix B**

**CFA Small Sided Football Affiliation Slots  
- Multiple Teams - One Payment**

<b><i>Team</i></b>	<b><i>CFA Slot Number</i></b>	<b><i>Period of League</i></b>
Small Town Rovers FC	001	July - September
A3 Milan FC	001	Oct - December
Kings Head FC	001	Jan - March
Small Town Rovers FC	001	April - June

