



SUFFOLK FA

Enhancing the National Game, locally



Dear Club Secretary

Date as Postmark

Re: Affiliation - Season 2009/2010

Please find enclosed your Affiliation Form for season 2009/2010. It is vitally important that if you are no longer secretary this form is passed to your successor without delay.

All sections of this form MUST be completed; failure to complete the form in full will result in a delay in your affiliation being processed. I urge you to read the enclosed guidance notes carefully.

A single affiliation fee will cover all teams playing under the club name, however, where Saturday and Sunday teams are under the control of a different committee/secretary, a separate affiliation for each team is necessary. It is a requirement that men's, women's, boys and girls sections of club are affiliated separately, if you require any additional forms to comply with this they can be found on our website at www.suffolkfa.com/governance/affiliation

For the last four seasons Suffolk FA has provided Public Liability Insurance for all affiliated Clubs. The full cost of cover will again be met by Suffolk FA for 2009/2010. Suffolk FA continues to be one of few Counties that do this, with the total premium against costing approximately £25,000. The insurance will still include the important "Player to Player" extension, and a full summary of cover will be provided in the 2009/10 Suffolk FA Handbook.

For the first time Suffolk FA is able to offer all clubs the opportunity to purchase a Personal Accident Insurance policy through its recommended supplier Sportsguard, more information about the policy can be found in the leaflet enclosed.




If you have any queries regarding the affiliation process please contact the Governance Department directly on (01449) 776388. All Affiliation Forms when completed must be returned to the above address before 30 June 2009, together with the appropriate fees (do not staple cheques to Affiliation Forms).

Any clubs returning their forms after 30 June 2009 will be subject to a fine of £25.00.

Best wishes for the season.

Yours faithfully

James Payne
Football Administration Manager

 01449 776310 (Direct Line)
 james.payne@suffolkfa.com
 www.suffolkfa.com

Suffolk County Football Association Limited
CLUB AFFILIATION FORM - SEASON 2009/2010

The Buntings, Cedars Park, Stowmarket, Suffolk IP14 5GZ



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 **30-Jun-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"/> |

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 footballsafes@TheFA.com or call 0845 210 8080.

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

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.

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

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) | |

Club Declaration Club Name:

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 **30-Jun-2009** Failure to comply will result in a fine of **£25.00**.

We may use the information you provide to send you information about the products and services provided by the County FA and other third parties. If you do not wish to receive any information from us or third parties about products and services please contact the County FA in writing at the registered office.

Signature of Club Secretary

Date

IMPORTANT NOTICE

By signing this form on behalf of the club, I understand that Suffolk FA has offered our club the opportunity to purchase a Personal Accident Insurance policy through its recommended supplier Sportguard.

If this offer is to be accepted, the enclosed application form should be completed and returned directly to Sportguard with the appropriate remittance.

| | | | | | | |
|-----------------------|--|--|--|--|--|--|
| Date Received | | | | | | |
| Receipt Number | | | | | | |



SUFFOLK FA

Enhancing the National Game, locally



Suffolk FA County Competition Entry Guidance

All Clubs playing in Saturday or Sunday Leagues (except Veterans, Boys, Women's or Girls Leagues) must, by rule, enter at least their first team in a County Competition. Clubs desirous of being exempted from competing in any of the following competitions shall in lieu of competing, contribute the sum shown to the fund of the Association.

A Club with only one team can enter only one County Competition.

Saturday Adult Competitions

Teams playing in the Premier and Senior Cups may enter their reserve team in the Senior Reserve Cup only.

All Saturday Junior Clubs playing in the **First or Premier** division of their League must enter the **Junior Cup**. All other Clubs not wishing to enter the Junior Cup will be placed in the **Primary Cup** subject to the Special Clauses in the County Rule Book.

Sunday Adult Competitions

Entry into a particular Competition is decided by the **Division** of the **League** in which the Club competes. **Check carefully** to ensure that you enter the right competition as follows:-

All Sunday Clubs competing in the **top division** of their league must enter the Sunday Cup

Entry into the Sunday Trophy is as follows:-

1. All Clubs playing in **Division 3** and below of the Bury & District Sunday League, the Lowestoft Sunday League and Ipswich Sunday Morning League.
2. All Clubs playing in **Division 2** and below of the Ipswich & District Licensed Trades League.
3. All Clubs playing in the Sudbury Sunday League from **Division 4** and below.
4. All other Clubs not eligible for the Sunday Cup and not playing in any of the above named divisions should enter the Sunday Shield.

*Those with reserve or other teams may enter them into suitable County Competitions. Clubs that play in both Saturday and Sunday Leagues may enter Saturday **and** Sunday Competitions if so desired.*

Youth Competitions

The Minor Cup is a **Sunday** competition for boys in the **two year age band under 15** and registered with a Youth Club playing in a registered Youth League.

The Tesco Sunday Under 13 Cup is a **Sunday** competition for boys in the **two year age band under 13** and registered with a Youth Club playing in a registered Youth League.

The Tesco Girls Under 16 Cup is an eleven-a-side **Sunday** competition for girls in the **two year age band under 16** and registered with a Youth Club playing in a registered Youth League.

The Tesco Sunday Under 14 Cup is an eleven-a-side **Sunday** competition for girls in the **two year age band under 14** and registered with a Youth Club playing in a registered Youth League.

It is most IMPORTANT if your league alters your division after this affiliation form that you notify the office immediately and check that you are still eligible for the County Competition you have entered.



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VAT No 785 7006 05

AFFILIATION FEES

ALL Affiliation Fees listed include VAT @ 15%

All Clubs must pay one, and ONLY ONE of the Affiliation Fees in this Section.

| Category | Description | Cost | Totals |
|-------------------------|--|--------|--------|
| SENIOR CLUBS | Saturday Clubs eligible for Suffolk FA Premier or Senior Cups Only | £47.00 | |
| ALL OTHER ADULT CLUBS | other than Senior Clubs above or Youth Clubs below | £30.00 | |
| YOUTH CLUBS | All Youth Clubs (excluding below) | £10.00 | |
| MINI SOCCER/SMALL SIDED | Youth Clubs which play ONLY Small-Sided or Mini-Soccer | £6.00 | |

ADDITIONAL FEES

| | | | |
|-----------------------|---|--------|--|
| BENEVOLENT FUND | Please donate generously | | |
| LATE AFFILIATION FINE | Applies to ALL FORMS received after 30 June 2009 | £25.00 | |

COUNTY CUP COMPETITIONS

| <i>(Please refer to the Guidance Notes for the relevant Cup/s for your team/s)</i> | Team to enter <i>e.g. 1st or Age Group</i> | Entry Fee | Exemption Fee |
|--|---|-----------|---------------|
| Suffolk FA Premier Cup (Adult Male) | CLOSED | £25.00 | £500.00 |
| Suffolk FA Senior Cup (Adult Male) | CLOSED | £16.00 | £250.00 |
| Suffolk FA Senior Reserve Cup (Adult Male) | CLOSED | £12.00 | N/A |
| Suffolk FA Junior Cup (Adult Male) | CLOSED | £12.00 | £100.00 |
| Suffolk FA Primary Cup (Adult Male) | CLOSED | £12.00 | £50.00 |
| Suffolk FA Sunday Cup (Adult Male) | CLOSED | £16.00 | £100.00 |
| Suffolk FA Sunday Shield (Adult Male) | CLOSED | £12.00 | £50.00 |
| Suffolk FA Sunday Trophy (Adult Male) | CLOSED | £12.00 | £50.00 |
| Suffolk FA Sunday Minor Cup (Boys) | CLOSED | £12.00 | N/A |
| Tesco Suffolk FA Sunday Under 13 Cup (Boys) | CLOSED | £12.00 | N/A |
| Norfolk & Suffolk Women's Cup (Adult Female) | CLOSED | £12.00 | N/A |
| Suffolk FA Sunday Veterans Cup (Adult Male) | CLOSED | £12.00 | N/A |
| Tesco Suffolk FA Girls U16 Cup (Girls) | CLOSED | £12.00 | N/A |
| Tesco Suffolk FA Girls U14 Cup (Girls) | CLOSED | £12.00 | N/A |

*Suffolk FA reserves the right to amend the entries you have made if they are found not to adhere to the County Cup Regulations. **Your receipt will show the full list of competitions that you are entering.***

COUNTY AFFILIATION - TOTAL ENCLOSED

£

Please Note: -

- ⦿ If your affiliation form is not returned fully completed with correct remittance by 30 June 2009 you will automatically be fined £25.00
- ⦿ Benevolent Fund rules restrict applications to only those who donate to the fund
- ⦿ Cheques and Postal Orders to be made payable to Suffolk FA
- ⦿ Do not send cash in the post
- ⦿ Suffolk FA reserves the right to return for completion any forms found to be incomplete