BAFA National Leagues

Creating a new BAFA membership

Please note, all members should complete their own registration, except for players under 16 years of age who must have this completed by a parent or guardian.

Go to bafa.azolve.com and click on ‘New Member’

Please complete all sections. Section 3 will be your account details. The Username automatically self populates with your email address. You can change this to a new username of your choice if you prefer.
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In line with the General Data Protection Regulation, you’ll then be invited to set your communication preferences and indicate you have reviewed and agree to BAFA’s privacy policy by ticking to accept these. You can update your communication preferences again in the future within your profile if you change your mind.
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Your profile page will then be brought up. Please do not select a club at this point. The first step here is to add your profile picture. This needs to be a passport style photo with a clear image of your face. Please be aware, a group photo, or a photo with you wearing helmet etc will not be accepted and may result in you not appearing on your game day roster. As well as photo upload there are three sections within this page that need completing. Profile, Member Details and BAFA Membership.

Please select Update Details and fill out the required information. One completed, click on the BAFA Membership tab.

At this point you can select your club. Please make sure you click on the right club as these locks it in once you have selected. Clicking on select club will pop up a club finder window.
To use the club finder, you can either enter the club name or search by post code. Not all teams have entered their post code on their club profile, so we recommend leaving the post code field blank, and setting the drop down box for radius of search to ‘all clubs’. If this still doesn’t bring up your chosen club, try switching from map view to list view and re-entering your club name.

One you’ve found your chosen club, click on select club to set it as your primary club on your profile.
Your next step is to buy a membership. Five options are now available to you. Contact and Flag are for players only. Then you have Coach, Other (for roles such as gameday manager, physiotherapist, statistician etc) and PlayerCoach (you will need to scroll over slightly for these options using the arrow icon). Select the appropriate option for the team you want to register for. You will then be presented with something that looks like this:

Five options are now available to you. Contact and Flag are for players only. Then you have Coach, Other (for roles such as gameday manager, physiotherapist, statistician etc) and PlayerCoach (you will need to scroll over slightly for these options using the arrow icon).

Clicking on an option then gives you a couple of drop down boxes to choose from and also the Upload ID section and emergency contact and medical section. Please ensure that you complete the drop-down sections as well as ID upload section. Members under 16 will also need to confirm parental consent.

The system requires 1 form of ID to be uploaded. Documents accepted include:
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- UK Driving License
- Passport
- Identity Card
- Birth certificate

Please add any reference numbers included on the document. If no reference number is available, please enter xxxx. If your document does not include valid from/expiry dates please enter today's date. The expiry date will automatically be populated with the date that we will require your ID to be updated.

If you are under 18 we will accept parental details as proof of address. Under 18s can also upload their Bus or Train pass, Student card or Young Scot card.

A pending approval message will then appear on the screen if your ID has been successfully uploaded. This can be ignored at this time.

If you are a non-UK national, you will also need to load up proof of residency. Please refer to the appendix at the end of this guide.

Scroll down and select finish. You will then be taken to the payment page.

Please check to see if all details are correct and that the correct fee has been applied, then pay.

You can find a full list of fees on the BAFA website. Please follow the onscreen instructions to complete your payment. There will be an option to print your invoice confirmation once you have made your payment. You will also receive your confirmation via email. If you have any questions, please do not hesitate to contact registrations on registrations@britishamericanfootball.org
Appendix - Additional ID requirements for non-UK nationals

Anyone who selects anything other than United Kingdom as their nationality within the system will be prompted to upload supporting documentation for approval.

Due to insurance requirements, individuals applying for BAFA membership must be able to produce proof of normal residency in the UK. Normal residency is defined by our insurers as six months in the UK with permission to stay. Exceptions include those residents in the UK on military assignments and students on a valid and current Tier 4 Visa.

We require proof of residency from non-UK nationals to be loaded into the membership system and be approved before a membership can be purchased - examples (not exhaustive) of the suitable documentation are:

a) Passport with a valid visa which provides for UK residency
b) British Driving Licence
c) A valid residency permit
c) Proof of nationality which permits residency in the UK and documentation showing proof of six months residency
d) A valid and current documentation proving that one of the two exceptions apply

For minors who may not personally have the required documentation copies of a parent/guardians documentation will be acceptable.

Once ID has been uploaded, please contact registrations@britishamericanfootball.org for approval.