BAFA National Leagues

How to upload club credentials

Club credentials are documents evidencing good club practice, as required by the BAFA competition rules and regulations.

These are:
- Club Constitution
- Summary of most recent annual accounts (if you have separate accounts for each team within your club, please load these up as well as overall summary accounts for the club)
- Codes of conduct (sample copy)
- Player agreement / contract (sample copy)
- Child protection / welfare policy (required for clubs with teams who have members under 18)
- Club admin non-disclosure agreement

Log on to your profile, go to Menu and select the Club Profile tile.
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A screen containing information about your club will appear. Select ‘credentials’

A screen containing any existing credentials that you, or another or previous club administrator have loaded up, will appear. If no credentials have been uploaded for your club before, this will be empty.

To upload new documents, click on ‘add credential’
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A pop-up box will then appear, inviting you to select the type of document you want to upload.

Pick the document type you wish to upload, and then click on ‘next’.
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Please enter your own club name in the provider space, the date you are uploading the document in ‘completed date’ and ‘30 September 2021’ as the expiry date and then click on next.

Click on upload and then select browse to search on your device or computer and select the document you want to add.

Click on finish to close and save, and then repeat for the different documents you want to upload.
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You will now see the documents you’ve uploaded sitting pending approval from BAFA, which will take place in due course. If there are any issues or queries relating to the documents you have uploaded, you will be contacted to discuss these.

If you have any problems uploading documents to the system, please contact registrations@britishamericanfootball.org for support.