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| **Defence Instructions and Notices**(Not to be communicated beyond Crown Servants, and Government Contractors, without Authority)  |
| **Title:**  | Army Football Association - Affiliation and Cup Competitions |
| **Audience:**  | All Regular and Army Reserve personnel  |
| **Applies:**  | Immediately |
| **Expires:**  | When rescinded or replaced  |
| **Replaces:**  | 2019DIN10-021 |
| **Reference:**  |  |
| **Released:**  |  |
| **Channel:**  | 10 Sports and Social Events  |
| **Content:** | Procedure for Affiliation to Army Football Association |
| **Sponsor:**  | Army FA & Army Sports Control Board  |
| **Contact:**  | Affiliation Secretary Mrs Jenny PayneTel: 94222 7069 Civ: 01252 787069Fax: 94222 7072 Civ: 01252 787072e-mail: jenny.payne@armyfa.com  |
| **Keywords:**  | Army Football Association, Affiliation |
| **Local Keywords:**  | Player Registration, Governing Body, Whole Game System, Outstanding Fines |
|  **Annexes:**  | Annex A WGS Instruction Sheet Annex B Guide for Player RegistraionAnnex C Guidance on the Assurance of Football in the Army |
| **Related Info:**  | [www.armyfa.com](http://www.armyfa.com) <https://wholegame.thefa.com/Account/Login> |
| **Classification:**  | OFFICIAL  |

**Army Football Association- Unit Affiliation and Player Registration**

# **Introduction**

1. In accordance with footballs Governing Body (Football Association (FA)) and direction issued by the Army Sports Control Board, all teams are to affiliate with the Army Football Association (AFA) if they intend to play football in a League, Army Cup, (Major/Minor) Corps Competitions, Six-a-Side Tournaments or friendly matches including military and civilian teams. Units that do not affiliate themselves with the AFA will not be in conformance of FA policy and therefore will be ineligible to play organised football including competitive or friendly matches. Formation HQs are requested to promulgate this DIN throughout their AORs and ensure all units, sub units including Army Reserve units and sub units adhere to this policy.

**Affiliation & Player Registration**

1. Affiliation to the AFA is to be completed using the Whole Game System (WGS). If a unit manage or operate a football league, unit football or another type of football competition and they have not registered on the Whole Game System you are to contact the affiliation secretary who will assist you in the registration process. All guidance notes for everything WGS can be found at <https://grassrootstechnology.freshdesk.com/support/home>

All players regardless of how many times they play must be registered onto the WGS and must include the **individuals** email address. This is a mandatory requirement for season 2020/21. Guidance on how to complete the registration process is available at <https://youtu.be/jFU2trEnzrU>

1. There is no restriction on the number of players that can be registered on the WGS.
2. Leagues, Corps Secretaries and Competition organisers cannot permit entry into a football competition without the team first receiving an affiliation number from the AFA for the forthcoming season. The affiliation fee for all units is free for season 2020/21.
3. Units must enter under their specific **UNIT** designation name (i.e. 27 Regt RLC etc). The only exceptions to this rule are those teams that have AFA agreement to amalgamate, such as Garrison or Station teams. Units must take note of **‘Amalgamations for Sport’** and if in any doubt they should seek clarification from HQ Regional Command, G7 PD Branch.
4. All online WGS notifications are sent to the Unit Football Secretary’s personal FAN so it is paramount that notification of changes to unit football officers are to be passed to the AFA as soon as possible.

**Outstanding Fines**

Units are reminded that they are not permitted to affiliate to the AFA if they have an outstanding fine from a previous season

Annexes

1. WGS Instruction Sheet
2. Online Player Registration
3. Guidance for the Assurance of Football in the Army

 **Annex A to**

 **2020DIN10-xxx**

 **Dated Apr 20**

How to register onto Whole Game System (WGS)

1. Please select the link <https://wholegame.thefa.com/Account/Login> . (if using MODNET the app will run better if you use Google Chrome to open it).

2. Enter your email address associated with this account, enter password. (If you haven’t registered on WGS before, click **Sign Up**).

3. You will then be prompted to enter your email again and DOB (if this doesn’t work please contact me, we may have incorrect details for you).

4. You will then receive a password reset email. Follow instructions as per email.

5. Complete step 1 and 2 again, this time entering your password.

* 1. DO NOT ever use the sign in option at the top of the page as this will take you to the FA Members site which is totally different to the WGS.

6. Once you are registered and logged on you will see your Football Role tab, it should say **Secretary/Chairman** *Unit Name*.

How to Affiliate your Unit

1. Select Football Role Tab
2. Tab down the left-hand side will say **Affiliation Available,** select tab and work your way through the affiliation form.
3. Please ensure, when prompted to list all sub teams within your Club/unit, i.e. Coy’s, Sqn’s, Bty’s, REME etc. This is essential for internal matches to qualify for referees etc. You will not be charged for any additional teams added.
4. Please add Doc ANNEX C into the Assurance and Insurance sections.
5. When you reach step 7/8 download the invoice, you can then either pay online with credit/debit card or you can send a Unit cheque (payable to The Army Football Association) with a copy of the invoices to the address below. **No Payment required for 2020/21 season**.

**Annex B to**

 **2020DIN10-xxx**

 **Dated Apr 20**

Player registration

Guide on how to add players onto your WGS Portal

1. Select the link <https://wholegame.thefa.com/Account/Login>. (if using MODNET the app will run better with Google Chrome as your browser).
2. Enter your Email and password. (If you haven’t registered on WGS before, click **Sign Up**)
3. Select your Football Role tab, it should say **Secretary/Chairman** *Unit Name*.
4. Select Player registration tab on left hand side
5. Enter players FAN if you know it. If not, you will require your players first and surname, DOB and email address. Search the correct person then select and click add. You may be required to create a new FAN if the player has never registered with the FA. **Do not put a default email address for your players, the system will not accept this, and your players will not be registered. Email addresses must be for the individual only.**
6. Once all players are added select the ***Select all*** tab
7. A selection of green boxes will appear in the top right-hand corner
8. Select the green ***Add to team*** box
9. Add all players to your selected team (for ease add all players to your first men’s team or your first women’s team)
10. Next select the ***Select all*** tab again and select green box titled ***submit online consent***
11. Lastly select the ***Select all*** tab again and select green box titled ***submit for league approval***. This will then send a notification to your League Secretary to approve your players, only then will your players be live.

*If you require help please select the help tab within the Player Registration Tab or go to* <https://grassrootstechnology.freshdesk.com/support/home> *If this does not resolve the issue, please contact the Affiliations Secretary at the AFA*

 **Annex C to**

 **2020DIN10-xxx**

 **Dated Apr 20**

ARMY FOOTBALL ASSOCIATION

*Founded 1888*

Patron: Her Majesty The Queen

President: Gen Sir Mark Alexander Carleton-Smith KCB CBE ADC Gen

*Chairman:*

Brig N M Stokoe OBE

*Vice Chairman:*

Colonel C Francis MBE ADC

*Secretary:*

Major W T E Thomson

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June 2020

**Guidance for the Assurance of Football in The Army**

A. Army Sport Control Board Directive

B. AGAI Volume 1 Chapter 5 Sport

**Introduction**

1. Reference A, set out the direction for the conduct and delivery of sport in the Army and

including the assurance, compliance and governance of sport in accordance with Reference B. In regard to safety, the Chairman of Army Football is tasked with the following:

a. To ensure the delivery of the football, through the Secretary of Army Football, is in accordance with National Governing Body (NGB) policy and guidelines at Reference B.

b. To ensure the Sport has in place an effective assurance mechanism to provide a safe environment.

**Sports Safety Management Plan (SSMP)**

1. This document sets out the development of a SSMP for football in the Army and identifies key roles, responsibilities and boundaries for all personnel involved in the delivery of football, within their organisation and its assurance and governance.

**Unit Level Football**

1. All Units Major/Minor and sub units are to be affiliated with the Army Football Association**.**
2. The Chairman for Army Football is not accountable for the conduct of unit level football; however, Army Football as the SMEs will provide advice and guidance within this document for the safe delivery and conduct of football. . Army Football will also ensure that any football safety direction from the NGB, The FA is cascaded down the chain of command through RC PD Branches and within the sport itself, in order to assist the Chain of Command who remains accountable for the safety of their personnel playing football at unit level.

**Risk Assessment**

1. All football activity is to be risk assessed and recorded by the nominated/appointed person managing the activity and the appropriate control measures implemented before any activity takes place utilising JSP 375.Vol 1, Ch 40. A risk assessment looks at what could cause harm to people, in order to assess whether enough precautions have been taken in order to prevent harm. Risk assessments do not need to be complicated, and provided a few simple steps are followed, are easy to complete.

**General Provisions**

6. The following personnel must be present at each home match:

 a. One non player to act as the single point of communication.

 b. At least one qualified emergency first aider.

 c. Ensure all fixtures and overseas visits are authorised by Ops Officer ASCB, The Commanding Officer and organised in accordance with JSP 660.

**Chairman’s Safety Commitment**

7. The Chairman of Army Football will, on an annual basis, account for safety performance, measured against JSP 815 (Defence Health, Safety and Environmental Protection – HS&EP) criteria which, as well as underpinning all safety activities such as meetings and assurance visits, also forms the basis for Army Footballs following safety commitments:

 a. To prevent fatalities and to minimise injury to personnel playing football in authorised Army Football events.

 b. To manage the Army Football SMP.

 c. To comply with higher-level safety regulations from Defence and the FA.

 d. To supervise and control Army Football safety activities.

 e. To investigate and learn from any incidents and accidents.

**Safety Assurance**

8. Our commitment is to strive continually to improve our safety performance and to minimise our contribution to the risk of an accident as far as is reasonably practicable. There are two elements to how Army Football organises and delivers its business:

1. Planning for matches. Team Managersare responsible for planning and arranging
2. ‘on-duty’ football fixtures and assuring that the appropriate safety measures are in place for the event to proceed. All fixtures are to be authorised by either the Ops Officer Army Sports Control Board (ASCB) or The Commanding Officer. Delivering and executing. Team Managers, or Head Coach where appropriate, are

responsible for the safe delivery of the event. Where the match is played at a non-military establishment the Team Manager is to ensure that appropriate health and safety measures are discussed with the host and put in place. During the match the Team Manager is responsible for managing and addressing any potential safety issues at the earliest opportunity.

9. Army Football will conduct 1st party sports safety assurance by completing a Self-Assessment Questionnaire on at least an annual basis, or as directed by the ASCB. The Self-Assessment Questionnaire will be reviewed yearly by the Army Football Management Board.

**NGB Insurance Liability**

10. The FA, as our NGB, do not provide any insurance, but have mandated that all Adult 11 a-side teams must have both Personal Accident Insurance and Public Liability Insurance of no less than £10M. However, due to the MoD compensation scheme Service Units, players and referees are covered and therefore Army Football is exempt from this regulation.

**Managing Risk**

11. Army Football will use the following five steps to assess risks prevalent whilst conducting on-duty football activities:

 a. Identify the hazards.

 b. Decide who might be harmed and how.

 c. Evaluate the risks and decide whether existing control measures are adequate or whether more should be done.

 d. Record the findings.

 e. Review the assessment and revise it if necessary.

12. While the generic risk to life (Rtl), for football activities is low, there is ONE HIGH risk within football; that risk being Significant Injury to a competitor. To address this particular risk, we need to ensure that:

 a. All activities are fully risk assessed.

 b. Appropriate medical facilities and cover is in place.

 c. All referees inspect the playing surface reducing the possibility of that being the cause of the injury but not removing it.

 d. Players act within the rules of the game and do not cause injury to others due to reckless behaviours.

**Army Football Safety Management Responsibilities**

13. The Chairman Army Football is responsible for the formulation and management of the SSMP. Specifically, he is to:

a. Ensure that all personnel involved in the organisation, management and participation of Army Football sponsored events conform to the HSAW and this SSMP.

 b. Not permit any activity to take place that is graded very high risk unless it is personally authorised by the Chairman, or in his absence the Vice Chairman.

1. Ensure a review of all dynamic risk assessments and post-accident reporting is undertaken at least annually.

**Event Organiser**

14. Event organisers are to ensure that a venue specific risk assessment has been completed.

a. Brief all participants using the venue specific risk assessment alongside any additional hazards identified in the risk assessment.

1. Ensure communications are available for contact with emergency services and first aid equipment is at hand commensurate with the activity being undertaken.

**Accident Incident Reporting**

15. Following a reportable occurrence, the activity OIC or senior member of the sport is to conduct the following actions:

**Sporting Accidents and Near Misses**

1. In accordance with Chap 10 of [ACSO 3216](https://scanmail.trustwave.com/?c=13415&d=0t_J3S9qlqNbTu4H9Lspk0WkG9t4BM3bKJFQKWxzfw&u=https%3a%2f%2fmodgovuk%2esharepoint%2ecom%2fsites%2fdefnet%2fCorp%2fArmy%2fPublications%2fACSO%5f3216%2epdf) all serious incidents, occurrences/accidents or near misses related to sports fixtures or events are to be reported to the Army Incident Notification Cell (AINC) using Army Form 510[.](https://scanmail.trustwave.com/?c=13415&d=0t_J3S9qlqNbTu4H9Lspk0WkG9t4BM3bKMIFf2Ekeg&u=https%3a%2f%2feur01%2esafelinks%2eprotection%2eoutlook%2ecom%2f%3furl%3dhttp%253A%252F%252Fcui1-uk%2ediif%2er%2emil%2euk%252Fr%252F89%252FAINC%252FDatabase%252520Management%252F20150730-ArmyIncidentTemplate-1%2e10-U%2exls%26data%3d02%257C01%257Cgregory%2eehlen395%2540mod%2egov%2euk%257C7604edf3db234b25763108d70c2adab5%257Cbe7760ed5953484bae95d0a16dfa09e5%257C0%257C1%257C636991250510465282%26sdata%3d1cyZUJjWA%252Fr%252BBGjo8MfYxNT5Bjx74b4lCx8MVI2MXfg%253D%26reserved%3d0) (AF 510).

1. Report any injuries that occur during a sports event to JCCC and upon their direction the OIC is to then inform AOINC if required.

1. OIC is responsible for informing JCCC using the contact details directed in JSP 751 or by telephone.
2. OIC is to confirm if the injury does not warrant JCCC notification they inform AINC as a matter of urgency and also generate an AF 510 in accordance with [ACSO 3216](https://scanmail.trustwave.com/?c=13415&d=0t_J3S9qlqNbTu4H9Lspk0WkG9t4BM3bKJFQKWxzfw&u=https%3a%2f%2fmodgovuk%2esharepoint%2ecom%2fsites%2fdefnet%2fCorp%2fArmy%2fPublications%2fACSO%5f3216%2epdf).  Only in exceptional circumstances should the responsibility to report an injury be delegated to the injured party to complete and submit an AF 510 when they return to their unit.

**Notification**

The authorities who are to be notified of a serious incident, occurrence/accident or a near miss related to sports fixtures are listed below:

* Secretary                   - Respective Army Sport who is to inform the Chair Person
* Unit CoC                    - All injured personnel
* JCCC                         - As per [JSP 751 Chap 2](https://scanmail.trustwave.com/?c=13415&d=5qi23gFtCzJSDKc0PVctV0rET4bC84hkP1AV0oN7OA&u=https%3a%2f%2fmodgovuk%2esharepoint%2ecom%2fsites%2fdefnet%2fHOCS%2fPages%2fJSP751%2easpx)
* AINC                          - As per [ACSO 3216](https://scanmail.trustwave.com/?c=13415&d=5qi23gFtCzJSDKc0PVctV0rET4bC84hkPwJDhoNxaQ&u=https%3a%2f%2fmodgovuk%2esharepoint%2ecom%2fsites%2fdefnet%2fCorp%2fArmy%2fPublications%2fACSO%5f3216%2epdf) (Ch 10 details)
* DAIB                           - As per [ACSO 3216](https://scanmail.trustwave.com/?c=13415&d=5qi23gFtCzJSDKc0PVctV0rET4bC84hkPwJDhoNxaQ&u=https%3a%2f%2fmodgovuk%2esharepoint%2ecom%2fsites%2fdefnet%2fCorp%2fArmy%2fPublications%2fACSO%5f3216%2epdf)
* ASCB Ops Offr         - All serious incident, occurrences/accident or near misses

**Individual Competitors**

16. All individualsparticipating in Army Football have a responsibility towards the maintenance of their own personal safety and that of their fellow competitors and the general public. Although steps will be taken by event organisers to mitigate the associated risk there will always remain a residual risk to life or serious injury. Specifically, individuals are to comply with the following:

a. **Personal Fitness and Medical Conditions**. Personnel with pre-existing injuries or medical conditions that may impact on their ability to take part in the training or match must declare that condition to the event organiser.

 b. **Personal Equipment**. All equipment and clothing worn by personnel undertaking football authorised events is classed as personal equipment regardless of whether the association supplied it originally or not. Personnel are responsible for ensuring that personal equipment is fit for purpose.

17. To ensure that Football activity is carried out safely is a significant responsibility. Army Football looks towards all teams playing their part in delivering a safe environment, both on and off the field of play. Ultimately, safety is not about prohibiting enjoyment of the game but about enhancing it. The direction contained within this letter is to be introduced with immediate effect and should be utilised for all training camps overseas visits and matches.

*Original signed*

W T E Thomson

Major (Retd)

Secretary