



WHOLE GAME SYSTEM

League Sanctioning in Portal

Version 4.0 – May 2017

Contents

League Sanctioning in Whole Game System is comprised of three separate sections, which can be found as follows:-

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Key Changes for 2017-18

The sanctioning process for season 2017-18 has seen one key change made, which is the introduction of the concept of “Development Groups”. Although this has been introduced predominately to reflect the requirements of the youth review, this provides leagues and counties with the flexibility of sanctioning for competitions across all age groups.

Prior to the introduction of Development Groups, all teams within a league had to be assigned to one division, and a team was not permitted to be a member of more than one division. Although this is reflective of the traditional “season long” concept of a league division, in which a team plays all of its games (aside from cup games) it is increasing common in youth football, and particularly within the developmental age groups that teams would be grouped with other teams for part of the season, then put into a new group with new teams for another part of the season (e.g. a team may be part of the U8 Autumn Orange group, then moved to the U8 Winter Green group). This could not be reflected in the sanctioning process.

The changes made allow a “division” to be tagged as being a “development group” and a team is permitted to be assigned to more than one development group, but the restriction of only one division remains.

Functionality will also be added to the Whole Game System Portal to allow leagues to make changes and updates to divisions and development groups during the season, to reflect changes made after the sanctioning has been completed.



Access and Logging In

Whole Game System can be accessed via <https://wholegame.thefa.com> – to login to Whole Game System you will need to know your FAN (FA Number) and password (the password is the same as you may have used for Members Services).

Welcome to Whole Game

Email / FAN ID:



Password:



Login


[Have you forgotten your password?](#)


If you do not know your password, then there is a forgotten password link which will allow you to reset it. If you have problems logging in, please contact your County Football Association.


My Roles


When you log in to the WGS Portal, you will see all Roles that have been assigned to you will be displayed and linked (as long as they have an online element).


Only the **League Secretary** and **League Chairman** roles can access the League Sanctioning process.


All Home 

Club Secretary
Red Heathens 

League Secretary
Ashford & District Sunday League 

 Dashboard

 My Account

 Invoices

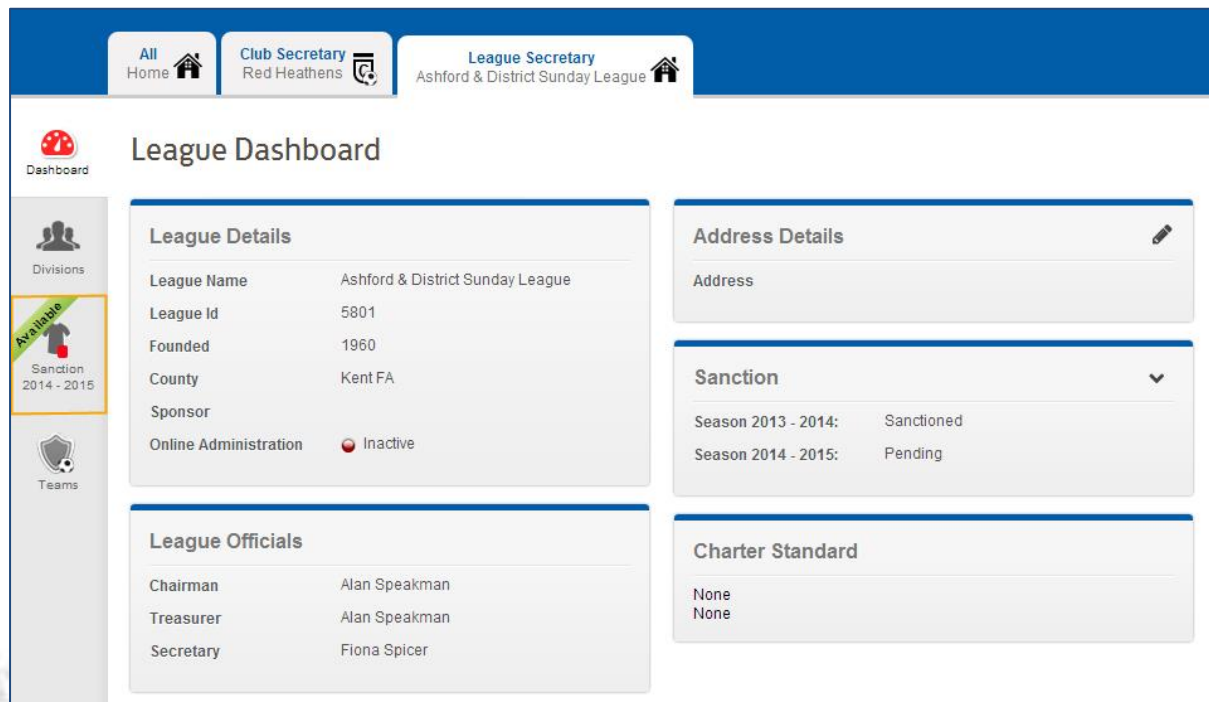
My Roles

Organisation & Role	
Ashford & District Sunday League	Secretary
Red Heathens	Secretary
Red Heathens	Treasurer

League Dashboard

The League Dashboard will confirm the current overview including League Details, Address Details and League Officials.

From here, you will also be able to enter the League Sanction application for the coming season by selecting the icon on the left hand menu, as highlighted below. If this icon does not appear, this is because your County Football Association has not yet opened up League Sanctioning for the new season.



The screenshot displays the League Dashboard for the Ashford & District Sunday League. The interface includes a top navigation bar with links for 'All Home', 'Club Secretary Red Heathens', and 'League Secretary Ashford & District Sunday League'. The main content area is divided into several sections:

- League Details:**
 - League Name: Ashford & District Sunday League
 - League Id: 5801
 - Founded: 1960
 - County: Kent FA
 - Sponsor:
 - Online Administration: Inactive
- Address Details:**
 - Address:
- Sanction:**
 - Season 2013 - 2014: Sanctioned
 - Season 2014 - 2015: Pending
- Charter Standard:**
 - None
 - None
- League Officials:**
 - Chairman: Alan Speakman
 - Treasurer: Alan Speakman
 - Secretary: Fiona Spicer

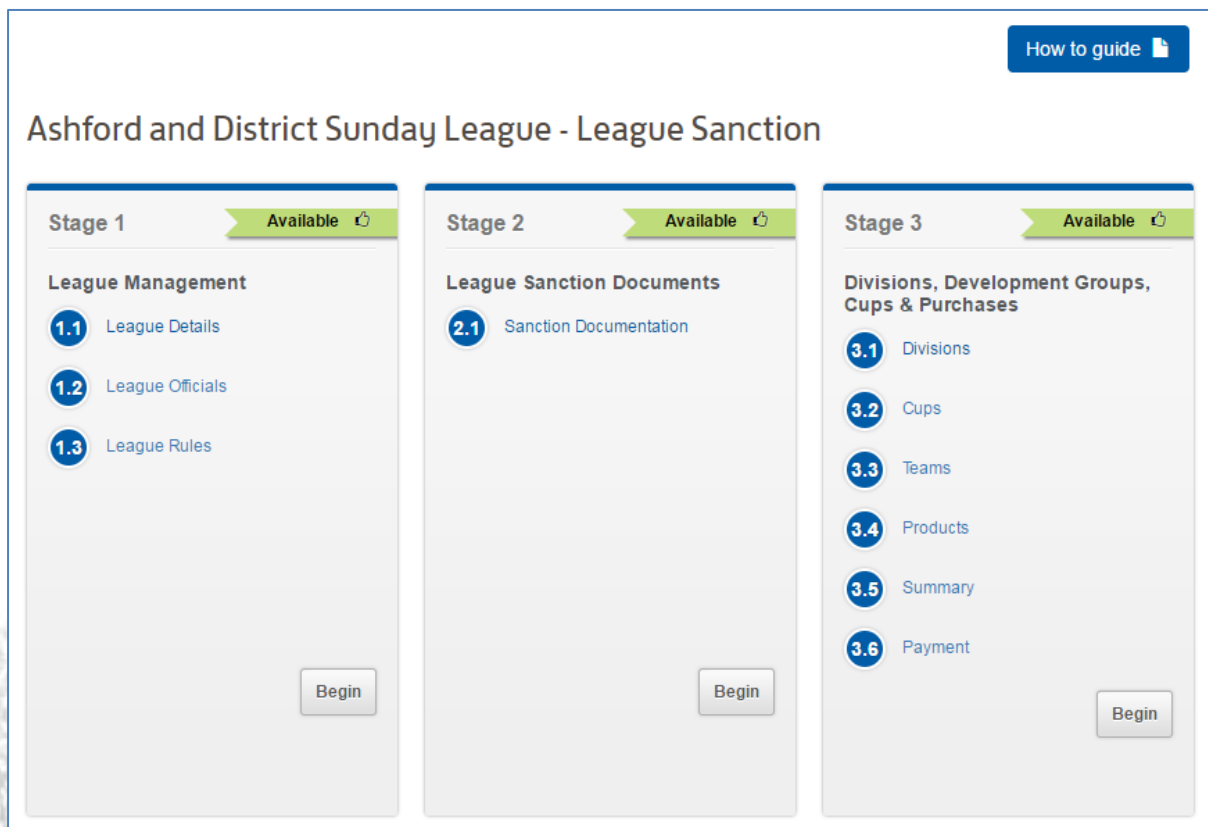
The left-hand menu includes icons for Divisions, Sanction 2014 - 2015 (highlighted with a green 'Available' banner), and Teams.

End

League Sanction Application

League Sanctioning in Whole Game System is separated into three different stages. You may complete these stages separately as required, and may part complete a stage and return to it at a later time, as all details will be saved. The three stages are League Management, League Sanction Documents and Divisions, Development Groups, Cups & Purchases.

The home page of the League Sanction application will provide an overview of each Stage along with the status. You may complete the Stages in any order you wish, only when all are marked as Submitted will the application be processed by your County Football Association.



Ashford and District Sunday League - League Sanction

[How to guide](#)

Stage 1	Stage 2	Stage 3
League Management <ul style="list-style-type: none">1.1 League Details1.2 League Officials1.3 League Rules Begin	League Sanction Documents <ul style="list-style-type: none">2.1 Sanction Documentation Begin	Divisions, Development Groups, Cups & Purchases <ul style="list-style-type: none">3.1 Divisions3.2 Cups3.3 Teams3.4 Products3.5 Summary3.6 Payment Begin

Once you have entered a Stage, you may navigate between items using the circular icons in the top right of the page.

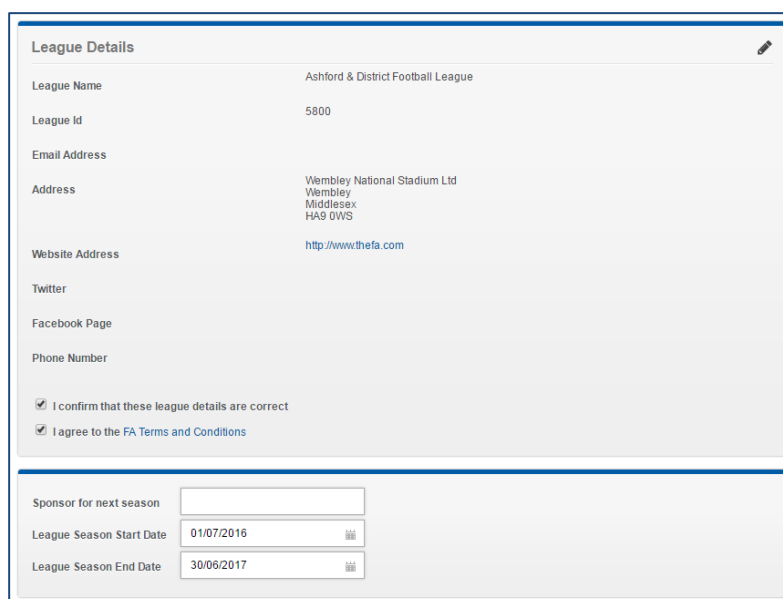
Stage 1: League Management

1.1 League Details

The first element of Stage 1 is the confirmation of League Details.

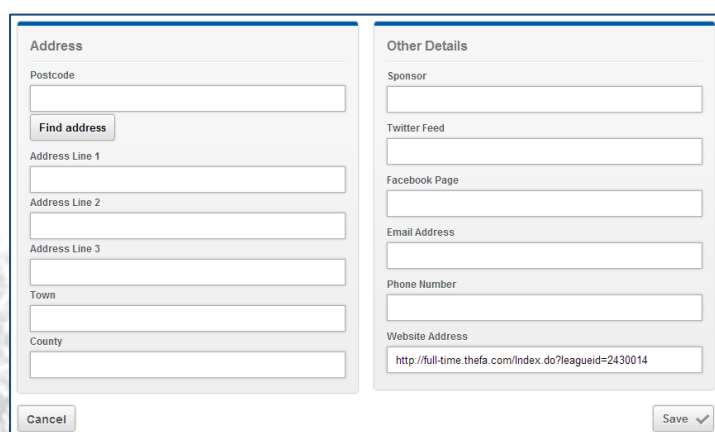
If the information displayed is incorrect or you have additional data to enter (i.e. League Website, Twitter ID etc.) you can use the pencil icon highlighted below.

This section also requires you to enter the start date and end date of your league season.



The screenshot shows a 'League Details' form with a pencil icon in the top right corner. The form contains the following fields and values:

League Details	
League Name	Ashford & District Football League
League Id	5800
Email Address	
Address	Wembley National Stadium Ltd Wembley Middlesex HA9 0WS
Website Address	http://www.thefa.com
Twitter	
Facebook Page	
Phone Number	
<input checked="" type="checkbox"/> I confirm that these league details are correct	
<input checked="" type="checkbox"/> I agree to the FA Terms and Conditions	
Sponsor for next season	<input type="text"/>
League Season Start Date	01/07/2016
League Season End Date	30/06/2017



The screenshot shows a form with two main sections: 'Address' and 'Other Details'.

Address Section:

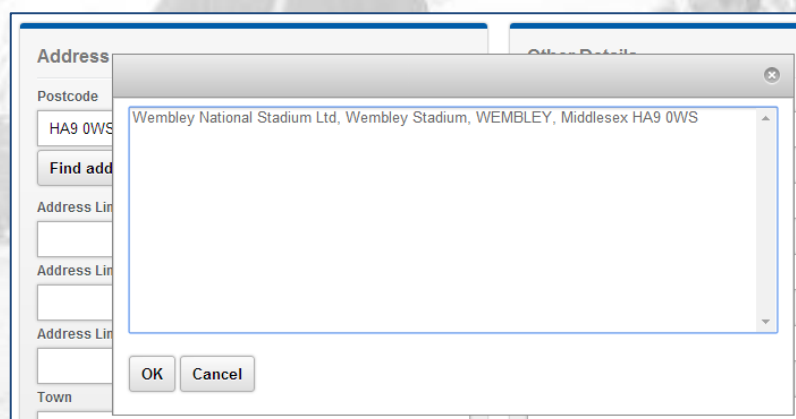
- Postcode:
-
- Address Line 1:
- Address Line 2:
- Address Line 3:
- Town:
- County:
-

Other Details Section:

- Sponsor:
- Twitter Feed:
- Facebook Page:
- Email Address:
- Phone Number:
- Website Address:
-

This will take you to the Edit page where you will be able to enter all League Details with the exception **League Name** and **League Id**. Should you wish to query either of these, please contact your local County Football Association who will be able to assist.

Address details can be populated using the Postcode lookup feature. Simply enter a **Postcode** into the labelled field (as below) and select **Find address**. All correlating addresses will be listed and you can choose the correct one which will then populate the rest of the form.



The screenshot shows the 'Address' form with a dropdown menu open, displaying search results for the postcode 'HA9 0WS'. The results list 'Wembley National Stadium Ltd, Wembley Stadium, WEMBLEY, Middlesex HA9 0WS'. The 'Find address' button is highlighted.

You must tick to confirm that the **league details are correct** and that you **agree to the FA Terms and Conditions** which are linked to the text for reference.

Your league sponsor can be added if applicable and you should enter the start and end date for the league season.

<input checked="" type="checkbox"/> I confirm that these league details are correct
<input checked="" type="checkbox"/> I agree to the FA Terms and Conditions

Sponsor for next season	<input type="text"/>
League Season Start Date	<input type="text" value="01/07/2016"/>
League Season End Date	<input type="text" value="30/06/2017"/>

Save and Continue →

Once all of these have been entered, click on Save and Continue to progress to the next step.



1.2 League Officers

The second element of Stage 1 allows you to confirm and/or replace the key League Officials, including **League Welfare Officer** if applicable. This section will also allow you to add and update any other officers within the League.

2

League Management
Check and confirm League officials for next season

Home

Stage 1

Stage 2

Stage 3

1

2

3

1

1

2

3

4

5

6

+ Add Official

Key Officials

Role

Any

Q

Search

10

Name	FAN	Role	Email	Phone	Start	
Tabitha Johnson	56914599	Chairman	-	0844 980 8001	-	
Russell Anderson	828214	Secretary	66260ED784FDwithd@thefa.cox.uk	0844 980 8001	-	
Jenna Miller	56418062	Treasurer	20abb346ef89hael.dow@thefa.cox.uk	08449808001	-	
Kathryn Bishop	2058581	Welfare Officer	95780b01adaatc@thefa.cox.uk	08449808001	-	

Showing 1 to 4 of 4 entries

Other Officials

Role

Any

Q

Search

10

Name	FAN	Role	Email	Phone	Start	
Jenna Miller	56418062	Auditor	20abb346ef89hael.dow@thefa.cox.uk	08449808001	22/04/2016	
Drew Hernandez	2123616	Cup Secretary	-	-	20/04/2016	
Jenna Miller	56418062	Division Secretary	20abb346ef89hael.dow@thefa.cox.uk	08449808001	20/04/2016	

Showing 1 to 3 of 3 entries

Leagues should note that any changes to the Secretary, Chairman, Treasurer and League Welfare Officer will not take effect until the league sanction form has been approved by the County Football Association, whilst changes to any other roles will be automatically updated on the live league record (these are roles which have not previously been captured through sanctioning).

Leagues should also note that from season 2016-17 onwards there is no requirement for a League Welfare Officer to hold an in-date CRC check.

To add a new Official, use the Add Official button at the top of the screen. This will open up a new box which will allow you to search for that individual, either by providing their FAN and Date of Birth or alternatively by navigating to the Search by Details tab, and entering their First Name, Last Name, Date of Birth and Postcode.

+ Add Official

Add League Official

Search by FAN Search by Details Create New Contact

FAN * 110128

Date of Birth * 11/03/1966

Search

Add League Official

Search by FAN Search by Details Create New Contact

First Name * Enter first name...

Last Name * Enter last name...

Date of Birth * Select date of birth...

Postcode: Optionally enter the postcode...

Search

If you cannot find an individual who is an officer of your league, we would recommend contacting your County Football Association, to see whether that individual has a FAN record, though you can also use the Create New Contact option if you are sure they do not have an existing FAN record.

Once you have found the person concerned, select the role you wish to add them to, and give a start date.

	FAN	Name
<input checked="" type="checkbox"/>	110128	Jake Huang

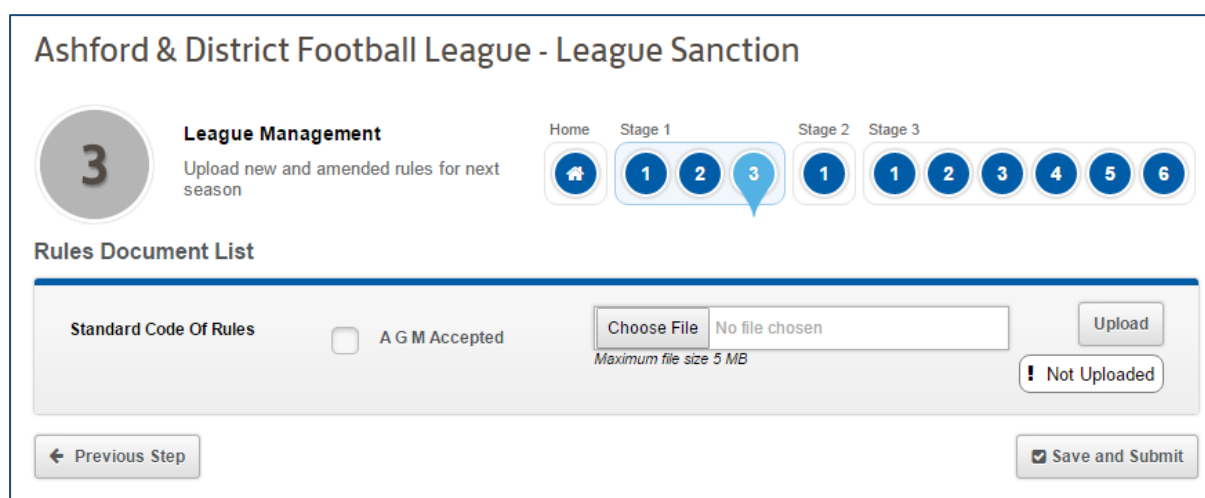
Ashford & District Football League Fixtures Secretary 08/05/2016

Any changes to the roles of Secretary, Chairman, Treasurer and Welfare Officer will remove the existing person from that role at the start of the new season (as a league can only have one individual in each of these roles), whereas all other roles can have more than person fulfilling the role (i.e. a league can only have one Secretary, but may have more than one Fixture Secretary).

1.3 League Rules

The final aspect of Stage 1 will be to upload your League Rules for the new season, so that the County Football Association can approve any amendments. You may only see one option or you may see three options, if only one appears please use that. This functionality provides you with the facility to upload your rules amendments so that the County Football Association has a record of them, and can approve them. Each league should know which version of the Standard Codes apply to them – if you are unsure please contact your County Football Association.

When you upload your rules, you should also specify whether these rules have been accepted by your Annual General Meeting (**AGM Accepted**), and you can then **Choose File** to select your rules.



Ashford & District Football League - League Sanction

3 **League Management**
Upload new and amended rules for next season

Home Stage 1 Stage 2 Stage 3

1 2 3 1 1 2 3 4 5 6

Rules Document List

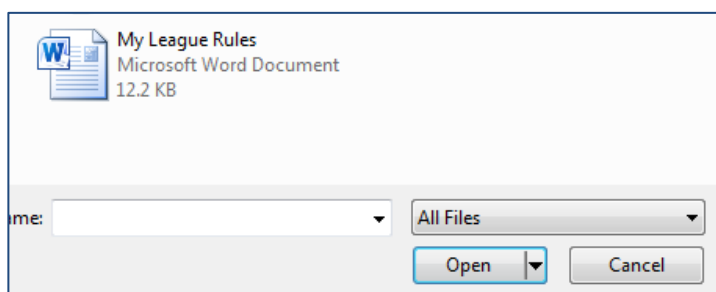
Standard Code Of Rules ☐ AGM Accepted **Choose File** No file chosen **Upload**

Maximum file size 5 MB ! Not Uploaded

← Previous Step ☒ Save and Submit

Select the file that you wish to use followed by the **Upload** option. The system will confirm that the item is attached.

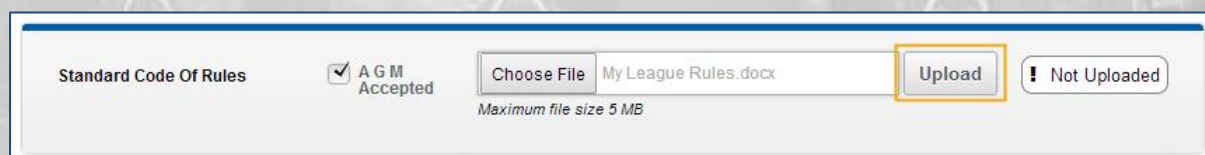
Once this is complete, select **Submit** and your rules will be submitted to your County Football Association, who will be able to review and approve them (if they need to reject them, they will contact you directly to explain why).



My League Rules
Microsoft Word Document
12.2 KB

Name: All Files

Open **Cancel**



Standard Code Of Rules ☒ AGM Accepted **Choose File** My League Rules.docx **Upload** ! Not Uploaded

Maximum file size 5 MB

Stage 2: League Sanction Documents

2.1 League Sanction Documents

The only element of Stage2 is the upload of **Documents** as required by your County Football Association. This section may be blank, as not all County Football Associations will require their leagues to submit extra documentation during the League Sanctioning Process.

Ashford & District Sunday League - League Sanction

1 **League Sanction Documents**
League sanction documentation management

Home Stage 1 Stage 2 Stage 3
1 2 3 1 2 3 4 5 6

Documents

Balance Sheet and P&L

Choose File No file chosen **Upload**

Maximum file size 5 MB

☒ **Submit**

My Balance Sheet and P&L Doc
Microsoft Word Document
12.2 KB

me: All Files

Open **Cancel**

Select **Choose File**, locate the relevant document and then click to **Upload**. Wait for the system to confirm the file before pressing **Submit**.

Balance Sheet and P&L

Choose File My Balance Sheet and P&L Doc.docx **Upload**

Maximum file size 5 MB

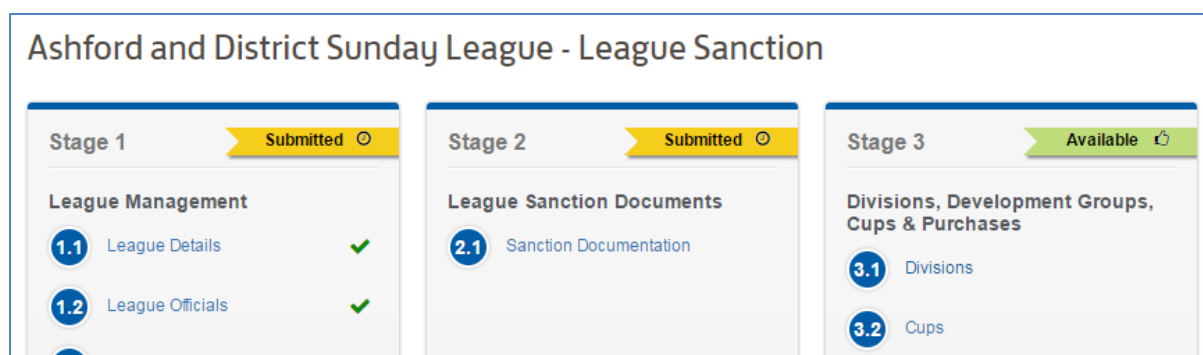
☒ **Submit**

End

Stage 3: Divisions, Development Groups, Cups & Purchases

3.1 Maintaining League Divisions and Development Groups

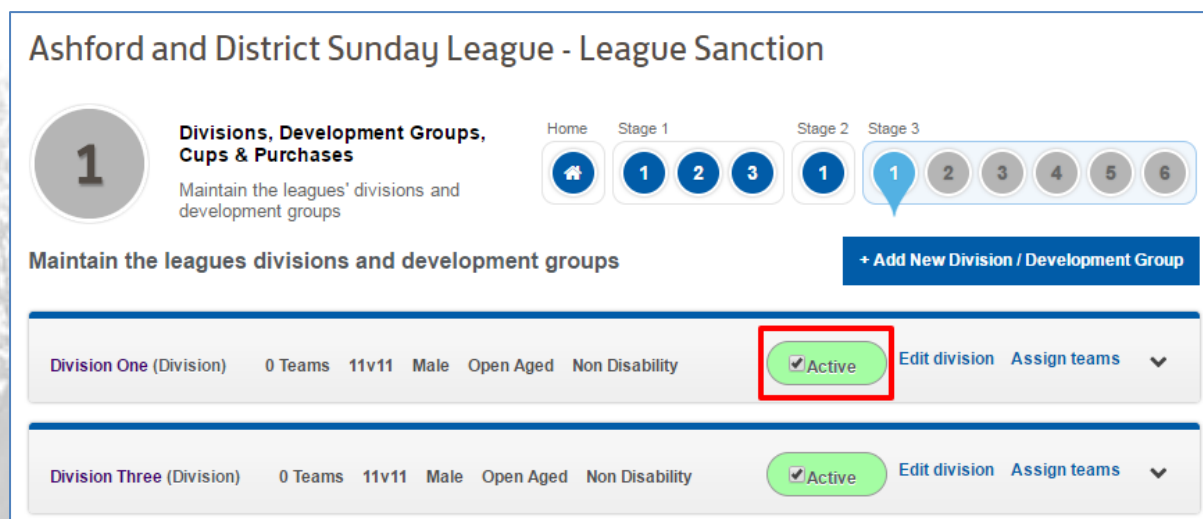
The third Stage begins with **Maintaining the league divisions and development groups** (see the notes at the start of this document regarding the introduction for season 2017-18 of development groups). This Stage as well as any other will display as **In Progress** once you have chosen to **Begin**. You do not have to complete this in one session, if you do need to exit at any point, your progress will have been saved.



Ashford and District Sunday League - League Sanction

Stage 1	Submitted	Stage 2	Submitted	Stage 3	Available
League Management		League Sanction Documents		Divisions, Development Groups, Cups & Purchases	
1.1 League Details ✓		2.1 Sanction Documentation		3.1 Divisions	
1.2 League Officials ✓				3.2 Cups	

There are three key considerations here. First is to confirm whether any existing Divisions or Development Groups are no longer **Active** next season using the checkbox provided. Note that you cannot set a division as inactive if it still has teams assigned to it – you need to remove teams from the division first.



Ashford and District Sunday League - League Sanction

1 Divisions, Development Groups, Cups & Purchases
Maintain the leagues' divisions and development groups

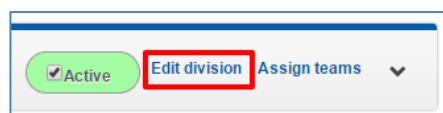
Home Stage 1 Stage 2 Stage 3

Maintain the leagues divisions and development groups [+ Add New Division / Development Group](#)

Division One (Division)	0 Teams	11v11	Male	Open Aged	Non Disability	<input checked="" type="checkbox"/> Active	Edit division	Assign teams
Division Three (Division)	0 Teams	11v11	Male	Open Aged	Non Disability	<input checked="" type="checkbox"/> Active	Edit division	Assign teams

Once you have set any divisions or development as inactive, the next step is to check whether any existing divisions need to be tagged as being development groups. Generally a development group will only be used for age groups at Under 11 or below, but you may tag any division as being a development group if the teams involved will participate in more than one development group during the season. Your County Football Association will check which divisions have been tagged as development groups as part of the approval of the sanction.

To tag a division as being a development group, click on the Edit Division link.



This will take you to the Edit Division page. If you have not previously set the Category, Gender, Age Group or Disability Category you can update these, but

once they have been set they cannot be amended.

If a division needs to be tagged as being a development group (or vice versa) then use the check boxes at the bottom of the screen.

Remember that a division should only be tagged as being a development group if teams will participate in other development groups during the season. If you are unsure about this please contact your County Football Association who will be able to give you guidance.

A screenshot of a web form titled 'Edit Division or Development Group Details'. The form has several input fields: 'Name' (containing 'Division One'), 'Category' (containing '11v11'), 'Gender' (containing 'Male'), and 'Age Group' (containing 'Open Aged'). Below these fields is a paragraph of text explaining the difference between a 'Division' and a 'Development Group'. At the bottom, there are two radio buttons: 'Division' (which is selected and highlighted with a red box) and 'Development Group' (also highlighted with a red box). There is also a 'Non Disability' checkbox at the bottom right.

Once you have reviewed any existing divisions, you may need to **Add New Divisions**. In the first season of league sanctioning through Whole Game System leagues may well need to add new divisions, as these may never have been recorded before but where possible you should use divisions and development groups from the previous season.

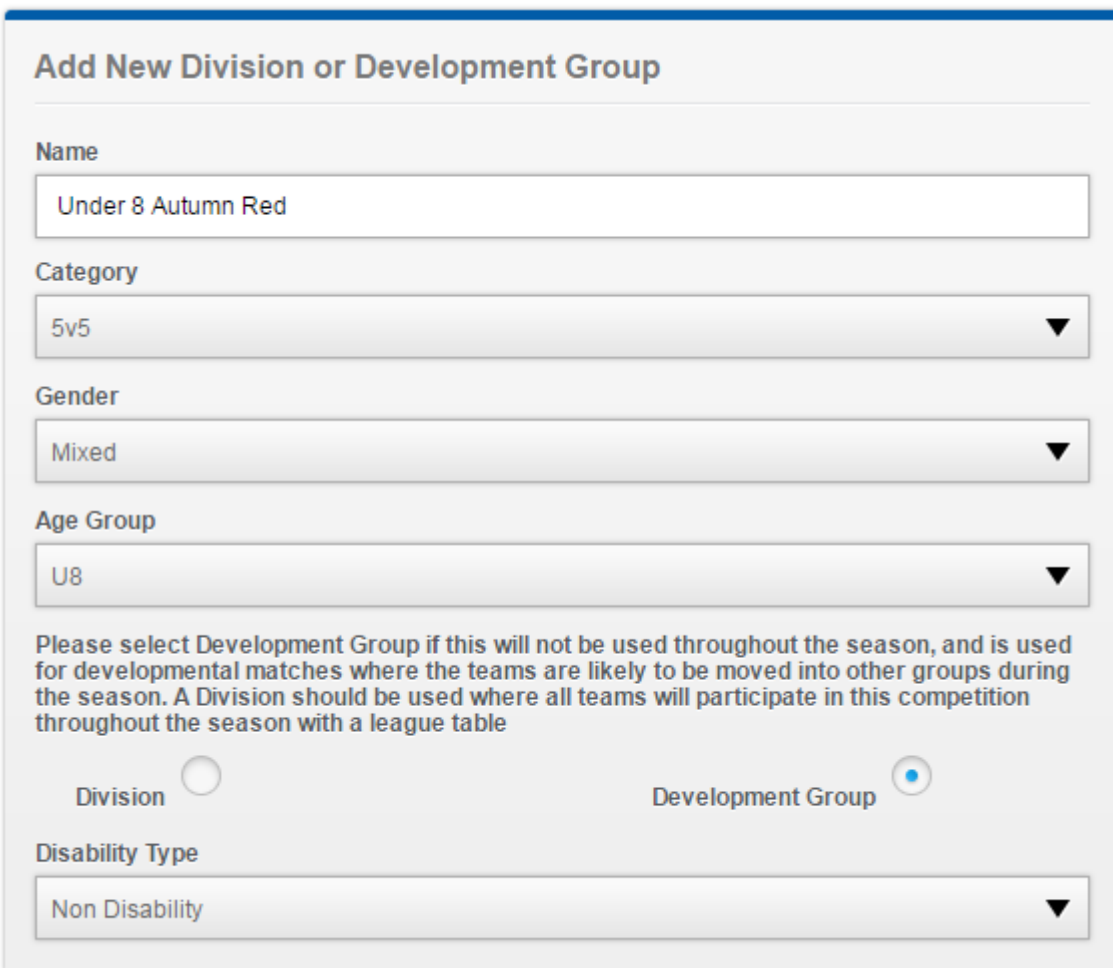
A screenshot of a web page titled 'Ashford and District Sunday League - League Sanction'. The page has a header with a large number '1' and the text 'Divisions, Development Groups, Cups & Purchases'. Below this is a navigation bar with buttons for 'Home', 'Stage 1', 'Stage 2', and 'Stage 3'. The 'Stage 3' button is highlighted with a red box. Below the navigation bar is a button labeled '+ Add New Division / Development Group' which is also highlighted with a red box.

Once you have selected the button to **Add (a) New Division or Development Group**, you will be able to populate **Name, Category, Gender, Age Group** and **Disability** before selecting to **Save and Go Back**.

It is important to specify the Category, Gender, Age Group and Disability Type for each division, as this will determine which teams are shown as being eligible to play in that division. Once these four divisional settings have been made, you cannot amend them. If you make an error, please contact your County Football Association.

Mixed Football – note that if a division is categorised with Gender = Mixed then both Male and Female teams will be eligible to be entered into it. Likewise, if a division is categorised with Gender = Male or Female, then teams categorised as Mixed will be able to enter into it.

If you select an age group of U11 or below, the Development Group option will be automatically selected and cannot be changed.



Add New Division or Development Group

Name

Category

Gender

Age Group

Please select Development Group if this will not be used throughout the season, and is used for developmental matches where the teams are likely to be moved into other groups during the season. A Division should be used where all teams will participate in this competition throughout the season with a league table

☐ Division ☒ Development Group

Disability Type

If you wish to change more information, you should contact your County Football Association who can make further amendments to a division's settings.

Once you have setup each of the divisions and development groups run by your league, you will then need to **Assign teams** into each Division and Development Group. This is important, as it will determine whether referees can see the teams within those divisions and development groups when reporting discipline on the Portal during the season.

Premier Division0 Teams11v11MaleOpen AgedNon Disability

ActiveEdit divisionAssign teams

All HomeClub Secretary Red HeathensLeague Secretary Ashford & District Sunday League

Dashboard

Divisions

In ProgressSanction 2014 - 2015

Teams

Ashford & District Sunday League - League Sanction

1

Divisions, Cups & Purchases

Maintain the leagues divisions for next season

Home

Stage 1

Stage 2

Stage 3

Division Name

Premier Division

Category

11v11

Gender

Male

Age Group

Open Aged

Disability Type

Non Disability

How to

Click a team from the right column to add it to the division.

To remove a team, click on it in the left column.

SUSPENDED

NOT AFFILIATED

Selected Teams

Eligible Teams

AFC Locomotive First

Albion First

Aldington First


Aldington Second

You will only see teams on this page if they are eligible to play in the division or development group concerned (i.e. they have the same Category, Gender, Age Group and Disability Type, though note the paragraph on the previous page relating to Mixed Football). If these settings have not yet been set for the division concerned, you will need to set them to ensure the eligible teams are shown.

The page will also show whether the club the team belongs to is affiliated (a green tick), not affiliated (an orange triangle) or suspended (a red circle).

You can select **Eligible Teams** simply by clicking on them, which will swipe them into a division or development group, or out of a division or development group as required. Once you place the cursor over a Team, it will indicate the movement as below. Teams from clubs which are not affiliated may be selected and the form submitted, but the League Sanction will not normally be approved by your County Football Association until this status has changed.

Selected Teams

 Click on "Save and Continue" to save the current allocation of 6 teams.

Aldington First ✓

Brewmaster High Halden First ✓

Hamstreet First ✓

Iden Park First ✓

Market Hotel First ✓

Marsh Athletic First ✓

Eligible Teams

Givaudan First ✓

Kennington Sunday First ✓

Kingsnorth Pilgrim Seniors First ✓

Levin Athletic FC First ✓

Lolzors First ✓

Marsh Athletic Reserves ✓

Mersham Sports Club First ✓

Mersham Sports Club Reserves ✓

Newchurch First ▾

Park Farm Rangers First ✓

Prince Albert First ✓

Cancel

Save and Continue →

If you select an incorrect Team, this can be corrected in the same way that the record was chosen.

Shadoxhurst First ✓

Bromley Green Ashford League First Sunday ✓

Beaver First ✓

Brabourne First ✓

Bromley Green Ashford League Reserves Sunday ✓

Cancel

Save and Continue →

Once you have selected to **Save and Continue**, the number of Teams in the Division will display.

Premier Division

9 Teams

11v11

Male

Open Aged

Non Disability

✓ Active

Edit division

Assign teams

▼

If a Team is already assigned to a Division, the system will detail the current Division beneath the Team name. If you then select this Team, they will be removed from their existing Division and placed into the new one (i.e. a team can only be selected within one division). This restriction does not apply to teams within Development Groups – a team is allowed to play in more than one development group, but only within one division.

Division Name

Division One

Category

11v11

Gender

Male

Age Group

Open Aged

Disability Type

Non Disability

How to

Click a team from the right column to add it to the division.

To remove a team, click on it in the left column.

SUSPENDED

NOT AFFILIATED

○

▽

Selected Teams

Eligible Teams

Brabourne First

✓

Brewmaster High Halden First

Currently allocated to: Premier Division

✓

Bromley Green Ashford League First Sunday

Currently allocated to: Premier Division

✓

Bromley Green Ashford League Reserves Sunday

✓

If a Team is not present which you expect to see as being available within the division concerned then there are three possible reasons.

- The team has been entered in your league, but has been categorised wrongly (you can check this in Stage 3 Step 3, by looking at the “No Division” teams.
- The team has been entered into the wrong league by the club during the affiliation process.
- The team has not been affiliated by their club during the affiliation process.

In each case, you should contact the County Football Association for the club concerned, to ascertain whether the team should be appearing within your league, and they will be able to make any amendments required.

3.2 Editing League Cup Competitions

Here you can add, edit or deactivate and League Cup Competitions as applicable. From season 2017-18 this section includes the functionality to allow leagues to add teams from outside leagues to their cup competitions if they allow such entries.

Ashford & District Sunday League - League Sanction

Dashboard Divisions

2 Divisions, Cups & Purchases
Maintain the leagues cups for next season

Home Stage 1 Stage 2 Stage 3

1 2 3 1 2 3 4 5 6

+ Add New Cup

← Previous Step Save and Continue →

When choosing to **Add New Cup**, you will be required to enter **Name**, **Category**, **Gender**, **Age Group** and **Disability Type**.

Ashford & District Sunday League - League Sanction

2 Divisions, Cups & Purchases
Maintain the leagues cups for next season

Home Stage 1 Stage 2 Stage 3

1 2 3 1 2 3 4 5 6

Add New Cup

Name
Premier Division Cup

Category
11v11

Gender
Male

Age Group
Open Aged

Disability Type
Non Disability

Cancel

← Save and Go Back

NOTE: If a Cup exists, **Edit Cup** will only allow you to change the **Name**. If you wish to change more information, you will need to un-tick **Active** and **Add New Cup** which will replace the existing one.

Each Cup will be listed as below.

2

Divisions, Cups & Purchases

Maintain the leagues cups for next season

Home

Stage 1

Stage 2

Stage 3

1

2

3

1

1

2

3

4

5

6

Maintaining the leagues cups

+ Add New Cup

League Cup

6 Teams

11v11

Male

Open Aged

Non Disability

Active

Current

Assign teams

Presidents Cup

3 Teams

11v11

Male

Open Aged

Non Disability

Active

Edit Cup

Assign teams

Previous Step

Save and Continue

Once you have confirmed which cups will be running, then you can use the Assign teams link for each cup competition to specify which teams will be participating in the cup competition for the next season – again this is important as referees will be identifying teams when reporting discipline.

League Cup

6 Teams

11v11

Male

Open Aged

Non Disability

Active

Current

Assign teams

The functionality for swiping teams into and out of cup competitions is the same as for allocating teams to league divisions and development groups, with one important difference, which is that entering a team into one cup competition will not remove it from other cup competitions (i.e. a team can be entered into more than one league cup competition).

Selected Teams

1. AFC Locomotive First

2. Appledore 1st

3. Burton Grove First

4. Charing Sunday Res

Eligible Teams

External team:

Start entering an external team's name...

1. AFC Locomotive Reserves

2. Aldington First

3. Ashford Cavaliers First

4. Ashford Spartans First

From season 2017-18, this page also includes a section which allows a league to search for and add any teams from outside of their league which are allowed to enter one of their cup competitions.

Selected Teams	Eligible Teams
<div>1. AFC Locomotive First</div> <div>2. Appledore 1st</div>	<div>External team: Start entering an external team's name...</div> <div>1. AFC Locomotive Reserves</div>

To search for a team, simply start to type the team name into the box shown – as you type the team name all matching teams will be shown (you can narrow down the search by typing more of the team name).

Eligible Teams

External team:

Tenter|

Tenterden Town First Team - Kent FA - Ashford & District Football League

Tenterden Town Reserves - Kent FA - Ashford & District Football League

The search results will also show you the league in which the team plays and their parent County Football Association.

Once you have found the team required, click on the team name and then they will be added to the Selected Teams within the cup competition. If necessary, they can then be removed from the Cup.



3.3 List of Teams and CRC Compliance

This section provides clarification of each Division, Development Group and the Teams entered into it and will also show whether teams are CRC Compliant (all managers and coaches from teams U18 and younger must have an in-date CRC check, which from season 2016-17 onwards have to be valid at the time the club is affiliated). Teams above U18 are not subject to these requirements.

You can use the dropdown arrow to confirm your choices from Stage 3.1 and click back to it if you need to make any further changes.

Ashford & District Sunday League - League Sanction

Divisions, Cups & Purchases
Full list of teams in next seasons league

Home Stage 1 Stage 2 Stage 3

1 2 3 1 1 2 3 4 5 6

List of teams

SUSPENDED
NOT AFFILIATED

Premier Division	11v11	Male	Open Aged	Non Disability	9 Teams
Division One	11v11	Male	Open Aged	Non Disability	9 Teams
Division Two	11v11	Male	Open Aged	Non Disability	26 Teams

← Previous Step

Save and Continue →

The listing of teams will show any teams which are not current CRC compliant with a Red CRC icon alongside the team name.

Premier Division	11v11	Male	Open Aged	Non Disability	6 Teams
------------------	-------	------	-----------	----------------	---------

Aldington Saturday	CRC
Smarden First	CRC
Smeeth and Brabourne First	CRC

3.4 Purchases and Products

Here you can select any additional Products that you wish to **Purchase**. These will have been configured by your County Football Association. Some may be optional, and some may be mandatory, in which case you will not be able to set the quantity to zero.

All Home

Club Secretary
Red Heathens

League Secretary
Ashford & District Sunday League

Dashboard

Divisions

In Progress
Sanction
2014 - 2015

Teams

Ashford & District Sunday League - League Sanction

4

Divisions, Cups & Purchases
Purchase additional products offered by the county for next season

Home Stage 1 Stage 2 Stage 3

1 2 3 4 5 6

Purchases

Purchase	Quantity	Price (£)	Purchase Total (£)
Adult Optional Broken Bones Benefits Package (Adult Teams Only)	<input type="text" value="0"/>	£10.00	£0
Adult Personal Accident Insurance - Scale 1 (Per Team)	<input type="text" value="0"/>	£60.00	£0
Adult Personal Accident Insurance - Scale 2 (Per Team)	<input type="text" value="0"/>	£75.00	£0

To apply an item, you can use the plus or minus icons to set the amount required. The system will then automatically display the total for that line in red on the right hand side.

Contribution to Public Liability Insurance	<input type="text" value="1"/>	£53.00	£53.00
County Handbook	<input type="text" value="1"/>	£0	£0.00
Youth (11v11 / 9v9) PA Insurance - Silver (Per Team)	<input type="text" value="0"/>	£18.48	£0.00

← Previous Step

Save and Continue →

End

3.5 Divisions, Development Groups, Cups and Purchases

The penultimate element of Stage 3 will allow you to confirm the totals of your League Sanction application which will be determined by your County Football Association's pricing policy.

Ashford & District Sunday League - League Sanction

5 Divisions, Cups & Purchases
Summary of League Sanction.

Total: £93.00 (inc. VAT)

League Sanction	£30.00
3 Divisions <ul style="list-style-type: none">Premier DivisionDivision OneDivision Two	£0.00
1 Cups <ul style="list-style-type: none">Premier Division Cup	£10.00
44 Teams	£0.00
1 Purchases <ul style="list-style-type: none">1 x Contribution to Public Liability Insurance	£53.00

Please wait 2-3 minutes after submitting

[← Previous Step](#) [Submit for approval →](#)

NOTE: Upon select **Submit for approval**, please allow 2-3 minutes for processing whilst Whole Game System processes your League Sanction application. Depending on the configuration chosen by your County Football Association, you may have an invoice for sanctioning generated immediately, or they may have chosen to review your League Sanction application before generating an invoice.

Ashford & District Football League		
Sanction Details		
Your league sanction has been submitted for approval, and you will be invoiced once it has been approved.	League Sanction	£18.00
	Divisions	£0.00
	Cups	£10.00
	Teams	£0.00
	Products	£12.00
	Total	£40.00

3.6 Invoicing and Payment

The final part of Stage 3 is the **Invoicing** section. To access this, your County Football Association must have generated your invoice, at which point a **Pay** link will be available from the Stage 3 section of the League Sanction application (the invoice can also be accessed from your League Invoices section).

Once you have select **Pay**, you can download the Invoice, **Pay now** or **Go to Dashboard** if you intend to pay at a later date.

If you are unsure about any aspect of your League Sanction application, please check with your County Football Association

Stage 3 Submitted

Divisions, Cups & Purchases

1	Divisions	✓
2	Cups	✓
3	Teams	✓
4	Products	✓
5	Summary	✓
6	Payment	

Pay

All Home Club Secretary Red Heathens League Secretary Ashford & District Sunday League

Dashboard Divisions Sanction 2014 - 2015 Teams

Ashford & District Sunday League - League Sanction

6 Divisions, Cups & Purchases League Sanction Invoicing

Home Stage 1 Stage 2 Stage 3

Total: £93.00 (inc. VAT)

Ashford & District Sunday League

Sanction Details

Your league sanction is currently Submitted & Invoiced .

League Sanction	£30.00
Divisions	£0.00
Cups	£10.00
Teams	£0.00
Products	£53.00
Total	£93.00

The due date for this payment is: 27 Aug 2014

The amount due is: £93.00

Download invoice

Pay now

Previous Step

Go to Dashboard


End

25 | Page


Payment





Once you have selected to **Pay now**, the system will take you to a secure payment page provided by Barclays SmartPay. Your County Football Association branding will be visible, along with the total payment amount.

Entering your card number will allow the system to identify the card type (see below) automatically. Should you be signed up to Verified by Visa or MasterCard Secure Code, these facilities will be enacted upon submission.

**Kent FA**Your Game Your County FA

Total payment amount GBP 93.00

**Card Payment**



Card Number



Card Holder Name

Card Expiry Date /

CVC/CVV/CID [What is CVC/CVV/CID?](#)

Pay

Cancel



Total payment amount GBP 93.00

**Card Payment**



Card Number

Card Holder Name

Card Expiry Date /

CVV [What is CVV?](#)

Pay

End

NOTE: Your Sanction status will be visible on your League Dashboard at any time for your reference.

All Home

Club Secretary
Red Heathens

League Secretary
Ashford & District Sunday League

Dashboard

Divisions

In Progress
Sanction
2014 - 2015

Teams

League Dashboard

League Details

League Name	Ashford & District Sunday League
League Id	5801
Founded	1960
County	Kent FA
Sponsor	
Online Administration	Inactive

Address Details

Address	Wembley National Stadium Ltd Wembley Stadium Wembley Middlesex HA9 0WS guidance@test.com
	@fa

League Officials

Chairman	Alan Speakman
Treasurer	Alan Speakman
Secretary	Fiona Spicer

Sanction

Season 2013 - 2014:	Sanctioned
Season 2014 - 2015:	Pending

Charter Standard

None
None

End of Document

