

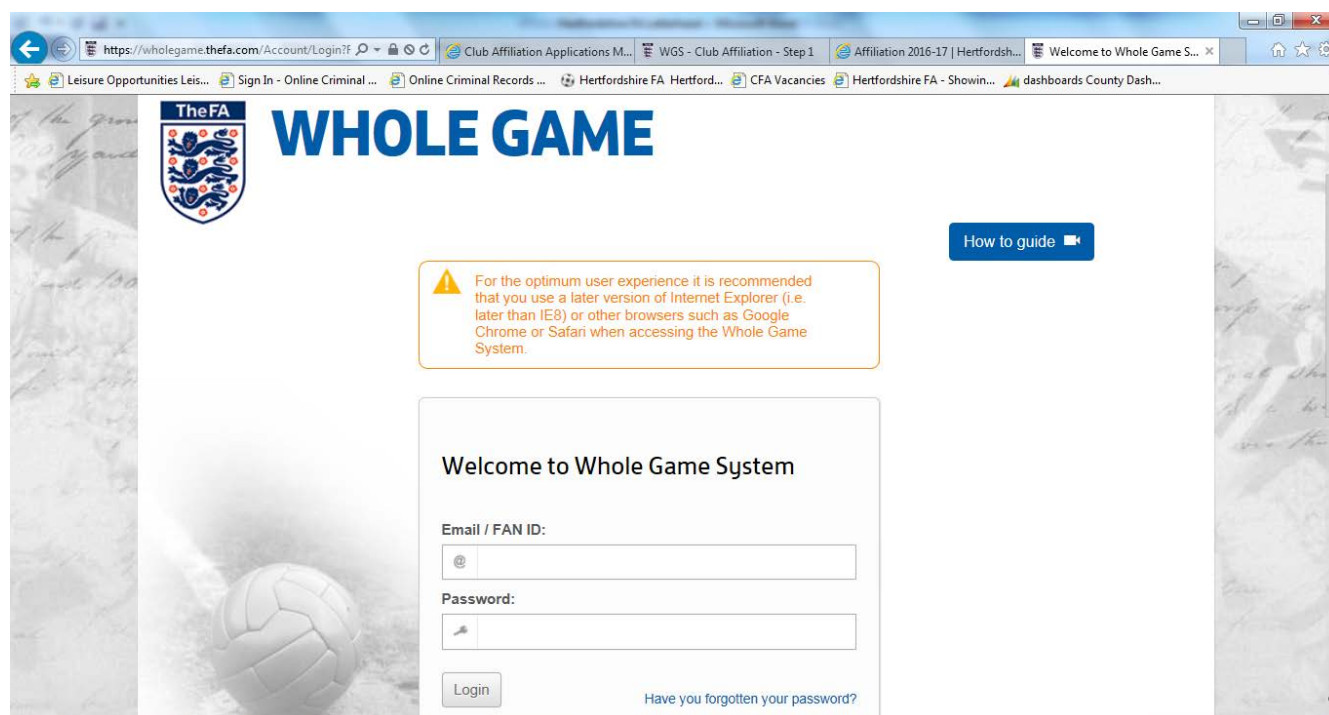
## Affiliation Guidance Notes

Below you can find a step by step guide on the affiliation process and some FAQs.

If you have any further queries regarding affiliation please contact the office on 01462 677622 or [discipline@hertfordshirefa.com](mailto:discipline@hertfordshirefa.com)

### Where do I login to complete the affiliation form?

Please visit <https://wholegame.thefa.com/> and enter your email/FAN along with your password. If you can't remember your password or do not have a password please click on the 'Have you forgotten your password' link.



https://wholegame.thefa.com/Account/Login?...

Club Affiliation Applications M... WGS - Club Affiliation - Step 1 Affiliation 2016-17 | Hertfordsh... Welcome to Whole Game S...

Leisure Opportunities Leis... Sign In - Online Criminal ... Online Criminal Records ... Hertfordshire FA Hertford... CFA Vacancies Hertfordshire FA - Showin... dashboards County Dash...

**TheFA** **WHOLE GAME**

How to guide

For the optimum user experience it is recommended that you use a later version of Internet Explorer (i.e. later than IE8) or other browsers such as Google Chrome or Safari when accessing the Whole Game System.

Welcome to Whole Game System

Email / FAN ID:

Password:

Login

Have you forgotten your password?

**The affiliation process contains eight steps.**

You will find tips throughout this document which should help with each area of the affiliation.

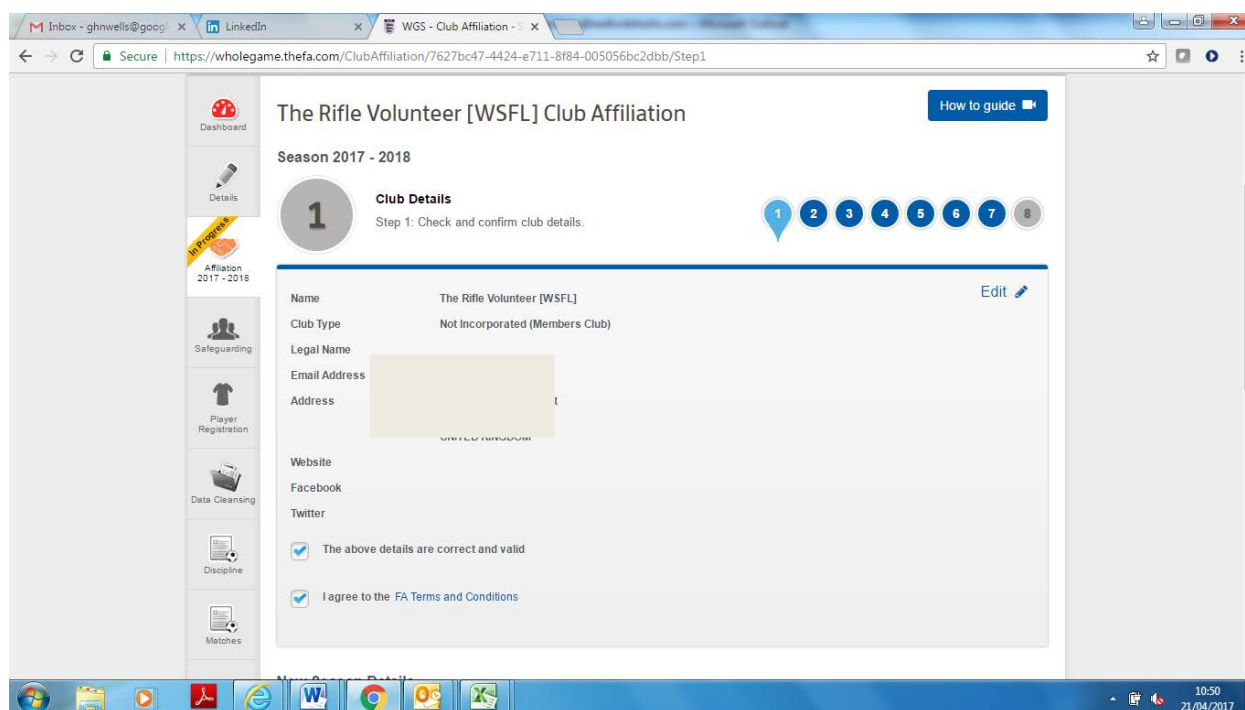
## **Step 1:**

Your affiliation form will be prepopulated, meaning if there haven't been any changes a lot of the form will already be completed and ready for submission.

Please check each stage carefully before going onto the next stage.

Enter your club details (Name, address, are details correct and accept terms and conditions)

**Tip - Remember – When going on to the next stage of the form make sure you have checked the boxes that are required to move on.**



The Rifle Volunteer [WSFL] Club Affiliation

Season 2017 - 2018

**1 Club Details**  
Step 1: Check and confirm club details.

Name: The Rifle Volunteer [WSFL] [Edit](#)

Club Type: Not Incorporated (Members Club)

Legal Name:

Email Address:

Address:

Website:

Facebook:

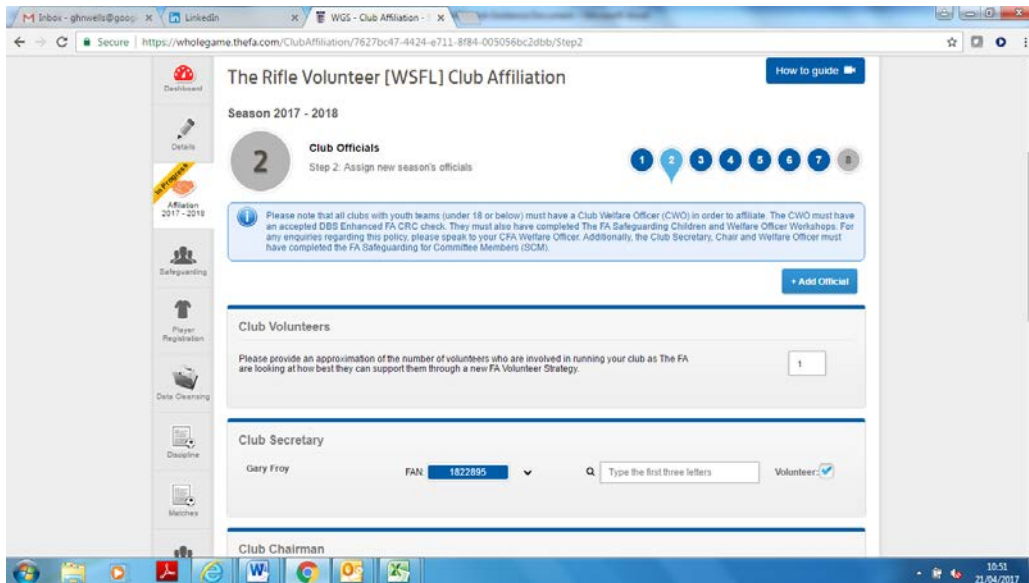
Twitter:

☒ The above details are correct and valid

☒ I agree to the FA Terms and Conditions

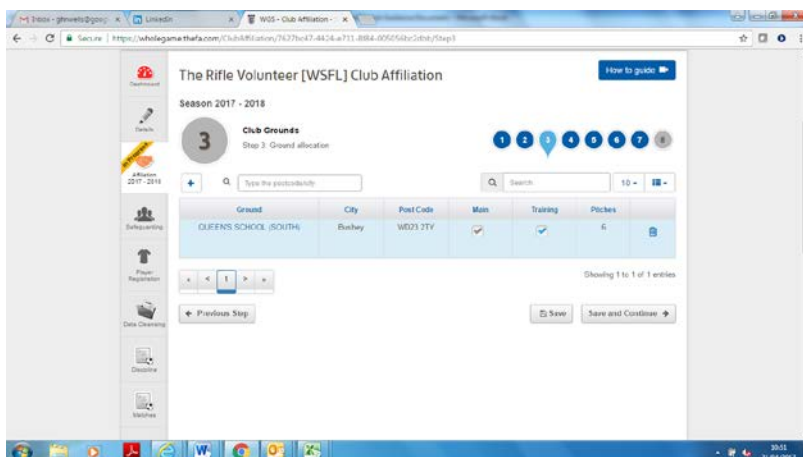
## Step 2:

Check all club officials contact details by clicking on the down arrow button. If you need to update anyone's details they will need to do this or contact the County office. You can also add/remove officials at this stage.



## Step 3:

At this stage you will be required to enter your club ground details. Dependant on the size of your club it may take longer to load this detail. You will receive a warning message to alert you of this.

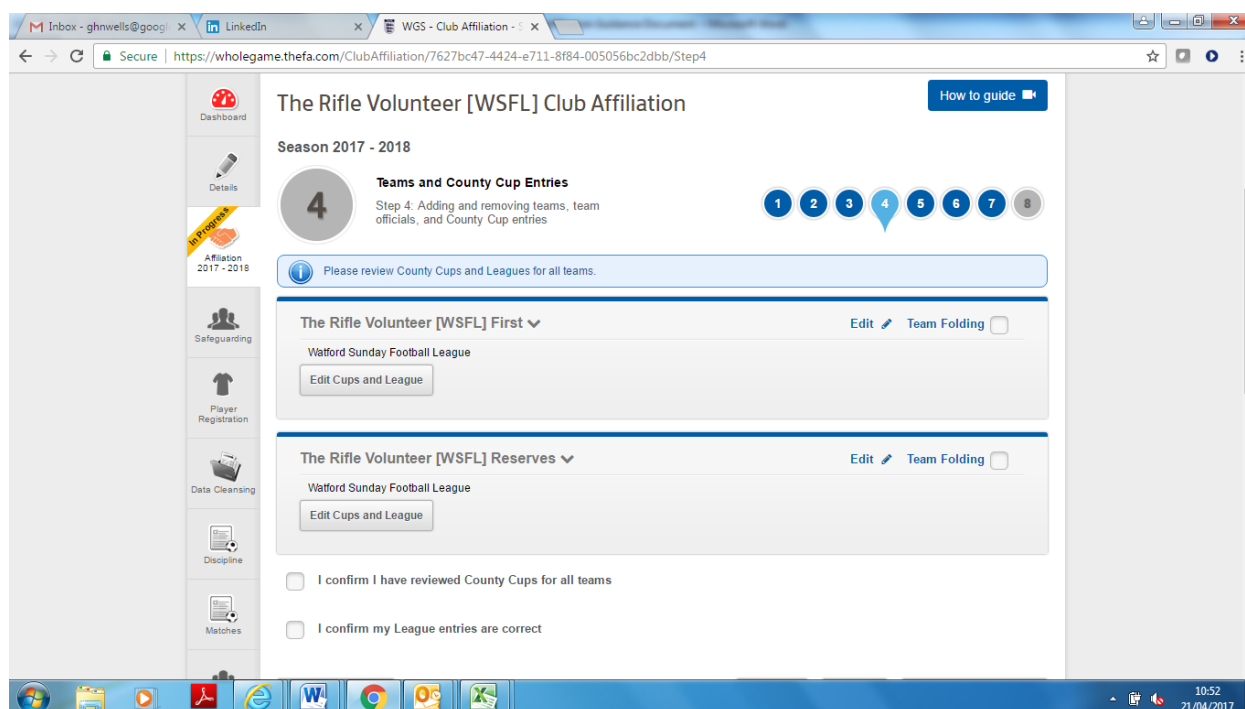


Ground	City	Post Code	Man	Training	Pitches
QUEENS SCHOOL (SOUTH)	Buckley	WD21 3TY			6

## **Step 4:**

This is the most detailed step which will take the longest time for clubs that have a lot of teams. Please click on the edit cups/leagues button below each team to ensure you have the correct information for each team prior to continuing to the step 5.

**Tip – Make sure you check the boxes agreeing that you have reviewed the cups and leagues in which your teams are entering.**



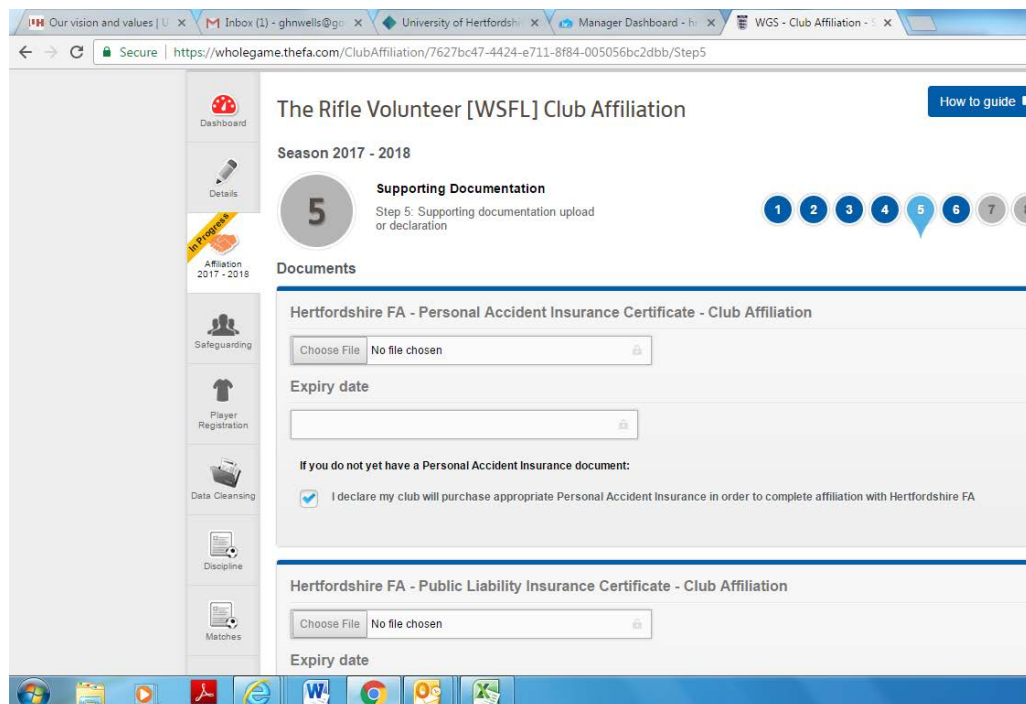
## **Step 5:**

Here you are asked to upload your insurance details and club accounts. If you do not have insurance in place yet you are asked to agree to purchase the Public Liability insurance in the next step and the Personal Accident insurance directly from Bluefin or another insurance provider. If you purchase your PA insurance from Bluefin they will inform us directly that you have purchased the insurance. If you use another supplier you will need to send us a copy of your certificate or upload it at this stage.

**Tip – You have to purchase Public Liability insurance as part of the affiliation. You also need to purchase Personal Accident insurance as an adult and youth club (part of the Standard Code of rules for adult and youth 2018/19) and your affiliation will not be completed until you do so.**

Contact details for Bluefin to purchase your Personal Accident Insurance can found here:

<http://www.hertfordshirefa.com/leagues-and-clubs/club-management/insurance>



Our vision and values | U | X | Inbox (1) - ghnwells@g... | X | University of Hertfordsh... | X | Manager Dashboard - h... | X | WGS - Club Affiliation - | X

Secure | <https://wholegame.thefa.com/ClubAffiliation/7627bc47-4424-e711-8f84-005056bc2dbb/Step5>

The Rifle Volunteer [WSFL] Club Affiliation [How to guide](#)

Season 2017 - 2018

**Supporting Documentation**  
Step 5: Supporting documentation upload or declaration

1 2 3 4 5 6 7 8

**Documents**

Hertfordshire FA - Personal Accident Insurance Certificate - Club Affiliation

Choose File No file chosen

Expiry date

If you do not yet have a Personal Accident Insurance document:

☒ I declare my club will purchase appropriate Personal Accident Insurance in order to complete affiliation with Hertfordshire FA

Hertfordshire FA - Public Liability Insurance Certificate - Club Affiliation

Choose File No file chosen

Expiry date

## **Step 6:**

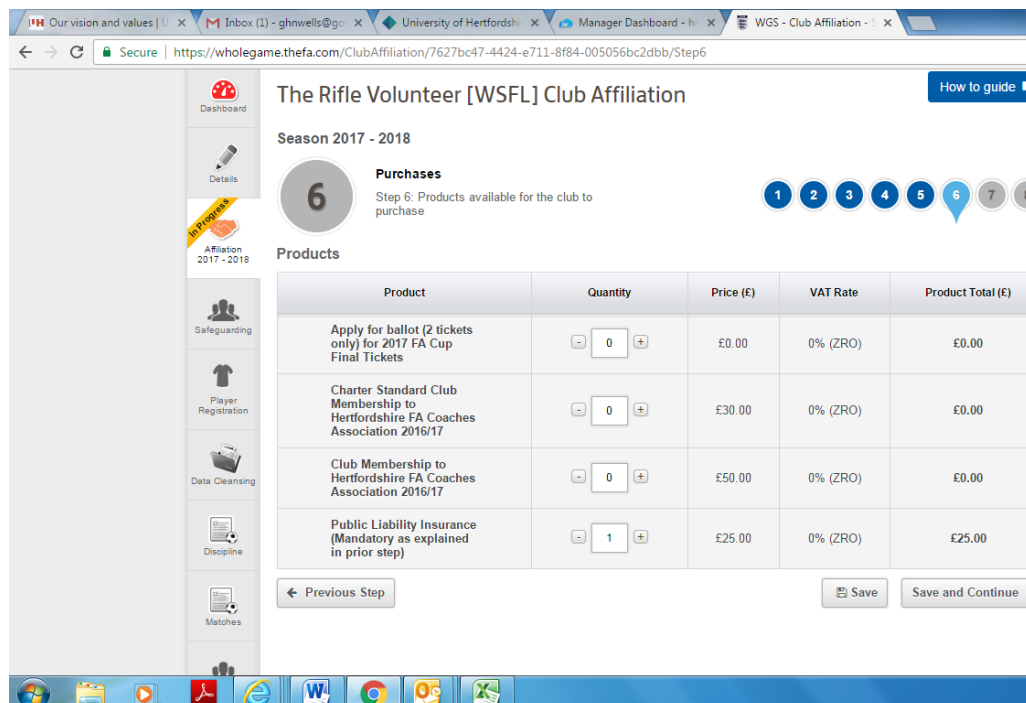
At this stage you can select the items in which you would like to purchase as part of your affiliation. Public Liability insurance is mandatory and therefore you can't remove this from your form. However, it is up to you what else you purchase.

Tip – Please be aware that this season's handbook will be online and a hard copy is not available. We now display all of this information in our app 'Herts FA'.

To download this please visit the appropriate app store for your device.

It is also at this stage where you need to submit your interest in being part of the ballot to purchase FA Cup Final Tickets. The FA provide County FAs with a number of tickets each season and we conduct a ballot with those who apply to have access to these each April.

If you are successful in the ballot you will have the opportunity to purchase tickets for The 2019 FA Cup Final.



**The Rifle Volunteer [WSFL] Club Affiliation**

Season 2017 - 2018

**6 Purchases**  
Step 6: Products available for the club to purchase

**Products**

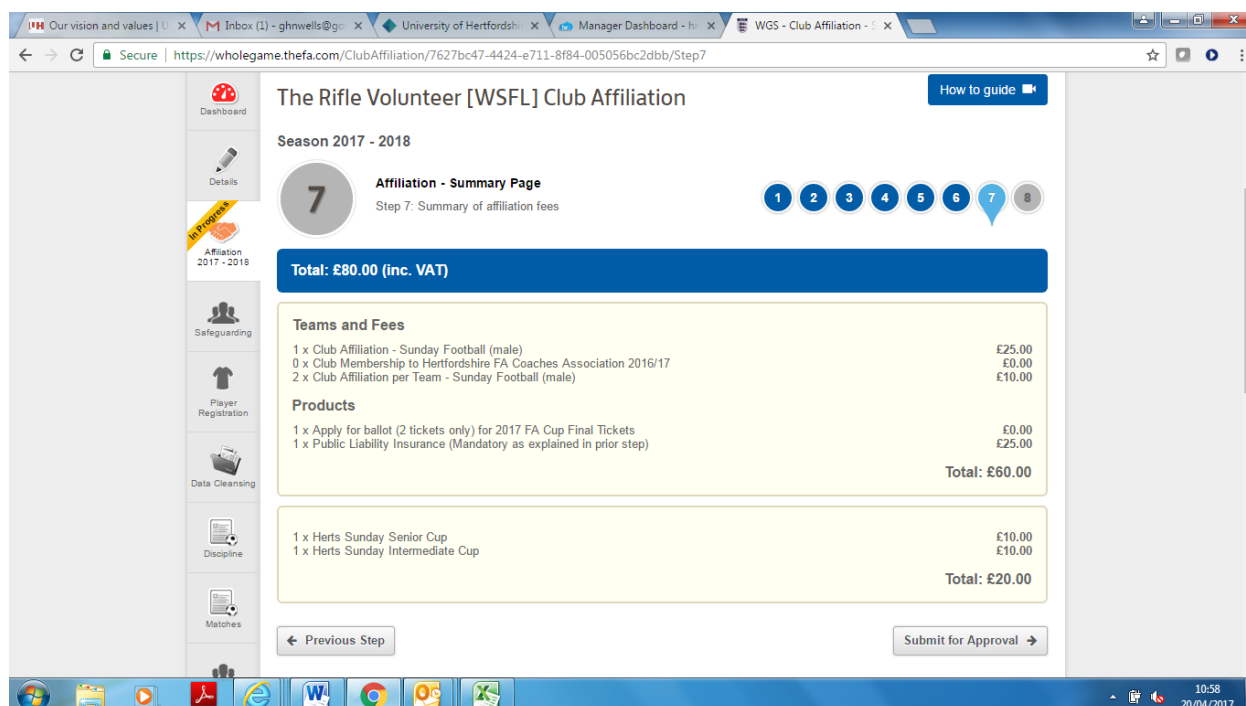
Product	Quantity	Price (£)	VAT Rate	Product Total (£)
Apply for ballot (2 tickets only) for 2017 FA Cup Final Tickets	0	£0.00	0% (ZRO)	£0.00
Charter Standard Club Membership to Hertfordshire FA Coaches Association 2016/17	0	£30.00	0% (ZRO)	£0.00
Club Membership to Hertfordshire FA Coaches Association 2016/17	0	£50.00	0% (ZRO)	£0.00
Public Liability Insurance (Mandatory as explained in prior step)	1	£25.00	0% (ZRO)	£25.00

Previous Step Save Save and Continue

## Step 7:

This page will summarise everything you are wishing to purchase as part of your affiliation. If you are happy with this you can continue and if not please go back to make amendments.

**Tip – You will notice that a ‘Club Affiliation’ fee is listed and then a ‘Club Affiliation per team’ fee is also listed. This is because the fees are seperated. Often an age group is added to the end of the ‘Club Affiliation’ description but this does not mean that you have paid twice for that team.**



**The Rifle Volunteer [WSFL] Club Affiliation**

Season 2017 - 2018

**7 Affiliation - Summary Page**  
Step 7: Summary of affiliation fees

**Total: £80.00 (inc. VAT)**

**Teams and Fees**

1 x Club Affiliation - Sunday Football (male)	£25.00
0 x Club Membership to Hertfordshire FA Coaches Association 2016/17	£0.00
2 x Club Affiliation per Team - Sunday Football (male)	£10.00

**Products**

1 x Apply for ballot (2 tickets only) for 2017 FA Cup Final Tickets	£0.00
1 x Public Liability Insurance (Mandatory as explained in prior step)	£25.00
<b>Total:</b>	<b>£60.00</b>

**1 x Herts Sunday Senior Cup** £10.00  
**1 x Herts Sunday Intermediate Cup** £10.00  
**Total: £20.00**

Previous Step Submit for Approval

## **Step 8:**

The final step will confirm with you that your affiliation form has been submitted for approval. At this stage please be aware that you may hear from County staff if we require further information. If not you will receive an email when it has been approved and you have been invoiced.

**Your affiliation will not be completed until your invoice is paid and until you have provided proof of personal accident insurance.**

## **FAQs**

### **Why can't I login?**

You should be able to login with your email address/FAN as your 'username' followed by your password. To reset your password or if you do not have one click on the 'forgotten password' link. Here you are required to input your FAN/Email followed by your DOB. If this doesn't work contact us as it may be that we do not have the correct DOB listed.

### **What club name can I use?**

The County FA will not accept an affiliation for a club where the name already exists, please check with the office before submitting your application.

### **Can I change my club name mid-season?**

Clubs are not permitted to change their name once the County Cup draw has been made.

### **Do I need to provide my ground address?**

The full postal address, including postcode of where you shall be playing your home matches **MUST** be completed.

### **Should I submit my kit colours?**

Although this is not marked as mandatory online we do require this information for the handbook. Therefore please complete this as we will not accept your affiliation form until we receive this information.

### **Mandatory Contacts [Secretary, Chairman and Treasurer]**

These need to be completed; correct details are needed for all contacts address, date of birth, telephone number and email.

### **Youth Clubs**

Welfare Officer details are necessary for all youth clubs, they must have completed an enhanced FA CRC and have attended a Safeguarding Children's Workshop followed by a club Welfare Officers Workshop as a requirement, or your affiliation cannot be accepted until one is in place.



## Team Details

This section needs to be completed for each team within your club, with team name, age group, which category, league entered into, main colours and secondary colours. It is a mandatory requirement for all Youth teams within a club, to provide full details of each team's Manager/Coach.

## PLEASE LIST ALL TEAMS INCLUDING YOUR UNDER 7'S AND 8'S

### Affiliation Fees 2018/19

Affiliation fees are different for clubs at different levels: -

Senior Saturdays – Step 7 and above [e.g Hertfordshire Senior County League, Premier Division and above is classed as Senior]

Junior Adult and Sunday Adult Clubs

Youth Clubs

First teams affiliation is included in price, extra teams are £5.00 per team.

**Please see Affiliation Fee Information Sheet**

### County Cups

All clubs must enter a County Cup Competition. In youth clubs, all age groups affiliated to the County must enter at least one team in the relevant County Cup Competition.

### ALL Adult Clubs

Personal Accident Insurance has to be in place for each of their teams. Clubs affiliating to Hertfordshire FA must have cover that includes the following;

- Accidental Death - £30,000
- Life Cover - £7,000
- Permanent Total Disablement (including permanent partial disablement) – up to £50,000
- Loss of sight in one or both eyes - £30,000
- Loss of one or more limbs - £30,000

Whilst this is the minimum level of cover, Hertfordshire FA would strongly recommend clubs to purchase higher levels of cover that include broken bone cover and weekly benefits. Cover can be purchased through Hertfordshire FA's Insurance Partner Bluefin via their website – [www.bluefinsport.co.uk/ngis](http://www.bluefinsport.co.uk/ngis). Cover may be purchased from other providers. Clubs wishing to use another provider must supply the County FA with a copy of the insurance certificate proving that the cover meets the minimum level outlined above.

Any club failing to provide proof that they have Personal Accident Insurance in place for each of their teams by the 1<sup>st</sup> July 2018 will be suspended until cover has been confirmed.



## **SAFEGUARDING UPDATE**

Please note the following changes to the Safeguarding criteria for Club Affiliation;

- Please remember that Youth Club Committee Members **all** have to complete an online club committee safeguarding course as part of the affiliation process. The club will not be able to complete their affiliation until this has been completed. Details on how to access the course can be found below.

<https://www.thefa.com/account/signin?ReturnUrl=https://learning.thefa.com/course/view.php?id=308>

- All youth team (Under 18 and below) managers and coaches are required to have an in-date, FA accepted, Criminal Records Check (CRC) (within three years of issue date) at the point of affiliation. Managers and Coaches can be submitted without an in-date, CRC check, but affiliation cannot be approved by the County FA until they have an in-date CRC check (in line with FA regulations).
- Professional clubs can now be tagged as “Designated Safeguarding Officer Required” which means they have to have a Welfare Officer, even if the club concerned does not have any U18 teams.
- Where a club has been tagged as “Designated Safeguarding Officer Required”, the nominated individual will not be required to hold the FA Welfare Officer Workshop certificate (although they may still hold this qualification).

For further information please contact [Richard.Drake@hertfordshirefa.com](mailto:Richard.Drake@hertfordshirefa.com)

If you can't complete the affiliation form on the website please contact the Football Services team on 01462 677622 and we will support you through the process:

### **Football Services Manager**

Lauren Halsey - [lauren.halsey@hertfordshirefa.com](mailto:lauren.halsey@hertfordshirefa.com)  
01462 650203

### **Football Services Officer**

Joe Karram - [joseph.karram@hertfordshirefa.com](mailto:joseph.karram@hertfordshirefa.com)  
01462 650202

### **Football Services Administrator**

Gemma Smith – [gemma.smith@hertfordshirefa.com](mailto:gemma.smith@hertfordshirefa.com)  
01462 650201