



WHOLE GAME SYSTEM

A blue-tinted photograph of a soccer game in progress on a grass field. The image is semi-transparent and serves as a background for the lower half of the page. Several players are visible, with one player in the center foreground wearing a jersey with the number 7. The scene is captured from a low angle, showing the players' legs and feet as they move across the field.

**CLUB
AFFILIATION**

Contents

Please select the element of the process that you require guidance for by clicking the text below

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My Roles

Here is where all Roles that have been assigned to you will be displayed and linked (as long as they have an online element).

You may therefore see Roles other than Secretary displayed here, however please **only select the Secretary** role in order to access the Club Affiliation process.

The screenshot shows the 'WHOLE GAME' user interface. At the top left is the TheFA logo. The main header area contains the text 'WHOLE GAME' and a navigation menu with 'All Home', 'Club Secretary Cambridge City', and 'Club Secretary Cambridge City Youth'. Below this is a 'My Roles' section with a sidebar containing 'Dashboard' and 'My Account'. The main content area lists roles under the heading 'Organisation & Role': 'Cambridge City Officer', 'Cambridge City Secretary' (highlighted with an orange border), and 'Cambridge City Youth Secretary'.

End



Club Dashboard

The Club Dashboard will confirm the current overview, with icon links to Club Details, Officials and Teams.

From here, you will also be able to enter the Club Affiliation for the coming season by selecting the icon on the left hand menu, as highlighted below.

Club Dashboard for Cambridge City

Name
Cambridge City

Charter Standard
Status: Suspended
Type: Community Club

Discipline
Club Status: Not Suspended
Suspended Teams: 0
Suspended Players: 0

Address
Wembley Stadium
Olympic Way
Wembley
London
HA9 0WS

Web & Email
Email:
Website:

Social Media
@ts_fa

Finance
WGS Amount Outstanding: £0.00
CAS Debt Outstanding: £0.00
Computed On: -

Outstanding Invoices

Number	Date	Due	Amount	Paid	Balance	County	Type
No invoices found							

Lower down on this page, you will note the **Finance** box which contains an amount next to **CAS Debt Outstanding**. In order for your Club to affiliate, this amount must be £0.00. Any figure greater than £0.00 indicates that there are outstanding invoices from the 2013-14 season which have exceeded the invoicing period and require payment before affiliation can commence. Please contact your local County FA if this is the case.

End

Step 1: Club Details

The first of the 8 Affiliation steps allows you to view your Club Details and confirm that these are correct and valid.

The screenshot displays the 'Cambridge City Club Affiliation' interface for the 'Season 2014 - 2015'. The main heading is '1 Club Details' with a sub-heading 'Step 1: Check and confirm club details.' A progress bar shows 8 steps, with step 1 highlighted. The club details are as follows:

Name	Cambridge City
ClubType	Not Incorporated (Members Club)
Legal Name	Cambridge City Football Club Limited
Email Address	
Address	Wembley Stadium Olympic Way Wembley London HA9 0WS
Website	
Facebook	
Twitter	@ts_fa

Below the details are two checkboxes: The above details are correct and valid, and I agree to the FA Terms and Conditions. At the bottom, there is a 'New Season Details' section with a 'Sponsor' text field. A link 'To view the FA kit advertising regulations please Click Here.' is provided. The 'Save' and 'Save and Continue' buttons are highlighted with yellow boxes.

Should any address or website/social media links be out of date, you can choose to edit these using the pencil as highlighted above. **Name**, **Club Type** and **Legal Name** are non-editable. Should you wish to change these, please contact your local County FA.

You must confirm that the Club Details are correct and valid and that you agree to the FA Terms and Conditions in order to proceed.

Sponsor is an optional free text field and the FA Kit Advertising Regulations are linked beneath for reference.

Here you also have the ability to **Save** without continuing to allow multiple changes without the risk of losing data previously entered.

Modify Cambridge City Club Details

Postcode: HA9 0WS **Find address**

AddressLine1: Wembley Stadium

AddressLine2: Olympic Way

AddressLine3: Wembley

City:

County:

Email Address:

Website Address:

Facebook Page:

Twitter Feed: @ts_fa

Cancel **Save** ✓

The Edit facility allows you to search an address by Postcode and will populate the remaining fields on your behalf. You may also complete this manually should you wish.

Email Address, Website Address, Facebook Page and Twitter Feed details will create a link through to their specific targets once saved.

End

Step 2: Club Officials

The Club Officials stage allows you to view and amend any of the mandatory roles within your Club.

Cambridge City Club Affiliation
Season 2014 - 2015

2 Club Officials
Step 2: Assign new season's officials

Please note that all clubs with youth teams (under 18 or below) must have a Club Welfare Officer (CWO) in order to affiliate. The CWO must have an accepted DBS Enhanced FA CRC check. They must also have completed The FA Safeguarding Children and Welfare Officer Workshops. For any enquiries regarding this policy, please speak to your CFA Welfare Officer

Club Secretary
Andy D y FAN: 483071

Club Chairman
K S hell FAN: 1777390

Club Treasurer
Gillian W FAN: 56218089

Club Welfare Officer
Anna ton FAN: 56842871

← Previous Step Save Save and Continue →

All clubs with youth teams (U18 or below) must have a Club Welfare Officer with the appropriate credentials in order to affiliate. You CFA Welfare Officer can advise should you have any enquiries regarding this.

Blank

You can view the details for any role holder by selecting the expansion arrow to the right of the FAN ID. This icon will also collapse the record once it has been viewed. Please note however that you cannot amend the personal detail of any other individual.

Club Secretary

Andy D y FAN: 483071 ^

Fan 483071 ✖

Address 50 Road, CAMBRIDGE, CB1 F

Phone 012232 4

Email andy.d y@ .com

Date of Birth 9 Jan 1950

All mandatory roles can be replaced with any other individual who already holds a role within your Club. Entering a minimum of 3 characters will display all names which contain the sequence entered. For example, entering Ian will return all individuals called Brian or Christian etc. Should you require a more targeted search, you can continue to enter more characters.

Selecting a name will immediately replace the individual, however this will not be stored until the page is saved and the Affiliation process is complete.

Club Treasurer

Gillian W m FAN: 56218089 v

	ADRIAN C	E	Born: 1974
	55529595		CB22
	BRIAN L	N	Born: 1973
	55562603		null
	Christian L	r	Born: 1987
	170348		MK45
	CHRISTIAN M	N	Born: 1976

Club Welfare Officer

Anna R n FAN: 56842871

End

Step 3: Club Grounds

Here you can review the ground details for your Club. **Primary Ground** will always be at the top with additional grounds added beneath.

You will be able to add or amend any ground details within the Team records in Step 4 (the next step).

The screenshot displays the 'Cambridge City Club Affiliation' page for the 'Season 2014 - 2015'. The page is titled 'Club Grounds' and is 'Step 3: Ground Selection' in a sequence of 8 steps. The left sidebar contains navigation options: Dashboard, Details, Affiliation 2014 - 2015 (marked 'In Progress'), Club Officials, Teams, and Team Officials. The top navigation bar includes 'All Home', 'Club Secretary Cambridge City', and 'Club Secretary Cambridge City Youth'. The main content area lists two ground entries for 'Histon FC' at 'Glassworld Stadium, Bridge Road Impington, Cambridge, CB24 9PH'. The first entry is designated as the 'Primary Ground' (highlighted in green), and the second is a 'Secondary Ground' (highlighted in orange). At the bottom, there are buttons for 'Previous Step', 'Save', and 'Save and continue'.

End

Step 4: Teams

In Step 4, you can view, **Add** and choose which Teams will be **Active** for the given season. To remove an existing Team from the coming season, simply un-tick the **Active** checkbox as below.

The screenshot shows the 'Cambridge City Club Affiliation' page for the 'Season 2014 - 2015'. The 'Teams' section is highlighted with a large '4' in a circle, indicating the current step. Below this, three teams are listed:

- Cambridge City First** (Cambridgeshire FA Southern League) with an Active checkbox.
- Cambridge City Reserves** (Cambridgeshire FA Cambridgeshire County League) with an Active checkbox.
- Cambridge City Disability** (Cambridgeshire FA Cambridgeshire Disability League) with an Active checkbox.

Navigation buttons at the bottom include 'Previous Step', 'Add Team', 'Save', and 'Save and continue'.

Selecting the expansion arrow to the right of **Active** will display the details for the specific Team and allow this to be edited if necessary using the pencil icon provided. **It will also display any League and County Cup entries that will be submitted for that Team.**

The screenshot shows the detailed form for the 'Cambridge City Reserves' team. The form is organized into several sections:

- Basic Information:** Name (Cambridge City Reserves), Category (11v11), Gender (Male), Age Group (Open Aged), Disability Category (Non Disability), Plays On (Tuesday).
- Personnel:** Manager, Coaches.
- Competition:** League (Cambridgeshire County League), County Cups (Cliff Bullen Saturday Challenge Cup, Premier League Cup).
- Kit and Grounds:** Sponsor (with edit icon), Main Kit (Shirt: White, Shorts: Black, Socks: Black), Second Kit (Shirt: Blue, Shorts: Blue, Socks: Blue), Main Ground (Histon FC), Training Ground.

All Home
Club Secretary Cambridge City
Club Secretary Cambridge City Youth
ClubAffiliation

Dashboard
 Details
In Progress
 Affiliation 2014 - 2015
 Club Officials
 Teams
 Team Officials
 Club Invoices

Club Affiliation

Season

4

Teams

Adding and removing teams / team officials

1

2

3

4

5

6

7

8

Please note that for youth teams (i.e. where the age group is Under 18 or below) a Manager or Coach must be named. They must also have an accepted DBS Enhanced FA CRC Check.

Cambridge City Reserves , Cambridgeshire FA, Cambridgeshire County League

Suffix

Category

Gender

Age Group

Disability Category

Plays On

Main Kit

Shirt Colour

Shorts Colour

Socks Colour

Second Kit

Shirt Colour

Shorts Colour

Socks Colour

Sponsor Use Main Club Sponsor

Manager
(none selected)

Assistant Managers
(none selected)

Coaches
(none selected)

Assistant Coaches
(none selected)

Primary Ground
Histon FC
Glassworld Stadium, Bridge Road Impington, Cambridge, CB24 9PH

Secondary Ground
(none selected)

League
Cambridgeshire County League
Cambridgeshire FA

County Cups

Cliff Bullen Saturday Challenge Cup

Cambridgeshire FA Premier League Cup

Cambridgeshire FA

Other Competitions

Both adding and editing Teams will present a page where a teams' content can be entered.

The Suffix allows you to place a description against a Team. For example, a Club may have a number of teams within the same age group. The Suffix will allow you to differentiate these by adding Red, Blue, or Eagles etc.

Ground, League and County Cups are all allocated against the Team record. All are populated using data already loaded into the Whole Game System; simply use the search boxes (minimum 3 characters) to select the information that is relevant to your Team.

End

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Step 5: Supporting Documentation

Here, please attach any supporting documents to your Affiliation. The system requires you to either attach a file (which will be reviewed by your County FA) or to declare you will, or wish to purchase items before you can proceed.

All Home Club Secretary Cambridge City Club Secretary Cambridge City Youth

Cambridge City Club Affiliation

Season 2014 - 2015

5 Supporting Documentation
Step 5: Please upload any supporting documentation e.g Public Liability Insurance Certificate

1 2 3 4 5 6 7 8

Documents

Cambridgeshire FA - Personal Accident Insurance Certificate - Club Affiliation

No file chosen

Expiry date

Alternatively, if you do not yet have a personal accident insurance document:

I declare my club will purchase appropriate personal accident insurance for all relevant teams by 1st July

Cambridgeshire FA - Public Liability Insurance Certificate - Club Affiliation

No file chosen

Expiry date

I wish to purchase Public Liability Insurance from my County FA

Cambridgeshire FA - Balance Sheet and P&L - Club Affiliation

No file chosen

End

Step 6: Purchases

Step 6 allows you to add any additional purchase products to your Affiliation. Quantities can be amended using either the + or – icons, or for larger changes you may also type the number required. **Product Total (£)** will automatically update to reflect the **Quantity**.

Cambridge City Club Affiliation

Season 2014 - 2015

6 **Purchases**
Step 6: County products available for the club to purchase

1 2 3 4 5 6 7 8

Products

Product	Quantity	Price (£)	VAT Rate	Product Total (£)
County Handbook	- 0 +	£5.99	0% (ZRO)	£0.00
Public Liability Insurance for clubs	- 0 +	£0.00	0% (ZRO)	£0.00
Benevolent Fund	- 0 +	£0.00	0% (ZRO)	£0.00

← Previous Step Save Save and continue →

If you have selected that you wish to purchase Public Liability insurance in Step 5, failing to select a quantity of 1 policy per club here will prevent your application being submitted.

End

Step 7: Confirmations

The system will now calculate and confirm the Affiliation content and present this with both **Teams** (Club Affiliation plus Team Supplement) and **Products** Sub Total.

Beneath this, the system will list any County Cup entries for your CFA and, additionally, any County Cup entries parented by any other CFA (if applicable).

Cambridge City Club Affiliation

Season 2014 - 2015

7 Affiliation - Summary Page
Summary of Affiliation Fees

Total: £5.99 (inc. VAT)

Teams and Fees		
1 x Club Affiliation - NLS Step 3 (Saturday, adult male)		£0.00
1 x Club Affiliation per Team - NLS Step 3 (Saturday, adult male)		£0.00
1 x Club Affiliation per Team - NLS Step 7 (Saturday, adult male)		£0.00
2 x Club Affiliation per Team - Small-sided Football		£0.00
1 x Club Affiliation per Team - U16		£0.00
Products		
1 x County Handbook		£5.99
1 x Public Liability Insurance for clubs		£0.00
		Total: £5.99

Cambridgeshire FA		
1 x Premier League Cup		£0.00
1 x Invitation Cup sponsored by Ridgeons Ltd		£0.00
1 x Cliff Bullen Saturday Challenge Cup		£0.00
		Total: £0.00

Oxfordshire FA		
1 x Oxfordshire Senior Cup		£0.00
		Total: £0.00

← Previous Step Submit for approval →

Note: The pricing displayed in this document is for demonstrative purposes only and not representative of the Cambridgeshire FA or Oxfordshire FA pricing structure.

End

Step 8: Invoicing and Summary

Here you can see the final total of **Club Affiliation** and **Cup Entries** (both parent and non-parent CFA entries). Once you have confirmed that these are correct, you can then choose whether to **Pay now** or **Pay later** against each invoice. If you wish to **Pay now**, each total will need to be paid separately. If you are in any doubt as to whether your application is correct, please select the **Pay later** option and your County FA will assist.

Invoices are presented in PDF format against each section for reference and/or download.

Choosing to **Pay now** will take you through to the secure payment page, whereas **Pay later** will create a link on your Club Dashboard inviting you to pay at a later date.

Note: Selecting to pay any Non-parent County Cup entry will direct you to the payment page for the relevant County FA.

Blank





Affiliation
2014 - 2015



Cambridge City Club Affiliation

Season 2014 - 2015



Step 8

Summary of charges

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Total: £5.99 (inc. VAT)

Cambridgeshire FA

Affiliation Details

Your club affiliation is currently **pending approval**.

Club Affiliation	£0.00
Products	£5.99
Teams	£0.00
Total	£5.99

The due date for this payment is: **28 Jun 2014**
The amount due is: **£5.99**

Pay now

[Download invoice](#)

Cambridgeshire FA - Cup Entries

Parent County Cup Details

Your parent county cup competitions are currently **pending approval**.

1 x Premier League Cup	£0.00
1 x Invitation Cup sponsored by Ridgeons Ltd	£0.00
1 x Cliff Bullen Saturday Challenge Cup	£0.00
Total	£0.00

The due date for this payment is: **28 Jun 2014**
The amount due is: **£0.00**

Pay now

[Download invoice](#)

Oxfordshire FA

Non-parent County Cup

Your non parent county cup competitions are currently **pending approval**.

1 x Oxfordshire Senior Cup	£0.00
Total	£0.00

The due date for this payment is: **28 Jun 2014**
The amount due is: **£0.00**

Pay now

[Download invoice](#)

[← Previous Step](#)

[Pay later](#)

Payment

Once you have selected to Pay, the system will take you to a secure payment page provided by Barclays SmartPay. Your County FA 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.



Cambridgeshire FA

Your Game Your County FA

Total payment amount GBP 100.00

 **Card Payment**



Card Number

Card Holder Name

Card Expiry Date /

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



Total payment amount GBP 100.00

 **Card Payment**



Card Number

Card Holder Name

Card Expiry Date /

CVV [What is CVV?](#)

End

Completion

Once you have submitted your payment, this final stage will clarify your submission and provide confirmation of the successful transfer and the **Payment Amount**.

Proof of payment can be downloaded beneath the Payment Result.

Invoice Code	INV-CAM000152
Description - INV-CAM000152	
Paid To - Cambridgeshire FA	
Payment Result	AUTHORISED
Download invoice	
	Payment Amount GBP 5.99

[Return to Club Affiliation](#)



Once you click to return, the Affiliation icon for the coming season will show as **Pending**, marking the end of the online element of the Club Affiliation process. Your County FA will now validate and approve your application in line with their policies. Once your affiliation has been processed, the icon will display as **Approved** and you will be able to retrieve your Affiliation Number in the **Details** section (as shown overleaf).

Blank

All Home
Club Secretary
Cambridge City
Club Secretary
Cambridge City Youth

Dashboard

 Details

Available

 Affiliation
2014 - 2015

 Club Officials

 Teams

 Team Officials

 Club Invoices

Cambridge City Club Details

Club Details

Club Name	Cambridge City
Club ID	64495
Founded Date	1908
Legal Name	Cambridge City
Company Type	Not Incorporated (Members Club)
Club Sponsor	

Online Status

Administration ● Active

Discipline ● Inactive

Correspondence Details

Address ✎

Wembley Stadium
Olympic Way
Wembley
London
HA9 0WS

Email

Twitter @ts_fa

Facebook

Website

Key Officials

Chairman	Kevin Satchell
Secretary	Andy Dewey
Treasurer	Gillian Wordingham
Welfare Officer	None

Charter Standard

Charter Standard Status	Suspended
Charter Standard Type	Community Club
Linked Clubs	Cambridge City Cambridge City Girls123

Affiliations

County

Teams

Teams 6 teams

Grounds

Main Ground Histon FC

End of Document

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