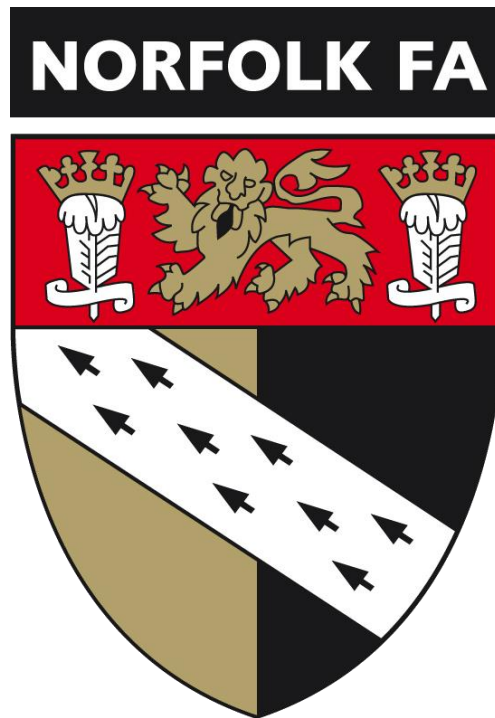


**Norfolk County
Football Association Ltd**



2020-21 Online Affiliation Guidance Booklet

A step by step guide on how to affiliate your Club for
the 2020-21 season using Whole Game System

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Dear Secretary,

Re: 2020-21 Online Club Affiliation

This guide has been devised by the staff at County Headquarters to assist you in completing the 2020-21 Affiliation process using the Whole Game System.

The online process consists of 8 stages which you navigate through one by one and this Guide will take you through each section a step at a time. I would therefore recommend that you read the Guide in conjunction with completing each section of the Affiliation process. Should you need further assistance, you will find a short How to Guide video located at the top of each stage, which will demonstrate what is required at each point.

Should you feel unsure about any aspect of the affiliation process, please complete the following form here highlighting the issues you are facing and one of the members of staff below will be in touch. Please be aware that due to the current situation a number of staff are currently furloughed so queries may take longer to be answered than usual, but we will endeavor to answer these as soon as possible.

Football Services Manager

Matt Carpenter

Matt.Carpenter@NorfolkFA.com

Football Services Officer

Thomas Constance

Thomas.Constance@NorfolkFA.com

Or telephone the team on 01603 704050 and leave a voice message.

You can also request support using our [online support form](#). This is a brand new service that we are offering this season where we will be able to support you online as you complete your affiliation.

Yours sincerely,



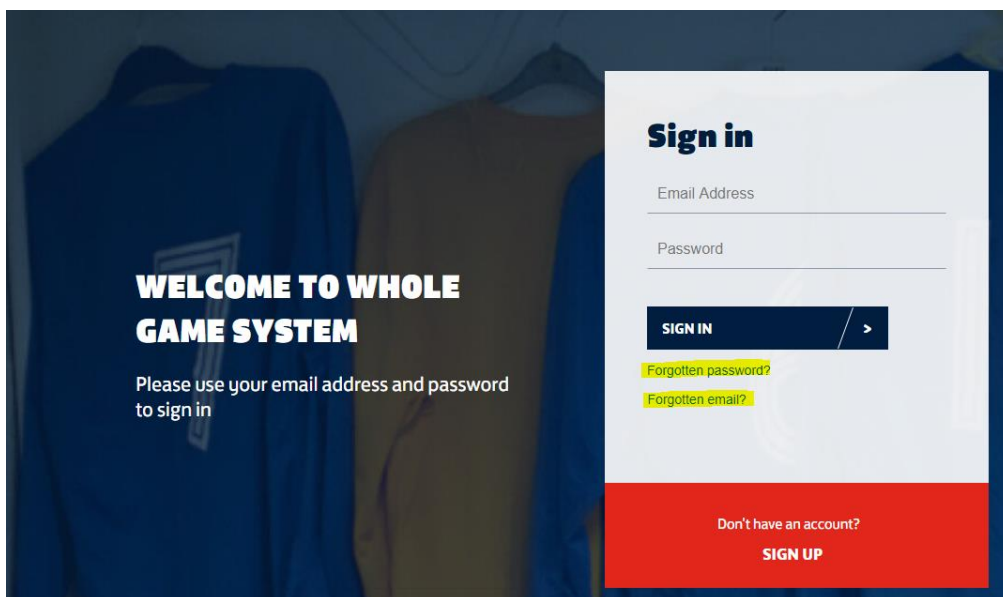
Matt Carpenter

Football Services Manager

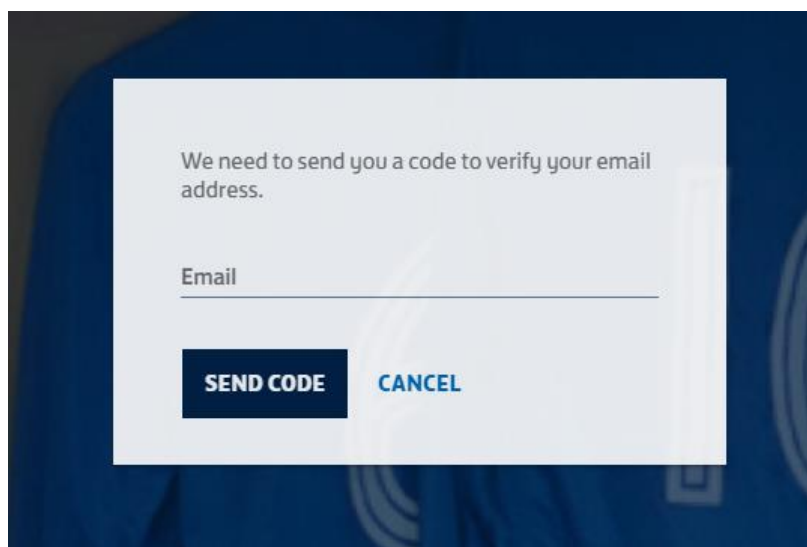
Accessing Whole Game System

The process for creating a password and accessing the registrations process is detailed below:

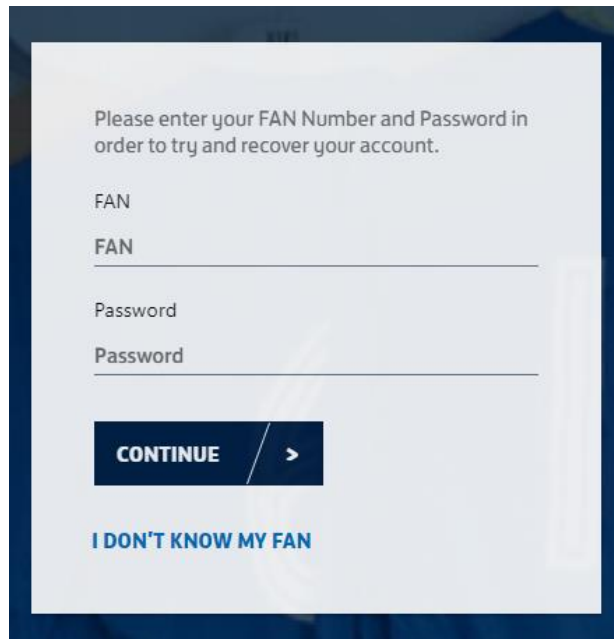
- A. Click on this link to the Whole Game System (WGS) - [WGS link](#).
- B. If you have forgotten or don't have a password set up for WGS you will need to click on the 'Forgotten password?' link, on the below screen as highlighted. Alternatively, if you don't know your email that is connected to your FAN then you will need to click on the "Forgotten email?" link.



- C. When clicking "Forgotten password" the below screen will appear asking you to enter your email address. This will then send you an email with a code which you will need to enter to verify your email. This will allow you to create a new password.



- D. When clicking “Forgotten email” the below screen will appear asking for your FAN and password. Once entered your FAN and password the system will provide you with the correct email address to use.



Please enter your FAN Number and Password in order to try and recover your account.

FAN

FAN

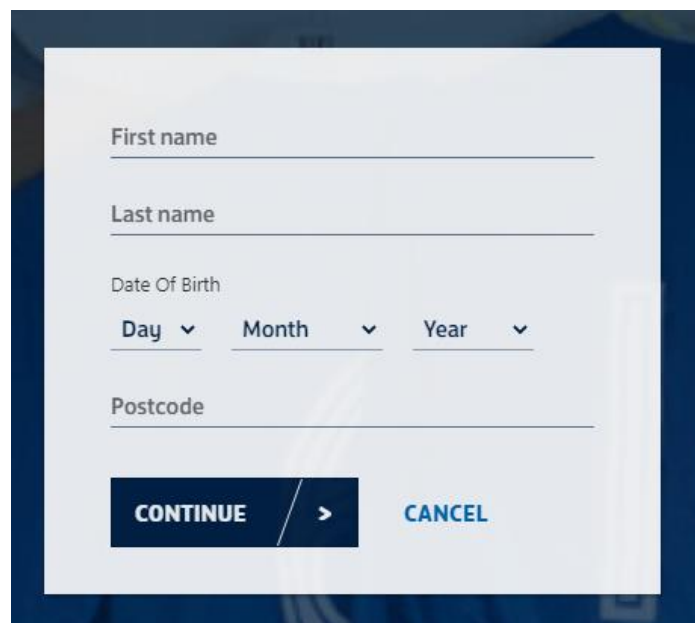
Password

Password

CONTINUE >

[I DON'T KNOW MY FAN](#)

- E. If you don't know your FAN then please click the “I don't know my FAN” link which will direct you to the below screen. This will ask you to enter personal details which once completed will reveal your email address. If the system does not provide any matches then please contact us.



First name

Last name

Date Of Birth

Day ▼ Month ▼ Year ▼

Postcode

CONTINUE > [CANCEL](#)

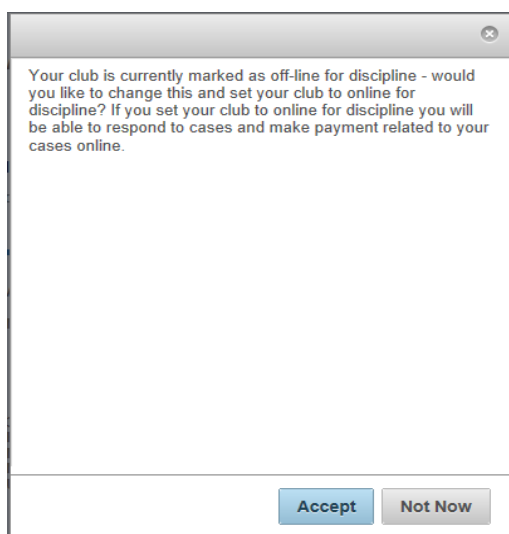
- F. You'll now be able to log on to WGS on the homepage which will allow you to now start the affiliation process.

Club Dashboard

Once you have logged onto The Whole Game System (<http://wholegame.thefa.com>), navigate to your **Club Secretary tab at the top of the screen** as per the image below.



Then on the left hand side of the page, click the **Affiliation 2020-21 tab** to begin the affiliation process



Please note that once you click this button, an option will immediately appear if your Club is not currently using the online system to administer discipline. You will be asked at this point to select whether you would like to have this option.

If you would like your Club to be online for discipline for this coming season please select the 'Accept' button however, if you wish the Club to remain offline for discipline, you can click the 'Not Now' button to continue with the process. We would strongly recommend you opt to process discipline online.

At the end of each stage in the process you can either click 'Save' to return to the process at a later date or 'Save and Continue' to move to the next step of the process



Step 1: Club Details

The Club Details step gives you the option to check and update **basic Club details**, such as primary contact address and website / social media pages. To edit these details, click the pencil icon on the right hand side as highlighted.

Please note that should you need to update the Name, Club Type and Legal name, you will need to contact the County FA.

DEF United Club Affiliation

Season 2019 - 2020




Club Details

Step 1: Check and confirm club details.



 Welfare Officer is required when club has U18 teams.

| | | |
|--------------------------|--|--|
| Name | DEF United | Edit  |
| Club Type | Not Incorporated (Members Club) | |
| Legal Name | | |
| Email Address | | |
| Address | 26 Longfields Road NORWICH NR7 0NB UNITED KINGDOM | |
| Website | | |
| Facebook | | |
| Twitter | | |
| <input type="checkbox"/> | The above details are correct and valid | |
| <input type="checkbox"/> | I agree to the FA Terms and Conditions | |

If you are happy that the details are correct, please tick these two boxes before hitting Save and Continue.

| | |
|--------------------------|--|
| <input type="checkbox"/> | The above details are correct and valid |
| <input type="checkbox"/> | I agree to the FA Terms and Conditions |

At this stage you will also be able to add any Kit Sponsor you may have. Here you will also find a link to a guide detailing the FA Kit Advertising Regulations.

New Season Details

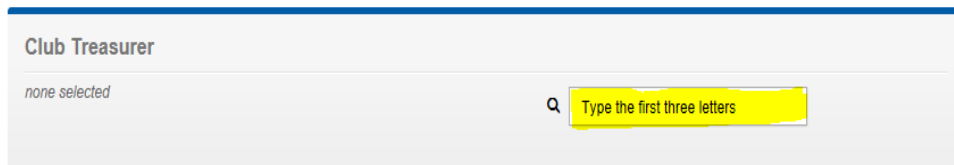
Sponsor

To view the FA Kit Advertising Regulations please [click here](#).

Step 2: Club Officials

This step of the process allows you to check and update the key Club Officials, namely **Secretary, Chairman, Treasurer and Club Welfare Officer**. Please make sure that the individual you select as Chairman has this as a unique role, i.e. they cannot be named as Secretary and/or Treasurer as well.

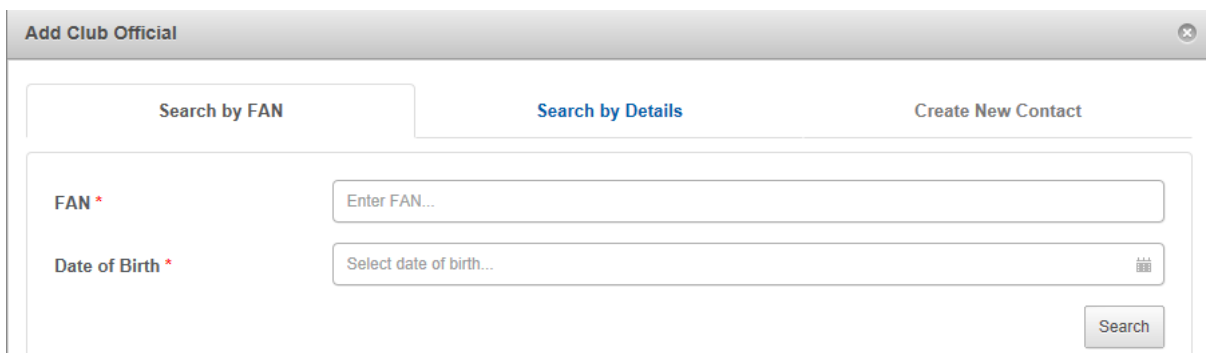
If any of these roles have changed search for the new person's name in the relevant search box.



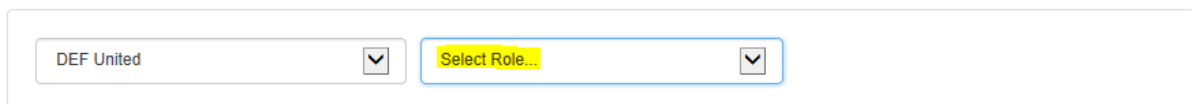
Alternatively to add a new individual, who isn't currently associated with the Club, to these roles click Add Official at the top right of the page.

[+ Add Official](#)

Here you can search for the individual by **FAN & date of birth or by name & date of birth**. If you cannot find the individual you need to add, please contact Norfolk FA.



Once you have entered the correct information, press search to open the record. You will see the individual's details appear as below. You will need to tick the box next to their record, and select the role from the drop down list that the individual will be fulfilling before clicking ok to confirm.



| | FAN | Name | Club |
|--------------------------|----------|-------------|------------|
| <input type="checkbox"/> | 59546742 | Hannah Boyd | DEF United |

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 CRC Enhanced FA DBS. They must also have completed The FA Safeguarding Children and Welfare Officer Workshops (please note that due to the current situation if your CWO is unable to complete a WOW then please contact Norfolk FA).

For any enquiries regarding this policy, please speak to your CFA Designated Safeguarding Officer. Additionally, outside of the professional game, the Club Secretary, Chairman, Treasurer and Welfare Officer must have completed the FA Safeguarding for Committee Members (SCM).

Link for this course is here - [Safeguarding for Committee Members](#)

You'll also be required to provide an approximation of the number of volunteers who are involved in running your club as The FA are looking at how best they can support them through a new FA Volunteer Strategy.

Club Volunteers

Please provide an approximation of the number of volunteers who are involved in running your club as The FA are looking at how best they can support them through a new FA Volunteer Strategy.

Step 3: Club Grounds

DEF United Club Affiliation

Season 2019 - 2020

3 Club Grounds
Step 3: Ground allocation

nr5 9ed

| Post Code | Main | Training | Pitches | |
|-----------|--------------------------|--------------------------|---------|--------------------------|
| NR5 9ED | <input type="checkbox"/> | <input type="checkbox"/> | 10 | <input type="checkbox"/> |

Showing 1 to 1 of 1 entries

← Previous Step Save Save and Continue →

If not already populated you'll need to select the Club Ground on this page.

To add a ground, simply type the postcode or ground name into the searchbar, as highlighted in the above image. This will bring up a drop down list of grounds to pick from. You can then click the record you would like to select, which will add it to your Club Grounds.

You can add more than one ground to this page, so please add all the grounds that your teams play at if you have multiple venues.

Step 4: Teams & County Cups

Step 4 allows you to review your **Club teams and County Cup** entries. Here you can edit existing team details or add new teams. **If you have existing teams, please be aware that the system will automatically roll on the age groups, so you don't need to edit the team age groups.** For example, if you had an U12 team last season, they will show as an U13 team in this season's application. In this example, we have a new Club with no teams set up yet. Click the Add Team button as highlighted below.

You can now also go back in to the process to affiliate additional team(s) once you have submitted the application at a later date, if necessary.

I confirm I have reviewed County Cups for all teams

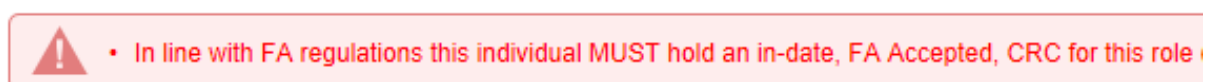
I confirm my League entries are correct

← Previous Step Add Team Save Save and Continue →

Go through each section of the team details page, adding the information required. If you have 2 youth teams at the same age group, you must distinguish these in the suffix box by typing in a relevant team colour. For example, if you have 2 U16 teams and the kit colours are Red & White, you could name one team U16 Red and the other U16 White:

The image shows two side-by-side screenshots of a team details form. Both screenshots show the following fields: * Suffix, * Category (11v11), * Gender (Male), and * Age Group (U16). The left screenshot has 'U16 Red' in the Suffix field. The right screenshot has 'U16 White' in the Suffix field. Both screenshots have a callout box pointing to the Suffix field with the text: 'To differentiate between teams of the same age group and gender in a club e.g. reds, blues'.

Please note that youth teams require a named manager/coach who holds an in date **FA accepted DBS**. If the manager/coach you have added does not have the relevant CRC, you will see the following message:



Just as in previous seasons, you will only be able to affiliate youth teams that have a manager/coach attached who holds an in-date, FA accepted DBS. If you have any questions about this, please contact our Norfolk FA Designated Safeguarding Officer, Ken D’Rosario.

Your Club Welfare Officer will also have had to complete the Welfare Officer Workshop prior to you submitting your affiliation (if your Welfare Officer hasn’t completed this course then please contact Norfolk FA). If they haven’t completed this you’ll see the below message:

 **Your Club Welfare Officer does not have a current Welfare Officer Workshop - please ensure you contact your County Welfare Officer to set up a Club Action Plan, as this will be required to confirm your affiliation**

To add a new manager who isn’t currently associated with the club, please click the Add Official button, which is exactly the same process as in Stage 2.

Please ensure that all teams have their main kit colours filled in and for adult teams the second kit colour must also be provided.

Should you have a team on your list that you will not be running for the 2020-21 season, please **tick** the Team Folding box to deactivate the affiliation for this team.

You’ll need to provide a reason for folding the team on the next screen and you can then click the Fold Team button at the bottom of this screen.

This will ensure that the team is not included in the affiliation fees at the end of the process.

When reviewing the team details, please also make sure that you confirm the **Main Ground**:

The screenshot shows a form section titled 'Main Ground'. Below the title is a dropdown menu with a white background and a grey border. The text 'THE F.D.C.' is displayed in the menu, and a small downward-pointing triangle is visible on the right side of the menu box.

You will be able to select the relevant ground from a drop down menu, based upon the ground information you detailed in the previous stage.

To enter a league, search for that league in the search box. In this example, we're entering a team into the **Norwich & District Sunday League**.

The screenshot shows a form section titled 'League'. At the top, it says 'none selected'. Below this is a search box with a magnifying glass icon and the text 'norwich'. A dropdown menu is open below the search box, displaying a list of search results: 'The FA', 'Norwich & District Saturday League', 'Norfolk FA', 'Norwich & District Sunday League', and 'Norfolk FA'. To the left of the search box is another dropdown menu titled 'County Cups' with the text 'Click on the arrow' and a downward-pointing triangle. Below this is another 'none selected' label. At the bottom left, there is a 'Cancel' button.

Type the first word of your relevant league into the box, and it will automatically search for leagues, giving you a drop down menu of options.

To help you in terms of searching for leagues, please refer to the table below which will show what you need to type in:

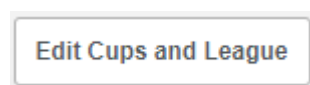
| Competition | Text to Enter |
|-------------------------------|--------------------|
| Norfolk Leagues: | |
| Anglian Combination | Anglian |
| Central & South Norfolk | Central |
| Great Yarmouth & District | Yarmouth |
| Norfolk & Suffolk Youth | Norfolk & |
| Norfolk Christian | Norfolk Chris |
| Norfolk County FA Veterans | Norfolk County |
| Norfolk Women & Girls' | Norfolk Women |
| Norfolk Combined Youth | Norfolk Combined |
| North East Norfolk | North East Norfolk |
| North West Norfolk | North West |
| Norwich & District Sunday | Norwich & |
| The Mid Norfolk Youth | Mid Norfolk |
| Non-Norfolk Leagues: | |
| Eastern Counties | Eastern |
| Eastern Counties Youth | Eastern |
| Eastern Junior Alliance | Eastern |
| Eastern Region Women's League | Eastern |

If you are affiliating a side just to train and /or play in friendly fixtures, then please leave this field blank.

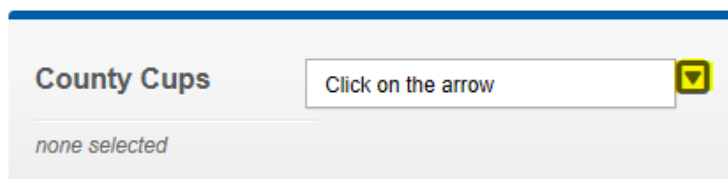
Please remember that it is **compulsory for all Adult 11-a-side Clubs to enter at least one County Cup Competition, including any Club who's only adult teams are female.**

Clubs with youth teams at U12, U14 & U16 ages are strongly recommended to enter their appropriate County Cup, although this is not mandatory. Please note that U13's & U15's can enter the Stuart Dracup Cup and John Savage Cup respectively should your Club not have an U14's or U16's. Each Club may only enter one team per cup competition.

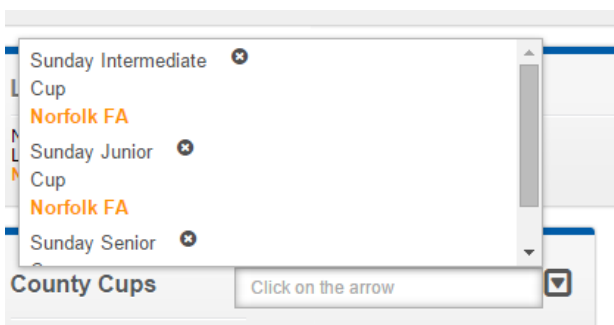
To enter a County Cup, click the Edit Cups and Leagues button next to the team you are looking to enter



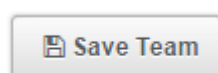
On the next screen click the arrow next to the search box in the County Cup section as highlighted below.



This will bring up a list of the relevent County Cups associated with the main day of play / age group for that team.



Please leave the 'Other Competitions' section on the right hand side blank. For those Clubs that enter national FA competitions, this information does not need to be provided during affiliation.



Once you are happy with the team details click

This will return you to the main team page. You can review the details of the team by clicking the drop down arrow on the right hand side of the team name and then edit any of your teams by clicking the pencil icon at the top right of the team.

Once you have added all of your teams, tick the box saying that you have reviewed the details for County Cups and that the League entries are correct.

ABC United First Active [Edit](#) 

[Edit Cups and League](#) ▼

I confirm I have reviewed County Cups for all teams

I confirm my League entries are correct

Step 5: Supporting Documentation

As the online affiliation process is used by all County FA's, this screen is primarily aimed at those Counties who require Clubs to purchase their insurance.

Therefore please simply declare that you wish to purchase both Personal Accident and Public Liability insurance through Norfolk FA by selecting the highlighted option below.

Norfolk FA - Personal Accident Insurance Certificate - Club Affiliation

[Browse...](#)

Expiry date

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

I declare my club will purchase Personal Accident Insurance through Norfolk FA as part of this Club Affiliation

Norfolk FA - Public Liability Insurance Certificate - Club Affiliation

[Browse...](#)

Expiry date

I wish to purchase Public Liability Insurance from my County FA

Step 6: Purchases

The purchases section is where you can select the relevant insurance products.

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

1 2 3 4 5 6 7 8

Products

| Product | Quantity | Price (£) | VAT Rate | Product Total (£) |
|--|----------|-----------|----------|-------------------|
| Benevolent Fund ? | - 0 + | £1.00 | 0% (ZRO) | £0.00 |
| Personal Accident Insurance - Adult/U19 - Bronze ? | - 0 + | £53.50 | 0% (ZRO) | £0.00 |
| Personal Accident Insurance - Adult/U19 - Gold ? | - 0 + | £135.00 | 0% (ZRO) | £0.00 |
| Personal Accident Insurance - Adult/U19 - Silver ? | - 0 + | £80.00 | 0% (ZRO) | £0.00 |
| Personal Accident Insurance - Disability (Adult) ? | - 0 + | £22.50 | 0% (ZRO) | £0.00 |
| Personal Accident Insurance - Disability (U12's and below) ? | - 0 + | £15.00 | 0% (ZRO) | £0.00 |
| Personal Accident Insurance - Disability (U13's and above) ? | - 0 + | £20.00 | 0% (ZRO) | £0.00 |
| Personal Accident Insurance - Recreational Team ? | - 0 + | £22.50 | 0% (ZRO) | £0.00 |
| Personal Accident Insurance - Walking Football ? | - 0 + | £22.50 | 0% (ZRO) | £0.00 |
| Personal Accident Insurance - Youth ? | - 0 + | £19.50 | 0% (ZRO) | £0.00 |
| Public Liability Insurance for Clubs ? | - 1 + | £21.00 | 0% (ZRO) | £21.00 |

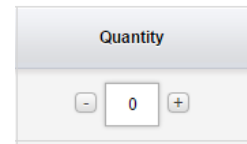
← Previous Step Save Save and Continue →

Hover over the orange question mark next to each product for more information.

You will notice that the Public Liability Insurance will already have the quantity of 1 prefilled, as this is a mandatory product per Club.

County Cup fees will automatically be added so will not appear on this screen.

To change the quantity of a product, you can either click the plus button to add the product one by one or type the required number into the box.

A screenshot of a quantity input field. The field is titled "Quantity" and contains the number "0". To the left of the input box is a minus sign (-) and to the right is a plus sign (+).

In order to affiliate your Club, you must purchase the required level of Personal Accident Insurance for every team that you will be running. For e.g. a two team adult Club must choose 2 of either bronze, silver or gold personal accident insurance. This can be 2 bronze, 1 bronze and 1 silver etc.

Step 7: Affiliation Summary

This step provides an **overview** of your Club Affiliation. It breaks down all of the products into separate rows to clearly outline what you will be purchasing, and calculates the overall total affiliation fee.

Season 2020 - 2021



Affiliation - Summary Page
Step 7: Summary of affiliation details provided



Total: £74.50 (inc. VAT)

Teams and Fees

| | |
|---------------------------------|-------|
| 1 x Club Affiliation - Saturday | £0.00 |
| 1 x Team Fee - Saturday | £0.00 |

Products

| | |
|--|--------|
| 1 x Personal Accident Insurance - Adult/U19 - Bronze | £53.50 |
| 1 x Public Liability Insurance for Clubs | £21.00 |

Total: £74.50

In this example, I have affiliated one team, for whom I have picked the Bronze level personal accident insurance.

If you are happy that all of the details are correct, click the 'Submit for Approval' button which will complete the initial process.

[Submit for Approval →](#)

Your affiliation application is now ready to be reviewed by Norfolk FA. Once checked, your application will be set by us to "Submitted and Invoiced" and you will be advised by email that you are able to log on and pay for your affiliation.

You will then be able to go to step 8 where you will be able to view and print off the invoices for you affiliation. Please be aware that there are two separate invoices: one for the insurance fees, and one for County Cup fees.

Step 8: Invoicing and Summary

Once your application has been reviewed, you will then be given access to step 8. Here you will see the total amounts for both your **Insurance fees** and **County Cup fees**.

Season 2020 - 2021



Charges

Step 8: Summary of charges



Total: £74.50 (inc. VAT)

Affiliation Number


Affiliation Details

Your affiliation form has now been invoiced. Please ensure you make payment for your affiliation, which will then need to be approved by your County FA before you become affiliated

| | |
|------------------|---------------|
| Club Affiliation | £0.00 |
| Products | £74.50 |
| Teams | £0.00 |
| Total | £74.50 |


The due date for this payment is: 03 Jul 2020
The amount due is: £0.00

Paid

 [Download invoice](#)

The due date for this payment is: 24 Jul 2020
The amount due is: £74.50

Pay now

 [Download invoice](#)

Within this page, you can open invoices by clicking **Download Invoice**, which will open them as PDF files. You can then print them off or save them on your computer to keep for your records.

Total payment amount GBP 74.50



Card Payment



Card Number

Card Holder Name

Card Expiry Date /

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

Pay

Choosing the **Pay Now** option will take you to the Barclays Smartpay secure payment page, where you can enter all the required card detail to complete the payment. If you are paying by cash or cheque, you will not have to select the pay now option.