



Staffordshire FA

Club Membership 2019/20

www.staffordshirefa.com



STAFFORDSHIRE FA

HOW GRASSROOTS FOOTBALL IS SUPPORTED IN STAFFORDSHIRE

**OVER 860 REGISTERED
REFEREES OFFICIATING ON
LEAGUES ACROSS THE
COUNTY**

**OVER 1,900 AFFILIATED TEAMS
ACROSS YOUTH, ADULT AND
DISABILITY FOOTBALL**

**6% OF QUALIFIED COACHES IN
THE COUNTY
ARE FEMALE**

**£17 MILLION INVESTED BY THE
FOOTBALL FOUNDATION INTO
STAFFORDSHIRE FACILITIES
SINCE 2001**

**£40,000 INVESTED INTO
COACH EDUCATION VIA
COACHING BURSARIES**

**70% OF AFFILIATED CLUBS
WITH CHARTER STANDARD
STATUS**

**10 SFA COACHING
ROADSHOW WORKSHOPS
DELIVERED IN THE COUNTY**

**16 AFFILIATED LEAGUES
PROVIDING 'TRADITIONAL'
FOOTBALL OPPORTUNITIES
AT WEEKENDS**

**14 COUNTY CUP
COMPETITIONS ACROSS ALL
AGE GROUPS**

**OVER 300 COACHES OFFERED
THE OPPORTUNITY OF COACH
MENTORING THROUGH COACH
EDUCATION COURSES**

**£200,000 INVESTED TO NEW
TEAMS VIA THE GROW THE
GAME INITIATIVE**

**250 PITCHES VISITED VIA THE
FA PITCH IMPROVEMENT
PROGRAMME**

**OVER 60 VALIDATION
VISITS COMPLETED
WITH CLUBS**

**OVER 95% OF LEAGUE
FOOTBALL COVERED BY A
QUALIFIED MATCH
OFFICIAL**

**31 WALKING FOOTBALL
SESSIONS PROVIDING
FOOTBALL OPPORTUNITIES
FOR THE OVER 50'S**

**7 AFFILIATED LEAGUES
PROVIDING 'FLEXIBLE'
FOOTBALL OPPORTUNITIES
DURING THE WEEK**

**38 SSE WILDCATS
GIRLS FOOTBALL
CENTRES**

**OVER 30,000 PLAYERS
ACROSS ALL AGE
GROUPS**

www.staffordshirefa.com





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INTRODUCTION

Membership for the 2019/20 season is now OPEN! This document aims to provide you with a step by step guide in how to complete your Clubs membership via The Whole Game System.

The Whole Game System is an online portal that allows you to manage all of your Clubs administration online and reduce the amount of paperwork that you receive from the County FA.

This document will guide you through how to complete the 8 stages to help your club gain membership to the Staffordshire FA for the 2019/20 season

If you have any questions throughout the process, in the first instance please refer to the FAQ's section at the end of this document, alternatively please contact support@staffordshirefa.com.

PLEASE NOTE: if you are a NEW Club, you are required to contact the office on 01785 256994 in order for us to provide you access to the Whole Game System. Until you have access to the Whole Game System you will be unable to complete your Clubs membership.



ARE YOU A NEW CLUB COMPLETING THE MEMBERSHIP PROCESS?

If you are a new Club trying to complete the membership process, you are required to contact the office on 01785 256994 in order for us to provide you access to the Whole Game System. Until you have access to the Whole Game System you will be unable to complete your Clubs membership.

The Staffordshire FA team will be on hand to support you throughout the membership process and beyond so please don't hesitate to get in touch with the team if you encounter any issues or are unsure about any element.

BENEFITS OF BEING A MEMBER OF THE STAFFORDSHIRE FA

Every Club in the country is required to be a member of its local County Football Association. Staffordshire is no different and all Clubs in Staffordshire must be a member of the Staffordshire County FA. Although this may seem a nuisance, we wanted to highlight all of the benefits that this brings:

Authorised to play organised Football

Membership to Staffordshire FA provides your Club with the provision and foundation to play the game in an authorised, safe, and sanctioned environment.

Public Liability Insurance

As a member Club to Staffordshire FA your Club will receive group Public Liability Insurance that supplies you with a preferential rate and cover limits through Sportguard. Your insurance cover will also provide support and guidance should a claim need to be made.

Discounted Personal Accident Insurance

Your Club membership provides you with access to a discounted rate of Personal Accident Insurance which covers each of your players for £125.00 per week for loss of earnings plus a whole host of other benefits.

Regulation

Rules and regulations ensure that the game is played in a safe and fair environment at all levels. Often known as Discipline, rules and regulations are in place to protect, support and safeguard Clubs and Players.

Sanctioned Leagues

All member Clubs will play within a sanctioned League. This benefit provides Clubs with the opportunity to play in a competitive environment which is

governed and supported by the County FA.

Access to funding opportunities

All member Clubs will have access to numerous sources of funding throughout the football season. This may be to set-up new teams, improve facilities or work on a new initiative or programme. County FA staff will be on hand to support any Club with funding applications.

Discount with suppliers

Membership to Staffordshire FA supplies Clubs to access to a number of discounted rates with County FA partners and suppliers.

Access to Charter Standard scheme

All Clubs have the opportunity to seek Charter Standard status, The FA's kitemark for Clubs that in turn leads to further benefits.

Access to County FA staff knowledge

Any member Club is entitled to receive support and advice from our professional workforce in relation to any area of the game.

Access to Training and Development Opportunities

Staffordshire FA provide a number of training and development opportunities both from a Club and personal perspective. All Clubs and their members have access to these opportunities and should utilise these wherever possible.

Access to the FA's Whole Game Online System

Membership to Staffordshire FA also provides access to The FA's Whole Game System. The system provides Club administrators with a quick and simple online platform to complete Club administration.

Access to the Player Registration System

New for the 2017/18 season, The Whole Game System will now also host the Player Registration System. A huge benefit for Clubs, Player Registration will save time, effort and money in relation to the day to day administration of your team.

Access to qualified Referees

As a member to Staffordshire FA, your team will have access to over 800 registered Referee's across all competitions and formats of the game.

Access to the Staffordshire FA Loan Scheme

As a member of Staffordshire FA, The Association offer Clubs and members a Loan Scheme should there a need to lend money. On most occasions this is supplied for facility investment.

County Cups

Staffordshire FA host 14 County Cup competitions which provide the majority of teams with opportunity to have a break from League football and compete in a knock-out competition.

The Community Awards

Staffordshire FA host an annual awards evening which looks to identify a number of Clubs and individuals who have gone above and beyond throughout the season. As a member, you and your team are able to nominate your Club

or a club member for an award.

Groundsman of the Year Awards

Alongside the Community Awards, Staffordshire FA also provide a Groundsman of the Year award. Any Club groundsman can be nominated and the County FA will come out to visit your ground.

Pitch Improvement Programme

Members of Staffordshire FA also have access to The FA Pitch Improvement Programme. The Pitch Improvement Programme provides a grass pitch maintenance service which is accessible for any Club.

Online Handbook / App

All members of the Staffordshire FA are able to download and access The Associations Online Handbook and App. This platform provides all Clubs with access to key information such as Competition Rules, Discipline Regulations, and Club Rules.

Use of the SFA Logo

Membership to Staffordshire FA also allows Clubs to utilise the Staffordshire FA logo. Any promotion your Club completes can include our logo which can be obtained along with our brand guidelines from our County Communications Officer.

Safeguarding Children and vulnerable adults

Guidance and support offered through the county FA in promoting the welfare of participants within football. This includes activity such as monitoring Criminal records checks.



MAIN REQUIREMENTS TO MEMBERSHIP

There are 3 main membership requirements:

- 1) Clubs must have an appointed Secretary, Chairman and Treasurer. Youth Clubs are also required to have a fully compliant Club Welfare Officer in place. As from the 2017/18 season, Youth Club Secretaries, Youth Club Chairman, Treasurer and Welfare Officers are also required to have completed the Online Safeguarding Committee Members Course.
- 2) Public Liability Insurance – In line with FA Rules, each Club is required to hold valid Public Liability Insurance cover of at least 10 million pounds.
- 3) Personal Accident Insurance – All Clubs are required to hold a PA policy. The mandatory cover requirement for Adult Teams is £125.00 per week and Youth Teams are required to be covered for multiple items details of which can be found on our website. **All insurance can be purchased as part of the membership process.**



SAFEGUARDING UPDATE

The last few years have seen safeguarding in football face one of the biggest challenges in the FA's history. Football has had safeguarding processes in place for many years and has always taken the welfare of those involved in the game very seriously. It is however essential that we continue to promote safety within the game and to develop policy and procedures to support this aim.

The 2017/18 season saw the introduction of the on line safeguarding course for committee members. This is a free course that can be accessed through the FA learning website and can be completed against the committee members FAN number. To be able to complete the membership the club chairman, secretary, Treasurer and welfare officer are required to complete this course even if they have an existing in date safeguarding children's workshop. This is because the course is specific to the role of a committee member. All clubs are required to have a club welfare officer who has attended an FA welfare officers workshop and holds a valid CRC on the whole game system.

All teams are required to have a named manager who holds a valid CRC on the whole game system. No one manager can be named against more than 4 teams.



CHANGES TO PERSONAL ACCIDENT COVER

Your Club membership provides you with access to a discounted rate of Personal Accident Insurance which covers each of your players.

Sportsguard have added a number of upgrades to the Personal Accident Cover. A list of benefits included in the cover can be found below:

ADULT TEAM COVER

We currently lead the way nationally when safeguarding players in this regard. We believe that in this day and age a player should receive a minimum of £125.00 per week in order to help him or her financially and this is a moral obligation that we take very seriously at the Staffordshire FA.

*worked out on a cost of £210 per team and for a squad of 16.

Temporary Total Disablement (Employed) - £125 per week

Temporary Total Disablement (Unemployed/Students) - £20 per week

Life Insurance (death by natural causes) - £10,000

Accidental Death - £20,000

Funeral Expenses (in the event of an Accidental Death) - claim up to £1,000

Permanent Disability (Including Permanent Total Disability) - up to £40,000

Tetraplegia / Quadriplegia - £40,000

Triplegia / Paraplegia - £20,000

Disability Assistance Expenses - up to £5,000

Permanent Loss of sight, limbs, speech, organ - £20,000

Permanent Loss of hearing - Both Ears: £20,000 - One Ear: £8,000

Concussion - £2,500

Snapped / Ruptured Achillies Tendon, Anterior Cruciate - £250



Childcare Expenses - Subject to a capital benefit claim £400 per month
 Chauffeur Expenses - Subject to a capital benefit claim £400 per month
 Additional Travel Expenses - £25 per week
 Emergency Medical Expenses - up to £500
 Broken Bone (Arms, Legs, Collarbone, Cheekbone or Jaw) - £200
 Broken Bone (Hands, Fingers, Feet or Toes) - £50
 Broken Bone (Ribs) - £50
 Broken Bone (Hip) - £150
 Broken / Damaged Sports Glasses (prescription glasses only) - up to £50
 Dislocation (Hip, Knee, Shoulder or Elbow) - £200
 Facial & Bodily Scarring - up to £250
 Hospital Benefit - £25 per night
 Damage to clothing by a medical practitioner - up to £50
 Coma Benefit - £25 per day
 Legal Advice or Counselling - Covered
 Physiotherapy - 50% of costs for up to 6 sessions up to £40 per session
 Student Tutorial Benefit - for up to 26 weeks up to £35 per week
 Workplace Retraining Expenses - up to £2,500
 Academic Examination Re-take - up to £2,500
 Medical Certification Expenses - up to £50

YOUTH TEAM COVER (£21 per team)

Life Insurance - £10,000
 Accidental Death - £10,000
 Permanent Disability - up to £100,000
 Tetraplegia / Quadriplegia - £100,000
 Triplegia / Paraplegia - £50,000



Loss of sight, limbs, speech - £100,000

Loss of hearing - both ears £100,000, one ear £25,000

Loss of Internal Organ - £25,000

Snapped / Ruptured Achilles Tendon or Anterior Cruciate Ligament - £250

Concussion - £10,000

Broken Bone (Arms, Legs, Collarbone, Cheekbone or Jaw) - £200

Broken Bone (Hands or Feet, including fingers and toes) - £75

Dislocation (Hip, Knee, Shoulder or Elbow) - £250

Coma Benefit - £30 per day

Temporary Total Disablement (Employed Club Officials Only) - £200 per month

Home Assistance Benefit (Unemployed Club Officials Only) - £200 per month

Also included for Youth Clubs:

Hospital Benefit - £25 per night

Broken Bone (Hip) - £150

Facial & Bodily Scarring - up to £250

Broken Bone (Ribs) - £50

Damage to clothing by a medical practitioner - up to £50

Emergency Medical Expenses - up to £500

Physiotherapy - 50% of costs for up to 6 sessions up to £40 per session

Broken / Damaged Sports Glasses (prescription glasses only) - up to £50

Emergency Medical Expenses - up to £500

For more information in relation to Personal Accident Cover please contact the office or a member of the Staffordshire FA team.



PUBLIC LIABILITY INSURANCE

It is of vital importance that all organisations protect themselves against the disastrous consequences of liability for injury or damage arising out of their actions and this includes the actions of all officials, members and volunteers. The below highlights the main features of the policy which is a requirement for every club:

***at a cost of £21 per club for Step 7 and below. £28 for Step 6 Clubs and above.**

Public Liability - £10,000,000

Employers Liability - £10,000,000

Player to Player Coverage - Excluded.

Assault, Deliberate Violence - Excluded.

Legal Defence Costs - Up to GBP 250,000

Indemnity provided for player to player claims in respect of Sports Clubs and

Associations - Subject to purchasing coverage per Endorsement Number 1 of the policy wording for full policy limit of liability.

Abuse Cover - £10,000,000

Professional Indemnity - £10,000,000

Officers & Committee Members - £10,000,000

Professional Indemnity for non-qualified coaches - £10,000,000



MEMBERSHIP PRICES 2019/20

Category	Before 1 st June 2019	Before 1 st July 2019	After 1 st July 2019
Professional Clubs	£90.00* plus free PL Insurance and free place on FA First Aid Course	£100.00* plus free place on FA First Aid Course	£130.00*
National League System Clubs (Step 1-7)	£60.00* plus free PL Insurance and free place on FA First Aid Course	£70.00* plus free place on FA First Aid Course	£90.00*
Adult Clubs (below Step 7)	£30.00* plus free PL Insurance and free place on FA First Aid Course	£40.00* plus free place on FA First Aid Course	£50.00*
Youth Clubs	£30.00* plus free PL Insurance	£40.00*	£50.00*

* Plus £3.00 per team.

COUNTY CUP ENTRY FEES

Senior Challenge Cup (Saturday Clubs playing at Step 6 and above)	£60.00
Challenge Cup (Saturday Clubs playing at Step 7 and below)	£30.00
Midweek Floodlit Youth Cup	£30.00
Sunday Competitions (U19 – open age)	£30.00
Ladies Challenge Cup	£20.00
Youth Competitions (Sunday U15 – U18)	£15.00



MEET OUR CHARITY PARTNERS - **THE DONNA LOUISE HOSPICE**

The Staffordshire FA is delighted to announce its charity of the year partnership with The Donna Louise Children's Hospice. Throughout the next year The Staffordshire FA will continue to work with the Hospice to raise vital funds and awareness of the services offered to hundreds of children and young adults.

| Who are they |

The Donna Louise provides a wide range of vital services for children and young adults with life-limiting and life-threatening conditions, and their families. Each year the charity must raise at least £3million, most of which comes from fundraising and donations, to continue to offer its services.

| How you can help |

As part of the 2019/20 membership process, we are providing Clubs with the opportunity to support The Donna Louise Hospice as they complete their membership online. The opportunity to give £1.00 will be available to Clubs on the checkout screen. As part of our commitment to supporting the hospice, any £1.00 donated by a Club will be matched by the Staffordshire FA in order to double the money raised.

Any support that Clubs are able to provide will be extremely appreciated by both the Staffordshire FA and The Donna Louise Hospice.





FIRST STEPS

Where do I log-in to complete the application 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.

The membership process contains eight steps. You will find tips throughout this document which should help with each area of the process.

TheFA
Sign In

England
The FA Cup
Wembley
St. George's Park
Women
Take Part
Governance
Shop
More

TheFA
WHOLE GAME

How to guide

Please note that as part of the continuous improvement of Whole Game, the Portal will be unavailable between 6.00am and 9.00am on Wednesday 4th May. The FA apologises for any inconvenience this downtime may cause.

Welcome to Whole Game System

Email / FAN ID:

Password:

Login

Have you forgotten your password?

If you are already a FA registered user get started by logging on with your existing email address or FAN.

To create a FAN ID, please click here



STEP 1

For returning clubs, your membership form will be pre-populated, meaning if there haven't been any changes a lot of the form will already be completed and ready for submission.



If you are not currently registered to administer your discipline online the first box you will see is the image here.

We encourage you to accept this notification as signing-up to online discipline allows you to administer red/yellow cards and suspensions online. Administering your discipline online will save you time & money, give yourself more control over discipline matters, receive no more paperwork, access live data, have access to the system 24/7, and make payments online.

Please note: Step 1 will ask you to accept The FA's terms and conditions before continuing. When the system pre-populates your form it can take a couple of minutes to load all of your club information. Do not refresh the page as this will require you to start the process again.

Please check each stage carefully before going onto the next stage. Enter your club details and accept 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.

Dashboard

Details

Affiliation
2017 - 2018

Safeguarding

Player
Registration

Data Cleansing

Discipline

Matches

Staffordshire Friday Night Football Club Affiliation

How to guide

Season 2017 - 2018

2

Club Officials

Step 2: Assign new season's officials

1

2

3

4

5

6

7

8

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. Additionally, the Club Secretary, Chair and Welfare Officer must have completed the FA Safeguarding for Committee Members (SCM).

+ Add Official

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.

Club Secretary

Joanne Adams

FAN: 631955

Type the first three letters

Volunteer:



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.

At this point we ask that Clubs check their ground details using the Grounds icon which can be found on the left hand menu. Please check each team and include all venues per team.

If the information provided is correct you can re-enter the membership process using the appropriate icon. If the information is incorrect, can you please ensure that the grounds and training venues are inputed for each of your teams.

Dashboard

Details

1

2

3

4

5

6

7

8

Affiliation 2017 - 2018

Safeguarding

Player Registration

Data Cleansing

Discipline

Matches

Staffordshire Friday Night Football Club Affiliation

Season 2017 - 2018

3

Club Grounds

Step 3: Ground allocation

+

Q

Type the postcode/city

Q

Search

10

Ground	City	Post Code	Main	Training	Pitches	
CARDINAL GRIFFIN CATHOLIC HIGH SCHOOL	Cannock	WS11 4AW	<input type="checkbox"/>	<input type="checkbox"/>	4	
CHESLYN HAY LEISURE CENTRE	Walsall	WS6 7JQ	<input type="checkbox"/>	<input type="checkbox"/>	1	
DIMENSIONS LEISURE CENTRE	Stoke-on-Trent	ST6 4ET	<input type="checkbox"/>	<input type="checkbox"/>	7	
OAK PARK LEISURE CENTRE	WALSALL	WS8 7BS	<input type="checkbox"/>	<input type="checkbox"/>	1	
PENKRIDGE LEISURE CENTRE	Stafford	ST19 5RX	<input type="checkbox"/>	<input type="checkbox"/>	1	
SIR STANLEY MATTHEWS SPORTS	Stoke-on-Trent	ST4 2DF	<input type="checkbox"/>	<input type="checkbox"/>	7	

How to guide



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 step 5.

Step 4 is also the step in which you are able to add new teams. You can do this by simply clicking on the **Add Team** button.

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

Dashboard
 Details
 Affiliation 2017 - 2018
 Safeguarding
 Player Registration
 Site Cleaning
 Discipline
 Mail

Staffordshire Friday Night Football Club Affiliation

Season 2017 - 2018

4

Teams and County Cup Entries

Step 4: Adding and removing teams, team officials, and County Cup entries

1 2 3 4 5 6 7 8

Please review County Cups and Leagues for all teams.

Staffordshire Friday Night Football Veterans Stapenhill	Edit	Team Folding
Edit Cups and League		
Staffordshire Friday Night Football Veterans Abbey Hulton United	Edit	Team Folding
Edit Cups and League		
Staffordshire Friday Night Football Veterans Nomads	Edit	Team Folding

How to guide

☒ 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


TheFA





STEP 5


At this point, you are asked to upload your insurance (Public Liability and Personal Accident) documents and previous seasons accounts. If you would like to purchase either set of insurance, please tick the relevant box and make the purchase during step 6. Insurance is provided by Sportsguard.


Should you choose to upload your own documents and the minimum requirement(s) are not met, your affiliation application will be rejected and you will be required to either upload and additional policy or make the purchase via Staffordshire FA.



Details


In Progress


Affiliation
2016 - 2017


Club Officials


Discipline


Club Players

5

Supporting Documentation
Step 5: Supporting documentation upload or declaration

1

2

3

4

5

6

7

8

Documents

Staffordshire FA - Personal Accident Insurance Certificate - Club Affiliation

Browse...

Expiry date

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



However, it is up to you what else you purchase.

At this stage you will also be able to add a £1.00 donation to our charity partner, The Donna Louise Hospice, which will be matched by The Association.

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STEP 7

This page will summarise everything you are wishing to purchase as part of your membership and the 2019/20 cup entries. 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 Membership’ fee is listed and then a ‘Club Membership 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 Membership’ description but this does not mean that you have paid twice for that team.

Dashboard

Details

In Progress

Affiliation 2017 - 2018

Safeguarding

Player Registration

Data Cleansing

Discipline

Staffordshire Friday Night Football Club Affiliation

Season 2017 - 2018

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Affiliation - Summary Page

Step 7: Summary of affiliation fees

1

2

3

4

5

6

7

8

Total: £323.00 (inc. VAT)

Teams and Fees

1 x Club Affiliation - Veterans Football

24 x Club Affiliation per Team - Midweek Football (male)

30 x Club Affiliation per Team - Veterans Football

£38.00

£24.00

£30.00

Products

1 x Personal Accident Insurance (Adult Team) - Deposit

1 x Personal Accident Insurance (Adult Team) - Remaining Balance

1 x Public Liability Insurance for Clubs (Step 7 and below)

£20.00

£190.00

£21.00

Total: £323.00

No teams have been entered into competitions



STEP 8

The final step will confirm with you that your membership 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.

Dashboard

Details

Affiliation
2017 - 2018

Safeguarding

Player
Registration

Data Cleansing

Staffordshire Friday Night Football Club Affiliation

How to guide

Season 2017 - 2018

8

Charges

Step 8: Summary of charges

1

2

3

4

5

6

7

8

Total: £323.00 (inc. VAT)

Affiliation Number

Affiliation Details

Your affiliation form has been submitted to your County FA and is awaiting their review. Once it has been reviewed, you will be invoiced to pay for your affiliation

Club Affiliation

Products

Teams

Total

£38.00

£231.00

£54.00

£323.00



FREQUENTLY ASKED QUESTIONS

Q: Why can't I log-in?

A: 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.

Q: Can I change my club name mid-season?

A: Clubs are permitted to change their name mid-season however, this can only be done providing you have approval from your league the County FA.

Q: Do I need to provide my ground address?

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

Q: What are Mandatory Contacts?

A: Secretary, Chairman, Treasurer and Club Welfare Officer. These need to be completed; correct details are needed for

all contacts address, date of birth, telephone number and email.

All Youth teams require a named manager who holds a valid CRC on the Whole Game System. No one manager can be named against more than 4 teams.

Q: Does my Club need a Welfare Officer?

A: 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. For further information please contact jan.scott@staffordshirefa.com.



Q: Do you require all of our Team Details?

A: 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.

Q: Is it compulsory to enter a County Cup competition?

A: All clubs must enter a County Cup Competition where suitable. If we host a competition in the particular age group it is compulsory to enter. Please refer to the County website in order to view a list of competitions.



Staffordshire Football Association,
Dyson Court,
Staffordshire Technology Park,
Beaconside, Stafford, ST18 0LQ
www.staffordshirefa.com