



# Staffordshire FA

Club Membership  
2020/21







## INTRODUCTION

Membership for the 2020/2021 season is now OPEN! This document aims to provide you with a step by step guide in how to complete your club 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 2020/2021 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](mailto:support@staffordshirefa.com)

PLEASE NOTE: If you are a NEW club, you are required to contact the office on **01785 256994** or email [support@staffordshirefa.com](mailto:support@staffordshirefa.com) in order for us to provide you access to the Whole Game System. Until you have access to this 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 not hesitate to get in touch with the team if you encounter any issues or are unsure about any element.



## COVID-19 UPDATE

The Football Association has now issued further guidance to all grassroots football clubs since the relaxation of the Governments lockdown policy. In line with Government advice, issued on the 1st June 2020, the following outdoor football activity is currently permitted:

Playing football individually e.g. practice of individual skills or fitness activities.

Playing football with your family or other people living in your household

Football training or fitness activities in groups of no more than six, keeping two meters apart at all times. Sharing of equipment should be kept to a minimum and strong hand hygiene practise should be in place before and after. Physical contact with anyone outside of your home is not permitted, therefore, playing of any games (small sided or full) is also not permitted at this time. Avoid meeting in groups of six in busy or overcrowded areas, if it is not possible to maintain social distancing at all times.

Football coaches can now undertake small group sessions of up to six people (including the coach), but are reminded to follow the The FA safeguarding policy when coaching/working with children. This must include risk assessing the activities, gaining consent from parents/carers and ensuring you are insight of another adult e.g. parent/carer or another coach, and that the ratio of coach to different age-groups of children is appropriate. For clarity, the additional parent/carer or coach is not

included as part of the group of six but must remain in sight of the activity.

It is permissible for coaches to organise a training session that has two or more groups of six (including the coach) involved as long as the groups of six are kept separate, everyone is socially distancing, and strict hygiene measures are in place with any equipment.

Football coaches working with people with impairments must ensure they can adequately cater for any additional needs whilst still avoiding physical contact and maintaining social distancing. Individuals should follow Government guidance relevant to their own impairment or health condition.

Please be reminded, if any individual is symptomatic, living with a person with a possible COVID-19 infection or if you are classified as extremely vulnerable on health grounds, the guidance is that you should remain at home.

The FA continues to work closely with the Department for Digital, Culture, Media & Sport (DCMS) and Sport England in order to provide good practice guidance for those responsible for delivering difference aspects of grassroots football and we will share further information as soon as possible.

Please visit our website for the latest information:  
<http://www.staffordshirefa.com/covid-19-faqs>





## BENEFITS OF BEING A MEMBER OF THE STAFFORDSHIRE FA

Every club in the county 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 FA. There are a number of benefits that membership of the Staffordshire FA will provide as follows:

### **Authorised to play organised football:**

Membership to the 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 Sportsguard. Your insurance cover will also provide support and guidance should a claim need to be made. Further details can be found on our website: <http://www.staffordshirefa.com/players/player-support/insurance>

### **Discounted Personal Accident Insurance:**

Your club membership provides you with access to our discounted rate of personal accident insurance which covers each of your players for £125 per week for loss of earnings plus a whole host of other benefits. For further details, please see our website: <http://www.staffordshirefa.com/players/player-support/insurance>

### **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. For the list of sanctioned Leagues within the county, please click on this link: <http://www.staffordshirefa.com/leagues-and-clubs/county-leagues>

### **Access to Funding Opportunities:**

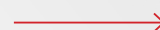
All member clubs will have access to numerous sources of funding throughout the football season. This may be set up new teams, improve facilities or work on a new initiative programme. County FA staff will be on hand to support any club with funding applications. For more details, please see our website: <http://www.staffordshirefa.com/leagues-and-clubs/finance/facilities-grants-and-funding>

### **Discount with Suppliers:**

Membership to Staffordshire FA supplies clubs to access to our 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 kite mark for clubs that in turn leads to further benefits. Please see the attached link for more information; <http://www.staffordshirefa.com/leagues-and-clubs/charter-standard>







#### **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 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 on line platform to complete club administration. For more information, click on this link to take you to our website: <http://www.staffordshirefa.com/leagues-and-clubs/club-management/online-club-administration>

#### **Access to Qualified Referees:**

As a member to Staffordshire FA, your team will have access to over 900 registered referees 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 be 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 knockout competition. Please see attached link for more information: <http://www.staffordshirefa.com/cups-and-competitions>

#### **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.

#### **Grounds person of the Year Award:**

Alongside the Community Awards, Staffordshire FA also provide a Grounds person of the Year award. Any club grounds staff 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.

#### **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 Membership and 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. For full details of how safeguarding is embed within the county, see our website: <http://www.staffordshirefa.com/about/rules-and-regulations/safeguarding-and-welfare>





## 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. (Please see page 8 for details of these requirements)
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 requirements 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. Please see pages 10, 11 and 12 for further details.**



## SAFEGUARDING

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 our game and to develop policy and procedures to support this aim.

### Safeguarding Requirements

The FA have implemented temporary changes to DBS checks in football for the period that football is suspended due to COVID-19, up to and including the start of the 2020/2021 season – see below:

- All volunteers carrying out regulated activity with Under 18's (in accordance with DBS guidance) require an Enhanced DBS with a check of the Children's Barring List before they commence their role within football. This is current practice and will remain in place. However, we ask that new DBS checks are not submitted whilst football activity remains suspended.

**For the avoidance of doubt, volunteers will not be permitted to carry out regulated activity with Under 18's until they have obtained a DBS check.**

- All individuals whose DBS are due to expire between the 1st March and 1st October 2020 will not be required to renew their DBS checks until one year after the scheduled date of expiry. The FA currently requires DBS checks to be renewed every three years in accordance with industry standards and best practice. However the decision has been

made to extend that to four years, in these limited circumstances, on the basis of the current health crisis and associated difficulties in DBS check renewal and the fact that these individuals already hold a DBS which has been accepted by the FA.

Please note that the changes outlined above are temporary and the FA reserve the right to review and amend the position, including to reflect changes in legislation and/or statutory guidance with respect to the COVID-19 pandemic and further clarity on when football activity will resume. The above changes are made to support the footballing family in the immediate term and to support a return to football in the longer term whilst ensuring the FA's commitment to safeguarding remains in place.

The following temporary changes to The FA's safeguarding affiliation requirements have been made by The FA in response to COVID-19:

Lifted the requirements within WGS to enable County FA's affiliated teams where:

- a) A coach/manager and/or assistant does not hold an in-date accepted FA DBS check;
- b) A Club Welfare Officer (CWO) does not hold an in-date accepted DBS Check;
- c) A CWO has not completed the relevant safeguarding training - Safeguarding Children Workshop (SCW), Welfare Officer Workshop (WOW), and Online Safeguarding for Committee Members (SCM)

Table 1 summarises the changes to the club membership process in relation to Club Welfare Officers (as a result of COVID-19):

Role	Club Membership Requirement	Changes in light of COVID-19
New Club Welfare Officers	1) SCW, WOW, SCM 2) In-Date DBS Check	1) Require SCM 2) Lift Requirements for CWO's to have SCW/WOW and in-date DBS Check to enable affiliation
Existing Club Welfare Officers	1) As above 2) "In-date" SCW using free online re-certification course from 2021/2022	1) Lift CRM requirement for DBS check to enable affiliation. 2) For DBS expiring 1st March 2020 to 1st October 2020, extended by 12 months

Table 2 summarises the changes to the club membership process in relation to coaches (as a result of COVID-19):

Role	Club Membership Requirement	Changes in light of COVID-19
Coaches, Managers and Assistants in under-18s teams	1) In-date DBS check requirement for membership 2) Minimum 1 named coach/team 3) Named coach must have SCW by 2021/2022	1) For DBS checks expiring 1st March 2020 to 1st October 2020, extended by 12 months 2) Lift CRM requirement for DBS check, to enable membership
Coaches, Managers and Assistants, in FA Charter Standard Clubs with under-18s teams	1) As above 2) FA Charter Standard clubs are required to have one coach per youth team, with FA Level 1 and in-date SCW	1) For DBS checks expiring 1st March 2020 to 1st October 2020, extended by 12 months 2) The requirement for FA Level 1 coach per youth team has been paused



Table 3 summarises the qualifications required for each role within a football club:

Role	DBS Check	Safeguarding Children Workshop	Emergency First Aid	Welfare Officer Workshop	Level 1 Minimum	Code of Conduct	Online Safeguarding Committee Members
Chairman	No	No	No	No	No	Yes	Yes
Secretary	No	No	No	No	No	Yes	Yes
Treasurer	No	No	No	No	No	Yes	Yes
Welfare Officer	No	No	No	No	No	Yes	Yes
Manager	Yes	Yes	Yes	No	Yes	Yes	No
Coach (C/S)	Yes	Yes	Yes	No	Yes	Yes	No
Coach (Non C/S)	Yes	Yes	Best Practice	No	Best Practice	Yes	No
Ast Manager/Coach	Yes	Yes	No	No	Best Practice	Yes	No
First Aider	Yes	Yes	Yes	No	No	Yes	No
Committee Member	No	No	No	No	No	Yes	Yes
Player Reg Officer	No	No	No	No	No	Yes	No
C/S Coordinator	No	No	No	No	No	Yes	No
Groundsman	No	No	No	No	No	Yes	No
Parent Helper	Yes	No	No	No	No	Yes	Best Practice

## SAFEGUARDING VALIDATION VISITS

Staffordshire FA are required under the FA's Annual Safeguarding Operating Standards to complete unannounced safeguarding validation visits to a minimum of 13% of its youth clubs by 30th April each calendar year.

Following any club visit, we will action any recommendations to ensure that safeguards are actively in place across all clubs in Staffordshire. This will initially be in the form of an action plan but may lead to further visits in due course if required.

These visits allow county officials an opportunity to gather feedback from players, parents, coaches and clubs with regards to safeguarding within their club which can be used to inform decision making.

If the County becomes aware of an application either at the point of membership or for FA Charter Standard that may be inaccurate they will check and challenge the club initially, however a validation visit could be considered if there are any doubts about the authenticity of the data submitted.

# 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.

Temporary Total Disablement (Employed) - £125 per week	Emergency Medical Expenses - up to £500
Temporary Total Disablement (Unemployed/Students) - £20 per week	Broken Bone (Arms, Legs, Collarbone, Cheekbone or Jaw) - £200
Life Insurance (death by natural causes) - £10,000	Broken Bone (Hands, Fingers, Feet or Toes) - £50
Accidental Death - £20,000	Broken Bone (Ribs) - £50
Funeral Expenses (in the event of an Accidental Death) - claim up to £1,000	Broken Bone (Hip) - £150
Permanent Disability (Including Permanent Total Disability) - up to £40,000	Broken / Damaged Sports Glasses (prescription glasses only) - up to £50
Tetraplegia / Quadriplegia - £40,000	Dislocation (Hip, Knee, Shoulder or Elbow) - £200
Triplegia / Paraplegia - £20,000	Facial & Bodily Scarring - up to £250
Disability Assistance Expenses - up to £5,000	Hospital Benefit - £25 per night
Permanent Loss of sight, limbs, speech, organ - £20,000	Damage to clothing by a medical practitioner - up to £50
Permanent Loss of hearing - Both Ears: £20,000 - One Ear: £8,000	Coma Benefit - £25 per day
Concussion - £2,500	Legal Advice or Counselling - Covered
Snapped / Ruptured Achillies Tendon, Anterior Cruciate - £250	Physiotherapy - 50% of costs for up to 6 sessions up to £40 per session
Childcare Expenses - Subject to a capital benefit claim £400 per month	Student Tutorial Benefit - for up to 26 weeks up to £35 per week
Chauffeur Expenses - Subject to a capital benefit claim £400 per month	Workplace Retraining Expenses - up to £2,500
Additional Travel Expenses - £25 per week	Academic Examination Re-take - up to £2,500
	Medical Certification Expenses - up to £50





## Youth Team Cover

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

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:

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



# FIRST STEPS

Please visit <https://wholegame.thefa.com> and enter your email 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.

The screenshot shows the 'TheFA' logo at the top left, followed by a 'Sign In' button. Below this is a navigation bar with links: 'England', 'The FA Cup', 'Wembley', 'St. George's Park', 'Women', 'Take Part', 'Governance', 'Shop', and 'More'. The main heading is 'WHOLE GAME' in large blue letters. To the left of this heading is the FA crest. Below the heading is a 'How to guide' button. A blue information box states: '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.' The central login area is titled 'Welcome to Whole Game System'. It contains two input fields: 'Email / FAN ID:' and 'Password:'. Below these is a 'Login' button and a link 'Have you forgotten your password?'. A note below the login button says: 'If you are already a FA registered user get started by logging on with your existing email address or FAN.' At the bottom of the login area is a link: 'To create a FAN ID, please click here'. The footer of the page is 'TheFA'.

## 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 prepopulates 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.

The screenshot shows the 'Staffordshire Friday Night Football Club Affiliation' page for the 'Season 2017 - 2018'. The page is titled '2 Club Officials' and 'Step 2: Assign new season's officials'. A progress bar at the top right shows steps 1 through 8, with step 2 highlighted. A blue information box contains a note: '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)'. Below this is a '+ Add Official' button. The 'Club Volunteers' section has a text input field and a note: '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'. The 'Club Secretary' section shows 'Joanne Adams' with a 'FAN' dropdown set to '631955' and a search field 'Type the first three letters'. There is also a 'Volunteer' checkbox.

## 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. 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 inputted for each of your teams. 20 Please check each team and include all venues per team.

The screenshot shows the 'Staffordshire Friday Night Football Club Affiliation' page for the 'Season 2017 - 2018'. The page is titled '3 Club Grounds' and 'Step 3: Ground allocation'. A progress bar at the top right shows steps 1 through 8, with step 3 highlighted. Below the title is a search bar 'Type the postcode/city' and a 'Search' button. Below this is a table with columns: Ground, City, Post Code, Main, Training, Pitches, and an icon column. The table contains the following data:

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	
PENKIDGE 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	



## 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

The screenshot shows the 'Staffordshire Friday Night Football Club Affiliation' page for the 'Season 2017 - 2018'. The page is titled 'Teams and County Cup Entries' and includes a progress bar with steps 1 through 8, with step 4 highlighted. A sidebar on the left contains navigation links: Dashboard, Details, Affiliation 2017 - 2018, Club Officials, Discipline, and Club Players. The main content area lists three teams: 'Staffordshire Friday Night Football Veterans Stapenhill', 'Staffordshire Friday Night Football Veterans Abbey Hulton United', and 'Staffordshire Friday Night Football Veterans Nomads'. Each team has an 'Edit' link, a 'Team Folding' checkbox, and an 'Edit Cups and League' button. A blue banner at the top of the main content area says 'Please review County Cups and Leagues for all teams.' On the right, there are two checkboxes: 'I confirm I have reviewed County Cups for all teams' and 'I confirm my League entries are correct', both of which are checked. Below these are buttons for 'Previous Step', 'Add Team', 'Save', and 'Save and Continue'.

## 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 an additional policy or make the purchase via Staffordshire FA.

The screenshot shows the 'Staffordshire FA - Personal Accident Insurance Certificate - Club Affiliation' page for the 'Season 2017 - 2018'. The page is titled 'Supporting Documentation' and includes a progress bar with steps 1 through 8, with step 5 highlighted. A sidebar on the left contains navigation links: Details, Affiliation 2017 - 2018, Club Officials, Discipline, and Club Players. The main content area has a 'Documents' section with a 'Browse...' button for uploading a document. Below this is an 'Expiry date' field with a calendar icon. At the bottom, there is a checkbox labeled 'If you do not yet have a Personal Accident Insurance document:'.

## STEP 6

At this stage you can select the items in which you would like to purchase as part of your membership. Please remember to ensure you include payment for both Public Liability and Personal Accident Insurance.

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.

Staffordshire Friday Night Football Club Affiliation

Season 2017 - 2018

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

Products

Product	Quantity	Price (£)	VAT Rate	Product Total (£)
Adult Defibrillator Pads & Charge Pack	0	£99.79	0% (XPT)	£0.00
Benevolent Fund	0	£0.00	0% (ZRO)	£0.00
Charitable Donation	0	£1.00	0% (ZRO)	£0.00
County Handbook	0	£6.00	0% (ZRO)	£0.00
Infant/Child Defibrillator Pads	0	£82.11	0% (ZRO)	£0.00
Koopak Kids Instant Ice Pack 15x15cm (Pack of 20)	0	£10.32	0% (ZRO)	£0.00
Koopak Kids Instant Ice Pack 15x15cm (Pack of 80)	0	£37.44	0% (ZRO)	£0.00

## STEP 7

This page will summarise everything you are wishing to purchase as part of your membership and the 2020/21 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 separated. 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.

Staffordshire Friday Night Football Club Affiliation

Season 2017 - 2018

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

**Total: £323.00 (inc. VAT)**

**Teams and Fees**

1 x Club Affiliation - Veterans Football	£38.00
24 x Club Affiliation per Team - Midweek Football (male)	£24.00
30 x Club Affiliation per Team - Veterans Football	£30.00

**Products**

1 x Personal Accident Insurance (Adult Team) - Deposit	£20.00
1 x Personal Accident Insurance (Adult Team) - Remaining Balance	£190.00
1 x Public Liability Insurance for Clubs (Step 7 and below)	£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.

The screenshot shows the 'Staffordshire Friday Night Football Club Affiliation' page for the 'Season 2017 - 2018'. The page is titled 'Charges' and is 'Step 8: Summary of charges'. A progress bar at the top right shows steps 1 through 8, with step 8 being the current step. The main content area displays a 'Total: £323.00 (inc. VAT)' in a blue box. Below this is a section for 'Affiliation Number' with a text input field. Further down is the 'Affiliation Details' section, which includes a message: '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'. To the right of this message is a table showing the breakdown of charges.

Affiliation Details	
Club Affiliation	£38.00
Products	£231.00
Teams	£54.00
<b>Total</b>	<b>£323.00</b>

Additional information relating to our membership package can be found on our website <http://www.staffordshirefa.com/leagues-and-clubs/club-management/membership>



**FOR  
ALL**

[www.staffordshirefa.com](http://www.staffordshirefa.com)