



# Cheshire FA

## Club Affiliation Season 2022-23

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### FREQUENTLY ASKED QUESTIONS

Update on May 2022

#### INSURANCE

Q. When does my Club Insurance expire?

A. The current NGIS Group Personal Accident & Public Liability (PA & PL) insurance certificates expires on the 30<sup>th</sup> June 2022.

Whole Game System – WGS Log-in error

Q. Why do I get an error when trying to log-in to WGS?

A. If you get the error saying your email is on more than one account when you try to login please click the link below and try to claim your email.

The FA had a new release into Whole Game System which should allow you to login after you have claimed your email address.

If you follow the steps within the below article you should be able to claim your account and successfully login in the future:

<https://grassrootstechnology.freshdesk.com/support/solutions/articles/48001080323-wgs-login-my-email-exists-on-more-than-one-account>

Any further problems contact: [myaccount@thefa.com](mailto:myaccount@thefa.com)

**PAYMENT** - Please do not send cheques as payment for your affiliation. Use BACS transfer and email us at [invoices@cheshirefa.com](mailto:invoices@cheshirefa.com) or use Whole Game System Portal to pay by Credit/ Debit card.

#### CLUB MEMBERSHIP

Q. What is Club Affiliation?

A. Clubs are required to affiliate each season. Affiliation is the process by which clubs **“register” with Cheshire FA, allowing them to play affiliated football for the new season. It involves telling Cheshire FA which teams you’ll be running, which County Cups and leagues they will be entering, as well as the key officers and team officials involved in running your club.**

Q. How will I know when I can start the affiliation process?

A. Cheshire FA affiliation window is open from **23<sup>rd</sup> May 2022 until Friday 29<sup>th</sup> July 2022**. Within Whole Game System **you will see an “Affiliation Available” link on your Club Dashboard. When first opening, it may take your form a few minutes to populate depending on the number of teams in your club. The data is populated at this stage to ensure that the information in your affiliation form is as up-to-date as possible.**

Q. WGS says my email address is on more than one account, how can I login?

A. Please click here for a guide on this issue:

<https://grassrootstechnology.freshdesk.com/support/solutions/articles/48001080323-wgs-login-my-email-exists-on-more-than-one-account>

**If this doesn't work please email [myaccount@thefa.com](mailto:myaccount@thefa.com)**

Q. I know my email address but cannot remember my password, how can I reset this?

A. You can use the FA Password Re-Set function which can be accessed from here:

<https://grassrootstechnology.thefa.com/support/solutions/articles/48000983042-how-to-sign-in-with-your-fa-account>

Please read the instructions fully when using the password re-set function.

Q. Is there any guidance on how to complete the affiliation form?

A. Yes, please click here:

<https://grassrootstechnology.thefa.com/support/solutions/articles/48001182757-club-affiliation-full-guidance>

Q. Can I do my Club Affiliation in stages?

A. You can complete your Club Affiliation in more than one session if you wish. Make sure you click on **“Save Changes”** as you work through the form, and if you leave it and come back later, the form will be saved at the stage you left it.

Q. How do I change my Club details?

A. The first step of affiliation asks you to confirm your club details are correct. If any of these need to be amended, click on the edit link (the pencil icon) and you can update and save your club details.

Q. Can I amend my Club Name?

A. No. You cannot amend your club name through the online affiliation form – if your club name, or legal status has changed, please use this form to request to change your club name:

<https://app.smartsheet.com/b/form/3f0907276d8b49b9a223a2877108a886>

Q. What if my Club Legal Name is blank?

A. Only clubs that are incorporated and therefore have a legal company name and number should provide these details. If your club is Not Incorporated (Members Club) then the Legal Name should be left blank.

Q. Do I have to enter a Club Sponsor?

A. The club sponsor should only be completed if you have a club sponsor confirmed for the following season.

Q. Which Club Officers must I provide?

A. Every club must provide a Secretary, Chairman and Treasurer, and clubs which are running an U18 team or younger must provide the details of their Club Welfare Officer.

## **SAFEGUARDING**

Q. What are the requirements for Club Officials?

A. If a club runs one or more teams U18 or younger, their Secretary, Chairman and Treasurer and **Club Welfare Officer must have taken the online “Safeguarding for Committee Members” course** (which takes around 40 minutes). Please click here:

<https://falearning.thefa.com/enrol/index.php?id=77> to login.

Q. What are the requirements for a Club Welfare Officer?

A. Every club which runs an U18 team or younger must have a Club Welfare Officer. To nominate an individual as a Club Welfare Officer, the person must have an In-Date accepted DBS Enhanced FA CRC Check. In addition, they must either have already attended a Safeguarding Workshop and a **Welfare Officer Workshop, or you must arrange a “County Action Plan” with Cheshire FA** Safeguarding Manager, Nadine Crane to ensure the individual attends these workshops. Note that the County Action Plan is now set with a default time period of ninety days.

If a Club Official needs to take The FA Safeguarding Children re-certification then please click here: <https://falearning.thefa.com/course/view.php?id=261>

### **PUBLIC LIABILITY INSURANCE**

Q. Do I have to provide details of Public Liability Insurance (also known as Legal Liability Insurance)?

A. Public Liability Insurance (which covers the club against Third Party claims) is mandatory for all clubs, and you either have to provide evidence you have purchased it for the coming season within the Club Affiliation form, or purchase it from Cheshire FA as part of the affiliation process.

### **PERSONAL ACCIDENT INSURANCE**

Q. Do I have to provide details of Personal Accident Insurance?

A. Personal Accident Insurance (which covers players against injury) is mandatory for all open-aged and youth teams and you can purchase PA via Bluefin sport or another insurance provider and upload your 22-23 Insurance Certificate for the County Staff to verify.

### **ROLES IN WHOLE GAME SYSTEM**

**Q. What do I do if I can't find a person to add to a role?**

A. The Club Affiliation form only allows you to assign roles to people who are already recorded as **being associated with your club, or to search for them using the “Add Member” option. If you wish to add a role to someone who does not appear on the Club Affiliation form and cannot be found using “Add Member”, please contact Cheshire FA who will be able to add them to your club.**

Q. Why am I being asked to record Volunteers?

A. We are asking clubs to record whether club and team roles are voluntary, as well as recording the estimated number of volunteers who are involved in the running of the club. The FA are looking at how best they can support them through a new FA Volunteer Strategy.

Q. Am I required to assign named Managers and Coaches to Teams?

A. All teams aged U18 and below are required to have either a manager or coach named, and you may also nominate assistant managers, assistant coaches, goalkeeping coaches, first aiders and physiotherapists. These individuals must have an accepted in-date (less than three years) DBS Enhanced FA CRC Check for Cheshire FA to approve your club affiliation application.

Note that one individual cannot be nominated as the main manager/coach/assistant manager/assistant coach for more than four teams, even if these teams are from different clubs. For more details, please contact Cheshire FA.

## GROUNDS

Q. Can I update my Club Grounds?

A. Yes, you can now update your Club Grounds via the Club Affiliation form, using the option to **search for a ground which will access the Football Foundation's Pitchfinder database of grounds.** Before Cheshire FA will allow you to affiliate for the 2022-23 season you need to assign a **main ground and a training ground to each team at your club. If you can't find the grounds each of your teams currently play and train at, you can add in a new ground in by clicking the '+' button.**

## TEAMS

Q. Do I need to review all of my teams?

A. Yes, although the Club Affiliation form will present you with a pre-populated set of teams (based **on projecting last season's teams**) you will need to check each team, ensuring their league and cup entries are correct, and ensuring any managers and coaches are added for the teams.

Q. How do I remove a Team?

**A. If you need to remove a team (i.e. report that it won't be running next season) then check the box called "Team Folding" box next to the team. You will be asked to provide one or more reasons why the team is not continuing for the new season. Please give the best option(s) available. When your affiliation form is processed, this team will be discontinued.**

Q. Do I need to check Leagues for each of my teams?

A. Yes, although each team will normally be entered in the same league as the previous season, you should make sure teams are in the correct league, or this will cause problems when your league is sanctioned.

Q. What is an U5/U6 Development Group?

A. U5 and U6 Development Groups can now be recorded within affiliation and NGIS Personal Accident Insurance is free for this age group. This provides the club with the ability to record these activities, align coaches and fulfil their safeguarding procedures for these groups. These age groups cannot play fixtures and cannot be placed in leagues.

Q. What is a Team Suffix?

A. The team suffix is part of the Team Name, and is used to differentiate teams of the same age group and gender within a club. E.g. if a club has two U12 boys teams, it could add the suffixes red and blue to the two teams. The suffix is added after the Club Name and the age group (if relevant). **e.g. Wembley U12 "Blue" or Wembley U12 "Red". A team suffix for an open-aged team called "Firsts" would mean the team is called "Wembley Firsts".**

**Q. When should I add "Mixed" as a team gender?**

A. **"Mixed" can only be added for teams at U18 and younger and should only be recorded when a team will be comprised of boys and girls.**

## COUNTY CUPS

Q. Which County Cups can I enter?

A. When you select the dropdown list of County Cups, you will only be offered the cups for which the team concerned is eligible. Please contact your Cheshire FA should you require further assistance.

**Q) Why doesn't an option for the County Cup appear for my team?**

A) Cups have a Criteria; therefore, the setup of your team must be the same as the cup. For example, the Minor Cup is for U12 to U13 Teams and the format of football for this competition is set as 11v11, therefore your team must be in the correct age group and be set as 11v11. In your League you may be playing 9v9 but for the purposes of affiliation you would need to select 11v11 when setting up your team.

## SUBMISSION OF AFFILIATION FORM

Q. What happens when I submit my Club Affiliation Form?

**A. When you click on "Submit for Approval" the Whole Game System will first check that you have not made any obvious errors in your Club Affiliation form (e.g. declared you wish to buy Public Liability Insurance from Cheshire FA, and then not purchased the appropriate product) and then the form will be sent to Cheshire FA, who will review it and ensure it is correct (e.g. if you have uploaded an insurance certificate, they will ensure it is valid). Once it has been submitted, you cannot amend any of the details within the Affiliation form.**

## PAYMENT

Q. Do I have to pay my Club Affiliation Fee immediately?

A. Within 14 days of the invoice.

Q. Do I have to pay my Public Liability Insurance immediately?

Cheshire FA will not ask our clubs to pay the insurance fees immediately and will review your affiliation application before invoicing you. You can choose to pay your fees any time once the invoice has been generated.

Q. When is the final date I will need to pay the invoice?

Invoice Terms for Season 22-23 are 14 days

Q. What credit/debit cards are acceptable?

A. You will be able to use all leading credit and debit cards. Please note that American Express is not accepted, however.

Ends.