



WHOLE GAME SYSTEM

League Sanctioning in Portal

Version 4.0 – May 2017

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Key Changes for 2017-18

The sanctioning process for season 2017-18 has seen one key change made, which is the introduction of the concept of “Development Groups”. Although this has been introduced predominately to reflect the requirements of the youth review, this provides leagues and counties with the flexibility of sanctioning for competitions across all age groups.

Prior to the introduction of Development Groups, all teams within a league had to be assigned to one division, and a team was not permitted to be a member of more than one division. Although this is reflective of the traditional “season long” concept of a league division, in which a team plays all of its games (aside from cup games) it is increasing common in youth football, and particularly within the developmental age groups that teams would be grouped with other teams for part of the season, then put into a new group with new teams for another part of the season (e.g. a team may be part of the U8 Autumn Orange group, then moved to the U8 Winter Green group). This could not be reflected in the sanctioning process.

The changes made allow a “division” to be tagged as being a “development group” and a team is permitted to be assigned to more than one development group, but the restriction of only one division remains.

Functionality will also be added to the Whole Game System Portal to allow leagues to make changes and updates to divisions and development groups during the season, to reflect changes made after the sanctioning has been completed.



Access and Logging In

Whole Game System can be accessed via <https://wholegame.thefa.com> – to login to Whole Game System you will need to know your FAN (FA Number) and password (the password is the same as you may have used for Members Services).

Welcome to Whole Game

Email / FAN ID:

Password:

[Have you forgotten your password?](#)

If you do not know your password, then there is a forgotten password link which will allow you to reset it. If you have problems logging in, please contact your County Football Association.

My Roles

When you log in to the WGS Portal, you will see all Roles that have been assigned to you will be displayed and linked (as long as they have an online element).

Only the **League Secretary** and **League Chairman** roles can access the League Sanctioning process.

The screenshot shows the 'My Roles' page in the Whole Game System. At the top, there is a navigation bar with three items: 'All Home' with a house icon, 'Club Secretary Red Heathens' with a shield icon, and 'League Secretary Ashford & District Sunday League' with a house icon. Below the navigation bar, the page title is 'My Roles'. On the left side, there is a sidebar with three items: 'Dashboard' with a red and white logo, 'My Account' with a person icon, and 'Invoices' with a document icon. The main content area is a table with the following data:

Organisation & Role
Ashford & District Sunday League Secretary
Red Heathens Secretary
Red Heathens Treasurer

League Dashboard

The League Dashboard will confirm the current overview including League Details, Address Details and League Officials.

From here, you will also be able to enter the League Sanction application for the coming season by selecting the icon on the left hand menu, as highlighted below. If this icon does not appear, this is because your County Football Association has not yet opened up League Sanctioning for the new season.

The screenshot shows a web application interface for a league dashboard. At the top, there are three tabs: 'All Home', 'Club Secretary Red Heathens', and 'League Secretary Ashford & District Sunday League'. The main content area is titled 'League Dashboard' and contains several sections:

- League Details:** A table with the following information:

League Name	Ashford & District Sunday League
League Id	5801
Founded	1960
County	Kent FA
Sponsor	
Online Administration	Inactive
- Address Details:** A section with an edit icon and the label 'Address'.
- Sanction:** A section with a dropdown arrow and the following information:

Season 2013 - 2014:	Sanctioned
Season 2014 - 2015:	Pending
- League Officials:** A table with the following information:

Chairman	Alan Speakman
Treasurer	Alan Speakman
Secretary	Fiona Spicer
- Charter Standard:** A section with the text 'None'.

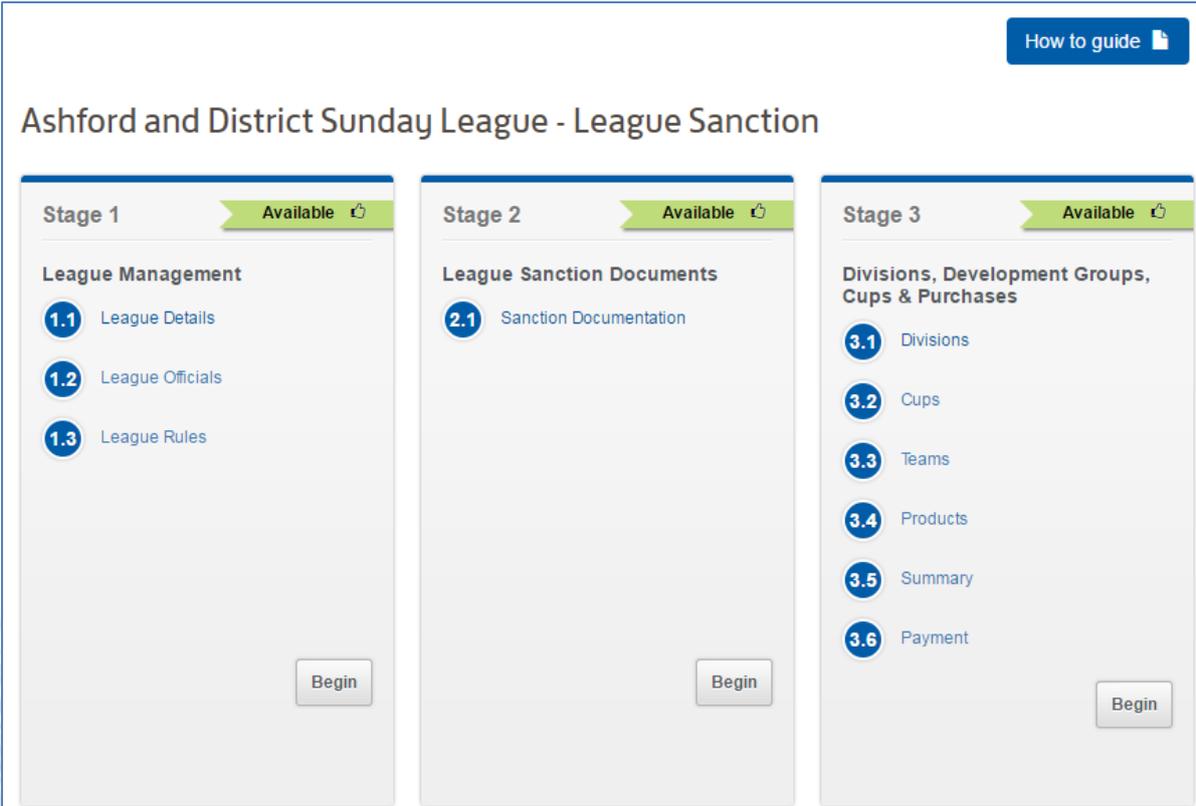
On the left-hand side, there is a vertical menu with icons for 'Divisions', 'Sanction 2014 - 2015' (highlighted with a green 'Available' banner), and 'Teams'.

End

League Sanction Application

League Sanctioning in Whole Game System is separated into three different stages. You may complete these stages separately as required, and may part complete a stage and return to it at a later time, as all details will be saved. The three stages are League Management, League Sanction Documents and Divisions, Development Groups, Cups & Purchases.

The home page of the League Sanction application will provide an overview of each Stage along with the status. You may complete the Stages in any order you wish, only when all are marked as Submitted will the application be processed by your County Football Association.



The screenshot displays the 'Ashford and District Sunday League - League Sanction' application interface. At the top right, there is a 'How to guide' button with a document icon. The main content area is divided into three columns, each representing a stage of the application process. Each stage is labeled 'Available' with a checkmark icon and has a 'Begin' button at the bottom.

- Stage 1: League Management**
 - 1.1 League Details
 - 1.2 League Officials
 - 1.3 League Rules
- Stage 2: League Sanction Documents**
 - 2.1 Sanction Documentation
- Stage 3: Divisions, Development Groups, Cups & Purchases**
 - 3.1 Divisions
 - 3.2 Cups
 - 3.3 Teams
 - 3.4 Products
 - 3.5 Summary
 - 3.6 Payment

Once you have entered a Stage, you may navigate between items using the circular icons in the top right of the page.

Stage 1: League Management

1.1 League Details

The first element of Stage 1 is the confirmation of League Details.

If the information displayed is incorrect or you have additional data to enter (i.e. League Website, Twitter ID etc.) you can use the pencil icon highlighted below.

This section also requires you to enter the start date and end date of your league season.

League Details	
League Name	Ashford & District Football League
League Id	5800
Email Address	
Address	Wembley National Stadium Ltd Wembley Middlesex HA9 0WS
Website Address	http://www.thefa.com
Twitter	
Facebook Page	
Phone Number	
<input checked="" type="checkbox"/> I confirm that these league details are correct	
<input checked="" type="checkbox"/> I agree to the FA Terms and Conditions	
Sponsor for next season	<input type="text"/>
League Season Start Date	01/07/2016
League Season End Date	30/06/2017

Address	Other Details
Postcode	Sponsor
<input type="text"/>	<input type="text"/>
<input type="button" value="Find address"/>	Twitter Feed
Address Line 1	<input type="text"/>
<input type="text"/>	Facebook Page
Address Line 2	<input type="text"/>
<input type="text"/>	Email Address
Address Line 3	<input type="text"/>
<input type="text"/>	Phone Number
Town	<input type="text"/>
<input type="text"/>	Website Address
County	<input type="text" value="http://full-time.thefa.com/index.do?leagueid=2430014"/>
<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

This will take you to the Edit page where you will be able to enter all League Details with the exception **League Name** and **League Id**. Should you wish to query either of these, please contact your local County Football Association who will be able to assist.

Address details can be populated using the Postcode lookup feature. Simply enter a **Postcode** into the labelled field (as below) and select **Find address**. All correlating addresses will be listed and you can choose the correct one which will then populate the rest of the form.

Address	Other Details
Postcode	
HA9 0WS	
<input type="button" value="Find address"/>	
Address Line 1	
<input type="text" value="Wembley National Stadium Ltd, Wembley Stadium, WEMBLEY, Middlesex HA9 0WS"/>	
Address Line 2	
<input type="text"/>	
Address Line 3	
<input type="text"/>	
Town	
<input type="text"/>	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

You must tick to confirm that the **league details are correct** and that you **agree to the FA Terms and Conditions** which are linked to the text for reference.

Your league sponsor can be added if applicable and you should enter the start and end date for the league season.

<input checked="" type="checkbox"/> I confirm that these league details are correct	
<input checked="" type="checkbox"/> I agree to the FA Terms and Conditions	
Sponsor for next season	<input type="text"/>
League Season Start Date	<input type="text" value="01/07/2016"/>
League Season End Date	<input type="text" value="30/06/2017"/>
<input type="button" value="Save and Continue →"/>	

Once all of these have been entered, click on Save and Continue to progress to the next step.



1.2 League Officers

The second element of Stage 1 allows you to confirm and/or replace the key League Officials, including **League Welfare Officer** if applicable. This section will also allow you to add and update any other officers within the League.

2

League Management
Check and confirm League officials for next season

Home
Stage 1
Stage 2
Stage 3

+ Add Official

Key Officials

Role Any
Q Search
10
☰

Name	FAN	Role	Email	Phone	Start	
Tabitha Johnson	56914599	Chairman	-	0844 980 8001	-	
Russell Anderson	828214	Secretary	66260ED784FDwithd@thefa.cox.uk	0844 980 8001	-	
Jenna Miller	56418062	Treasurer	20abb346ef89hael.dow@thefa.cox.uk	08449808001	-	
Kathryn Bishop	2058581	Welfare Officer	95780b01adaatc@thefa.cox.uk	08449808001	-	

Showing 1 to 4 of 4 entries

Other Officials

Role Any
Q Search
10
☰

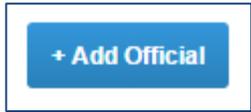
Name	FAN	Role	Email	Phone	Start	
Jenna Miller	56418062	Auditor	20abb346ef89hael.dow@thefa.cox.uk	08449808001	22/04/2016	
Drew Hernandez	2123616	Cup Secretary	-	-	20/04/2016	
Jenna Miller	56418062	Division Secretary	20abb346ef89hael.dow@thefa.cox.uk	08449808001	20/04/2016	

Showing 1 to 3 of 3 entries

Leagues should note that any changes to the Secretary, Chairman, Treasurer and League Welfare Officer will not take effect until the league sanction form has been approved by the County Football Association, whilst changes to any other roles will be automatically updated on the live league record (these are roles which have not previously been captured through sanctioning).

Leagues should also note that from season 2016-17 onwards there is no requirement for a League Welfare Officer to hold an in-date CRC check.

To add a new Official, use the Add Official button at the top of the screen. This will open up a new box which will allow you to search for that individual, either by providing their FAN and Date of Birth or alternatively by navigating to the Search by Details tab, and entering their First Name, Last Name, Date of Birth and Postcode.



Add League Official

Search by FAN Search by Details Create New Contact

FAN * 110128

Date of Birth * 11/03/1966

Search

Add League Official

Search by FAN Search by Details Create New Contact

First Name * Enter first name...

Last Name * Enter last name...

Date of Birth * Select date of birth...

Postcode: Optionally enter the postcode...

Search

If you cannot find an individual who is an officer of your league, we would recommend contacting your County Football Association, to see whether that individual has a FAN record, though you can also use the Create New Contact option if you are sure they do not have an existing FAN record.

Once you have found the person concerned, select the role you wish to add them to, and give a start date.

	FAN	Name
<input checked="" type="checkbox"/>	110128	Jake Huang

Ashford & District Football League Fixtures Secretary 08/05/2016

Any changes to the roles of Secretary, Chairman, Treasurer and Welfare Officer will remove the existing person from that role at the start of the new season (as a league can only have one individual in each of these roles), whereas all other roles can have more than person fulfilling the role (i.e. a league can only have one Secretary, but may have more than one Fixture Secretary).

1.3 League Rules

The final aspect of Stage 1 will be to upload your League Rules for the new season, so that the County Football Association can approve any amendments. You may only see one option or you may see three options, if only one appears please use that. This functionality provides you with the facility to upload your rules amendments so that the County Football Association has a record of them, and can approve them. Each league should know which version of the Standard Codes apply to them – if you are unsure please contact your County Football Association.

When you upload your rules, you should also specify whether these rules have been accepted by your Annual General Meeting (**AGM Accepted**), and you can then **Choose File** to select your rules.

Ashford & District Football League - League Sanction

3 **League Management**
Upload new and amended rules for next season

Home Stage 1 Stage 2 Stage 3

1 2 3 1 1 2 3 4 5 6

Rules Document List

Standard Code Of Rules AGM Accepted No file chosen

Select the file that you wish to use followed by the **Upload** option. The system will confirm that the item is attached.

Once this is complete, select **Submit** and your rules will be submitted to your County Football

Association, who will be able to review and approve them (if they need to reject them, they will contact you directly to explain why).

My League Rules
Microsoft Word Document
12.2 KB

name: All Files

Standard Code Of Rules AGM Accepted My League Rules.docx

Maximum file size 5 MB

Stage 2: League Sanction Documents

2.1 League Sanction Documents

The only element of Stage2 is the upload of **Documents** as required by your County Football Association. This section may be blank, as not all County Football Associations will require their leagues to submit extra documentation during the League Sanctioning Process.

The screenshot shows the 'Ashford & District Sunday League - League Sanction' interface. At the top, there are navigation links for 'All Home', 'Club Secretary Red Heathens', and 'League Secretary Ashford & District Sunday League'. The main content area is titled 'Ashford & District Sunday League - League Sanction' and features a progress indicator with 'Stage 2' highlighted. Below this, the 'Documents' section is titled 'Balance Sheet and P&L' and contains a 'Choose File' button, a text box with 'No file chosen', and an 'Upload' button. A 'Submit' button is also visible at the bottom right.

The screenshot shows a file selection dialog box. The dialog displays a file named 'My Balance Sheet and P&L Doc' (Microsoft Word Document, 12.2 KB) selected. The 'Open' button is highlighted.

Select **Choose File**, locate the relevant document and then click to **Upload**. Wait for the system to confirm the file before pressing **Submit**.

The screenshot shows the 'Balance Sheet and P&L' document upload interface. The 'Choose File' button now shows the filename 'My Balance Sheet and P&L Doc.docx'. The 'Upload' button is highlighted, and the 'Submit' button is also highlighted.

End

Stage 3: Divisions, Development Groups, Cups & Purchases

3.1 Maintaining League Divisions and Development Groups

The third Stage begins with **Maintaining the league divisions and development groups** (see the notes at the start of this document regarding the introduction for season 2017-18 of development groups). This Stage as well as any other will display as **In Progress** once you have chosen to **Begin**. You do not have to complete this in one session, if you do need to exit at any point, your progress will have been saved.

Ashford and District Sunday League - League Sanction

Stage 1	Stage 2	Stage 3
Submitted	Submitted	Available
League Management	League Sanction Documents	Divisions, Development Groups, Cups & Purchases
1.1 League Details ✓	2.1 Sanction Documentation	3.1 Divisions
1.2 League Officials ✓		3.2 Cups

There are three key considerations here. First is to confirm whether any existing Divisions or Development Groups are no longer **Active** next season using the checkbox provided. Note that you cannot set a division as inactive if it still has teams assigned to it – you need to remove teams from the division first.

Ashford and District Sunday League - League Sanction

1 **Divisions, Development Groups, Cups & Purchases**
Maintain the leagues' divisions and development groups

Home Stage 1 Stage 2 Stage 3

1 2 3 1 1 2 3 4 5 6

Maintain the leagues divisions and development groups + Add New Division / Development Group

Division One (Division)	0 Teams	11v11	Male	Open Aged	Non Disability	<input checked="" type="checkbox"/> Active	Edit division	Assign teams
Division Three (Division)	0 Teams	11v11	Male	Open Aged	Non Disability	<input checked="" type="checkbox"/> Active	Edit division	Assign teams

Once you have set any divisions or development as inactive, the next step is to check whether any existing divisions need to be tagged as being development groups. Generally a development group will only be used for age groups at Under 11 or below, but you may tag any division as being a development group if the teams involved will participate in more than one development group during the season. Your County Football Association will check which divisions have been tagged as development groups as part of the approval of the sanction.

To tag a division as being a development group, click on the Edit Division link.



This will take you to the Edit Division page. If you have not previously set the Category, Gender, Age Group or Disability Category you can update these, but

once they have been set they cannot be amended.

1 Divisions, Development Groups, Cups & Purchases
Maintain the leagues' divisions and development groups

Home Stage 1

Edit Division or Development Group Details

Name
Division One

Category
11v11

Gender
Male

Age Group
Open Aged

Please select Development Group if this will not be used throughout the season, and is used for developmental matches where the teams are likely to be moved into other groups during the season. A Division should be used where all teams will participate in this competition throughout the season with a league table

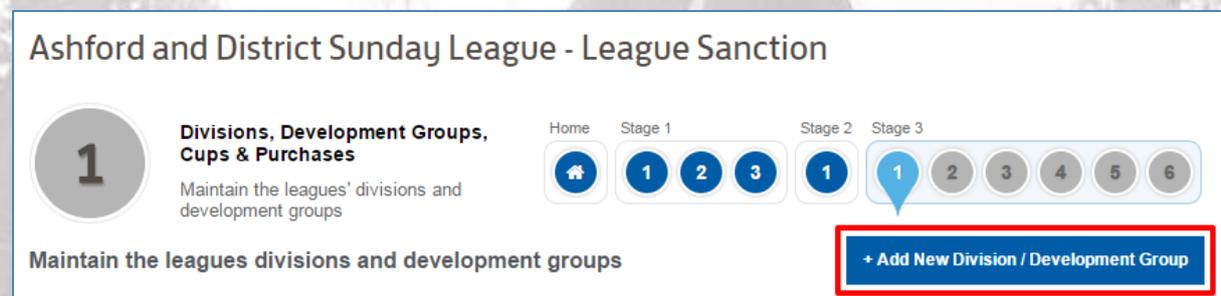
Division Development Group

Non Disability

If a division needs to be tagged as being a development group (or vice versa) then use the check boxes at the bottom of the screen.

Remember that a division should only be tagged as being a development group if teams will participate in other development groups during the season. If you are unsure about this please contact your County Football Association who will be able to give you guidance.

Once you have reviewed any existing divisions, you may need to **Add New Divisions**. In the first season of league sanctioning through Whole Game System leagues may well need to add new divisions, as these may never have been recorded before but where possible you should use divisions and development groups from the previous season.



Once you have selected the button to **Add (a) New Division or Development Group**, you will be able to populate **Name, Category, Gender, Age Group** and **Disability** before selecting to **Save and Go Back**.

It is important to specify the Category, Gender, Age Group and Disability Type for each division, as this will determine which teams are shown as being eligible to play in that division. Once these four divisional settings have been made, you cannot amend them. If you make an error, please contact your County Football Association.

Mixed Football – note that if a division is categorised with Gender = Mixed then both Male and Female teams will be eligible to be entered into it. Likewise, if a division is categorised with Gender = Male or Female, then teams categorised as Mixed will be able to enter into it.

If you select an age group of U11 or below, the Development Group option will be automatically selected and cannot be changed.

Add New Division or Development Group

Name

Category

Gender

Age Group

Please select Development Group if this will not be used throughout the season, and is used for developmental matches where the teams are likely to be moved into other groups during the season. A Division should be used where all teams will participate in this competition throughout the season with a league table

Division Development Group

Disability Type

If you wish to change more information, you should contact your County Football Association who can make further amendments to a division's settings.

Once you have setup each of the divisions and development groups run by your league, you will then need to **Assign teams** into each Division and Development Group. This is important, as it will determine whether referees can see the teams within those divisions and development groups when reporting discipline on the Portal during the season.



You will only see teams on this page if they are eligible to play in the division or development group concerned (i.e. they have the same Category, Gender, Age Group and Disability Type, though note the paragraph on the previous page relating to Mixed Football). If these settings have not yet been set for the division concerned, you will need to set them to ensure the eligible teams are shown.

The page will also show whether the club the team belongs to is affiliated (a green tick), not affiliated (an orange triangle) or suspended (a red circle).

You can select **Eligible Teams** simply by clicking on them, which will swipe them into a division or development group, or out of a division or development group as required. Once you place the cursor over a Team, it will indicate the movement as below. Teams from clubs which are not affiliated may be selected and the form submitted, but the League Sanction will not normally be approved by your County Football Association until this status has changed.

The screenshot shows a web interface for selecting football teams. It is divided into two main columns: 'Selected Teams' on the left and 'Eligible Teams' on the right. At the top of the 'Selected Teams' column, there is a yellow warning box with a triangle icon and the text: 'Click on "Save and Continue" to save the current allocation of 6 teams.' Below this, seven team names are listed, each with a green checkmark to its right: Aldington First, Brewmaster High Halden First, Hamstreet First, Iden Park First, Market Hotel First, and Marsh Athletic First. The 'Eligible Teams' column lists ten teams, each with a status icon to its right: Givaudan First (green checkmark), Kennington Sunday First (green checkmark), Kingsnorth Pilgrim Seniors First (green checkmark), Levin Athletic FC First (green checkmark), Lolzors First (green checkmark), Marsh Athletic Reserves (green checkmark), Mersham Sports Club First (blue checkmark, highlighted with a blue arrow pointing left), Mersham Sports Club Reserves (green checkmark), Newchurch First (orange downward arrow), Park Farm Rangers First (green checkmark), and Prince Albert First (green checkmark). At the bottom left is a 'Cancel' button, and at the bottom right is a 'Save and Continue' button with a right-pointing arrow.

If you select an incorrect Team, this can be corrected in the same way that the record was chosen.

The screenshot shows a similar web interface for selecting football teams. The 'Selected Teams' column on the left lists three teams with green checkmarks: Shadoxhurst First, Bromley Green Ashford League First Sunday, and Beaver First (highlighted with a blue arrow pointing right). The 'Eligible Teams' column on the right lists two teams with green checkmarks: Brabourne First and Bromley Green Ashford League Reserves Sunday. At the bottom left is a 'Cancel' button, and at the bottom right is a 'Save and Continue' button with a right-pointing arrow.

Once you have selected to **Save and Continue**, the number of Teams in the Division will display.

Premier Division **9 Teams** 11v11 Male Open Aged Non Disability ✓ Active Edit division Assign teams ▼

If a Team is already assigned to a Division, the system will detail the current Division beneath the Team name. If you then select this Team, they will be removed from their existing Division and placed into the new one (i.e. a team can only be selected within one division). This restriction does not apply to teams within Development Groups – a team is allowed to play in more than one development group, but only within one division.

Division Name
Division One

Category
11v11

Gender
Male

Age Group
Open Aged

Disability Type
Non Disability

How to

Click a team from the right column to add it to the division.

To remove a team, click on it in the left column.

SUSPENDED ○

NOT AFFILIATED ▼

Selected Teams

Eligible Teams

Brabourne First	✓
Brewmaster High Halden First <small>Currently allocated to: Premier Division</small>	✓
Bromley Green Ashford League First Sunday <small>Currently allocated to: Premier Division</small>	✓
Bromley Green Ashford League Reserves Sunday	✓

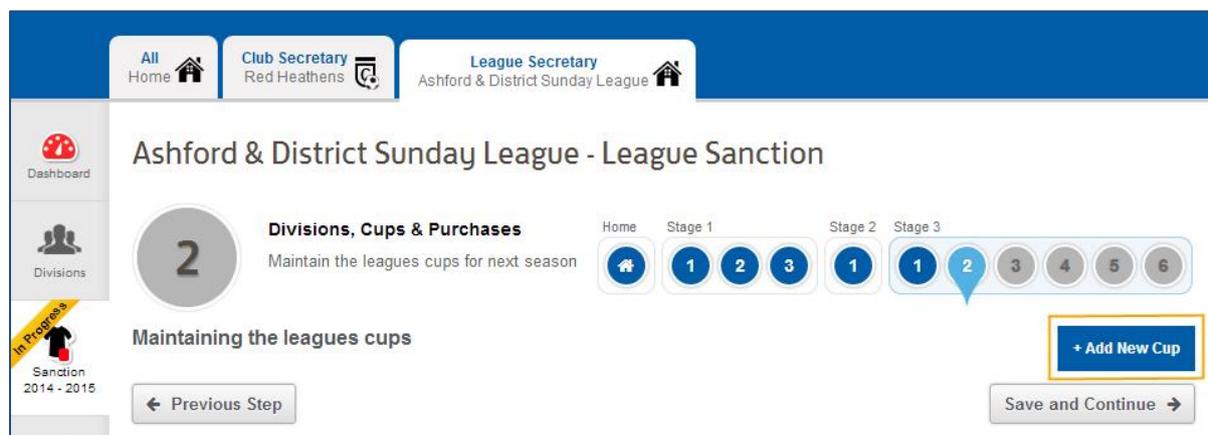
If a Team is not present which you expect to see as being available within the division concerned then there are three possible reasons.

- The team has been entered in your league, but has been categorised wrongly (you can check this in Stage 3 Step 3, by looking at the “No Division” teams).
- The team has been entered into the wrong league by the club during the affiliation process.
- The team has not been affiliated by their club during the affiliation process.

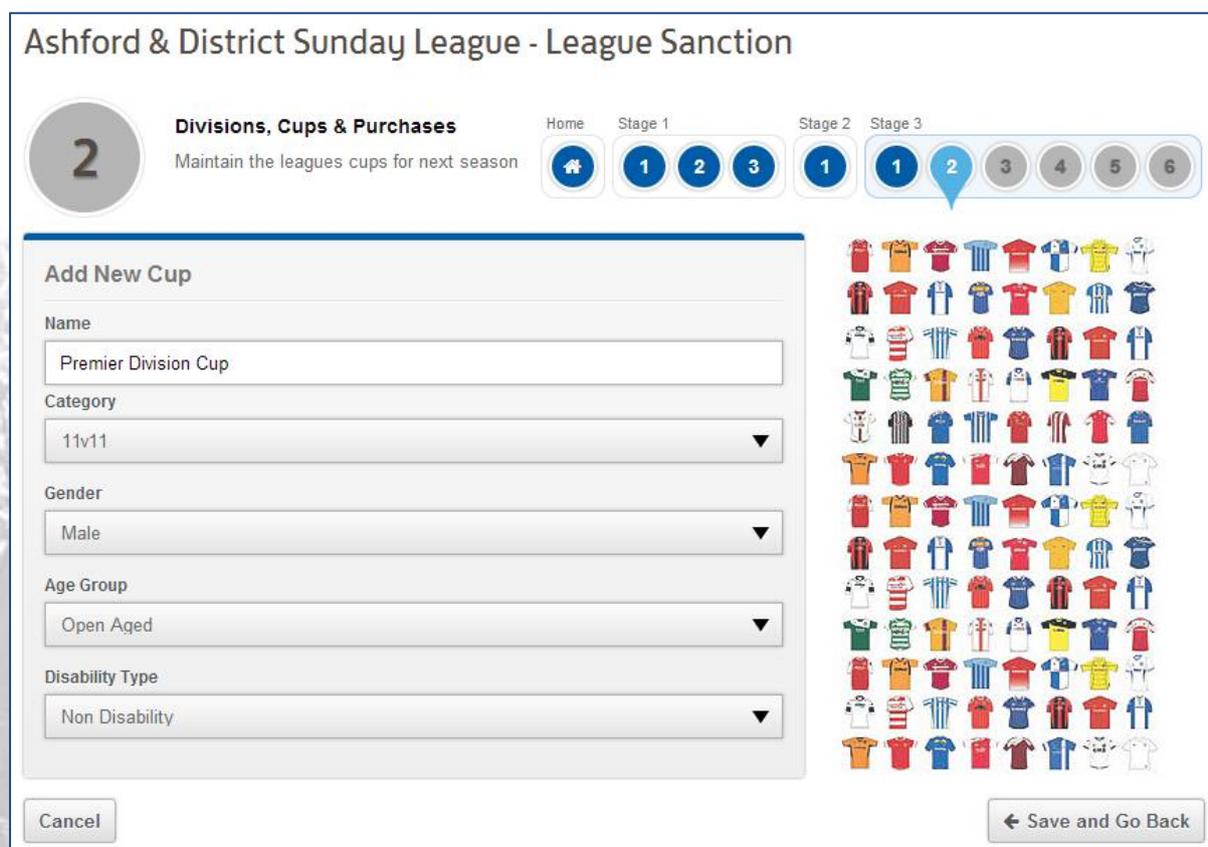
In each case, you should contact the County Football Association for the club concerned, to ascertain whether the team should be appearing within your league, and they will be able to make any amendments required.

3.2 Editing League Cup Competitions

Here you can add, edit or deactivate and League Cup Competitions as applicable. From season 2017-18 this section includes the functionality to allow leagues to add teams from outside leagues to their cup competitions if they allow such entries.



When choosing to **Add New Cup**, you will be required to enter **Name**, **Category**, **Gender**, **Age Group** and **Disability Type**.



NOTE: If a Cup exists, **Edit Cup** will only allow you to change the **Name**. If you wish to change more information, you will need to un-tick **Active** and **Add New Cup** which will replace the existing one.

Each Cup will be listed as below.

Ashford & District Football League - League Sanction

2 **Divisions, Cups & Purchases**
Maintain the leagues cups for next season

Home Stage 1 Stage 2 Stage 3

1 2 3 1 1 2 3 4 5 6

Maintaining the leagues cups

[+ Add New Cup](#)

League Cup	6 Teams	11v11	Male	Open Aged	Non Disability	<input checked="" type="checkbox"/> Active	Current	Assign teams	▼
Presidents Cup	3 Teams	11v11	Male	Open Aged	Non Disability	<input checked="" type="checkbox"/> Active	Edit Cup	Assign teams	▼

[← Previous Step](#) [Save and Continue →](#)

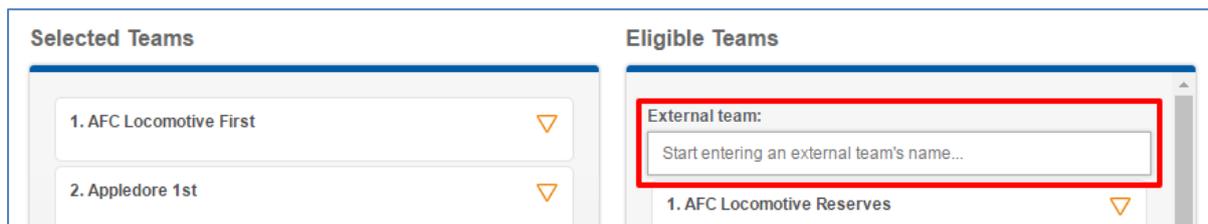
Once you have confirmed which cups will be running, then you can use the Assign teams link for each cup competition to specify which teams will be participating in the cup competition for the next season – again this is important as referees will be identifying teams when reporting discipline.

League Cup	6 Teams	11v11	Male	Open Aged	Non Disability	<input checked="" type="checkbox"/> Active	Current	Assign teams	▼
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The functionality for swiping teams into and out of cup competitions is the same as for allocating teams to league divisions and development groups, with one important difference, which is that entering a team into one cup competition will not remove it from other cup competitions (i.e. a team can be entered into more than one league cup competition).

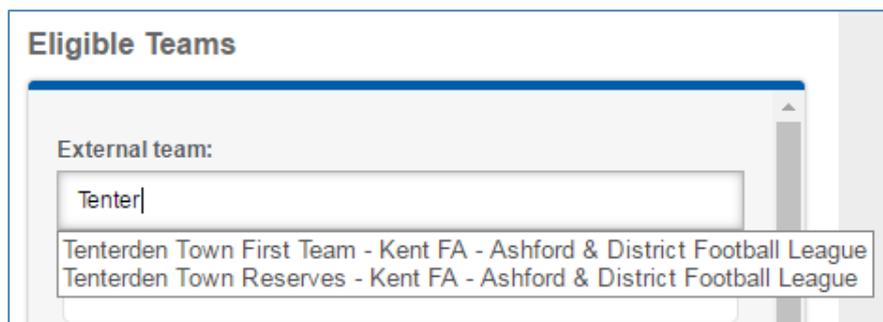
Selected Teams	Eligible Teams
1. AFC Locomotive First ▼	External team: <input type="text" value="Start entering an external team's name..."/>
2. Appledore 1st ▼	1. AFC Locomotive Reserves ▼
3. Burton Grove First ✓	2. Aldington First ▼
4. Charing Sunday Res ✓	3. Ashford Cavaliers First ▼
	4. Ashford Spartans First ▼

From season 2017-18, this page also includes a section which allows a league to search for and add any teams from outside of their league which are allowed to enter one of their cup competitions.



Selected Teams	Eligible Teams
1. AFC Locomotive First	External team: Start entering an external team's name...
2. Appledore 1st	1. AFC Locomotive Reserves

To search for a team, simply start to type the team name into the box shown – as you type the team name all matching teams will be shown (you can narrow down the search by typing more of the team name).



Eligible Teams
External team: Tenter Tenterden Town First Team - Kent FA - Ashford & District Football League Tenterden Town Reserves - Kent FA - Ashford & District Football League

The search results will also show you the league in which the team plays and their parent County Football Association.

Once you have found the team required, click on the team name and then they will be added to the Selected Teams within the cup competition. If necessary, they can then be removed from the Cup.



3.3 List of Teams and CRC Compliance

This section provides clarification of each Division, Development Group and the Teams entered into it and will also show whether teams are CRC Compliant (all managers and coaches from teams U18 and younger must have an in-date CRC check, which from season 2016-17 onwards have to be valid at the time the club is affiliated). Teams above U18 are not subject to these requirements.

You can use the dropdown arrow to confirm your choices from Stage 3.1 and click back to it if you need to make any further changes.

Ashford & District Sunday League - League Sanction

3 Divisions, Cups & Purchases
Full list of teams in next seasons league

List of teams

SUSPENDED NOT AFFILIATED

Premier Division	11v11	Male	Open Aged	Non Disability	9 Teams
Division One	11v11	Male	Open Aged	Non Disability	9 Teams
Division Two	11v11	Male	Open Aged	Non Disability	26 Teams

← Previous Step Save and Continue →

The listing of teams will show any teams which are not current CRC compliant with a Red CRC icon alongside the team name.

Premier Division 11v11 Male Open Aged Non Disability 6 Teams

Aldington Saturday	CRC
Smarden First	CRC
Smeeth and Brabourne First	CRC

End

3.4 Purchases and Products

Here you can select any additional Products that you wish to **Purchase**. These will have been configured by your County Football Association. Some may be optional, and some may be mandatory, in which case you will not be able to set the quantity to zero.

Purchase	Quantity	Price (£)	Purchase Total (£)
Adult Optional Broken Bones Benefits Package (Adult Teams Only)	0	£10.00	£0
Adult Personal Accident Insurance - Scale 1 (Per Team)	0	£60.00	£0
Adult Personal Accident Insurance - Scale 2 (Per Team)	0	£75.00	£0

To apply an item, you can use the plus or minus icons to set the amount required. The system will then automatically display the total for that line in red on the right hand side.

Contribution to Public Liability Insurance	1	£53.00	£53.00
County Handbook	1	£0	£0.00
Youth (11v11 / 9v9) PA Insurance - Silver (Per Team)	0	£18.48	£0.00

End

3.5 Divisions, Development Groups, Cups and Purchases

The penultimate element of Stage 3 will allow you to confirm the totals of your League Sanction application which will be determined by your County Football Association’s pricing policy.

Ashford & District Sunday League - League Sanction

5 Divisions, Cups & Purchases
Summary of League Sanction.

Total: £93.00 (inc. VAT)

League Sanction	£30.00
3 Divisions • Premier Division • Division One • Division Two	£0.00
1 Cups • Premier Division Cup	£10.00
44 Teams	£0.00
1 Purchases 1 x Contribution to Public Liability Insurance	£53.00
	£53.00

Please wait 2-3 minutes after submitting

← Previous Step Submit for approval →

NOTE: Upon select **Submit for approval**, please allow 2-3 minutes for processing whilst Whole Game System processes your League Sanction application. Depending on the configuration chosen by your County Football Association, you may have an invoice for sanctioning generated immediately, or they may have chosen to review your League Sanction application before generating an invoice.

Ashford & District Football League		
Sanction Details		
Your league sanction has been submitted for approval, and you will be invoiced once it has been approved.		
League Sanction		£18.00
Divisions		£0.00
Cups		£10.00
Teams		£0.00
Products		£12.00
Total		£40.00

3.6 Invoicing and Payment

The final part of Stage 3 is the **Invoicing** section. To access this, your County Football Association must have generated your invoice, at which point a **Pay** link will be available from the Stage 3 section of the League Sanction application (the invoice can also be accessed from your League Invoices section).

Once you have select **Pay**, you can download the Invoice, **Pay now** or **Go to Dashboard** if you intend to pay at a later date.

If you are unsure about any aspect of your League Sanction application, please check with your County Football Association

Stage 3 Submitted

Divisions, Cups & Purchases

- 1 Divisions ✓
- 2 Cups ✓
- 3 Teams ✓
- 4 Products ✓
- 5 Summary ✓
- 6 Payment ✓

Pay

All Home
Club Secretary Red Heathens
League Secretary Ashford & District Sunday League

Ashford & District Sunday League - League Sanction

Dashboard
 Divisions
In Progress
 Sanction 2014 - 2015
 Teams

6

Divisions, Cups & Purchases
League Sanction Invoicing

Home Stage 1 Stage 2 Stage 3

Home
1
2
3
1
1
2
3
4
5
6

Total: £93.00 (inc. VAT)

Ashford & District Sunday League

Sanction Details

Your league sanction is currently **Submitted & Invoiced**.

League Sanction	£30.00
Divisions	£0.00
Cups	£10.00
Teams	£0.00
Products	£53.00
Total	£93.00

The due date for this payment is: **27 Aug 2014**

The amount due is: **£93.00**

Pay now

Download invoice

← Previous Step
Go to Dashboard →

End

Payment

Once you have selected to **Pay now**, the system will take you to a secure payment page provided by Barclays SmartPay. Your County Football Association branding will be visible, along with the total payment amount.

Entering your card number will allow the system to identify the card type (see below) automatically. Should you be signed up to Verified by Visa or MasterCard Secure Code, these facilities will be enacted upon submission.



Kent FA

Your Game Your County FA

Total payment amount GBP 93.00

 **Card Payment**



Card Number

Card Holder Name

Card Expiry Date /

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



Total payment amount GBP 93.00

 **Card Payment**



Card Number

Card Holder Name

Card Expiry Date /

CVV [What is CVV?](#)

End

NOTE: Your Sanction status will be visible on your League Dashboard at any time for your reference.

All Home
Club Secretary
Red Heathens
League Secretary
Ashford & District Sunday League

Dashboard

League Dashboard

League Details

League Name	Ashford & District Sunday League
League Id	5801
Founded	1960
County	Kent FA
Sponsor	
Online Administration	● Inactive

Address Details

Address

Wembley National Stadium Ltd
Wembley Stadium
Wembley
Middlesex
HA9 0WS

✉

guidance@test.com

@fa

Sanction

Season 2013 - 2014:

Sanctioned

Season 2014 - 2015:

Pending

Charter Standard

None
None

End of Document

