



WHOLE GAME SYSTEM

ONLINE CLUB AFFILIATION - FREQUENTLY ASKED QUESTIONS

Q. What is Affiliation?

A. Every club has to affiliate each season. Affiliation is the process by which clubs “register” with their County Football Association, allowing them to play affiliated football for the new season. It involves telling the county which teams you’ll be running, as well as the key officers and team officials involved in running your club

Q. When can I start Affiliation?

A. Your County FA will decide when to open up the affiliation window for each club – when affiliation is open, you will see an “Affiliation Available” link on your Club Dashboard.

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 contact your County FA.

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.

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 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 your County Welfare Officer to ensure the individual attends these workshops.

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. If you wish to add a role to someone who does not appear on the Club Affiliation form, please contact your County FA who will be able to add them to your club.

Q. How do I update my Club Grounds?

A. At present the Club Grounds cannot be updated in the Club Affiliation form. This functionality will be developed at a later date. If you do need to update your grounds, please contact your County FA.

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 uncheck the "active" box next to the team. When your affiliation form is processed, this team will be discontinued.

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. 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.

Q. Does each Team have to enter a County Cup?

A. Each county will have different rules about whether entry to a County Cup is mandatory. If a County has set a cup up as Mandatory, you will not be able to remove a team entered into the cup.

Q. Are Managers and Coaches required?

A. Although you can submit your Club Affiliation Form without naming a manager/coach, for the start of season 2014-15 all teams aged Under 18 or younger are required to have a named manager or coach, and this person must have an accepted DBS Enhanced FA CRC Check. For more details, please contact your County FA.

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

A. "Mixed" can only be added for teams at U15 and younger, and should only be recorded when a team will be comprised of boys and girls.

Q. Do I have to provide details of Public 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 your County FA as part of the affiliation process. For more information, please contact your County FA.

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 teams for season 2014-15, and you either have to provide evidence you have purchased it for the coming season within the Club Affiliation Form, or confirm that you will purchase it prior to 1st July. For more information, please contact your County FA.

Q. What are Club Affiliation and Team Supplement Fees?

A. Club Affiliation and Team Supplement fees are set by your County FA, and will be automatically added to your Club Affiliation Form on the summary page. You cannot remove or update these fees. Each club will pay one club affiliation fee and a team supplement for each team.

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

A. When you click on "Submit for Approval" 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 your County, and then not purchased the appropriate product) and then the form will be sent to your County, 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.

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

A. You can choose to pay your Club Affiliation Fee at a later date, but note that your County will not set your affiliation as complete until it has been paid. You may also have a late fee due if you do not pay your Club Affiliation Fee by the date required. If you do elect to pay your Club Affiliation at a later date, it will be available in the Portal for you to pay at any time.

Q. What happens when my Club Affiliation is approved?

A. When your County FA approve your Club Affiliation, your "Club Statement" will be made available for you in the portal, confirming your club details for the new season. This can be downloaded.