



# WHOLE GAME SYSTEM

**CLUB  
AFFILIATION**

## Contents

Please select the element of the process that you require guidance for by clicking the text below

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# My Roles

Here is where all Roles that have been assigned to you will be displayed and linked (as long as they have an online element).

You may therefore see Roles other than Secretary displayed here, however please **only select the Secretary** role in order to access the Club Affiliation process.



# WHOLE GAME

LOGOUT | HELP | ANDY D...Y

All Home

Club Secretary  
Cambridge City

Club Secretary  
Cambridge City Youth



Dashboard



My Account

My Roles

Organisation & Role

Cambridge City  
Officer

Cambridge City Secretary

Cambridge City Youth Secretary

End



## Club Dashboard

The Club Dashboard will confirm the current overview, with icon links to Club Details, Officials and Teams.

From here, you will also be able to enter the Club Affiliation for the coming season by selecting the icon on the left hand menu, as highlighted below.

All Home

Club Secretary  
Cambridge City

Club Secretary  
Cambridge City Youth

Dashboard

Club Dashboard for Cambridge City

Details

Available  
Affiliation  
2014 - 2015

Club Officials

Teams

Team Officials

Club Invoices

Name

Cambridge City

Charter Standard

Status  
Suspended  
Type  
Community Club

Discipline

Club Status  
Not Suspended  
Suspended Teams  
0  
Suspended Players  
0

Address

Wembley Stadium  
Olympic Way  
Wembley  
London  
HA9 0WS

Web & Email

Email  
Website

Social Media

@ts\_fa

Finance

WGS Amount Outstanding  
£0.00  
CAS Debt Outstanding  
£0.00  
Computed On  
-

Notifications

Outstanding Invoices

Number	Date	Due	Amount	Paid	Balance	County	Type
No invoices found							

Lower down on this page, you will note the **Finance** box which contains an amount next to **CAS Debt Outstanding**. In order for your Club to affiliate, this amount must be £0.00. Any figure greater than £0.00 indicates that there are outstanding invoices from the 2013-14 season which have exceeded the invoicing period and require payment before affiliation can commence. Please contact your local County FA if this is the case.

End

4 | Page

## Step 1: Club Details

The first of the 8 Affiliation steps allows you to view your Club Details and confirm that these are correct and valid.

The screenshot shows the 'Cambridge City Club Affiliation' page for the 'Season 2014 - 2015'. The page has a blue header with navigation links: 'All Home', 'Club Secretary Cambridge City', and 'Club Secretary Cambridge City Youth'. A left sidebar contains icons for 'Dashboard', 'Details', 'Affiliation 2014 - 2015', 'Club Officials', 'Teams', 'Team Officials', and 'Club Invoices'. The main content area is titled 'Cambridge City Club Affiliation' and 'Season 2014 - 2015'. It features a progress bar with 8 steps, where step 1 is highlighted. Below the progress bar, the 'Club Details' section contains a form with the following fields: Name (Cambridge City), ClubType (Not Incorporated (Members Club)), Legal Name (Cambridge City Football Club Limited), Email Address, Address (Wembley Stadium, Olympic Way, Wembley, London, HA9 0WS), Website, Facebook, and Twitter (@ts\_fa). There are two checkboxes: 'The above details are correct and valid' and 'I agree to the FA Terms and Conditions'. A pencil icon in the top right corner of the form indicates that some fields are editable. Below the form is the 'New Season Details' section with a 'Sponsor' text field. At the bottom right, there are two buttons: 'Save' and 'Save and Continue'.

All Home Club Secretary Cambridge City Club Secretary Cambridge City Youth

### Cambridge City Club Affiliation

Season 2014 - 2015

**1 Club Details** Step 1: Check and confirm club details.

1 2 3 4 5 6 7 8

**Name** Cambridge City

**ClubType** Not Incorporated (Members Club)

**Legal Name** Cambridge City Football Club Limited

**Email Address**

**Address** Wembley Stadium  
Olympic Way  
Wembley  
London  
HA9 0WS

**Website**

**Facebook**

**Twitter** @ts\_fa

☐ The above details are correct and valid

☐ I agree to the FA Terms and Conditions

**New Season Details**

**Sponsor**

To view the FA kit advertising regulations please [Click Here](#).

Save Save and Continue →

Should any address or website/social media links be out of date, you can choose to edit these using the pencil as highlighted above. **Name**, **Club Type** and **Legal Name** are non-editable. Should you wish to change these, please contact your local County FA.

You must confirm that the Club Details are correct and valid and that you agree to the FA Terms and Conditions in order to proceed.

Sponsor is an optional free text field and the FA Kit Advertising Regulations are linked beneath for reference.

Here you also have the ability to **Save** without continuing to allow multiple changes without the risk of losing data previously entered.

**Modify Cambridge City Club Details**

Postcode: HA9 0WS **Find address**

AddressLine1: Wembley Stadium

AddressLine2: Olympic Way

AddressLine3: Wembley

City:

County:

Email Address:

Website Address:

Facebook Page:

Twitter Feed: @ts\_fa

**Cancel** **Save** ✓

The Edit facility allows you to search an address by Postcode and will populate the remaining fields on your behalf. You may also complete this manually should you wish.

**Email Address, Website Address, Facebook Page and Twitter Feed** details will create a link through to their specific targets once saved.

End

## Step 2: Club Officials

The Club Officials stage allows you to view and amend any of the mandatory roles within your Club.

All Home

Club Secretary  
Cambridge City

Club Secretary  
Cambridge City Youth

Dashboard

Details

In Progress

Affiliation  
2014 - 2015

Club Officials

Teams

Team Officials

Club Invoices

### Cambridge City Club Affiliation

Season 2014 - 2015

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

**Club Secretary**

Andy D y FAN: 483071 

Type the first three letters

**Club Chairman**

K S hell FAN: 1777390 

Type the first three letters

**Club Treasurer**

Gillian W FAN: 56218089 

Type the first three letters

**Club Welfare Officer**

Anna ton FAN: 56842871 

Type the first three letters

Previous Step

Save

Save and Continue

All clubs with youth teams (U18 or below) must have a Club Welfare Officer with the appropriate credentials in order to affiliate. Your CFA Welfare Officer can advise should you have any enquiries regarding this.

Blank

You can view the details for any role holder by selecting the expansion arrow to the right of the FAN ID. This icon will also collapse the record once it has been viewed. Please note however that you cannot amend the personal detail of any other individual.

Club Secretary

Andy D y FAN: 483071

Fan

483071

Address

50 Road, CAMBRIDGE, CB1 F

Phone

012232 4

Email

andy.d y@ .com

Date of Birth

9 Jan 1950

All mandatory roles can be replaced with any other individual who already holds a role within your Club. Entering a minimum of 3 characters will display all names which contain the sequence entered. For example, entering Ian will return all individuals called Brian or Christian etc. Should you require a more targeted search, you can continue to enter more characters.

Selecting a name will immediately replace the individual, however this will not be stored until the page is saved and the Affiliation process is complete.

Club Treasurer

Gillian W m FAN: 56218089

Club Welfare Officer

Anna R n FAN: 56842871

ADRIAN C E Born: 1974 CB22

BRIAN L N Born: 1973 null

Christian L r Born: 1987 MK45

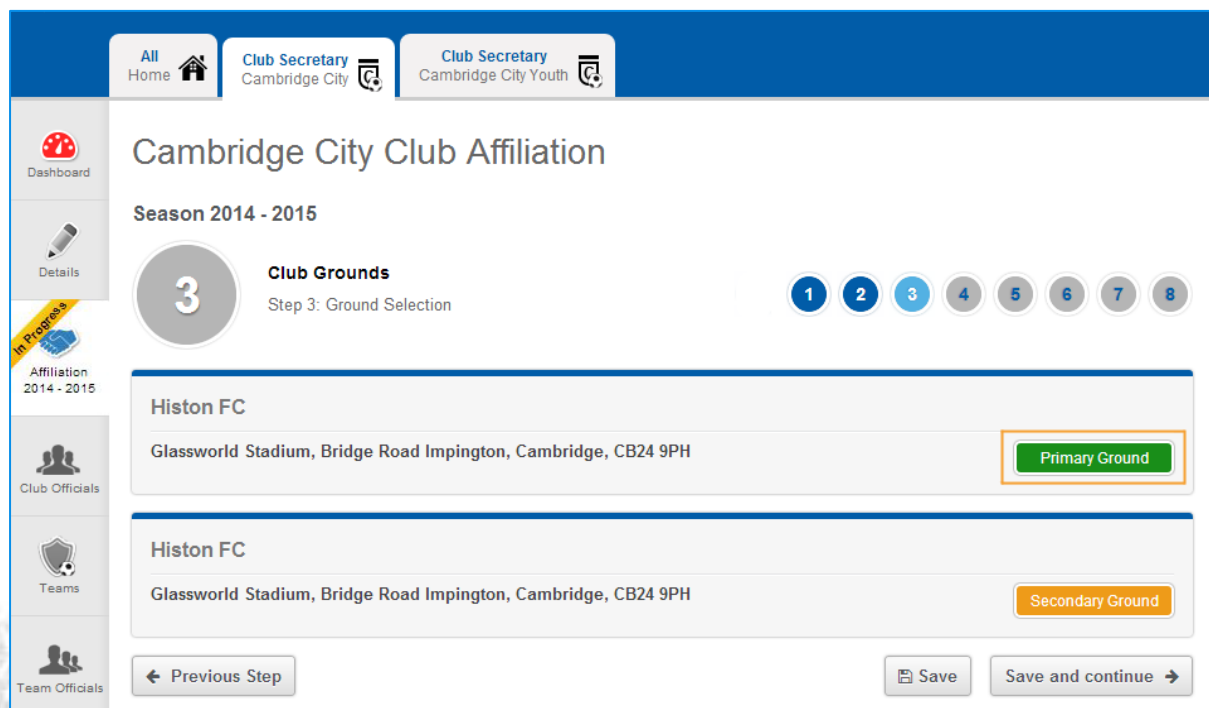
CHRISTIAN M N Born: 1976

End

## Step 3: Club Grounds

Here you can review the ground details for your Club. **Primary Ground** will always be at the top with additional grounds added beneath.

You will be able to add or amend any ground details within the Team records in Step 4 (the next step).



The screenshot shows the 'Cambridge City Club Affiliation' interface for the 'Season 2014 - 2015'. The main heading is 'Club Grounds' with a sub-heading 'Step 3: Ground Selection'. A progress bar at the top right shows steps 1 through 8, with step 3 highlighted. On the left, a sidebar contains icons for Dashboard, Details, In Progress (highlighted), Club Officials, Teams, and Team Officials. The main content area lists two ground entries for 'Histon FC' at 'Glassworld Stadium, Bridge Road Impington, Cambridge, CB24 9PH'. The first entry is labeled 'Primary Ground' in a green button, and the second is labeled 'Secondary Ground' in an orange button. At the bottom, there are buttons for 'Previous Step', 'Save', and 'Save and continue'.

Cambridge City Club Affiliation

Season 2014 - 2015

3 Club Grounds  
Step 3: Ground Selection

1 2 3 4 5 6 7 8

Histon FC  
Glassworld Stadium, Bridge Road Impington, Cambridge, CB24 9PH Primary Ground

Histon FC  
Glassworld Stadium, Bridge Road Impington, Cambridge, CB24 9PH Secondary Ground

← Previous Step Save Save and continue →

End

## Step 4: Teams

In Step 4, you can view, **Add** and choose which Teams will be **Active** for the given season. To remove an existing Team from the coming season, simply un-tick the **Active** checkbox as below.

Cambridge City Club Affiliation

Season 2014 - 2015

**4 Teams**  
Adding and removing teams / team officials

1 2 3 4 5 6 7 8

<b>Cambridge City First</b> Cambridgeshire FA Southern League	<input checked="" type="checkbox"/> Active	▼
<b>Cambridge City Reserves</b> Cambridgeshire FA Cambridgeshire County League	<input checked="" type="checkbox"/> Active	▼
<b>Cambridge City Disability</b> Cambridgeshire FA Cambridgeshire Disability League	<input checked="" type="checkbox"/> Active	▼

← Previous Step      Add Team      Save      Save and continue →

Selecting the expansion arrow to the right of **Active** will display the details for the specific Team and allow this to be edited if necessary using the pencil icon provided. **It will also display any League and County Cup entries that will be submitted for that Team.**

<b>Name</b>	Cambridge City Reserves	<b>Sponsor</b>	
<b>Category</b>	11v11	<b>Main Kit</b>	
<b>Gender</b>	Male	<b>Shirt</b>	White
<b>Age Group</b>	Open Aged	<b>Shorts</b>	Black
<b>Disability Category</b>	Non Disability	<b>Socks</b>	Black
<b>Plays On</b>	Tuesday	<b>Second Kit</b>	
<b>Manager</b>		<b>Shirt</b>	Blue
<b>Coaches</b>		<b>Shorts</b>	Blue
<b>League</b>	Cambridgeshire County League	<b>Socks</b>	Blue
<b>County Cups</b>	Cliff Bullen Saturday Challenge Cup Premier League Cup	<b>Main Ground</b>	Histon FC
		<b>Training Ground</b>	

All Home

Club Secretary  
Cambridge City

Club Secretary  
Cambridge City Youth

ClubAffiliation

Dashboard

Details

In Progress

Affiliation  
2014 - 2015

Club Officials

Teams

Team Officials

Club Invoices

## Club Affiliation

### Season

4

Teams

Adding and removing teams / team officials

1

2

3

4

5

6

7

8

Please note that for youth teams (i.e. where the age group is Under 18 or below) a Manager or Coach must be named. They must also have an accepted DBS Enhanced FA CRC Check.

Cambridge City Reserves , Cambridgeshire FA, Cambridgeshire County League

Suffix

Reserves

Category

11v11

Gender

Male

Age Group

Open Aged

Disability Category

Non Disability

Plays On

Tuesday

Main Kit

Shirt Colour

White

Shorts Colour

Black

Socks Colour

Black

Second Kit

Shirt Colour

Blue

Shorts Colour

Blue

Socks Colour

Blue

Sponsor

☐ Use Main Club Sponsor

Manager  
(none selected)

Q

Assistant Managers  
(none selected)

Q

Coaches  
(none selected)

Q

Assistant Coaches  
(none selected)

Q

Primary Ground

Histon FC  
Glassworld Stadium, Bridge Road Impington, Cambridge, CB24 9PH

Q

Secondary Ground  
(none selected)

Q

League

Cambridgeshire County League  
Cambridgeshire FA

Q

County Cups

Cliff Bullen Saturday Challenge Cup

Cambridgeshire FA

Premier League Cup

Cambridgeshire FA

Q

Other Competitions

Cancel

Save Team

Both adding and editing Teams will present a page where a teams' content can be entered.

The Suffix allows you to place a description against a Team. For example, a Club may have a number of teams within the same age group. The Suffix will allow you to differentiate these by adding Red, Blue, or Eagles etc.

Ground, League and County Cups are all allocated against the Team record. All are populated using data already loaded into the Whole Game System; simply use the search boxes (minimum 3 characters) to select the information that is relevant to your Team.

End

## Step 5: Supporting Documentation

Here, please attach any supporting documents to your Affiliation. The system requires you to either attach a file (which will be reviewed by your County FA) or to declare you will, or wish to purchase items before you can proceed.

All Home

Club Secretary  
Cambridge City

Club Secretary  
Cambridge City Youth

Dashboard

Details

In Progress  
Affiliation  
2014 - 2015

Club Officials

Teams

Team Officials

Club Invoices

### Cambridge City Club Affiliation

Season 2014 - 2015

5

**Supporting Documentation**  
Step 5: Please upload any supporting documentation e.g Public Liability Insurance Certificate

1

2

3

4

5

6

7

8

#### Documents

##### Cambridgeshire FA - Personal Accident Insurance Certificate - Club Affiliation

Choose File No file chosen

Expiry date

Alternatively, if you do not yet have a personal accident insurance document:

☐ I declare my club will purchase appropriate personal accident insurance for all relevant teams by 1st July

##### Cambridgeshire FA - Public Liability Insurance Certificate - Club Affiliation

Choose File No file chosen

Expiry date

☐ I wish to purchase Public Liability Insurance from my County FA

##### Cambridgeshire FA - Balance Sheet and P&L - Club Affiliation

Choose File No file chosen

← Previous Step

Save

Save and continue →

End

## Step 6: Purchases

Step 6 allows you to add any additional purchase products to your Affiliation. Quantities can be amended using either the + or – icons, or for larger changes you may also type the number required. **Product Total (£)** will automatically update to reflect the **Quantity**.

All Home

Club Secretary  
Cambridge City

Club Secretary  
Cambridge City Youth

Dashboard

Details

In Progress

Affiliation  
2014 - 2015

Club Officials

Teams

Team Officials

Club Invoices

### Cambridge City Club Affiliation

Season 2014 - 2015

6

**Purchases**  
Step 6: County products available for the club to purchase

12345678

#### Products

Product	Quantity	Price (£)	VAT Rate	Product Total (£)
County Handbook	<div>- 0 +</div>	£5.99	0% (ZRO)	£0.00
Public Liability Insurance for clubs	<div>- 0 +</div>	£0.00	0% (ZRO)	£0.00
Benevolent Fund	<div>- 0 +</div>	£0.00	0% (ZRO)	£0.00

← Previous Step

Save

Save and continue →

If you have selected that you wish to purchase Public Liability insurance in Step 5, failing to select a quantity of 1 policy per club here will prevent your application being submitted.

End

## Step 7: Confirmations

The system will now calculate and confirm the Affiliation content and present this with both **Teams** (Club Affiliation plus Team Supplement) and **Products** Sub Total.

Beneath this, the system will list any County Cup entries for your CFA and, additionally, any County Cup entries parented by any other CFA (if applicable).

All Home

Club Secretary  
Cambridge City

Club Secretary  
Cambridge City Youth

Dashboard

Details

In Progress

Club Officials

Teams

Team Officials

Club Invoices

### Cambridge City Club Affiliation

Season 2014 - 2015

7

**Affiliation - Summary Page**  
Summary of Affiliation Fees

1

2

3

4

5

6

7

8

**Total: £5.99 (inc. VAT)**

**Teams and Fees**

1 x Club Affiliation - NLS Step 3 (Saturday, adult male)	£0.00
1 x Club Affiliation per Team - NLS Step 3 (Saturday, adult male)	£0.00
1 x Club Affiliation per Team - NLS Step 7 (Saturday, adult male)	£0.00
2 x Club Affiliation per Team - Small-sided Football	£0.00
1 x Club Affiliation per Team - U16	£0.00

**Products**

1 x County Handbook	£5.99
1 x Public Liability Insurance for clubs	£0.00
<b>Total:</b>	<b>£5.99</b>

**Cambridgeshire FA**

1 x Premier League Cup	£0.00
1 x Invitation Cup sponsored by Ridgeons Ltd	£0.00
1 x Cliff Bullen Saturday Challenge Cup	£0.00
<b>Total:</b>	<b>£0.00</b>

**Oxfordshire FA**

1 x Oxfordshire Senior Cup	£0.00
<b>Total:</b>	<b>£0.00</b>

← Previous Step

Submit for approval →

**Note:** The pricing displayed in this document is for demonstrative purposes only and not representative of the Cambridgeshire FA or Oxfordshire FA pricing structure.

End

## Step 8: Invoicing and Summary

Here you can see the final total of **Club Affiliation** and **Cup Entries** (both parent and non-parent CFA entries). Once you have confirmed that these are correct, you can then choose whether to **Pay now** or **Pay later** against each invoice. If you wish to **Pay now**, each total will need to be paid separately. If you are in any doubt as to whether your application is correct, please select the **Pay later** option and your County FA will assist.

Invoices are presented in PDF format against each section for reference and/or download.

Choosing to **Pay now** will take you through to the secure payment page, whereas **Pay later** will create a link on your Club Dashboard inviting you to pay at a later date.

**Note:** Selecting to pay any Non-parent County Cup entry will direct you to the payment page for the relevant County FA.

Blank



All Home

Club Secretary  
Cambridge City

Club Secretary  
Cambridge City Youth

Dashboard

Details

Pending  
Affiliation  
2014 - 2015

Club Officials

Teams

Team Officials

Club Invoices

## Cambridge City Club Affiliation

Season 2014 - 2015

8

**Step 8**  
 Summary of charges

1

2

3

4

5

6

7

8

**Total: £5.99 (inc. VAT)**

### Cambridgeshire FA

#### Affiliation Details

Your club affiliation is currently **pending approval**.

Club Affiliation	£0.00
Products	£5.99
Teams	£0.00
<b>Total</b>	<b>£5.99</b>

The due date for this payment is:  
 The amount due is:

28 Jun 2014  
 £5.99

Pay now

Download invoice

### Cambridgeshire FA - Cup Entries

#### Parent County Cup Details

Your parent county cup competitions are currently **pending approval**.

1 x Premier League Cup	£0.00
1 x Invitation Cup sponsored by Ridgeons Ltd	£0.00
1 x Cliff Bullen Saturday Challenge Cup	£0.00
<b>Total</b>	<b>£0.00</b>

The due date for this payment is:  
 The amount due is:

28 Jun 2014  
 £0.00

Pay now

Download invoice

### Oxfordshire FA

#### Non-parent County Cup

Your non parent county cup competitions are currently **pending approval**.

1 x Oxfordshire Senior Cup	£0.00
<b>Total</b>	<b>£0.00</b>

The due date for this payment is:  
 The amount due is:

28 Jun 2014  
 £0.00

Pay now

Download invoice


Previous Step

Pay later

## Payment

Once you have selected to Pay, the system will take you to a secure payment page provided by Barclays SmartPay. Your County FA 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.







# Cambridgeshire FA

Your Game Your County FA

**Total payment amount GBP 100.00**



Card Payment



Card Number



Card Holder Name

Card Expiry Date  /


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

**Pay**





Cancel



**Total payment amount GBP 100.00**



Card Payment



Card Number

Card Holder Name

Card Expiry Date  /

CVV  [What is CVV?](#)

**Pay**

End

## Completion

Once you have submitted your payment, this final stage will clarify your submission and provide confirmation of the successful transfer and the **Payment Amount**.

Proof of payment can be downloaded beneath the Payment Result.

All Home

Club Secretary  
Cambridge City

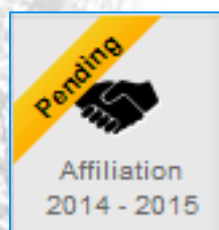
Club Secretary  
Cambridge City Youth

Finance

### Payment details

Invoice Code	INV-CAM000152
Description - INV-CAM000152	
Paid To - Cambridgeshire FA	
Payment Result	AUTHORISED
Download invoice	
	Payment Amount <b>GBP 5.99</b>

Return to Club Affiliation



Once you click to return, the Affiliation icon for the coming season will show as **Pending**, marking the end of the online element of the Club Affiliation process. Your County FA will now validate and approve your application in line with their policies. Once your affiliation has been processed, the icon will display as **Approved** and you will be able to retrieve your Affiliation Number in the **Details** section (as shown overleaf).

Blank

All Home

Club Secretary  
Cambridge City

Club Secretary  
Cambridge City Youth

Dashboard

Details

Available  
Affiliation  
2014 - 2015

Club Officials

Teams

Team Officials

Club Invoices

## Cambridge City Club Details

### Club Details

Club Name	Cambridge City
Club ID	64495
Founded Date	1908
Legal Name	Cambridge City
Company Type	Not Incorporated (Members Club)
Club Sponsor	

**Online Status**  
Administration Active  
Discipline Inactive

### Correspondence Details

Address	Wembley Stadium Olympic Way Wembley London HA9 0WS
Email	
Twitter	@ts_fa
Facebook	
Website	

### Key Officials

Chairman	Kevin Satchell
Secretary	Andy Dewey
Treasurer	Gillian Wordingham
Welfare Officer	None

### Charter Standard

Charter Standard Status	Suspended
Charter Standard Type	Community Club
Linked Clubs	Cambridge City Cambridge City Girls123

### Affiliations

County	
--------	--

### Teams

Teams	6 teams
-------	---------

### Grounds

Main Ground	Histon FC
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End of Document