

Address
The County Ground,
Letchworth Garden City
Hertfordshire SG6 2EN

Email
contactus@hertfordshirefa.com
Phone
01462 677622

Website
www.hertfordshirefa.com
Twitter
@HertfordshireFA



Affiliation Checklist

2018/19

Clubs affiliation forms will be prepopulated in the system and clubs will be able to login and edit details that have changed from the season before. You will also be able to begin editing forms and save them to come back to if you are a particularly large club.

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

Preparation:

Youth Clubs

- Check all coaches CRCs are in date, prior to the affiliation being submitted (a CRC renewal can take 4 weeks so this should be prepared as early as possible)
- All coaches are listed on WGS
- Check all mandatory officials are remaining in place (Secretary, Chairman, Treasurer and includes Club Welfare Officer)
- Does the CWO have the 3 mandatory qualifications
 1. FA Safeguarding Children in Football Workshop
 2. Welfare Officers Workshop
 3. Committee Members Safeguarding online course
 4. In date FA CRC
- All mandatory officials have completed the Committee Members Safeguarding online course and it hasn't expired. The Treasurer must complete this also this season:

<https://www.thefa.com/account/signin?ReturnUrl=https://learning.thefa.com/course/view.php?id=308>

Since it can take few months for a Club Welfare Officer to become upskilled, clubs are advised to make an early decision with regards a new CWO.

The FA only accepts its own CRC and safeguarding workshop as they are football specific.

Any queries regarding new CWO's contact Richard Drake on 01462 650215 or email:

Richard.Drake@hertfordshirefa.com

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Adult & Youth Clubs

- Purchase Personal Accident Insurance through Bluefin <http://www.hertfordshirefa.com/leagues-and-clubs/club-management/insurance>
- Ensure all invoices from last season are paid
- Ensure all player suspensions from last season have been assigned fixtures, unless the suspension is carrying over to next season.

County Cup Entries:

Please ensure you enter the right competition in relation to the leagues constitution.

Leagues Constitution	Cup Entry
1 division =	1) Intermediate
2 divisions =	1) Senior 2) Intermediate
3 divisions =	1) Senior 2) Intermediate 3) Junior
4 divisions =	1) Senior 2) Intermediate 3) Intermediate 4) Junior
5 divisions =	1) Senior 2) Intermediate 3) Intermediate 4) Junior

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Once all preparations have been finalised

Complete and submit the affiliation on Whole Game System **before 30th June**. This includes uploading the PA insurance PDF document provided by Bluefin. Without this being uploaded you will not have an invoice generated.

After 30th June a fine of £25 will be applied, to be paid within 14 days of the invoice date, failing which further action may be taken, after 31st July a fine of £50 will be applied, to be paid within 14 days of the invoice date, failing which further action may be taken or after 31st August a fine of £75 will be applied, to be paid within 14 days of the invoice date, failing which further action may be taken.

Tips:

- Make sure you add managers to the relevant teams (Adult and Youth Clubs)
- Ensure any FAN records have full details – Mobile and email addresses for Full Time and SMS contacts are vital
- Please ensure kit colours are correct
- Please ensure ground details are correct

<http://www.hertfordshirefa.com/news/2018/may/01/club-affiliation-2018-19>

Once the County has reviewed the affiliation and generated the invoice, you will need to pay the invoice within 14 days. You will then be affiliated for the 2018/19 season.

****Your affiliation will not be completed until your invoice is paid and you have provided proof of personal accident insurance****

The new GDPR (General Data Protection Regulation) information is available from Muckle using this Hotline number – 0191 211 7799

If you have any queries about the upcoming season or how to use Whole Game System please contact our Team on 01462 677622 or directly on the details below:

Football Services Manager

Lauren Halsey - lauren.halsey@hertfordshirefa.com
01462 650203

Football Services Officer

Joe Karam - joseph.karam@hertfordshirefa.com
01462 650202

Football Services Administrator

Gemma Smith – gemma.smith@hertfordshirefa.com
01462 650201