

Hertfordshire FA



Club Affiliation 2019/20

As the current season draws to a close, it's time to start thinking about getting ready for next year.

With that in mind we've put together some information that will be useful in completing your club affiliation for 2019-20, ready for applications to open on 3rd June.

Getting Prepared

Before starting the affiliation process **all clubs** should:

- Purchase Personal Accident Insurance through Bluefin
- 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)

In addition **youth clubs** also need to:

- Check all Coaches are listed on WGS and have an in date CRC (CRC renewal can take up to 4 weeks so prepare this as early as possible)
- Check all mandatory officials (Secretary, Chairman, Treasurer and Welfare Officer) are remaining in place and have completed the Committee Members Safeguarding course (and that it is hasn't expired)
- Check that the Child Welfare Officer also has the three other mandatory qualifications (FA Safeguarding Children in Football Workshop, Welfare Officers Workshop) as well as an in date CRC

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.

If you have any queries regarding new CWO's please contact Richard Drake on 01462 650215 or email richard.drake@hertfordshirefa.com.

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

Completing Your Affiliation

The affiliation process should be completed via Whole Game System and entering your email/FAN along with your password. If you can't remember your password or do not have a password, please follow on the "Have you forgotten your password" link to recover it.

For existing clubs the affiliation forms will already be populated in the system and you will be able to login and simply edit details that have changed from the season before.

When using Whole Game System your application does not have to be completed in one go. You can always save your progress and come back to it at a later time, which can be particularly useful if you are a large club.

Complete and submit the affiliation on Whole Game System **before 30th June** to avoid additional charges. This includes uploading the PA insurance PDF document provided by Bluefin.

Without this being uploaded you will not receive an invoice.

Tips:

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

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 2019/20 season.

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

Getting in Touch

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:

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