

## Affiliation Guidance for New Clubs

All Clubs will be able to affiliate for the 2019/20 season, on Whole Game System, from **Monday 3<sup>rd</sup> June**. All clubs will have until **30<sup>th</sup> June** to affiliate before a late fee is applied.

After 30<sup>th</sup> June a fine of £25 will be applied, to be paid within 14 days of the invoice date. After 31<sup>st</sup> July a fine of £50 will be applied, to be paid within 14 days of the invoice date. After 31<sup>st</sup> August a fine of £75 will be applied, to be paid within 14 days of the invoice date.

**All new clubs will need to contact a member of the Football Services team to set up the club on the Whole Game System before you can affiliate.**

You will need to be able to provide the following details:

1. Club Name
2. Club Secretary, along with DOB, Address, Phone number and email
3. Club Chairman, along with DOB, Address, Phone number and email
4. Club Treasurer, along with DOB, Address, Phone number and email
5. Club Welfare Officer along with DOB, Address, Phone number and email (**Youth Clubs only**)

To contact the Football Services team you can call us on 01462 677622 between the hours of 9am to 5pm Monday to Friday or directly on the details below:

### **Football Services Manager**

Lauren Halsey - [lauren.halsey@hertfordshirefa.com](mailto:lauren.halsey@hertfordshirefa.com)  
01462 650203

### **Football Services Officer**

Joe Karram - [joseph.karram@hertfordshirefa.com](mailto:joseph.karram@hertfordshirefa.com)  
01462 650202

### **Football Services Administrator**

Paul Musgrave – [paul.musgrave@hertfordshirefa.com](mailto:paul.musgrave@hertfordshirefa.com)  
01462 650201

We have also produced a helpful checklist to assist you in preparation before the Affiliation window opens, which is available on following this link:

<http://www.hertfordshirefa.com/news/2019/may/10/club-affiliation-2019-20>

Our website also provides you with useful documents to assist you completing your clubs affiliation, as well as a handy video showing how to use the Whole Game System. The Whole Game System also has help pages throughout each section.