

Beginners Guide

Club Affiliation & The Whole Game System

Lancashire FA 2019/2020



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Introduction to Club Affiliation

In order to play “Sanctioned Football” (including training sessions and/or friendlies that uses LFA registered match officials, League and/or Cup fixtures) the club will need to become affiliated to Lancashire FA. All clubs must renew their affiliation each year.



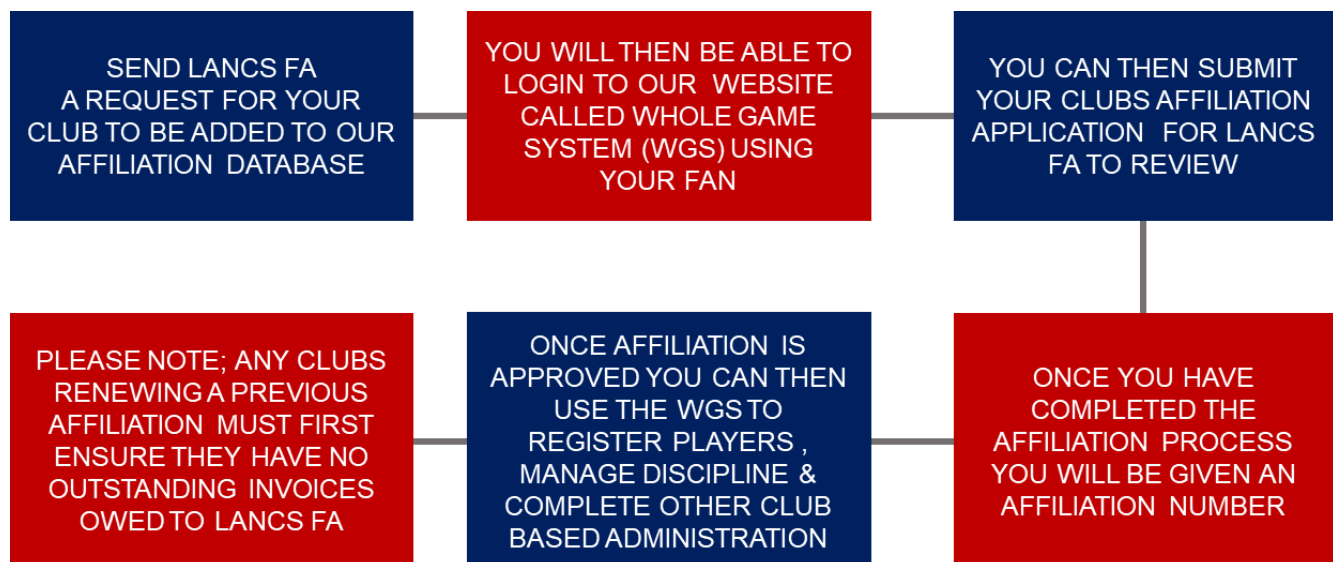
What is club affiliation?

Club affiliation is effectively your membership with Lancashire FA. A pre-requisite of this membership is that the club has the necessary insurances in place, and in the case of youth teams, a full safeguarding check of club officials.

Why do clubs need to affiliate?

Affiliated clubs are assured that by playing in sanctioned football they are playing against others who have also provided proof of insurances and safeguarding checks in the case of youth teams.

What's the process?



CLUB AFFILIATION NEEDS TO BE RENEWED EACH SEASON

Introduction to The Whole Game System (WGS)



What can you do?

- You can add teams to your affiliation records
- You can enter teams in the seasons County Cups
- You can pay online or alternatively request an invoice
- You can add club officials using their unique FAN number
- You can add club players using their unique FAN number
- You can keep on top of club officials qualifications

Registering your players on the Whole Game System

Whole Game System Player Registration is available to all clubs regardless of whether your league is using the system. Adding players is a one off process as all players will have a FAN ID assigned to them and is done through your Whole Game System Portal.

Registering players on Whole Game System will;

- Decrease future administration times as player data is only entered once
- Keep a record of teams a player has played for & create a player history they can check
- Give a player the ability to give their consent to play at your club online
- Accurately show player suspensions within your clubs teams
- Create squad lists for teams
- Enhance the safety of your players data
- For more information on registering players on the Whole Game System, please email WGS@LancashireFA.com



WGS – Frequently Asked Questions



How can I log on?

Using your FAN number (forgotten your FAN? - [click here](#) and password log into the [Whole Game System portal](#)

I can't remember my password?

Simply [click this link](#) to reset your password.

How can I access the club affiliation portal?

You can log into the club affiliation portal via a number of ways including your PC, laptop, tablet and mobile phone by typing in – [wholegame.thefa.com](#) into your browser and it will take you straight to the login page. It is recommended that you use an updated web browser such as [Google Chrome](#) or [Internet Explorer](#) (version 10 or above) otherwise you may have compatibility problems.

Are there any training materials?

Yes on the [Lancashire FA Website](#) there is a dedicated news article which has a YouTube video you can view to become familiar with the online club affiliation portal.

Who can access the club affiliation portal?

The club affiliation portal is available to the Club Secretary, Chairman, Treasurer & Welfare Officer. Each person must use their unique FAN number and password to log in. A designated discipline officer can also access the system.

What if I have a problem?

Lancashire FA will be on hand to offer you any help with any issues that you may have with the Whole Game System. Email WGS@LancashireFA.com for support.



Public Liability Insurance & Personal Accident Cover



All clubs are required to have the appropriate Public Liability Insurance in place for affiliation. This insurance provides protection against any claims made by third parties against you e.g. claims for slips and trips or damage to third party property.

For clubs at Steps 5 and below and Tiers 3 and below (Women's), cover is available as part of your affiliation to Lancashire County FA and, as in previous years, can be purchased through the portal. [Click here](#) to find out more about the liability policy and view a summary of the cover provided.

Ensure the club has the appropriate insurance cover for all elements of its activities as these may not be covered by public liability cover alone, i.e. personal accident cover. If your club already has the appropriate Public Liability Insurance in place you can upload a copy of the certificate of insurance through the Whole Game System portal.

It is now mandatory for ALL teams to have the appropriate Personal Accident Insurance in place within the club. This insurance provides protection for someone who is injured in an accident whilst participating in a club activity. This policy could provide either a lump sum benefit or weekly amount (dependent on the cover selected). As stipulated by The FA, personal accident insurance is compulsory for Adult 11-a-side teams and all formats of youth football. Lancashire FA supports the National Game Insurance Scheme (NGIS) which is delivered by Bluefin Sport.

The NGIS can provide a range of levels of cover to choose from. [Click here](#) for more information and to purchase cover online. If you already have insurance via Bluefin Sport, you will receive a renewal notice by email or post. Once personal accident cover has been purchased you will be required to upload evidence of the insurance in place through the portal (or if purchasing online through the NGIS, Lancashire FA will receive instant notification).

What if our club already has in place the appropriate insurance?

That is fine; you can simply upload your insurance documents via the portal. Please note until you do this your affiliation will not be approved.



Committee Safe Guarding Requirements



It is now mandatory for the following committee members of clubs with youth teams to complete an online safeguarding course:

Chairman

Secretary

Treasurer

Welfare Officer

The course is free and can be accessed [here](#) . Affiliation cannot be approved until all mandatory members have completed the course. Once completed this qualification will last for three years.

Will there be any Affiliation Workshops I can attend?

Yes! For information regarding workshops please email WGS@LancashireFA.com



Lancashire FA Key Contacts

Affiliation

WGS@LancashireFA.com

Competitions

Darren.Swarbrick@LancashireFA.com

Safeguarding & Welfare

Neil.Yates@LancashireFA.com , Chris.Doherty@LancashireFA.com

League & Tournament Sanctions

Timothy.Tack@LancashireFA.com

Player Registration

WGS@LancashireFA.com

Charter Standard

Nick.Birchall@LancashireFA.com

Discipline

discipline@lancashirefa.com

