

USER GUIDE

FOR Application Form

ABSTRACT

This user guide describes the step by step procedure on how to apply for and get approval to be an organiser for **The FA Mars Just Play** Programme.

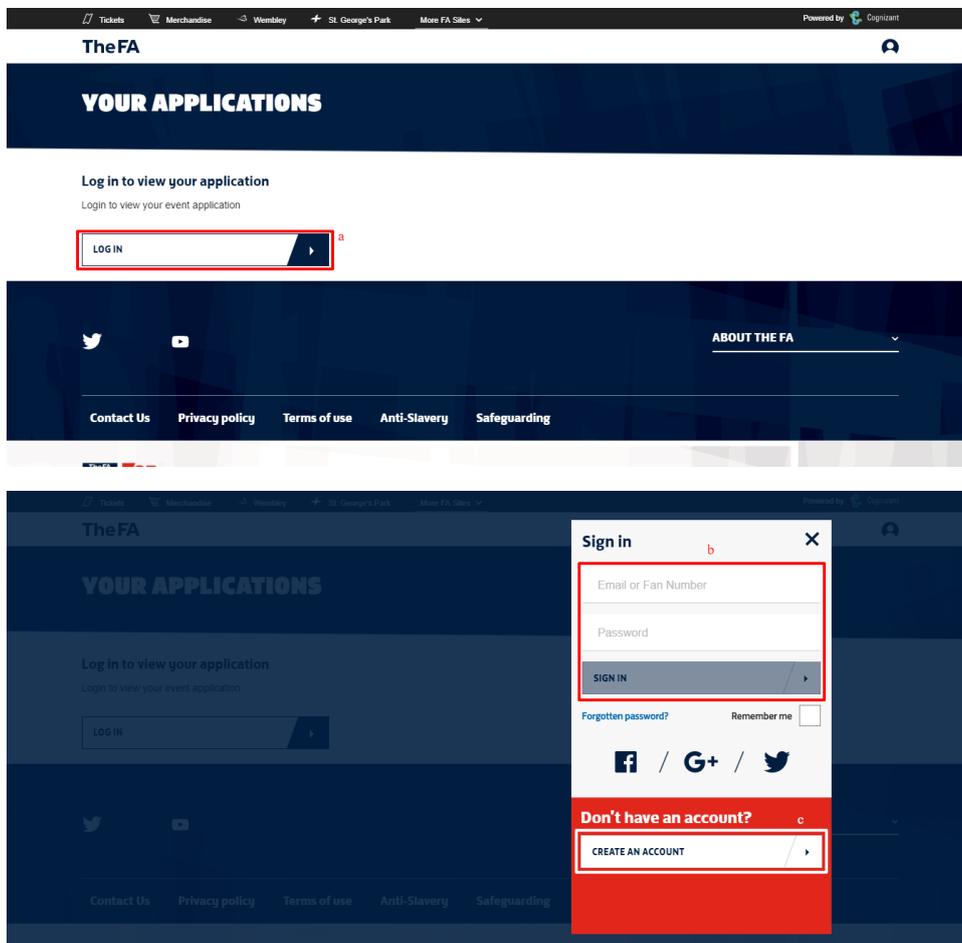
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1. Landing Page

The application for The FA Mars Just Play Programme can be completed by the lead coach for the centre, this person must be aged 18+ hold a minimum of FA level 1, an in date FA CRC, FA Safeguarding and FA Emergency aid qualifications at the point of application. Although this is not a mandatory criterion, any person (without login credentials) can create a new account and proceed to fill and submit an application form for the Programme

Screen(s):



2. Application Form

Each application is for a centre. If the applicant is running an additional centre on a different day, please create a second application for this centre. This section explains the step by step procedure to filling up an application form in order to Apply for and host The FA Mars Just Play Programme.

The application form consists of 3 major sections.

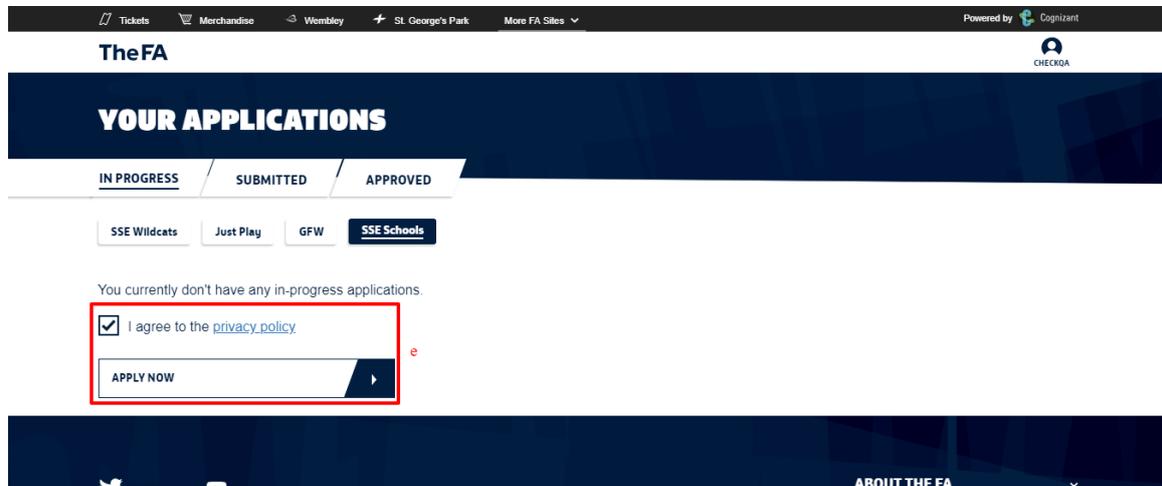
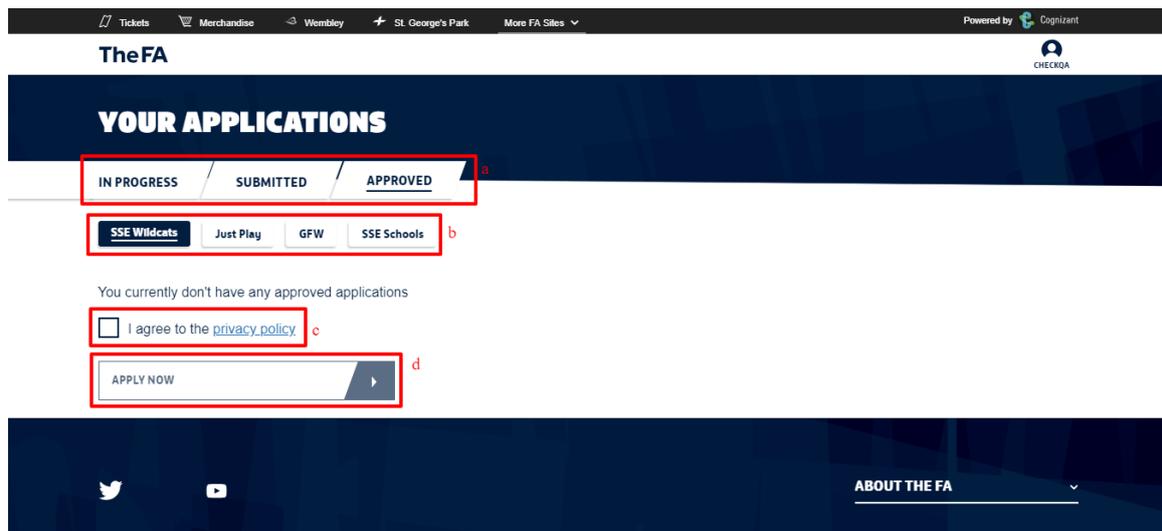
1. Delivery Organisation Information
2. Venue Information
3. Staff (Coach/Volunteer/DSO) Information

The Applicant will have the “**Apply now**” option to initiate the Application process in his/her landing page once they have successfully logged in. Existing applications, if any, will also be displayed in the landing page.

- a) The applications will be made available as per the application statuses, which are displayed in the Primary Navigation bar – “**In Progress, Submitted, Approved & Rejected**”
- b) User must accept to the “Privacy/Terms & Conditions” in order to proceed with the Application Form

- c) **“APPLY NOW”** option will be enabled only after the user has accepted to the “Privacy/Terms & Conditions”

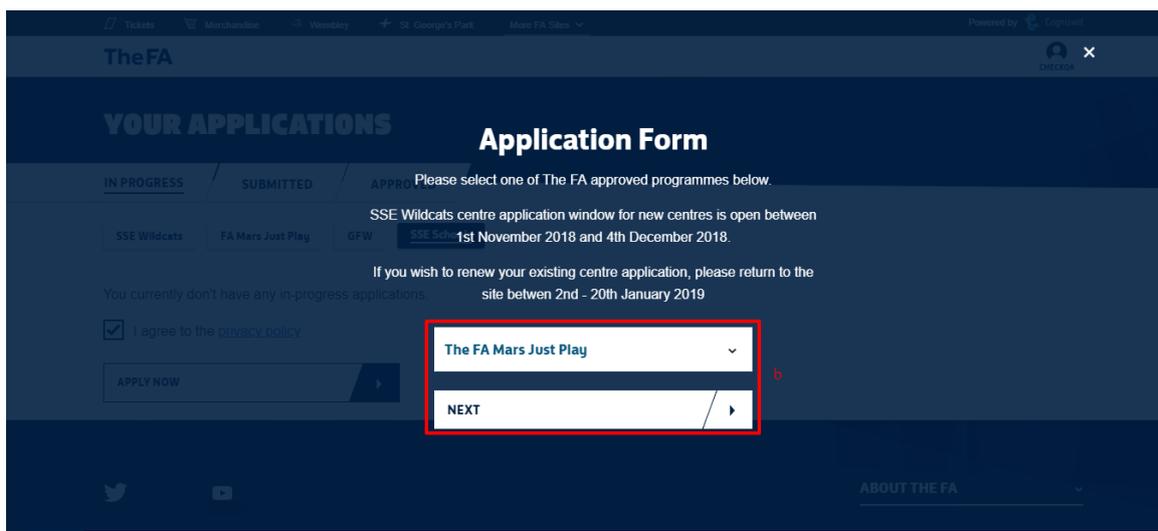
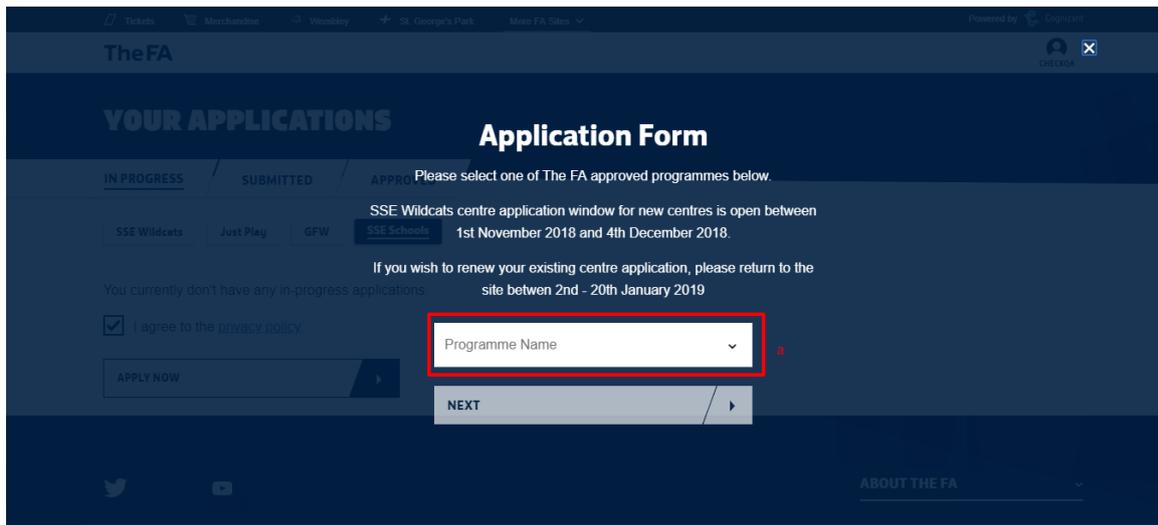
Screen(s):



a. Programme Selection

Select “TheFA Mars Just Play” Programme from the dropdown so as to proceed to the next screen

Screen(s):



a. Applicant Personal Details

This screen pre-populates the logged in applicants' personal details. All details in this screen are view only and cannot be edited. The details displayed include,

- a) Applicants personal details like
 - I. First name
 - II. Last name
 - III. DOB
 - IV. Email
 - V. Phone No
 - VI. Post Code
 - VII. Street name
- b) Option to "SAVE AND CONTINUE"

Screen(s):

The screenshot shows a web application interface for 'The FA Mars Just Play Programme'. The main heading is 'Application Form for The FA Mars Just Play Programme'. Below this, there are tabs for 'YOUR APPLICATIONS' with sub-tabs for 'IN PROGRESS', 'SUBMITTED', and 'APPROVED'. The current section is 'Applicant Personal Details: Please confirm your personal details.' A red box highlights a form section for 'Delivery Organisation Information' with the following fields: 'CheckQA', 'Prod', '17/09/1987', 'qanimal123@hotmail.com', '95231213225', 'S500RT', and '180 Prittlewell Chase'. A 'SAVE AND CONTINUE' button is located at the bottom of this section. The background shows a 'YOUR APPLICATIONS' section with a message: 'You currently don't have any in-progress applications.' and an 'APPLY NOW' button. The footer includes 'Contact Us', 'Privacy policy', 'Terms of service', and 'Powered by Cognizant'.

b. Delivery Organisation Information (Screen 1)

The applicant is required to enter the details of the Delivery Organisation in this screen. All fields are mandatory in order to proceed to the next screen.

Input fields in this screen are,

- a) Delivery organiser name
- b) Address Line 1
- c) Address Line 2
- d) Town
- e) Postcode
- f) Delivery organisation Telephone number
- g) Delivery organisation Email address
- h) Option to check if the provided address is same as the one where the activity will be delivered
- i) Option to "SAVE AND CONTINUE"

Note:

1. Where the applicant address is the same as the address where the sessions of the centre would be conducted, select the checkbox "The address provided above is the same venue at which your activity will be delivered", the Post code entered in this page will be carried forward to the "**Venue Information**" section. It will be editable and the user can edit or change the entry as required.

Screen(s):

c. Delivery Organisation Information (Screen 2)

The Applicant is required to enter the details of the Delivery Organisation in this screen. All fields are mandatory in order to proceed to the next screen.

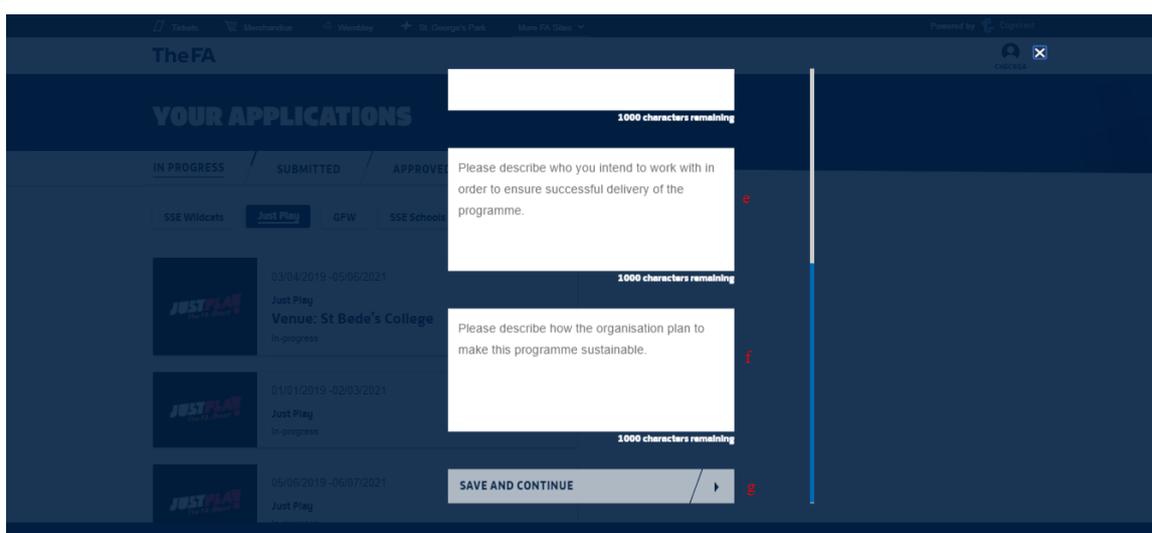
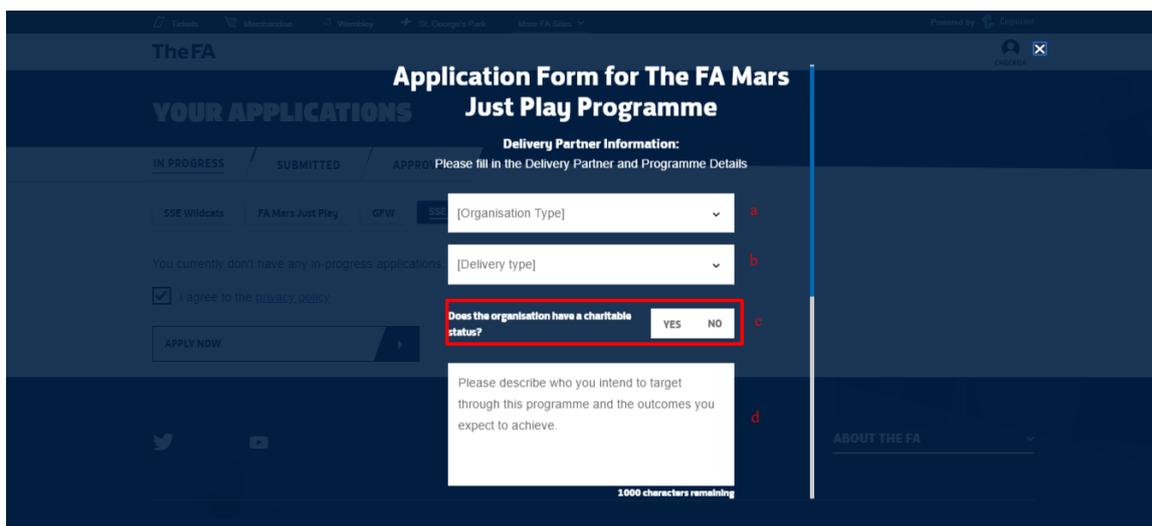
Input fields in this screen are as follows: all the information in this page are mandatory and the applicant can proceed further only after filling all the details of this page.

- a) Organization Type
- b) Delivery Type
- c) Does the organization have a charitable status?
- d) Please describe who you intend to target through this programme and the outcomes you expect to achieve.
- e) Please describe who you intend to work with in order to ensure successful delivery of the programme.
- f) Please describe how the organisation plan to make this programme sustainable.
- g) Option to “SAVE AND CONTINUE”

Note:

1. **“Organisation Type”** will have the below options for the user to choose from
 - a. FA Charter Standard Club
 - b. FA University Hub - Tier 1
 - c. FA University Hub - Tier 2
 - d. FA University Hub - Tier 3
 - e. FA College Hub - Tier 1
 - f. FA College Hub - Tier 2
 - g. FA College Hub - Tier 3
 - h. County Football Association
 - i. Not Applicable
2. **“Delivery Type”** will have the below options for the user to choose from
 - a. Community Delivery
 - b. Disability Delivery
 - c. Educational Delivery

Screen(s):



d. Delivery Organisation Information (Screen 3)

The applicant is required to enter the details of the Delivery Organisation in this screen. All fields are mandatory in order to proceed to the next screen.

Input fields in this screen are,

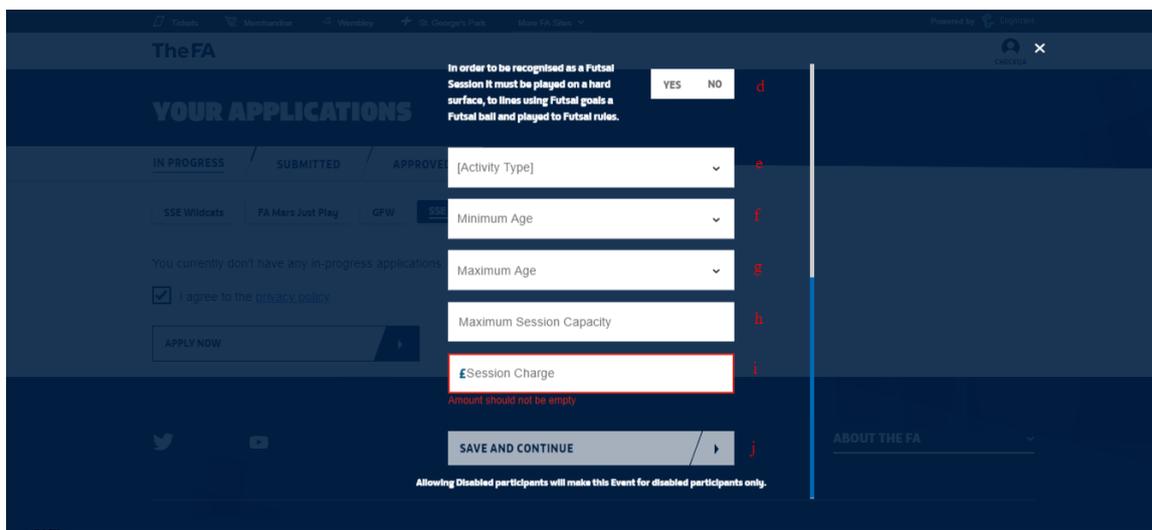
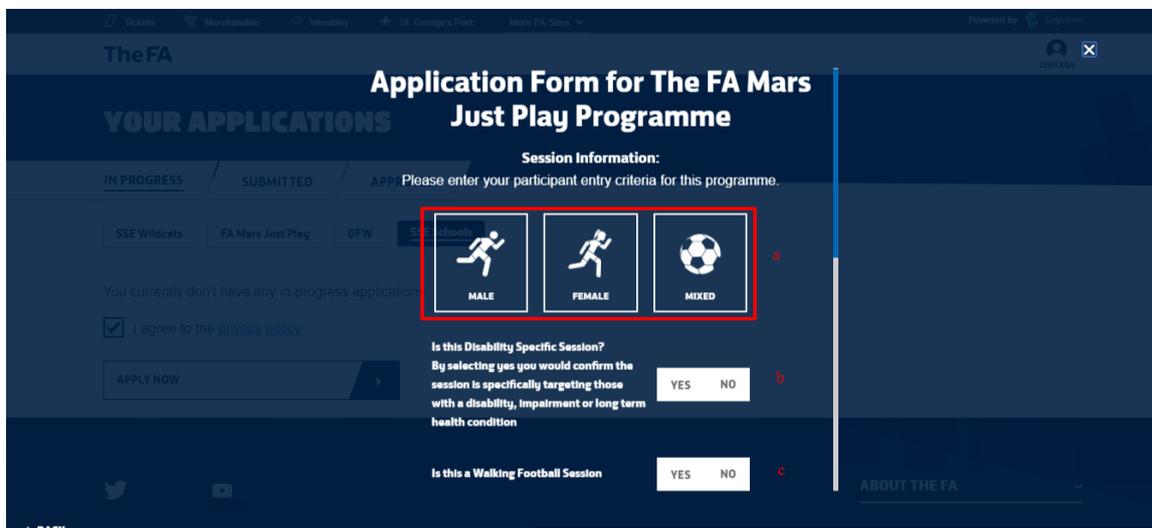
- a) Gender selection
- b) Is this a Disability Specific Event?
- c) Is this a Walking Football Session?
- d) Is this a Futsal Session?
- e) Activity Type
- f) Minimum Age
- g) Maximum Age
- h) Max Session Capacity
- i) Session Charge
- j) Option to "SAVE AND CONTINUE"

Note:

1. **"Activity Type"** will have the below options for the user to choose from
 - a. Turn Up & Play Activity
 - b. Soccercise

- For **“Is this a Disability Specific Event?”** option, if the applicant selects 'Yes', it would confirm that the session is only open to those with a disability.
- In order to be recognised as a **“Futsal Session”** it must be played on a hard surface, to lines using Futsal goals, a Futsal ball and played to Futsal rules'.
- The minimum age criteria for this Programme is **16**.
- The **“Max Session Capacity”** is set at 16 and the user will not be able to entry a value lesser than this
- The **“Session Charge”** field should contain a value and cannot be left blank

Screen(s):



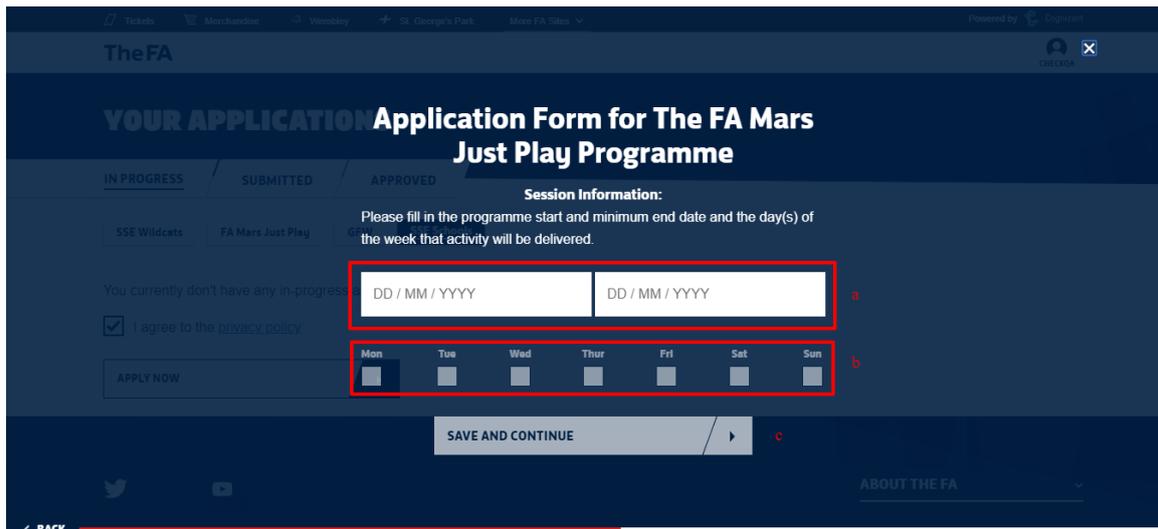
e. Delivery Organisation Information (Screen 4)

Requirements for the FA Mars Just Play Programme are a minimum of 16/24/32 weekly sessions in the 12 months following commencement of activity depending on the Delivery Type. We encourage applicants to deliver for as many weeks as possible during the year.

Note:

- The minimum number of weeks would change depending on the **“Delivery Type”** (Community/Disability/Educational) selected previously. The Start & End dates will be validated based on the same.
- Applicant can select a day or combination of Day(s) (Mon to Sun) that they wish to run the programme on.

Screen(s):



f. Venue Information (Screen 1)

The applicant is required to enter the Venue detail where the activity will be taking place in this screen. After the user searches for the required Venue, they can select from the list of venues that matches the search criteria. All fields are mandatory in order to proceed to the next screen.

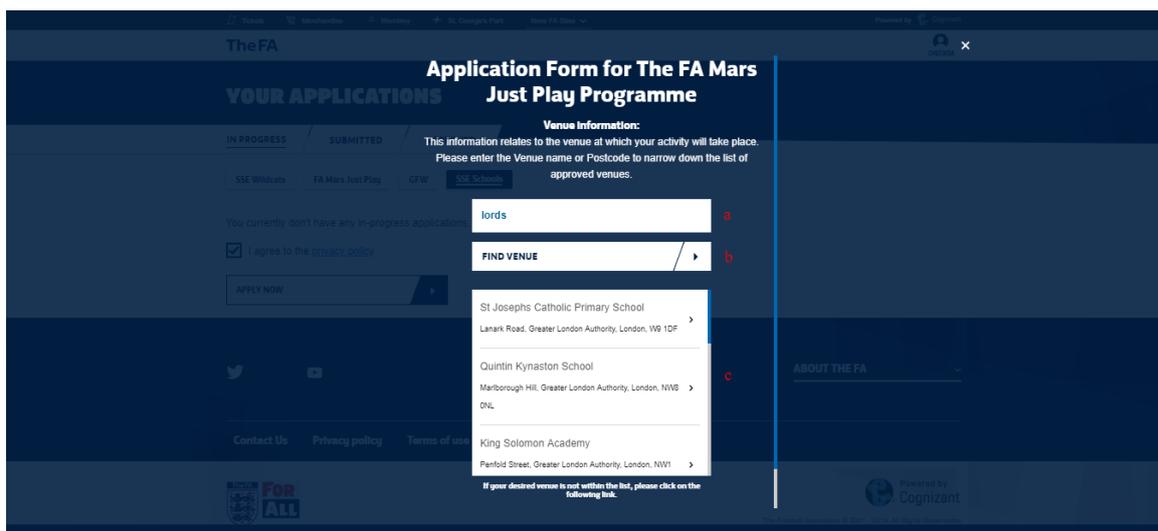
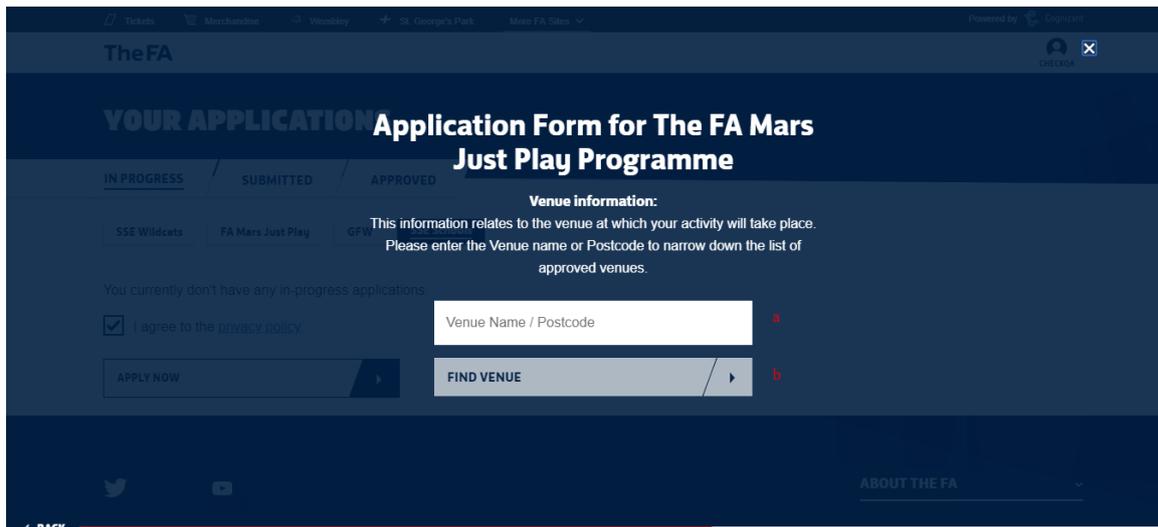
Input fields in this screen are,

- a) Venue Name/Postcode
- b) Option to "FIND VENUE"
- c) Search Results/Venue Selection

Note:

1. The user can enter either the Venue Name or the Postcode to initiate the venue search
2. If the user had selected the option confirming that "The address provided above is the same venue at which your activity will be delivered", in the "Delivery Organiser Information" screen, the Post code entered carried forward to the "Venue Name/postcode" field. It will be editable and the user can edit or change the entry as required.
3. If the desired venue is not listed in the search results, then the user cannot proceed with the application form and will have to reach out to TheFA via the link provided on screen

Screen(s):



g. Venue Information (Screen 2)

The applicant is required to select the CountyFA for the venue selected in this screen. All fields are mandatory in order to proceed to the next screen.

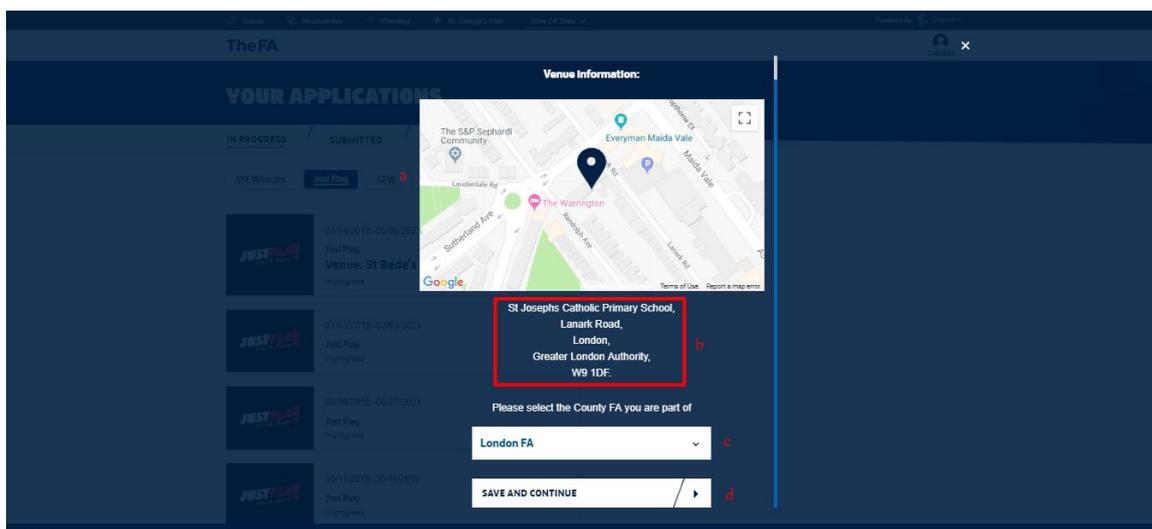
Input fields in this screen are,

- a) Map view of the Venue selected
- b) Address of the Venue Selected
- c) County FA Selection
- d) Option to “SAVE AND CONTINUE”

Note:

1. The user can see the Map view and the complete address of the Venue selected in the previous screen
2. CountyFAs tagged to a particular County/Venue will be listed and the user can select any one as per their requirement in order to proceed

Screen(s):



h. Venue Information (Screen 3)

The applicant is required to provide further information on the venue that has been selected in the previous screen. All fields are mandatory in order to proceed to the next screen.

Input fields in this screen are,

- a) Facility Type
- b) Type of Pitch
- c) No of Pitches
- d) Option to “SAVE AND CONTINUE”

Note:

1. **“Facility Type”** will have the below options for the user to choose from
 - a. Owned
 - b. Rented
 - c. Leased
2. **“Type of Pitch”** will have the below options for the user to choose from
 - a. Grass
 - b. Indoor
 - c. 3G or AstroTurf
 - d. Other
3. The user can enter the required value in numbers for the **“No of pitches”** as per the requirement

Screen(s):

i. Documentation Upload

The user is required to upload the mandatory documentation(s) in this screen. All fields are mandatory in order to proceed to the next screen. You are required to upload the following documentation:

- Public Liability Insurance
- Health & Safety Policy
- Equal Opportunities Policy

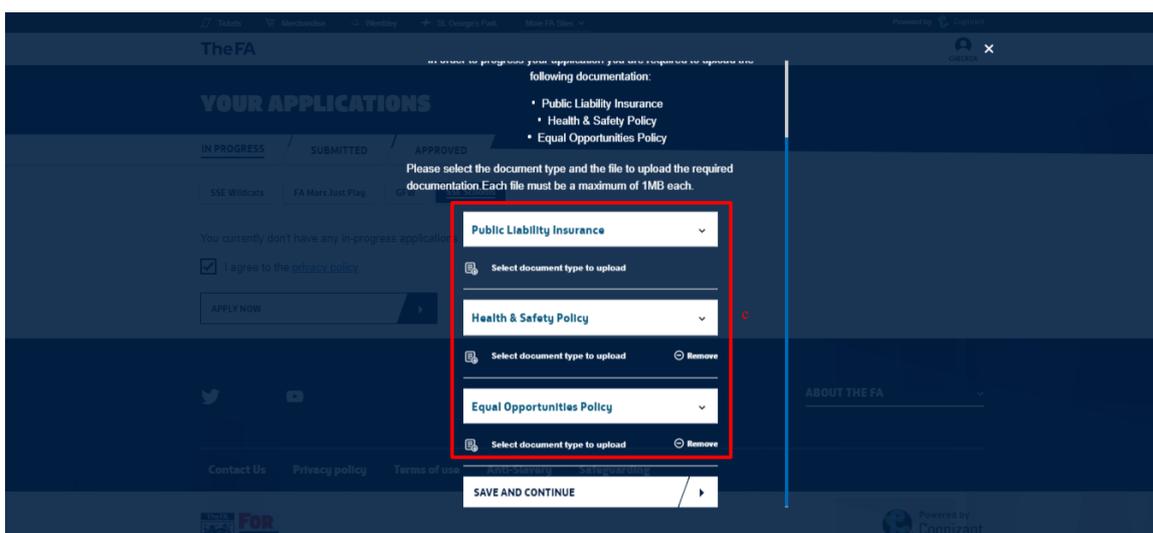
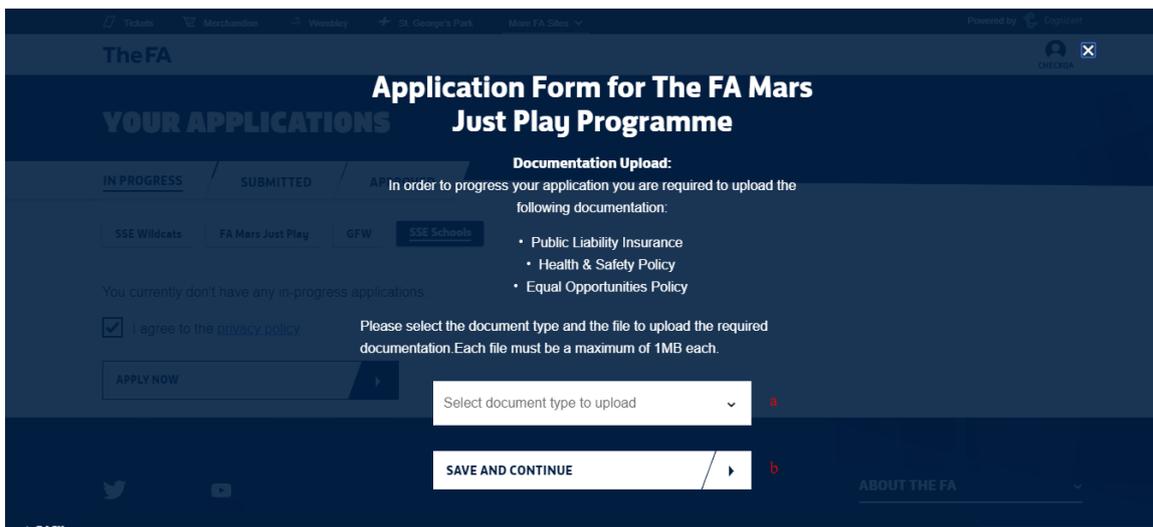
Input fields in this screen are,

- a) Document Selection - Drop-down
- b) Option to "SAVE AND CONTINUE"
- c) Upload Options
 - I. Select file to upload
 - II. Add new document
 - III. Remove

Note:

1. The applicant is required to upload at least one documentation for all the Document Types listed in the drop down. The max file size allowed is 1mb
2. In order to upload the mandatory document, click on add new document. Select the document type and upload the required document.
3. The applicant can remove any wrongly uploaded document and add a new document as required
4. The applicant can upload more than one document for a document type if required
5. The system will allow the applicant to proceed without uploading the documents. But, it will not allow the user to submit the application without the mandatory documentation(s)

Screen(s):



j. Staff Information – Coach

The programme requires a minimum of one FA Licensed Level 1 Coach. As the lead coach of this programme, please re-enter your FAN number/details to verify you as a coach, you can also add additional coaches to your programme. The applicant can either Key in the coach details or enter the coach FAN Code.

Input fields in this screen are,

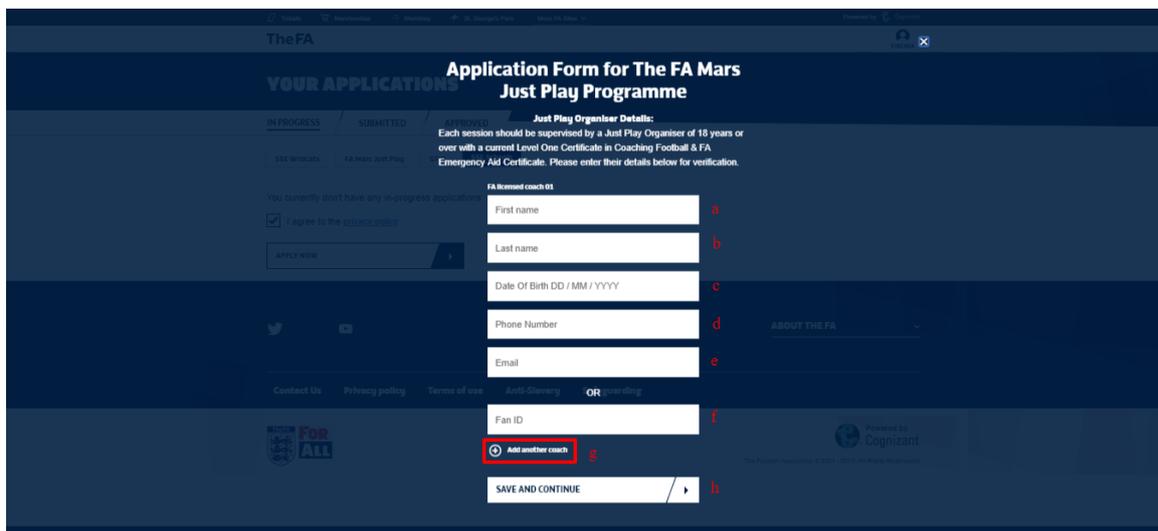
- a) First name
- b) Last name
- c) Date of Birth
- d) Phone Number
- e) Email
- f) Fan ID
- g) Option to “Add another Coach”
- h) Option to “SAVE AND CONTINUE”

Note:

1. Each session should be supervised by a Just Play Organiser of 18 years or over with a current Level One Certificate in Coaching Football & FA Emergency Aid Certificate.

2. The user can either enter the details in fields “a” to “f” if they have the details on hand or can enter the Fan ID in “g”. Entering the Fan ID will retrieve all the other details and it will be displayed in the respective fields
3. Once a coach details are entered, an invitation email will be triggered. The coach can then “Accept” or “Reject” the invitation. Until then the status will be “Yet to Respond” and the user will not be allowed to submit the application form
4. The user can remove a coach in any of the above statuses at any point in time before submission of the application form if they want to replace them with another
5. A coach need to be compliant with the certification and other requirements in order to be accepted as a Valid Coach

Screen(s):



k. Terms & Conditions

The user is required to review and agree to the terms & conditions in this screen. All fields are mandatory in order to proceed to the next screen.

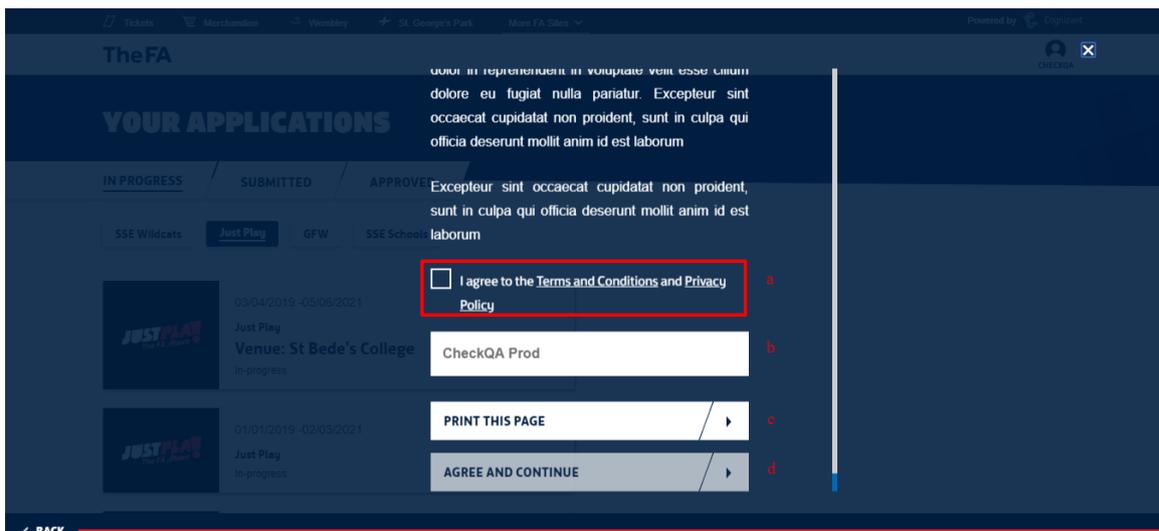
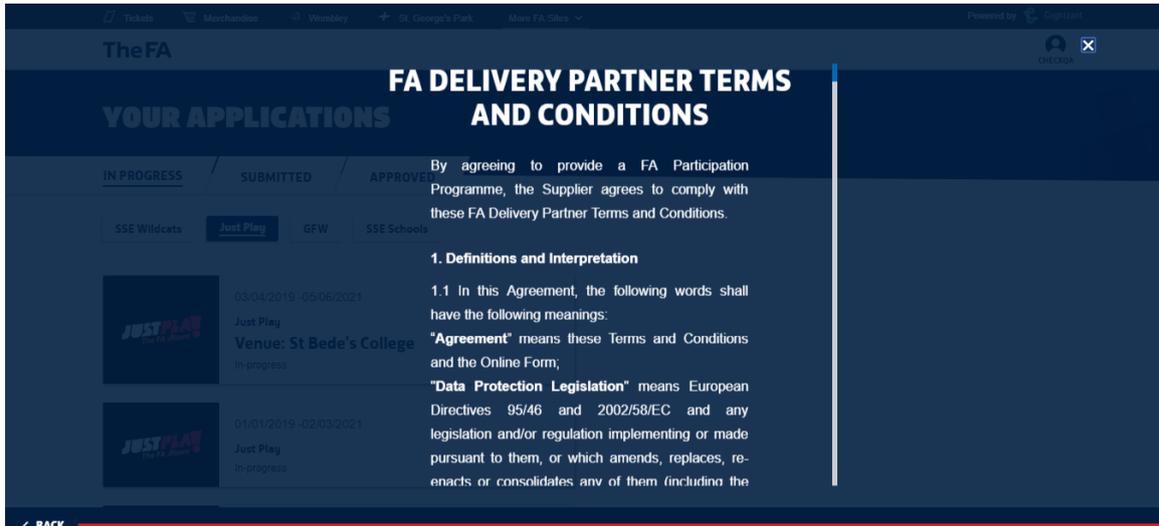
Input fields in this screen are,

- a) Agree Terms & Conditions
- b) Name
- c) Option to “PRINT THIS PAGE”
- d) Option to “AGREE AND CONTINUE”

Note:

1. The user name will be pre-populated and is non editable
2. The user can print this page using the “**PRINT THIS PAGE**” option

Screen(s):



Terms and Conditions

By agreeing to provide a FA Participation Programme, the Supplier agrees to comply with these FA Delivery Partner Terms and Conditions.

1. Definitions and Interpretation

1.1 In this Agreement, the following words shall have the following meanings:

"Agreement" means these Terms and Conditions and the Online Form;

"Data Protection Legislation" means European Directives 95/46 and 2002/58/EC and any legislation and/or regulation implementing or made pursuant to them, or which amends, replaces, re-enacts or consolidates any of them (including the General Data Protection Regulation), and all other applicable laws relating to processing of personal data and privacy that may exist in any relevant jurisdiction, including, where applicable, the guidance and codes of practice issued by supervisory authorities, **"data controller"**, **"data processor"**, **"data subject"**, **"personal data"**, **"processing"** and **"appropriate technical and organisational measures"** shall be interpreted in accordance with Directive 95/46/EC or other applicable Data Protection Legislation in the relevant jurisdiction. **"General Data Protection Regulation"** means Regulation (EU) 2016/679;

"FA Delivery Partner" means a person (being an individual, company or other organisation) approved by The FA to provide FA Participation Programmes;

"FA Participation Programme" means a programme approved by The FA to encourage participation in football;

"Fees" means the fees payable to the Supplier to provide the Services, as agreed by The FA and the Supplier;

"Intellectual Property Rights" means patents, trade marks, service marks, registered designs, applications and rights to apply for any of those rights, trade, business and company names, internet domain names and email addresses, unregistered trade marks and service marks, copyrights, database rights, rights in software, know-how, rights in designs and inventions;

"Minimum Requirements" means the minimum requirements for the FA Participation Programme set out in the Appendix to these Terms and Conditions;

"Online Form" means the online form as completed by the Supplier and approved by The FA as part of the Supplier's application to be a FA Delivery Partner;

- Centres must be inclusive.
- Centres must operate within community hours, to allow accessibility for all.
- Centres must have capacity for a minimum of 30 participants.
- All participants must be booked on by their parent /Carer prior to taking part in a session. The session organiser must make attendance at the end of each session.
- The Centre must adhere to the following:
 - the Centre must have confirmed parent/carer consent to participate;
 - the Centre must have parent/carer consent for their child to be filmed/photographed; and
 - the Centre must have participant data and ensure its retention is in compliance with GDPR; medical needs, emergency contact information, any additional needs e.g. support for impairment, learning difficulties.

I agree to the [Terms and Conditions](#) and [Privacy Policy](#)

Name: CheckQA Prod

Date: 09-11-2018



1. Summary Screen

The summary screen allows the user to look at all the details entered in all the screens/sections so as to identify and update any information as required. The user will be able to edit any information that was entered in any section/screen.

Input fields in this screen are,

- Option to “CONFIRM APPLICATION”
- Option to “CANCEL”
- Options(s) to edit data entered section-wise

Note:

1. The user can edit or update information entered previously in the application form flow
2. Those screen/sections which have errors will be highlighted in **Red** and the user needs to action on them in order to proceed to submission
3. “**CONFIRM APPLICATION**” option will be enabled only when all the mandatory details are filled and the entered information is validated/verified to be correct
4. “**CANCEL**” option can be used to discard the form. Though cancelled, all the entered information will be saved and made available. This form can be accessed from “In-Progress” tab in the user’s landing page

Screen(s):

The screenshot shows a web application interface for 'The FA Mars Just Play Programme'. The main heading is 'Application Form for The FA Mars Just Play Programme'. Below this, there is a section for 'YOUR APPLICATION' with a sub-heading 'Please confirm the details below or select a section you would like to edit:'. A message states: 'The items highlighted in RED needs your attention as they are either incorrect or invalid. Please action the same for successful submission of the application form.' Below this, there are tabs for 'IN PROGRESS' and 'SUBMITTED'. The 'Programme' is listed as 'The FA Mars Just Play'. Under 'Organiser information:', there are two columns of details:

Name CheckQA Prod	Participant Entry Criteria MIXED	Disability Specific? Yes	Walking Football? No
Date Of Birth 17/09/1987	Futsal Session No	Activity Type Soccer/cricket	Minimum age 18
Contact Details qanirmai123@hotmail.com 95231213225	Maximum age 29	Max. number of participants 16	Cost per session £3.00
Office Address SS00RT 180 Prittlewell Chase	Start Date 01 / 01 / 2019	End Date 01 / 01 / 2020	

At the bottom, there is a section for 'Please select the days of the week when the programme is to be conducted.' with the selected days being 'TUESDAY, WEDNESDAY'.

TheFA

Delivery partner contact details

a
a
a
a
a
12365478998
a@a.cc

Organisation Type
FA Charter Standard Club

Delivery Type
Community Delivery

Does the organisation have a charitable status
Yes

Describe how you plan to make this programme sustainable
12

Describe how you will recruit participants to the programme
qw

TheFA

Describe what the exit routes are for participants
as

IN PROGRESS SUBMITTED APPROVED

Venue information:

Venue Name



St Josephs Catholic Primary School, Lanark Road, London, Greater London Authority, W9 1DF.

County FA
London FA

Facility Type
Leased

TheFA

Facility Type
Leased

Type of Pitch
Grass

No. of Pitches
2

Document uploads for venue

Development Plan
actor.png

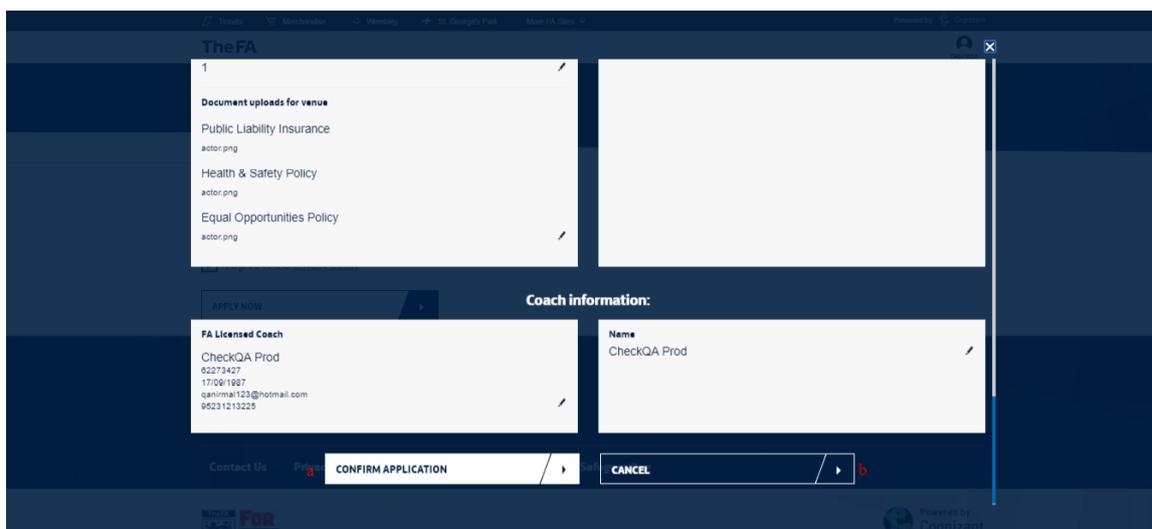
Coach information:

FA Licensed Coach

Name
CheckQA Prod

CONFIRM APPLICATION

CANCEL



m. Submission Confirmation Screen

The confirmation screen provides details of the Programme Application that was submitted successfully.

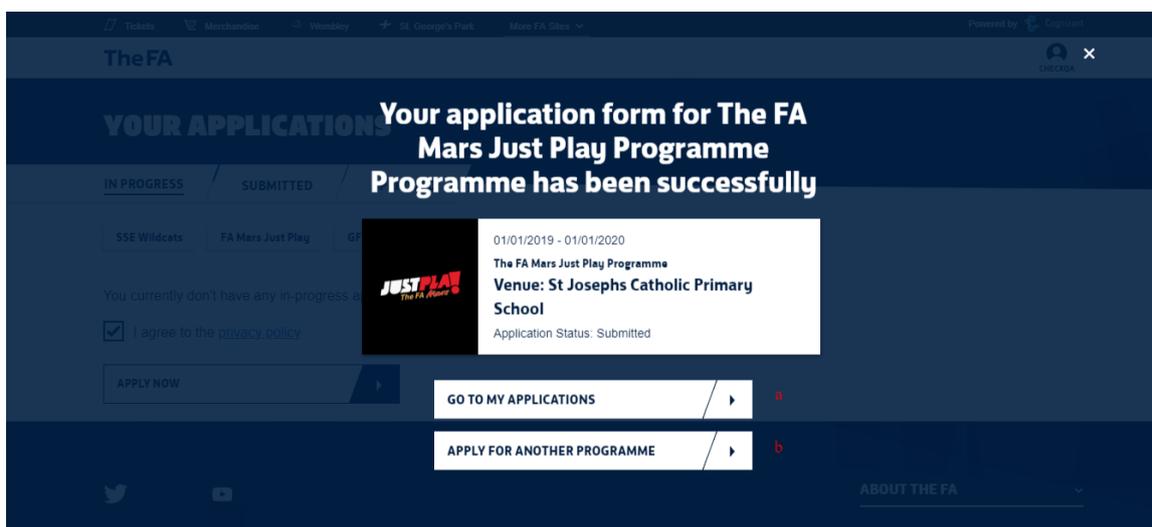
Input fields in this screen are,

- a) Option to “GO TO MY APPLICATIONS”
- b) Option to “APPLY FOR ANOTHER PROGRAMME”

Note:

1. The Programme Details available in this screen are
 - a. Programme Logo
 - b. Start Date & End Date
 - c. Programme Name
 - d. Venue
 - e. Application Status
2. The status of the application will be “Submitted” and this form will be available in the respective tab in the user’s landing page
3. Once submitted, the form cannot be edited by the user
4. “GO TO MY APPLICATIONS” will navigate the user to the landing page
5. “APPLY FOR ANOTHER PROGRAMME” will initiate the Application process for another Programme

Screen(s):



3. Support Contact Details

The FA Administrator can be reached at,

E-Mail ID: Andy Dyke Andy.Dyke@thefa.com; Rupert Webster <Rupert.Webster@thefa.com>