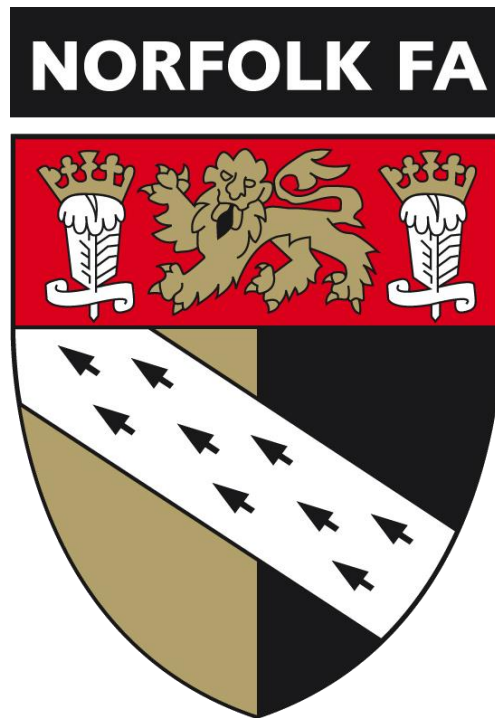


**Norfolk County  
Football Association Ltd**



**2022-23 Online Affiliation Guidance Booklet**

A step-by-step guide on how to affiliate your Club for  
the 2022-23 season using Whole Game System

## Contents

Accessing Whole Game System .....	3
Club Dashboard.....	5
Step 1: Club Details .....	6
Step 2: Club Officials .....	7
Step 3: Club Grounds .....	9
Step 4: Teams & County Cups .....	10
Step 5: Supporting Documentation .....	14
Step 6: Purchases.....	15
Step 7: Affiliation Summary .....	17
Step 8: Invoicing and Summary.....	18

**Dear Secretary,**

**Re: 2022/23 Online Club Affiliation**

This guide has been devised by the staff at County Headquarters to assist you in completing the 2022/23 Affiliation process using the Whole Game System.

The online process consists of 8 stages which you navigate through one by one, and this guide will take you through each section a step at a time. I would therefore recommend that you read the guide in conjunction with completing each section of the Affiliation process. Should you need further assistance, you will find a short How to Guide video located at the top of each stage, which will demonstrate what is required at each point.

Should you feel unsure about any aspect of the affiliation process, please complete the following form here highlighting the issues you are facing and one of the members of staff below will be in touch.

**Head of Football Services**

Matthew Lemmon

Matt.Lemmon@NorfolkFA.com

**Regulatory Services Manager**

Thomas Constance

Thomas.Constance@NorfolkFA.com

**Football Services Officer (Regulatory Services)**

Daniel Bird

Daniel.Bird@NorfolkFA.com

**Football Services Apprentice**

Sam Wooldridge

Sam.Wooldridge@NorfolkFA.com

Or telephone the team on 01603 704050

You can also request support using our [online support form](#). This is a service that we are offering this season where we will be able to support you online as you complete your affiliation. Also we will be holding a drop in session on Wednesday 8<sup>th</sup> June at 6:30pm on Microsoft Teams, link is [here](#).

Yours sincerely,

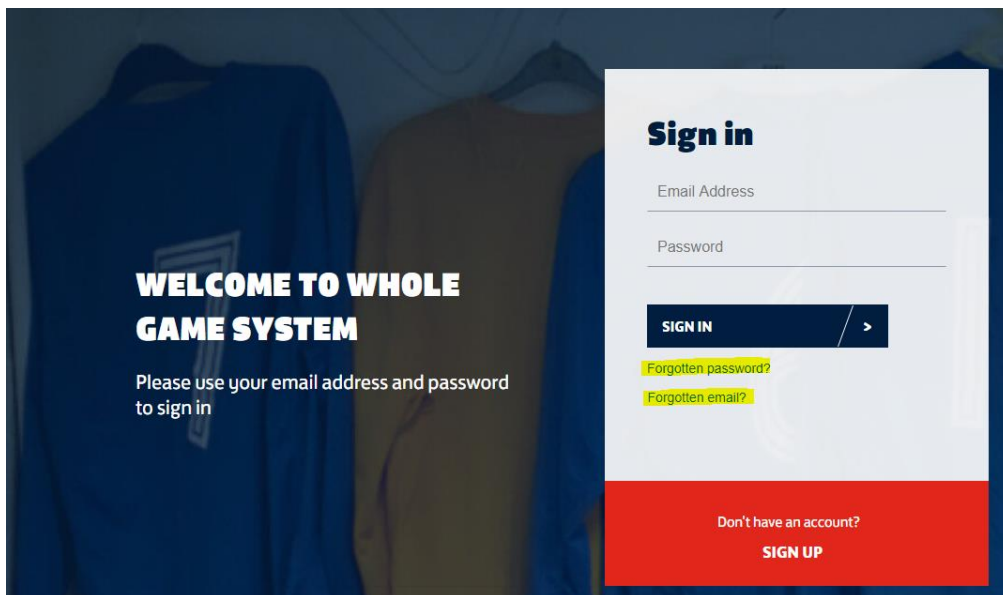
**Matt Lemmon**

Head of Football Services

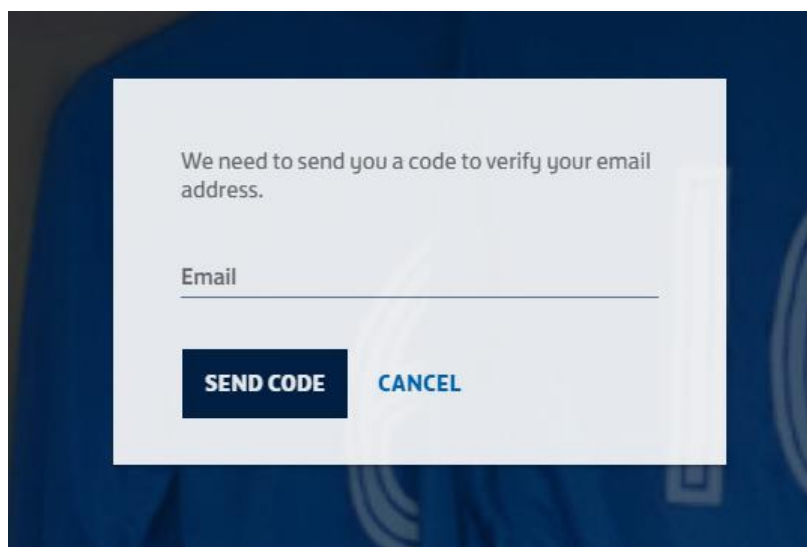
## Accessing Whole Game System

The process for creating a password and accessing the registrations process is detailed below:

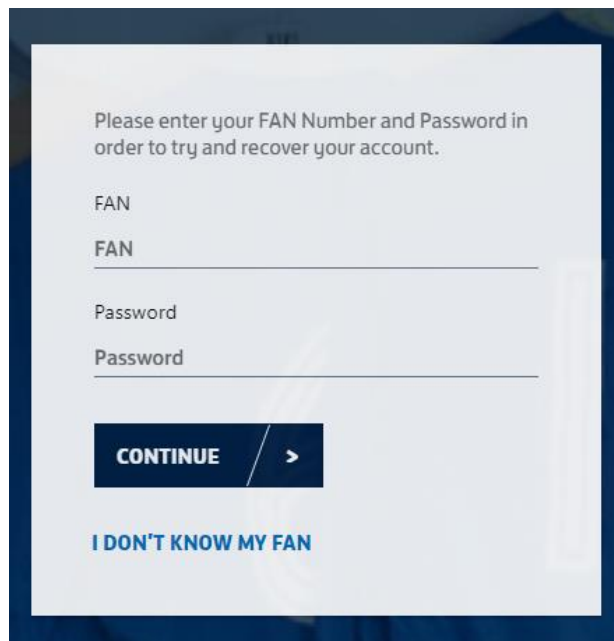
- A. Click on this link to the Whole Game System (WGS) - [WGS link](#).
- B. If you have forgotten or don't have a password set up for WGS you will need to click on the 'Forgotten password?' link, on the below screen as highlighted. Alternatively, if you don't know your email that is connected to your FAN then you will need to click on the "Forgotten email?" link.



- C. When clicking "Forgotten password" the below screen will appear asking you to enter your email address. This will then send you an email with a code which you will need to enter to verify your email. This will allow you to create a new password.



- D. When clicking “Forgotten email” the below screen will appear asking for your FAN and password. Once entered your FAN and password the system will provide you with the correct email address to use.



Please enter your FAN Number and Password in order to try and recover your account.

FAN

FAN

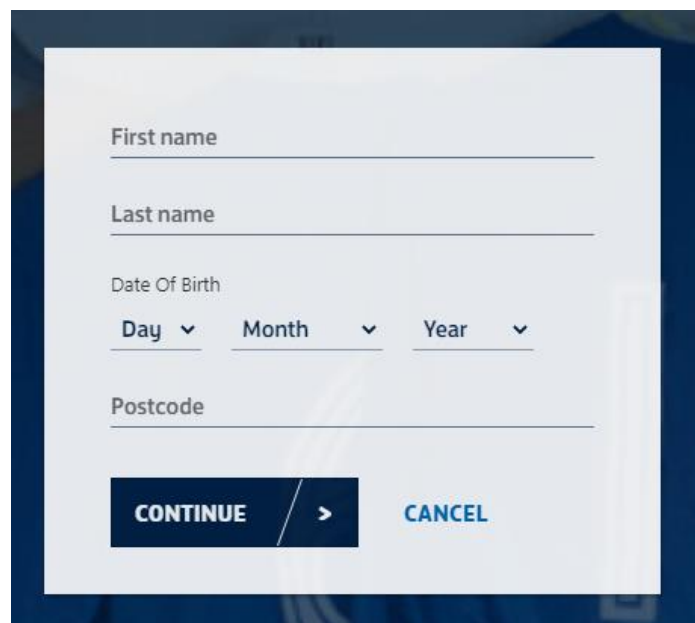
Password

Password

**CONTINUE** >

[I DON'T KNOW MY FAN](#)

- E. If you don't know your FAN then please click the “I don't know my FAN” link which will direct you to the below screen. This will ask you to enter personal details which once completed will reveal your email address. If the system does not provide any matches then please contact us.



First name

Last name

Date Of Birth

Day ▾ Month ▾ Year ▾

Postcode

**CONTINUE** > [CANCEL](#)

- F. You'll now be able to log on to WGS on the homepage which will allow you to now start the affiliation process.

## Club Dashboard

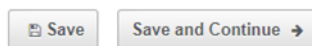
Once you have logged onto The Whole Game System (<http://wholegame.thefa.com>), navigate to your **Club Secretary tab at the top of the screen** as per the image below.



Then on the left hand side of the page, click the **Affiliation 2022-23 tab** to begin the affiliation process



At the end of each stage in the process you can either click 'Save' to return to the process at a later date or 'Save and Continue' to move to the next step of the process



## Step 1: Club Details

Before starting the Club Affiliation process, you will need to ensure that the Club details are fully up-to-date. For this to be completed you will need to login to the Club Portal and select “My Club” or click “Club Profile” in Whole Game System . The My Club tab gives you the option to check and update **basic Club details**, such as primary contact address, sponsor and website / social media pages. To edit these details, click on the edit buttons that are situated on each of the tab pages.

Please note that should you need to update the Name and Club Type you will need to contact the County FA.

Club Portal \ My Club \ Organisation Profile

Organisation ID 94458 Status ACTIVE

DEF United County Admin

Dashboard

My Club

Players

Teams

Officials

Back to Whole Game

Help

DEF United

ACCREDITATION Non Accredited

Affiliated Association: Norfolk FA

Organisation Profile Documentation

Contact Details Sponsors Linked Organisations Social Media Legal Structure

One of the main Club Contacts (Secretary) has been changed. Please review the Club Contact Details and Postal Address and make updates if necessary.

Dismiss Don't show again

Club Secretary

Name Daniel Bird

Roles Secretary Treasurer

Contact Number 07341846864

Contact Email daniel.bird@norfolkfa.com

Club Contact Details

Contact Name Daniel Bird Club Email N/A

Contact Number N/A Club Website N/A

Feedback

On the Sponsor tab you will be able to add any Kit Sponsor you may have. Here you will also find a link to a guide detailing the Sponsorship Regulations.

Club Portal \ My Club \ Organisation Profile

Organisation ID 94458 Status ACTIVE

DEF United

ACCREDITATION Non Accredited

Affiliated Association: Norfolk FA

Organisation Profile Documentation

Contact Details Sponsors Linked Organisations Social Media Legal Structure

Club Sponsors View Sponsorship Regulations

Add Club Sponsor

Feedback

If you are happy that the details are correct, please return to Step 1 of the Club Affiliation and tick this box before hitting Save and Continue.

**DEF United Club Affiliation**

Season 2022 - 2023

**1 Club Details**  
Step 1: Check and confirm club details.

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

## Step 2: Club Officials

This step of the process allows you to check and update the key Club Officials, namely **Secretary, Chairman, Treasurer and Club Welfare Officer**. Please make sure that the individual you select as Chairman has this as a unique role, i.e. they cannot be named as Secretary and/or Treasurer as well.

If any of these roles have changed search for the new person's name in the relevant search box.

**Club Treasurer**

none selected

Q Type the first three letters

Alternatively to add a new individual, who isn't currently associated with the Club, to these roles click Add Official at the top right of the page.

**+ Add Official**

Here you can search for the individual by **FAN & date of birth** or by **name & date of birth**. If you cannot find the individual you need to add, please contact Norfolk FA.

**Add Club Official**

Search by FAN    Search by Details    Create New Contact

FAN \*    Enter FAN...

Date of Birth \*    Select date of birth...

Search



Once you have entered the correct information, press search to open the record. You will see the individual's details appear as below. You will need to tick the box next to their record, and select the role from the drop down list that the individual will be fulfilling before clicking ok to confirm.

---

DEF United

Select Role..

---

	FAN	Name	Club
<input type="checkbox"/>	57170502	Thomas Constance	Beccles Town Youth F.C., Brandon Town F.C., County 5IVES FDC @ Open F.C., DEF United, Leverington Sports Youth, Scole United F.C., WGSO East, WGSO South

Showing 1 to 1 of 1 entries

**All clubs with U18s in their Open Age or Adult squads must also have an individual designated as the club safeguarding point of contact and are encouraged to undertake the free online Safeguarding for All Course, which can be found [here](#).**

Link for all of the relevant safeguarding courses -

<https://thebootroom.thefa.com/learning/qualifications/safeguarding-courses>

**Your Club Welfare Officer will also have had to complete the Welfare Officer Workshop prior to you submitting your affiliation (if your Welfare Officer hasn't completed this course then please contact Norfolk FA). If they haven't completed this you'll see the below message:**

 Your Club Welfare Officer does not have a current Welfare Officer Workshop - please ensure you contact your County Welfare Officer to set up a Club Action Plan, as this will be required to confirm your affiliation

You'll also be required to provide an approximation of the number of volunteers who are involved in running your club as The FA are looking at how best they can support them through a new FA Volunteer Strategy.

---

### Club Volunteers

Please provide an approximation of the number of volunteers who are involved in running your club as The FA are looking at how best they can support them through a new FA Volunteer Strategy.

---

### Step 3: Club Grounds

**WHOLE GAME** THOMAS CONSTANCE | LOGOUT

Secretary (Assistant) DEF United

Club Secretary (Assistant) County 5IVES FDC @ Open F.C.

Club Welfare Officer (Youth Teams) Rocklands Youth F.C.

Club Welfare Officer (Youth Teams) Scole United F.C.

## DEF United Club Affiliation

Season 2022 - 2023

### 3 Club Grounds

Step 3: Ground allocation

1 2 3 4 5 6 7 8

+ nr5 9ed

Search table below 10

Post Code	Main	Training	Pitches	
nr5 9ED	<input type="checkbox"/>	<input type="checkbox"/>	10	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

← Previous Step Save Save and Continue →

If not already populated you'll need to select the Club Ground on this page.

To add a ground, simply type the postcode or ground name into the searchbar, as highlighted in the above image. This will bring up a drop down list of grounds to pick from. You can then click the record you would like to select, which will add it to your Club Grounds.

You can add more than one ground to this page, so please add all the grounds that your teams play at if you have multiple venues.

## Step 4: Teams & County Cups

Step 4 allows you to review your **Club teams and County Cup** entries. Here you can edit existing team details or add new teams. **If you have existing teams, please be aware that the system will automatically roll on the age groups, so you don't need to edit the team age groups.** For example, if you had an U12 team last season, they will show as an U13 team in this season's application. In this example, we have a new Club with no teams set up yet. Click the Add Team button as highlighted below.

You can now also go back in to the process to affiliate additional team(s) once you have submitted the application at a later date, if necessary.

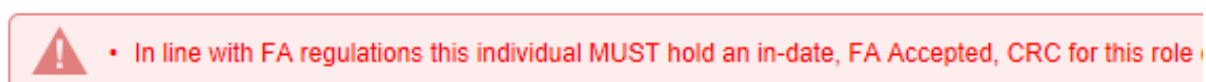
I confirm I have reviewed County Cups for all teams

I confirm my League entries are correct

Go through each section of the team details page, adding the information required. If you have 2 youth teams at the same age group, you must distinguish these in the suffix box by typing in a relevant team colour. For example, if you have 2 U16 teams and the kit colours are Red & White, you could name one team U16 Red and the other U16 White:

The image shows two side-by-side screenshots of a team details form. Both forms are for 'ABC United' in the 'Norfolk League'. The left form has a callout box that says: 'To differentiate between teams of the same age group and gender in a club e.g. reds, blues'. The 'Suffix' field contains 'U16 Red'. The right form has the same callout box. The 'Suffix' field contains 'U16 White'. Both forms have 'Category' set to '11v11', 'Gender' set to 'Male', and 'Age Group' set to 'U16'.

Please note that youth teams require a named manager/coach who holds an in date **FA accepted DBS**. If the manager/coach you have added does not have the relevant DBS, you will see the following message:



**Just as in previous seasons, you will only be able to affiliate youth teams that have a manager/coach attached who holds an in-date, FA accepted DBS. Also if any 16 or 17 year olds are in adult teams**

**they too must hold an in-date, FA accepted DBS.** If you have any questions about this, please contact our Norfolk FA Designated Safeguarding Officer, Ken D’Rosario.

To add a new manager who isn’t currently associated with the club, please click the Add Official button, which is exactly the same process as in Stage 2.

\* Suffix

\* Category

\* Gender

\* Age Group

\* Disability Category

\* Plays On

\* Mandatory fields

**Main Kit**

Shirt Colour

Shorts Colour

Socks Colour

**Second Kit**

Shirt Colour

Shorts Colour

Socks Colour

Please ensure that all teams have their main kit colours filled in and for adult teams the second kit colour must also be provided.

Edit  Team Folding

Should you have a team on your list that you will not be running for the 2022-23 season, please **tick** the Team Folding box to deactivate the affiliation for this team.

Folding 'DEF United Dummy team sunday'

You have indicated that this team will not be running next season. Please can you indicate one or more reasons which best explain why from the list below:

Insufficient Players

No One Available To Manage Team

No Appropriate Facilities

Insufficient Funding

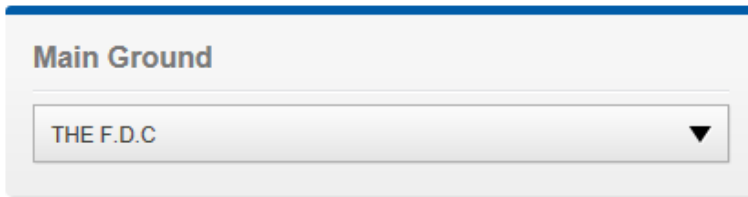
No Appropriate Opportunities To Play

Fold Team

You’ll need to provide a reason for folding the team on the next screen and you can then click the Fold Team button at the bottom of this screen.

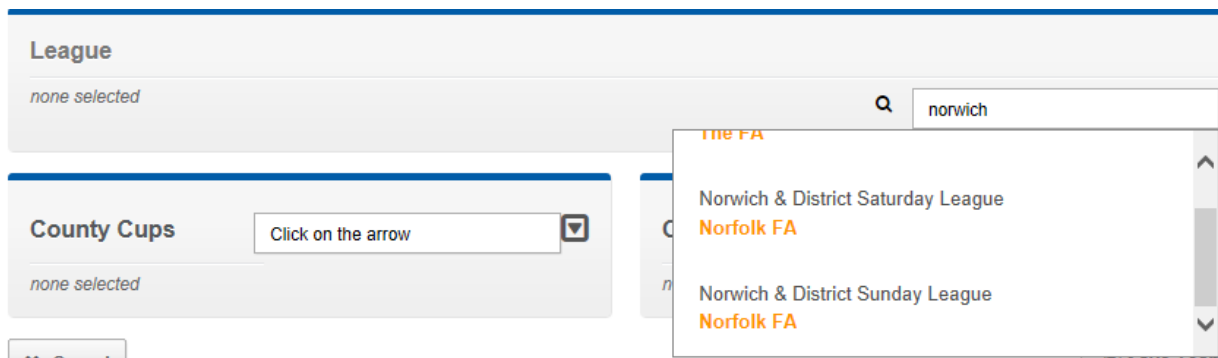
This will ensure that the team is not included in the affiliation fees at the end of the process.

When reviewing the team details, please also make sure that you confirm the **Main Ground**:



You will be able to select the relevant ground from a drop down menu, based upon the ground information you detailed in the previous stage.

To enter a league, search for that league in the search box. In this example, we're entering a team into the **Norwich & District Sunday League**.



Type the first word of your relevant league into the box, and it will automatically search for leagues, giving you a drop down menu of options.

To help you in terms of searching for leagues, please refer to the table below which will show what you need to type in:

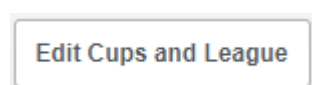
Competition	Text to Enter
<b>Norfolk Leagues:</b>	
Anglian Combination	Anglian
Central & South Norfolk	Central
Great Yarmouth & District	Yarmouth
Inspired Soccer League	Inspired
Norfolk & Suffolk Youth	Norfolk &
Norfolk Christian	Norfolk Chris
Norfolk County FA Veterans	Norfolk County
Norfolk Women & Girls'	Norfolk Women
Norfolk Combined Youth	Norfolk Combined
North East Norfolk	North East Norfolk
North West Norfolk	North West
Norwich & District Sunday	Norwich &
The Mid Norfolk Youth	Mid Norfolk
<b>Non-Norfolk Leagues:</b>	
Eastern Counties	Eastern
Eastern Counties Youth	Eastern
Eastern Junior Alliance	Eastern
Eastern Region Women's League	Eastern

If you are affiliating a side just to train and /or play in friendly fixtures, then please leave this field blank.

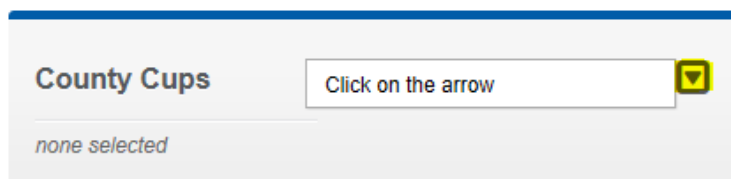
Please remember that it is **compulsory for all Adult 11-a-side Clubs to enter at least one County Cup Competition, including any Club who's only adult teams are female.**

Clubs with youth teams at U12, U14 & U16 ages are strongly recommended to enter their appropriate County Cup, although this is not mandatory. Please note that U13's & U15's can enter the Stuart Dracup Cup and John Savage Cup respectively should your Club not have an U14's or U16's. Each Club may only enter one team per cup competition.

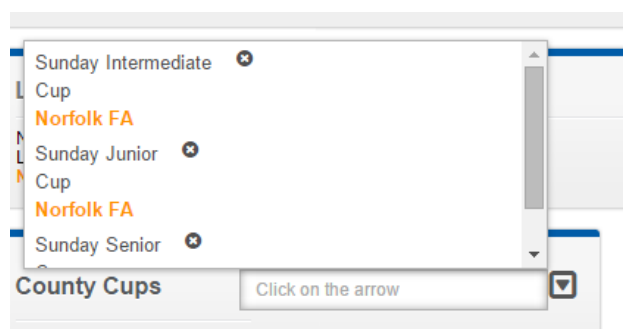
To enter a County Cup, click the Edit Cups and Leagues button next to the team you are looking to enter



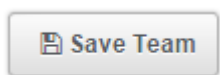
On the next screen click the arrow next to the search box (do not type the name of the competition) in the County Cup section as highlighted below.



This will bring up a list of the relevant County Cups associated with the main day of play / age group for that team.




**Please leave the 'Other Competitions' section on the right hand side blank. For those Clubs that enter national FA competitions, this information does not need to be provided during affiliation.**



Once you are happy with the team details click

This will return you to the main team page. You can review the details of the team by clicking the drop down arrow on the right hand side of the team name and then edit any of your teams by clicking the pencil icon at the top right of the team.

Once you have added all of your teams, tick the box saying that you have reviewed the details for County Cups and that the League entries are correct.

DEF United First Edit  Team Folding

I confirm I have reviewed County Cups for all teams

I confirm my League entries are correct

"/>

### **Step 5: Supporting Documentation**

As the online affiliation process is used by all County FA's, this screen is primarily aimed at those Counties who require Clubs to purchase their insurance.

Therefore please simply declare that you wish to purchase both Personal Accident and Public Liability insurance through Norfolk FA by selecting the highlighted option below.

#### Documents

**Norfolk FA - Personal Accident Insurance Certificate - Club Affiliation**

No file chosen

Expiry date

If you do not yet have a Personal Accident Insurance document:

I declare my club will purchase Personal Accident Insurance through Norfolk FA as part of this Club Affiliation

**Norfolk FA - Public Liability Insurance Certificate - Club Affiliation**

No file chosen

Expiry date

I wish to purchase Public Liability Insurance from my County FA

"/>

## Step 6: Purchases

The purchases section is where you can select the relevant insurance products.

### ABC United Club Affiliation

Season 2022 - 2023

6 **Purchases**  
Step 6: Products available for the club to purchase

1 2 3 4 5 6 7 8

#### Products

Product	Quantity	Price (£)	VAT Rate	Product Total (£)
Benevolent Fund ?	- 0 +	£1.00	0% (ZRO)	£0.00
Personal Accident Insurance - Adult Disability/Recreational Football/Walking Football ?	- 0 +	£38.40	0% (ZRO)	£0.00
Personal Accident Insurance - Adult/U19 - Bronze ?	- 0 +	£64.00	0% (ZRO)	£0.00
Personal Accident Insurance - Adult/U19 - Gold ?	- 0 +	£162.00	0% (ZRO)	£0.00
Personal Accident Insurance - Adult/U19 - Silver ?	- 0 +	£96.00	0% (ZRO)	£0.00
Personal Accident Insurance - Youth (including Disability Teams) ?	- 0 +	£23.00	0% (ZRO)	£0.00
Public Liability Insurance for Clubs ?	- 1 +	£21.00	0% (ZRO)	£21.00

← Previous Step Save Save and Continue →

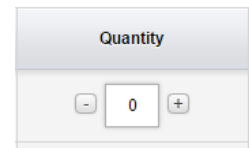
Hover over the orange question mark next to each product for more information.

You will notice that the Public Liability Insurance will already have the quantity of 1 prefilled, as this is a mandatory product per Club.



County Cup fees will automatically be added so will not appear on this screen.

To change the quantity of a product, you can either click the plus button to add the product one by one or type the required number into the box.

A screenshot of a quantity input field. The field is a light gray box with the word "Quantity" centered at the top. Below the text, there is a small square input box containing the number "0". To the left of the input box is a minus sign button (-) and to the right is a plus sign button (+).

In order to affiliate your Club, you must purchase the required level of Personal Accident Insurance for every team that you will be running. For e.g. a two team adult Club must choose 2 of either bronze, silver or gold personal accident insurance. This can be 2 bronze, 1 bronze and 1 silver etc.

## Step 7: Affiliation Summary

This step provides an **overview** of your Club Affiliation. It breaks down all of the products into separate rows to clearly outline what you will be purchasing, and calculates the overall total affiliation fee.

### DEF United Club Affiliation

Season 2022 - 2023



#### Affiliation - Summary Page

Step 7: Summary of affiliation details provided



**Total: £105.00 (inc. VAT)**

#### Teams and Fees

1 x Club Affiliation - Saturday	£0.00
1 x Team Fee - Saturday	£20.00

#### Products

1 x Personal Accident Insurance - Adult/U19 - Bronze	£64.00
1 x Public Liability Insurance for Clubs	£21.00

**Total: £105.00**

In this example, I have affiliated one team, for whom I have picked the Bronze level personal accident insurance.

If you are happy that all of the details are correct, click the 'Submit for Approval' button which will complete the initial process.

[Submit for Approval →](#)

Your affiliation application is now ready to be reviewed by Norfolk FA. Once checked, your application will be set by us to "Submitted and Invoiced" and you will be advised by email that you are able to log on and pay for your affiliation.

You will then be able to go to step 8 where you will be able to view and print off the invoices for you affiliation. Please be aware that there are two separate invoices: one for the insurance fees, and one for County Cup fees.

At the bottom of step 7 links the FA Safeguarding Children Policy and FA Kit Advertising Regulations are provided for you to view.



For more information, please refer to the [FA Safeguarding Children Policy & FA Kit Advertising Regulations](#)

## Step 8: Invoicing and Summary

Once your application has been reviewed, you will then be given access to step 8. Here you will see the total amounts for both your **Insurance fees** and **County Cup fees**.

### DEF United Club Affiliation

Season 2022 - 2023



#### Charges

Step 8: Summary of charges



**Total: £105.00 (inc. VAT)**

#### Affiliation Number

#### Affiliation Details


Your affiliation form has now been invoiced. Please ensure you make payment for your affiliation, which will then need to be approved by your County FA before you become affiliated.

Club Affiliation	£0.00
Products	£85.00
Teams	£20.00
<b>Total</b>	<b>£105.00</b>

The due date for this payment is:  
The amount due is:

**31 May 2022**  
**£105.00**

Pay now

 [Download invoice](#)

Within this page, you can open invoices by clicking **Download Invoice**, which will open them as PDF files. You can then print them off or save them on your computer to keep for your records.



### Billing Information

\* Required field

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2

City \*

Country/Region \*

Zip/Postal Code \*

Email \*

### Your Order

Total amount **£105.00**

### Payment Details

Card Type \*

Visa  Mastercard

Maestro Int.

Card Number \*

Expiration Month \*  Expiration Year \*

CVN \*

This code is a three or four digit number printed on the back or front of credit cards.

Cancel

Next

Choosing the **Pay Now** option will take you to the Barclays Smartpay secure payment page, where you can enter all the required card detail to complete the payment. If you are paying by cash or cheque, you will not have to select the pay now option.