

SHEFFIELD & HALLAMSHIRE COUNTY FA AFFILIATION GUIDANCE DOCUMENT



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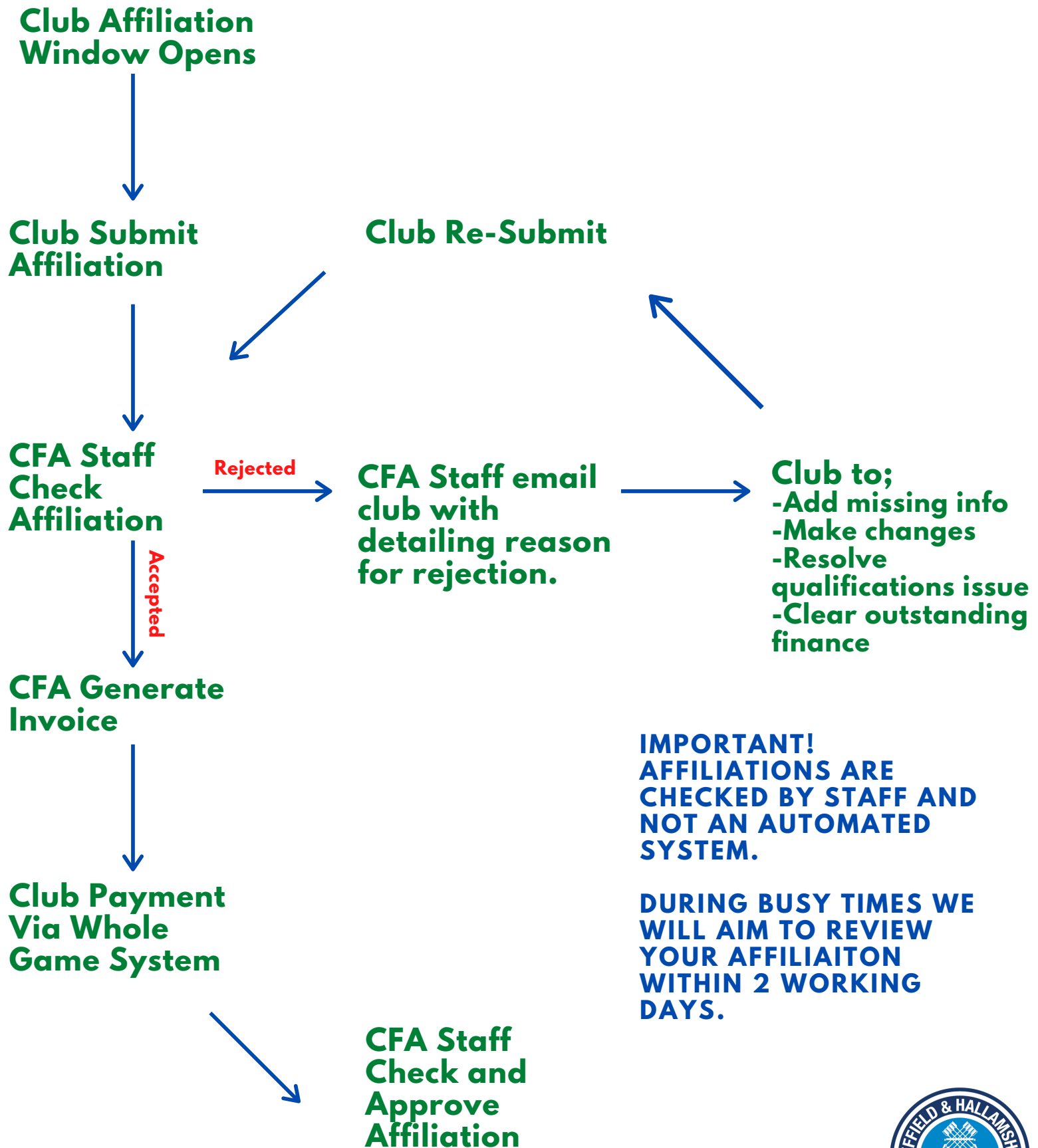
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**0114 261 5500
SUPPORT@SHEFFIELDFA.COM**



AFFILIATION- STEP 1

AFFILIATION PROCESS



IMPORTANT!
AFFILIATIONS ARE
CHECKED BY STAFF AND
NOT AN AUTOMATED
SYSTEM.

**DURING BUSY TIMES WE
WILL AIM TO REVIEW
YOUR AFFILIATION
WITHIN 2 WORKING
DAYS.**



AFFILIATION- STARTING YOUR AFFILIATION

What is affiliation?

Clubs are required to affiliate each season. Affiliation is the process by which Clubs “register” with Sheffield & Hallamshire CFA, allowing them to play affiliated football for the upcoming season. It involves telling us which teams you’ll be running, which County Cups and Leagues you will be entering, as well as key Club Officials and Team Officials involved in running your Club.

To begin your affiliation you will need to visit the Whole Game System and log in with you FA number (FAN) and password. If you do not know your FAN [click here](#).

Once logged in you should be on your homepage, you will now need to click on to the **club tab** located at the top of the club you would like to affiliate.

Once on the Club Dashboard (Below) scroll down and click the 'Affiliation' icon on the left hand side.

Only listed club officials can access the club tab on Whole Game System

CLICK HERE TO ACCESS WHOLE GAME SYSTEM

CLUB TAB



WHOLE GAME

THOMAS MEASHAM | LOGOUT

Club Secretary
Sheffield FA FC (Test Club)

Club Dashboard for Sheffield FA FC (Test Club)

✓ You have NO unread notifications.

Suspensions

Details	
Sheffield FA FC (Test Club) Current Season Affiliation Number	

FA Charter Standard	
Status	None
Type	None
AHC - Start Date	18/09/2019
Auto Suspend Date	31/01/2020
Auto Lapse Date	31/03/2020
AHC Application Status	Not Started

Address

Web & Email

Social Media

Finance

WGS Amount Outstanding £0.00

AFFILIATION ICON



AFFILIATION- STEP 1

CLUB DETAILS

This page has changed completely from last year. You are only required to agree to the terms and conditions.

It is still essential that you take the time to ensure that your club information is as up to date as possible.

This is now completed on the 'My Club' tab which is located on Clubs.TheFA.com (See Below)

Please ensure that as much information is inputted in to this section as possible

The screenshot shows the 'WHOLE GAME' interface for 'Ifa Test Club Affiliation' for the 'Season 2020 - 2021'. The 'Club Details' section is highlighted with a red circle and a blue arrow pointing to it from the text 'TICK THIS BOX'. The 'Club Details' section includes a checkbox labeled 'I agree to the FA Terms and Conditions' which is checked. Below the checkbox are 'Save' and 'Save and Continue' buttons. A progress bar at the top right shows steps 1 through 8, with step 1 being the current step.

**TICK
THIS
BOX**

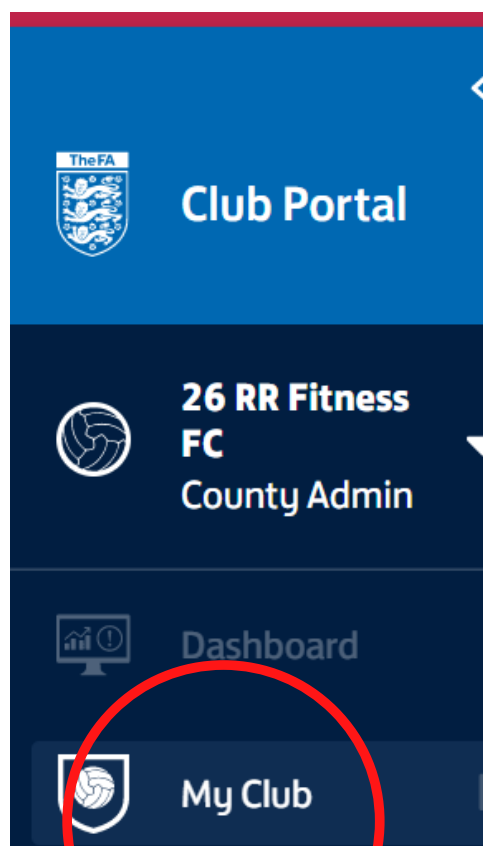
IMPORTANT!

The FA's new platform includes a 'football finder' on the my club tab you can make your club details visible which means that it can be searched for members of the public who are interested in playing/volunteering.

If you do not tick this box you cannot be found

The screenshot shows the '26 RR Fitness FC' Club Profile page. The 'Organisation Profile' tab is selected. The 'Contact Details' section is highlighted with a red circle and a blue arrow pointing to it from the text 'MAKE CLUB DETAILS PUBLIC'. The 'Contact Details' section includes a checkbox labeled 'Make organisation details public. The Club agrees that our Club Contact details will be displayed publicly on the FA Find Football search engine.' Below the checkbox are 'Sponsors', 'Social Media', and 'Legal Structure' tabs. The 'Organisation ID' is 301 and the 'Status' is 'ACTIVE'.

MAKE CLUB DETAILS PUBLIC



AFFILIATION- STEP 2 CLUB OFFICIALS

This page allows you to check that the club officials listed on WGS are correct and make any alterations required.

It is crucial that this page is accurate and up to date.

To add a new official you ideally will require the FAN and D.O.B of the person you are wishing to add, it is possible to search by name and other personal details.

Click the 'Add Official' button in the top right of the page, once in, enter the FAN and D.O.B of the person. They should appear below, click the person and then select the role you wish them to be allocated to.

For mandatory roles you will be required to add the new official before removing the old one.

To remove a 'Club Official' click the small arrow next the 'Club Official's' FAN, this will open a drop down, simply click the trash can to remove the official.

Once you are happy that the information is accurate click 'Save & Continue'.

If your volunteer has worked in local football it is very likely they have a FAN please check with the CFA if you are unable to find their FAN before creating a new one.

It is important to have the correct officials listed, if they are incorrect the wrong people will be contacted for club matters such as discipline/development.

Only listed club officials have access to the club tab on WGS which is crucial for day to day club administration throughout the season.

'ADD OFFICIAL'

Sheffield FA FC (Test Club) Club Affiliation

Season 2019 - 2020

2 Club Officials
Step 2: Assign new season's officials

Please note that all clubs with youth teams (under 18 or below) must have a Club Welfare Officer (CWO) in order to affiliate. The CWO must have an accepted DBS Enhanced FA DBS check. They must also have completed The FA Safeguarding Children and Welfare Officer Workshops. For any enquiries regarding this policy, please speak to your CFA Welfare Officer. Additionally, outside of the Professional Game, the Club Secretary, Chair, Treasurer and Welfare Officer must have completed the FA Safeguarding for Committee Members (Safeguarding) here for the course.

+ Add Official

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.

Club Secretary

Thomas Measham FAN [REDACTED] Type the first three letters Volunteer

Club Chairman

Leon Dearn FAN [REDACTED] Type the first three letters Volunteer

Club Treasurer

Thomas Measham FAN [REDACTED] Type the first three letters Volunteer

Club Welfare Officer

Thomas Measham FAN [REDACTED] Type the first three letters Volunteer

Previous Step Save Save and Continue

**INSERT
NUMBER**

***Important**
There are mandatory roles and mandatory qualifications for each Club Official role, for more info click here to access our Club Official Mandatory requirement document.



AFFILIATION- STEP 2 CLUB OFFICIALS

SEARCH IF FAN UNKNOWN

If your volunteer has worked in GR football it is very likely they have a FAN please check with the CFA if you are unable to find their FAN before creating a new one.

Support@SheffieldFA.com

Sheffield FA FC (Test Club) Club Affiliation

Season 2019 - 2020

Club Officials

1 2 3 4 5 6 7 8

Add Club Official

Search by FAN Search by Details Create New Contact

FAN * Enter FAN...

Date of Birth * Select date of birth...

Search

OK Cancel

Club Secretary

Thomas Measham FAN: 842091

Type the first three letters Volunteer

Club Chairman

DROP DOWN ARROW

Club Secretary

Thomas Measham FAN: [redacted] ^

Type the first three letters Volunteer

FAN [redacted]

Address [redacted]

Phone [redacted]

Email [redacted]

Date of Birth [redacted]

TRASH
CAN



AFFILIATION- STEP 3 CLUB GROUNDS

THIS PAGE IS EXTREMELY IMPORTANT FOR THE COUNTY AND THE FA!

It allows us to track the pitches that are being used and the ones that are not. Allowing us to direct funding/support/pitch improvement to right place.

It also allows us to highlight sites that are not being used to clubs that need them.

If you have any issues with this please contact Support@sheffieldFA.com

The page allows you to update and add training and playing facilities that your club use. To add a venue simply type the name/postcode of venue into the search bar this will produce a drop down for you to select.

If your ground doesn't show under the search, please click the "+" icon in order to create new ground. It might be worth trying a different search first as the majority of grounds should already be created.

Should you require to remove a facility this is done by clicking the red cross on the right hand side of each facility.

You can mark each pitch as either your "Main ground" or "training ground" by clicking the "check box" within the table

Please note: Only one ground can be marked as "Main" we would recommend this being an "Owned" facility or the ground that you use most often.

Please ensure you list every venue that your club uses.

Once you are happy that the information is accurate click 'Save & Continue'.

**MAIN/
TRAINING**

**REMOVE
FACILITY**

By getting all the grounds your club uses listed on this page, it will then allow you to select appropriate venues for each of your teams on the 'teams' section.

***Please note we will not approve any affiliation with teams listed with no playing and training venue.**



AFFILIATION- STEP 4

CLUB TEAMS & COUNTY CUPS

IMPORTANT INFO FOR SEASON 21/22

Junior teams that are classed as 2 team 1 result. Please affiliate these teams as 1 team only this season.

Please give such teams the suffix of 'Double' or 'Double Team'

Post affiliation this should make administration and player registration smoother for you.



AFFILIATION- STEP 4 CLUB TEAMS & COUNTY CUPS

This page is where you confirm exactly what teams you will be affiliating for the upcoming season.

Removing teams

We will start by looking at how to remove any teams that will not be affiliating for the upcoming season, these teams are referred to as 'folding'.

To fold a team simply click the tick box next 'Team Folding'. This will bring up another multiple choice tick box window for you to select the reason the team has folded.

Once you are happy that the information is accurate click 'Save & Continue'.

Teams Folding Data- This is important data for us as it can help to direct development and funding to areas of the game that are in decline.

new highlighted teams, their managers and coaches, before progressing with the affiliation

Folding 'Sheffield FA FC (Test Club) U16 Black' Close

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:

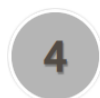
- ☐ Insufficient Players
- ☐ No One Available To Manage Team
- ☐ No Appropriate Facilities
- ☐ Insufficient Funding
- ☐ No Appropriate Opportunities To Play

Fold Team

REMOVING TEAMS

Sheffield FA FC (Test Club) Club Affiliation

Season 2019 - 2020



Teams and County Cup Entries

Step 4: Adding and removing teams, team officials, and County Cup entries



⚠ Please review highlighted teams, their managers and coaches, before progressing with the affiliation

ℹ Please review County Cups and Leagues for all teams.

Sheffield FA FC (Test Club) Open Aged ▾ Edit Team Folding ☐

Sheffield & District Fair Play League

Edit Cups and League

Sheffield FA FC (Test Club) U16 White ▾ Edit Team Folding ☐

Doncaster & District Junior Sunday League

Edit Cups and League

Sheffield FA FC (Test Club) U16 Black ▾ Edit Team Folding ☒

Doncaster & District Junior Sunday League

Edit Cups and League

**TEAM
FOLDING**



AFFILIATION- STEP 4 CLUB TEAMS & COUNTY CUPS

Editing Current Teams

Should it be required you can make changes to any of your current teams by clicking 'Edit' as seen on the previous page.

Here you will be able to edit;

Team Details e.g. suffix, days of play etc

Team Officials e.g. coaches etc

Playing Grounds- Training/Matchday

League

County Cup

To 'Edit' team details simply type in or use the drop downs available (see right).

To add a new official you ideally will require the FAN and D.O.B of the person you are wishing to add, it is possible to search by name and other personal details.

Click the 'Add Official' button in the top right of the page, once in, enter the FAN and D.O.B of the person. They should appear below, click the person and then select the role you wish them to be allocated to.

To remove a 'Team Official' click the small arrow next to the 'Team Official's' FAN, this will open a **drop down**, simply click the trash can to remove the official.

Every Team must have a listed Coach/Manager

EDITING TEAMS

Club Affiliation

Season 2019 - 2020



Teams and County Cup Entries

Step 4: Adding and removing teams, team officials, and County Cup entries



⚠️ Youth (U5 to U18) and Wheelchair Teams are required to have either a coach or a manager

i Please note that for youth teams and development groups (i.e. where the age group is Under 18 or below) a Manager or Coach must be named
In line with FA regulations, Managers and Coach (including assistants) attached to youth teams and development groups MUST also hold an In-date, FA accepted, Disclosure and Barring Service (DBS). If you require further advice or assistance regarding DBSs please contact your Club Welfare Officer or County FA

* Suffix <input type="text" value="Open Aged"/>	Main Kit
* Category <input type="text" value="11v11"/>	Shirt Colour <input type="text" value="white"/>
* Gender <input type="text" value="Male"/>	Shorts Colour <input type="text" value="black"/>
* Age Group <input type="text" value="Open Aged"/>	Socks Colour <input type="text" value="white"/>
* Disability Category <input type="text" value="Non Disability"/>	Second Kit
* Plays On <input type="text" value="Sunday"/>	Shirt Colour <input type="text" value="black"/>
<small>* Mandatory fields</small>	Shorts Colour <input type="text" value="white"/>
	Socks Colour <input type="text" value="black"/>

ADD OFFICIAL

***Youth Teams Only**
All coaches must have an in date FA DBS

It is recommended that they also hold a FA Safeguarding Children workshop & FA Emergency First Aid

Safeguarding Courses [Click Here](#)
First Aid Courses [Click Here](#)
Adults At Risk Online Course (Disability Clubs recommendation) [Click Here](#)

It is essential that this information is accurate, team officials may be contacted by the CFA for development/discipline matters. The CFA also regularly complete safeguarding validation visits, as part of this we check that the listed coaches and volunteers on Whole Game match with volunteers present at training and match days.



DROP DOWN

+ Add Official

Manager (only one Manager per team is allowed)

Thomas Measham FAN:

Assistant Managers

Coach (only one Coach per team is allowed)

none selected

Assistant Coach

Goalkeeping Coaches

First Aiders

AFFILIATION- STEP 4 CLUB TEAMS & COUNTY CUPS

Adding to League/Changing League

Please ensure that each team is added to their respective league!

Please take care when entering your team into their respective league, each team's listed league will be listed against the team on the main page as seen on page 8.

For new teams or for teams competing in a different league this can be changed in 'edit' mode. Scroll to the bottom of the page. Click the cross to remove the previously listed league if required.

To add the team to a new league type into search bar the league name. A drop down will appear for you to select.

We have a number of leagues sanctioned with places in their name, for example 'Sheffield' please ensure that you select the correct league.

For a list of leagues with their full names visit our [league page](#) Click Here

Team Grounds

Following your input of club grounds, the drop downs will now allow you to select which ground each team plays at.

Use the drop down boxes to select the grounds from your club ground list.

***Please note we will not approve an affiliation without both grounds selected.**

The screenshot shows the 'League' and 'County Cups' sections of the form. A red circle highlights the 'REMOVE LEAGUE CROSS BUTTON' (a small circle with a dot) next to the 'Doncaster & District Junior Sunday League' entry. Another red circle highlights the 'SEARCH BAR' (a text input field with a magnifying glass icon). A third red circle highlights the 'DROP DOWN' arrow icon next to the 'County Cups' section. The 'Other Competitions' section also has a dropdown arrow icon. The 'Save Team' button is visible at the bottom right.

The screenshot shows the 'Main Ground' and 'Training Ground' sections. Both sections have a dropdown menu with 'UCL SPORTS GROUND' selected. The 'Main Ground' dropdown has a small downward arrow icon, and the 'Training Ground' dropdown also has a small downward arrow icon.



AFFILIATION- STEP 4

CLUB TEAMS & COUNTY CUPS

County Cups

The County Cup selection sits directly below the league tab.

Clubs can only enter cups that they are eligible for, County Cup eligible clubs can be found in the cup rules section of the website [Click Here](#) to access that page.

To select your cup click the drop down arrow and select from the list of eligible cups.

Please note WGS should only offer cup competitions you are eligible for, however, sometimes an error can cause it to allow you to enter competitions you are not eligible for e.g allowing a U11 team to enter the U13 Challenge Cup. Please avoid selecting these competitions in those circumstances.

Once you are happy that the information is accurate click 'Save & Continue' you must confirm you have selected your relevant cups and league before doing this.

Additional Teams

For any additional teams click the 'Add Team' Button at the bottom of 'Step 4' Page. You can then populate all the required fields using the steps from above.

Once you are happy that the information is accurate click 'Save & Continue'.

*Important

All adult Clubs must enter their most senior team in the relevant County Cup and may enter their other teams in a County Cup if they wish to do so. There is also a mandatory requirement for youth teams at u13 and u16s to enter a County Cup.

Should you wish not to compete in your eligible County cup you will be required to pay a cup exemption/non entry fee.

This fee can be selected on the purchases step.

The screenshot shows the 'Teams and County Cup Entries' step, which is the fourth step in a sequence of eight. The step title is 'Teams and County Cup Entries' with the subtitle 'Step 4: Adding and removing teams, team officials, and County Cup entries'. A progress bar at the top shows steps 1 through 8, with step 4 highlighted. Below the progress bar, there are two red warning icons with the following text: 'You must confirm you have reviewed the county cups.' and 'You must confirm you have reviewed the league entries.' Below the warnings, there is a blue information bar that says 'Please review County Cups and Leagues for all teams.' The main content area shows a team selection dropdown menu with 'Ifa Test Red Bulls' selected. Below the dropdown, there is a button 'IT Match Day Test League 1' and a button 'Edit Cups and League'. At the bottom of the form, there are two checkboxes: 'confirm I have reviewed County Cups for all teams' and 'confirm my League entries are correct', both of which are checked. To the left of these checkboxes, there are two red circles highlighting the checkmarks. At the bottom of the form, there are three buttons: 'Previous Step', 'Add Team', and 'Save and Continue'. The 'Save and Continue' button is circled in red.

4 Teams and County Cup Entries
Step 4: Adding and removing teams, team officials, and County Cup entries

1 2 3 4 5 6 7 8

Warning:

- You must confirm you have reviewed the county cups.
- You must confirm you have reviewed the league entries.

Please review County Cups and Leagues for all teams.

Ifa Test Red Bulls Edit Team Folding

IT Match Day Test League 1
Edit Cups and League

☒ confirm I have reviewed County Cups for all teams

☒ confirm my League entries are correct

Previous Step Add Team Save Save and Continue



AFFILIATION- STEP 5 SUPPORTING DOCUMENTATION

Step 5 allows you to upload your personal accident insurance certificate to your clubs affiliation. Before starting this process please read the attached documents regarding purchasing personal accident insurance.

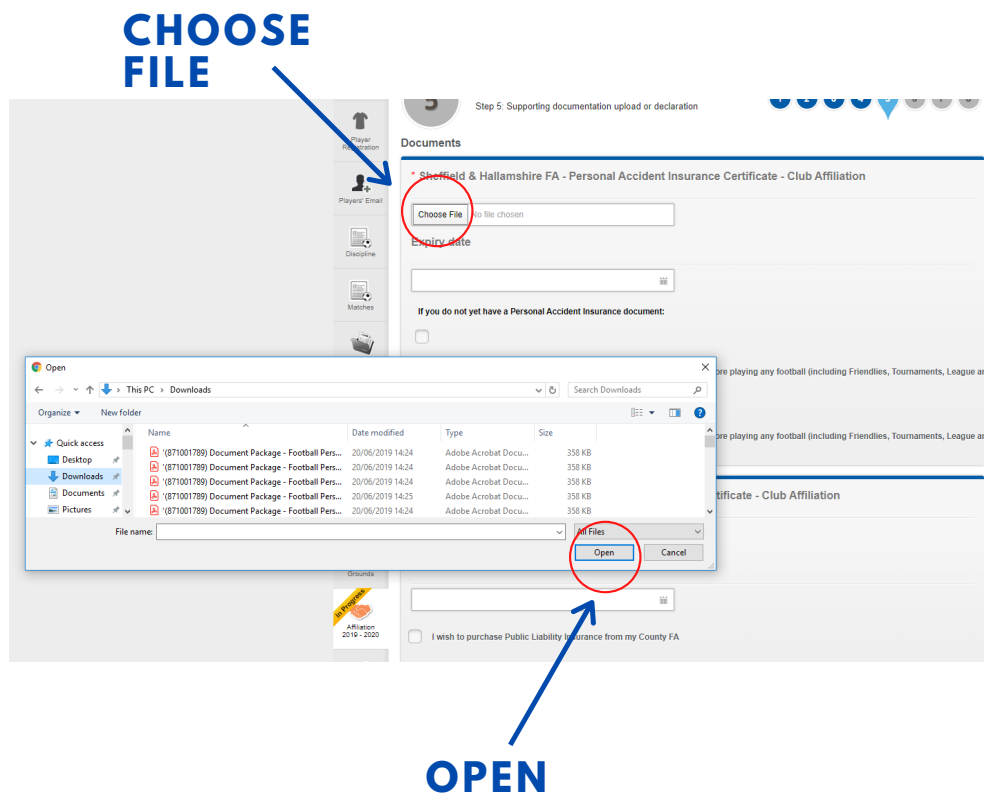
Once you have purchased your insurance you can now upload a copy of the certificate for review. To do this please select 'choose file', select the PDF copy of your clubs Personal Accident Insurance Certificate and select **open**.

It is possible to progress past this stage without uploading your certificate- **we would not recommend this**. This is done by ticking both boxes below the file upload box. Please note your affiliation will not be approved until the County FA receive the certificate.

If you have progressed passed step 5 without uploading you will need to email a copy of your personal accident insurance to support@sheffielddfa.com.

Public Liability Insurance is purchased through your affiliation. Please tick 'I wish to purchase Public Liability Insurance for my County FA'

Once you are happy that the information is accurate click 'Save & Continue'.



Once Submitted your personal accident insurance certificate will be checked against the number and age of teams you have affiliated.

Please note this season 2 team 1 result teams can be affiliated and insured as one team

Should there be any discrepancies between the certificate and teams listed you Affiliation will not be approved.

Please ensure you upload the insurance certificate and not the policy letter.



AFFILIATION- STEP 6 PURCHASES

Step 6 allows you to make additional purchases and pay for any exemptions required.

The most important aspect of this page is your Public Liability Insurance (also known as legal liability), differently to previous years we now offer two forms of Public Liability Insurance. 'County Cover' and 'County Cover Plus' please read PL insurance document attached to this email to review which form of PL Insurance is most appropriate for your club. **Please take care to select 1 or the other- not both.** You will receive a copy of the Public Liability Insurance Certificate in your Affiliation confirmation email.

What is the benevolent fund?

The object of the Sheffield & Hallamshire County FA Benevolent Fund shall be to make grants to any of the following persons who may from time to time be in necessitous circumstances: associations, competitions, leagues, clubs affiliated to the County FA as well as players, officials, referees and other benefactors. To qualify to apply for the benevolent fund, a voluntary £5 payment upon affiliation/registration is made and cover is then provided throughout the season. To add that simply click the plus arrow to make the quantity 1.

Public Liability Insurance is Mandatory when affiliating. Your affiliation cannot be approved without it.

Please ensure that you do not progress beyond step 6 without purchasing 'County Cover' or 'County Cover Plus'

Important!

You can source your own PL insurance from a different provider, Please note the minimum indemnity of the cover must be £10 Million or it will not be approved.

+ INCREASE QUANTITY

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	1	£5.00	0% (ZRO)	£5.00
Cup exemption/non entry fee (Open aged, Sunday Teams Only)	0	£30.00	0% (ZRO)	£0.00
Mini Soccer Centre	0	£0.00	0% (ZRO)	£0.00
Public Liability Insurance (CountyCover)	1	£25.00	0% (ZRO)	£25.00
Public Liability Insurance (CountyCoverPlus)	0	£54.00	0% (ZRO)	£0.00

← Previous Step Save Save and Continue →

CUP EXEMPTION FEE

PUBLIC LIABILITY INSURANCE (COUNTY COVER)

FAQ

We affiliate different parts of our Club separately, do we have to purchase Public Liability cover multiple times?

No, if each section of the club has the same name, committee and constitution it can be considered one Club and therefore only one PL insurance purchase can be made.

Please email Support@SheffieldFA.com and confirm the which clubs are being covered by the policy



AFFILIATION- STEP 7 SUMMARY PAGE

Step 7 is the affiliation summary page, this rounds up all the information, it extremely important that you thoroughly check all the details on this page. Look out for;

Number of teams affiliated

Cup entries

Teams folding

Team officials

If you have purchased your own personal accident insurance, is it uploaded?

At this stage you can go back to any of the previous steps if amendments are required, once submitted you will not be able to make adjustments through your whole game portal.

Once you are happy that the information is accurate click 'Submit for approval'

TEAMS AFFILIATING

Sheffield FA FC (Test Club) Club Affiliation

Season 2019 - 2020

7

Affiliation - Summary Page

Step 7: Summary of affiliation details provided

1 2 3 4 5 6 7 8

Total: £139.00 (inc. VAT)

Teams and Fees

1 x Club Affiliation - Sunday Football (male)	£19.00
1 x Team Fee - Sunday Football (male)	£16.00
1 x Team Fee - U16	£16.00
1 x Team Fee - U9	£16.00

Products

1 x Public Liability Insurance for clubs	£24.00
--	--------

Total: £91.00

1 x Youth Challenge Cup (U16)	£15.00
1 x Sunday Challenge Cup	£30.00

Total: £45.00

NEED HELP?

CUP ENTRIES

FOLDING TEAMS

Teams

Sheffield FA FC (Test Club) Open Aged

Officials:

Manager

Measham, Thomas

Sheffield FA FC (Test Club) U16 White

Officials:

Manager

Dearn, Leon

Manager Assistant(s)

Measham, Thomas

Sheffield FA FC (Test Club) U9 White

Officials:

Manager

Measham, Thomas

DBS Expiry Date - 17/11/2020

Teams Folded

Sheffield FA FC (Test Club) U16 Black

Supporting Documents

By continuing, you are confirming that any individuals' data you are providing, or updating, is correct to the best of your knowledge, and that these individuals have given you permission to provide/update their details.

For more information, please refer to the FA Safeguarding Children Policy & FA Kit Advertising Regulations

← Previous Step

Submit for Approval →

Once Submitted your personal accident insurance certificate will be checked against the number and age of teams you have affiliated.



AFFILIATION- STEP 8 FEES

Step 8 This page is very similar to step 7 however as you have submitted for approval you can now no longer make any changes. This page breaks down exactly what you are paying for.

At this stage your affiliation will be reviewed by a CFA staff member, the CFA staff member will review your affiliation before changing the status to 'submitted and invoiced'. this will now allow you to make payment for your clubs invoice.

The 'pay now' option will become visible, to make payment click the pay now icon and follow the step. Please note we will not be accepting BACS transfer to pay for affiliation or any form of cash payment. You have the option to download the payment invoices for your financial records.

Once payment is received the, CFA will again review your affiliation for all mandatory requirements. If all requirements are in place the affiliation will be changed to accepted.

Please note that the affiliation cannot be accepted if;

- Mandatory qualifications of club or team officials are not in place and showing against their FAN on whole game system.
- Payment has not been made
- Personal accident insurance has not been uploaded or purchased through WGS.

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 £19.00

Products £20.00

Teams £16.00

Total £55.00

The due date for this payment is: **09 Jul 2019**

The amount due is: **£55.00**

[Download invoice](#)

[Pay now](#)

- Cup Entries

Parent County Cup Details

Your parent county cup competitions are currently **Submitted & Invoiced**.

1 x Sunday Junior Challenge Cup £30.00

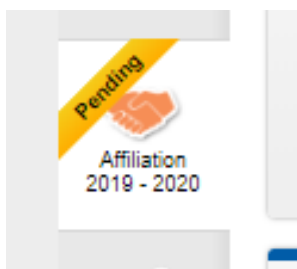
Total £30.00

The due date for this payment is: **09 Jul 2019**

The amount due is: **£30.00**

[Download invoice](#)

[Pay now](#)



Affiliation status will remain pending until it is completed by a CFA staff member, once your affiliation has been approved by a CFA staff member the icon will change to complete.

Your affiliation number will generate and sit on your affiliation tab as well as on 'club details' on your clubs tab on WGS



AFFILIATION- CHANGES FOLLOWING SUBMITTING/COMPLETION

1. We need to add an additional team following submission, what do we do?

Please contact the CFA on 01114 261 5500 and select the 'affiliation' option or email Support@SheffieldFA.com with affiliation in the subject line. If you have already paid for the clubs affiliation we will need to add the team manually.

2. We have affiliated and need to add additional team(s), what do we do?

Please contact the CFA, visit <https://www.sheffieldfa.com/about/contact-us> for the most up to date contact details. If emailing please include the word affiliation in the subject of the email. When contacting us please have the following info to hand or within your email please provide the following information;

Club Name

Team name

Age group

Suffix (if required)

The name & FAN of the manager/coach

The league they will be competing in (+cups if required)

Training venue

Playing venue

An attachment of the updated personal accident insurance certificate (if the team were not included on the original).

3. We have submitted our affiliation but need to change a club/team official, what do we do?

Please

Please contact the CFA, visit <https://www.sheffieldfa.com/about/contact-us> for the most up to date contact details.

If emailing please include the word affiliation subject of the email. Please have to hand if calling or include within the email the following;

The name of the official

The new officials FAN

The role you wish them to be assigned to

***please ensure that the new official has the required qualifications to be placed into the role.**

4. Our affiliation is complete but we need to change a club/team official, what do we do?

This can be managed by yourself on the whole game system in the club/team officials section.

5. We didn't upload our personal accident insurance during affiliation, what do we do?

Please email your attached certificate to Support@SheffieldFA.com please include affiliation and your club name within the subject line, a CFA staff member will then manually add your certificate to the clubs affiliation.



FAQS

Q: Can I do my Club Affiliation in stages?

A: Yes. You can save your Affiliation at each stage and then come back to it.

Q: How do I change my Club details?

A: Please see page 2

Q: Can I amend my Club name?

A: No. You cannot amend your Club name through the online affiliation form. If your Club name or legal status has changed, please contact the CFA, visit <http://www.sheffieldfa.com/news/2020/apr/15/shcfa-contact-details> for the most up to date contact details. If emailing please include the word affiliation within the subject line.

Q: Do I have to enter a Club sponsor?

A: This is not a mandatory field and therefore you should only provide details if you have a Club sponsor confirmed for the following season.

Q: Which Club Officers must I provide details for?

A: Every Club must provide a Secretary, Chairman and Treasurer. Also Clubs running teams at Under 18's or below must provide details of their Club Welfare Officer. [Click Here](#) for Club Official Roles and Mandatory Requirements Document

Q: What are the requirements for a Club Welfare Officer?

A: [Click here](#) to view the Club Official Mandatory Requirement Document

Q: What do I do if I can't find a person to add to a particular role?

A: Please see page 3 & 4.

Q: Can I update my Club Ground?

A: Yes. Please see page 5. Please add each ground that your Club plays at and then at the relevant stage of the Affiliation process, you can then allocate which of your teams play at which grounds.

Q: Do I need to review all of my teams?

A Yes. Please pages 6-9.

Q: How do I remove a team?

A Yes. Please pages 6.

Q: What is a team suffix?

A: The team suffix is part of the Team name and is used to differentiate between teams of the same age group and gender within Club. So, for example, if your Club has 2 Under 15 teams you could add the suffixes of Reds and Whites, e.g. U15 Reds and U15 Whites. Please remember that you are not permitted to use 'A', 'B', 'C' etc for youth teams.

Q: How do I know which County Cup I should enter?

A: [Click here](#) to visit our County Cups page, all County Cups rules are located on that page.

Q: Does each Team have to enter a County Cup?

A: All adult Clubs must enter their most senior team in the relevant County Cup and may enter their other teams in a County Cup if they wish to do so. There is also a mandatory requirement for youth teams at u13 and u16s to enter a County Cup

Q: Do I have to provide details of my Personal Accident insurance?

A: *As in previous seasons, all teams are required to purchase Personal Accident insurance and therefore it is important that as part of the online affiliation you select the insurance products that you require. Further details on the various levels of cover available can be found on Sheffieldfa.com.*



FAQS

Q: What happens when I submit my Club Affiliation Form?

A: Please see page 12.

Q: Do I have to pay my Club Affiliation Fee immediately?

A: No. Once the form has been submitted and checked and invoice will be generated.

Q: Do I have to pay online?

A: Yes

Q: I don't like giving my credit / debit card details online; can I pay over the phone?

A: No, the online payment system is fully secure.

Q: What credit / debit cards are acceptable?

A: You will be able to pay using any leading credit or debit card. Please note however that American Express is not accepted.

Q: What if I need further help?

A: Most Clubs find that affiliating online is a quick and straightforward process, but if you do require additional support, please do not hesitate to contact us, email support@sheffieldfa.com Include 'Affiliation' in the subject line.

