

# Affiliation Guidance

## Liverpool FA



# Before You Start

Things to do before you affiliate



# Committee Members (Mandatory)

Youth Club	Qualification	Adult Club	Qualification
Secretary	Safeguarding For Committee Members (SCM)	Secretary	SCM
Chair	SCM	Chair	SCM
Treasurer	SCM	Treasurer	SCM
Child Welfare Officer	SCM Safeguarding Children Course (SCC) Welfare Officer Course (WOC) In-Date FA DBS		

**Note- one individual can fill multiple committee roles.  
All youth team coaches/managers must hold SCC and in-date FA DBS as a minimum.**



# Qualifications- What to do?

- Safeguarding Children Course
- Safeguarding for Committee Members
- Welfare Officer Course
- FA DBS



# Documentation

- **Bluefin National Game Insurance Scheme Personal Accident Cover.**
- **This must be purchased prior to the starting the affiliation process.**

[NGIS Personal Accident Insurance](#)



# Prices

Product	Format	Cost
Affiliation	Youth	£25
Affiliation	Adult	£40

Product	Format	Cost
County Cup	Adult	£20
County Cup	Youth (U18)	£15
County Cup	Junior (U13 & U16)	£10

Product	Cost
County Cover	£30
County Cover Plus	£60

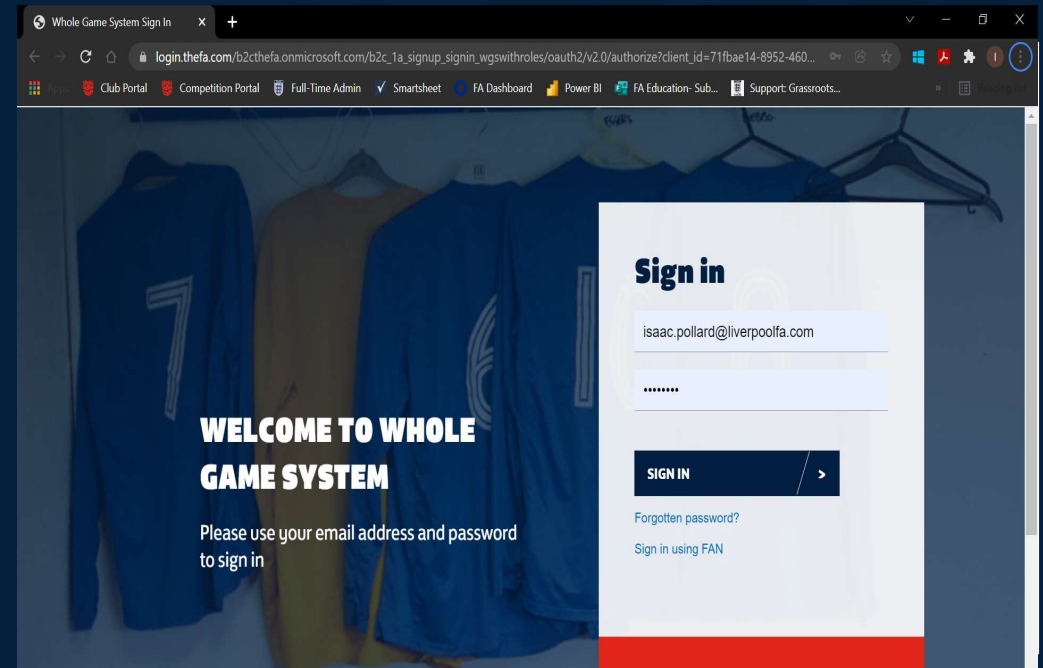


# Step-by Step Guide



# Getting Started

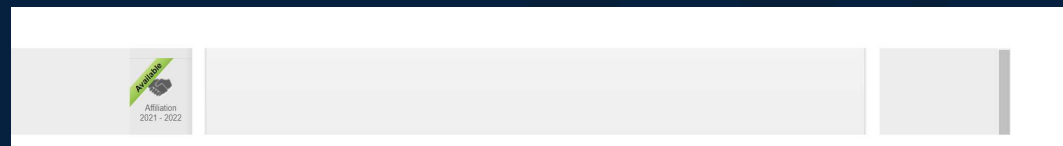
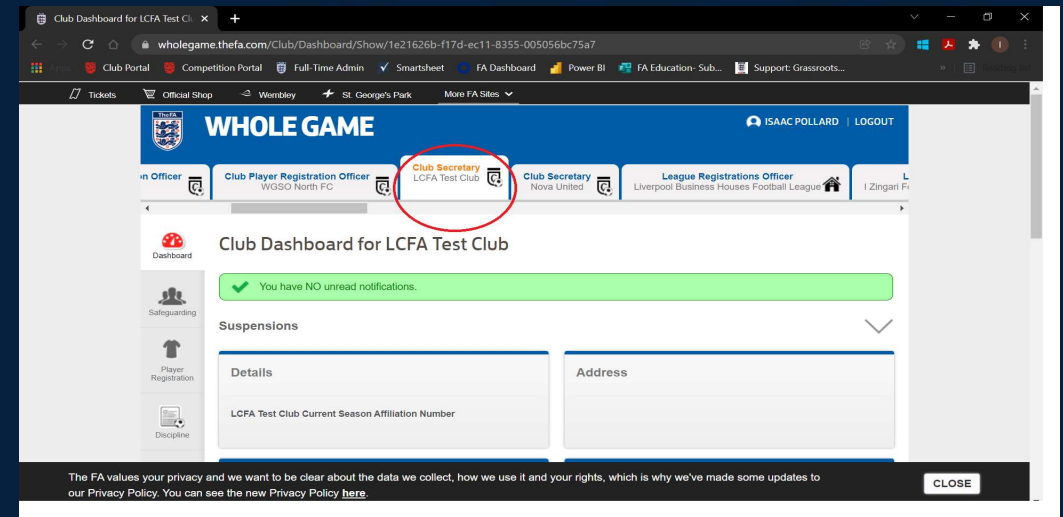
- Open your browser and go to: [www.wholegame.thefa.com](http://www.wholegame.thefa.com)
- Log in using the email linked to your FAN and password.





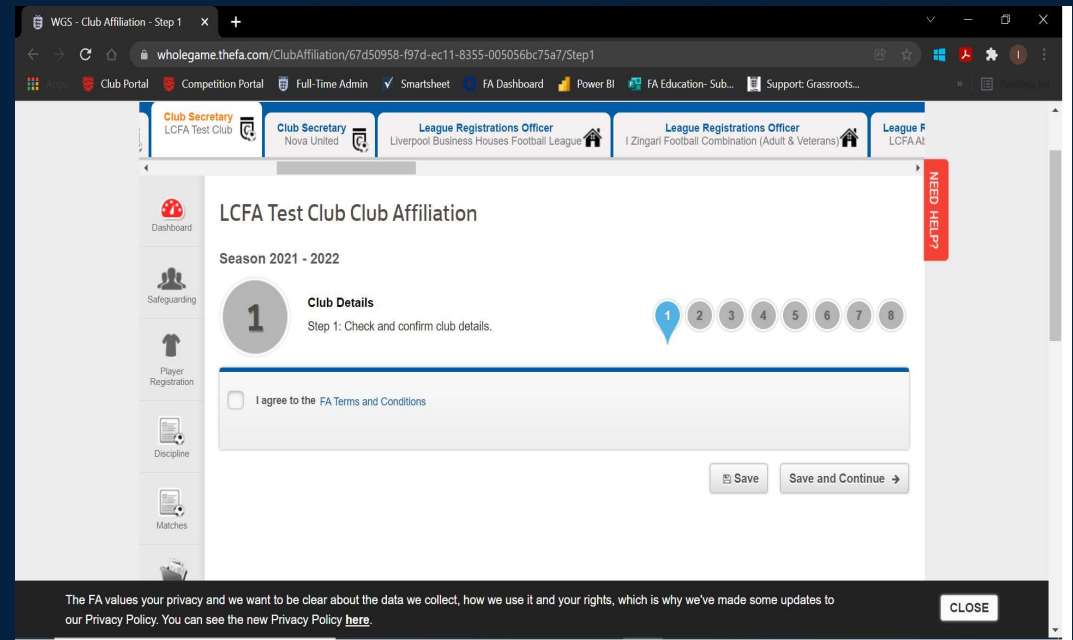
# Getting Started (2)

- Select the 'Club Secretary' tab.
- Scroll down and select the 'Affiliation' tab.



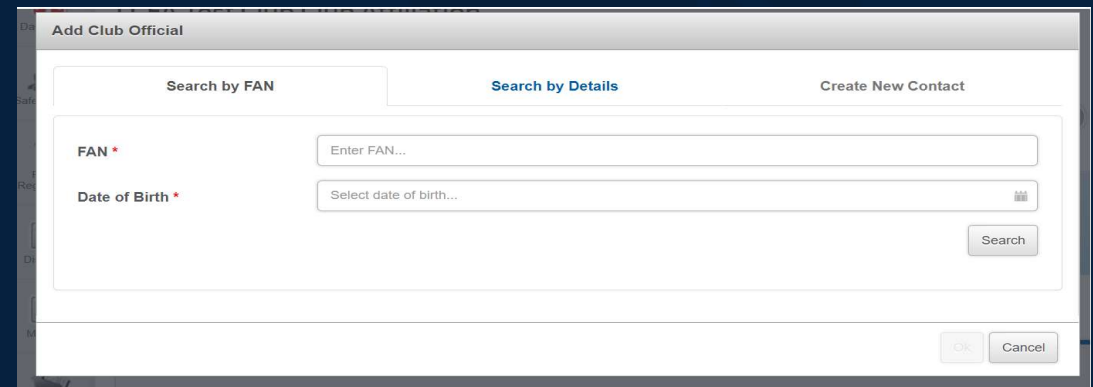
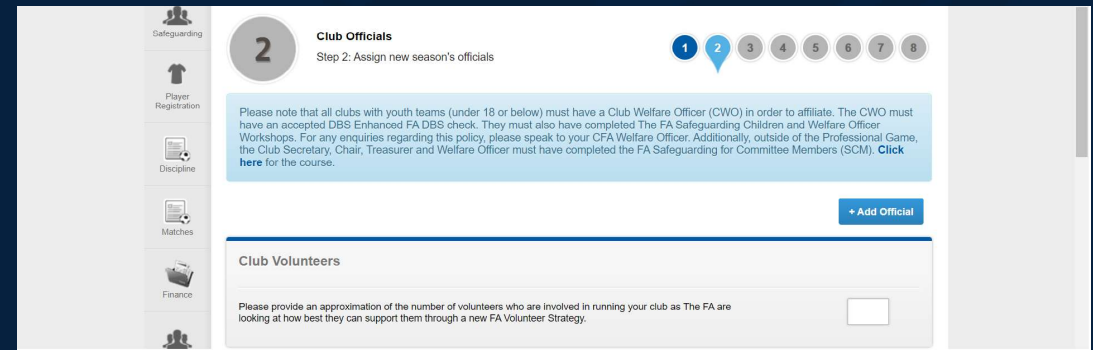
# Club Details

- Check and confirm all club details.
- Agree to FA Conditions, the select 'Save and Continue'.



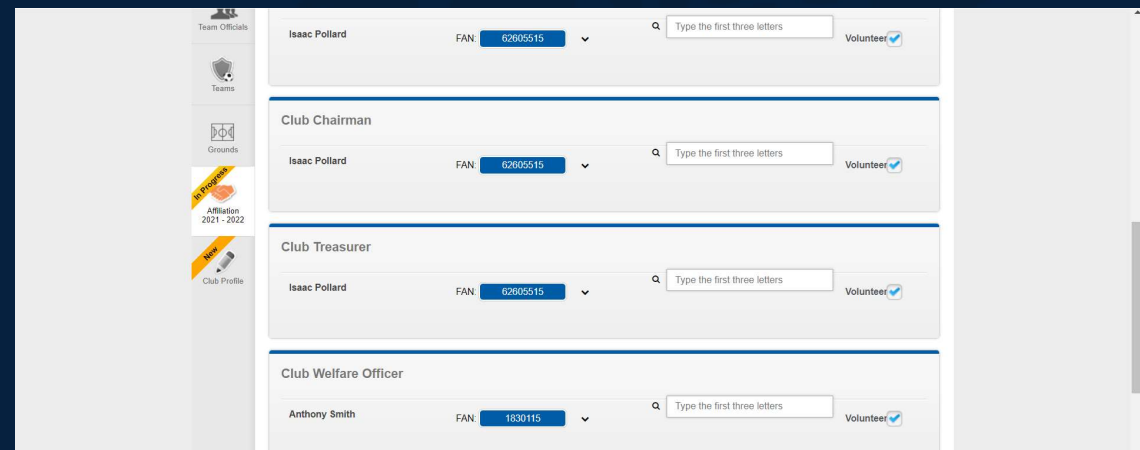
# Adding Officials to Club

- Select '+Add Official'
- Search by FAN or Individual Details. Once found, confirm your selection.
- Enter number of volunteers associated with the club.



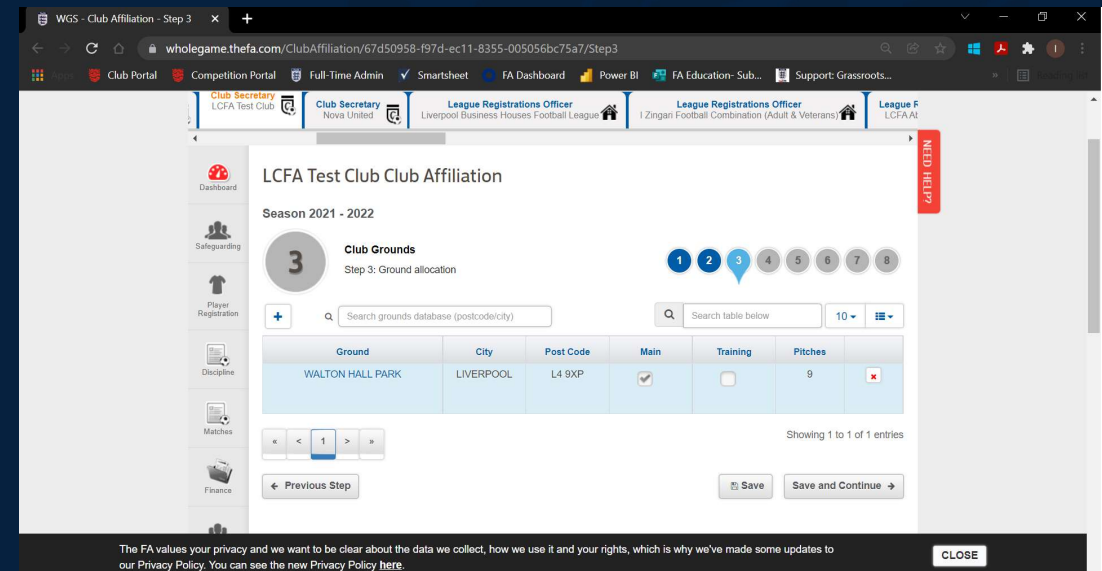
# Adding Officials (cont.)

- Once officials have been added to the club, they can be added using the first three letters in the relevant role boxes.
- Note- you will only be able to add officials to the relevant roles if they hold the correct qualifications.



# Adding Club Grounds

- Add all of your club grounds in this section- training and match venues.
- Search for grounds using the postcode or address in the search box.
- Once all relevant grounds are added, select 'Save and Continue'.



# Adding Teams

- In this section you will be able to add all of your teams for the coming season.
- If the same team plays on both a Saturday and Sunday, it must be added twice and the day or league specified in the suffix.
- All details must be completed in order for the affiliation to be reviewed.

The screenshot shows a web interface for adding teams. The main heading is "Teams and County Cup Entries" with a sub-heading "Step 4. Adding and removing teams, team officials, and County Cup entries". A progress bar at the top right shows steps 1 through 8, with step 4 highlighted. A red warning banner states: "Youth (U5 to U18) and Wheelchair Teams are required to have either a coach or a manager". Below this is a blue information banner: "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". The form is divided into two main sections: "Team Details" and "Main Kit".

**Team Details:**

- \* Suffix:
- \* Category:
- \* Gender:
- \* Age Group:
- \* Disability Category:
- \* Plays On:
- \* Mandatory fields

**Main Kit:**

**First Kit:**

- Shirt Colour:
- Shorts Colour:
- Socks Colour:

**Second Kit:**

- Shirt Colour:
- Shorts Colour:
- Socks Colour:

At the bottom, there is a privacy notice: "The FA values your privacy and we want to be clear about the data we collect, how we use it and your rights, which is why we've made some updates to our Privacy Policy. You can see the new Privacy Policy here." and a "CLOSE" button.



# Adding Teams- Team Officials

- Add your teams officials following the same process as club officials.
- Once added, they can be found using the first three letters of their name.
- For youth teams- coaches will only be able to be added if they hold an in-date FA DBS check.
- Note- the County Cup Email/SMS contact no longer works- county cup details will be sent to either the Team Manager or Team Secretary.

The FA values your privacy and we want to be clear about the data we collect, how we use it and your rights, which is why we've made some updates to our Privacy Policy. You can see the new Privacy Policy [here](#)

# Team Officials (Qualifications)

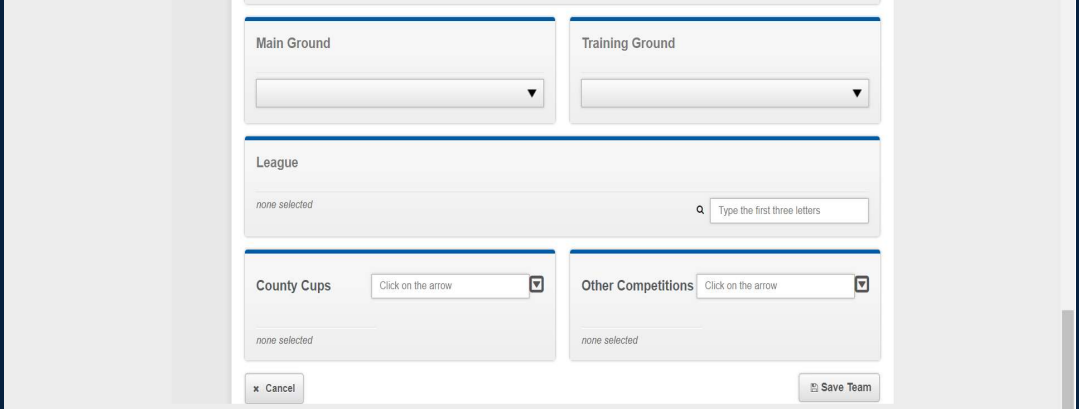
<b>Youth Team</b>	<b>Qualification</b>	<b>Adult Team</b>	<b>Qualification</b>
<b>Manager/Coach</b>	<b>In-date FA DBS Safeguarding Children Course (SCC)</b>	<b>Manager/Coach</b>	<b>SCC (Good Practice) DBS (Mandatory if team contains U18 players)</b>
<b>Additional Coaches</b>	<b>DBS SCC (Good Practice)</b>	<b>Additional Coaches</b>	<b>SCC (Good Practice) DBS (Mandatory if team contains U18 players)</b>
<b>Additional Officials</b>	<b>DBS SCC (Good Practice)</b>	<b>Additional Officials</b>	<b>SCC (Good Practice) DBS (Mandatory if team contains U18 players)</b>





# Adding Teams- Venues/Competitions

- Add your venues. Grounds will have been added at Step 3. They can now just be selected from the drop down.
- Add your league. Ensure that the name of the league is correct when entering.
- Add your county cups. A guidance sheet for the correct competitions can be found at:
- Once complete, save the team.



The screenshot shows a web form with the following fields and controls:

- Main Ground:** A dropdown menu with a downward arrow.
- Training Ground:** A dropdown menu with a downward arrow.
- League:** A text input field with a search icon and the placeholder text "Type the first three letters". Below the input, it says "none selected".
- County Cups:** A dropdown menu with a downward arrow and a small square icon. Below the input, it says "none selected".
- Other Competitions:** A dropdown menu with a downward arrow and a small square icon. Below the input, it says "none selected".
- Buttons:** "x Cancel" and "Save Team".
- Footer:** "BACK TO TOP" and "CLOSE".

At the bottom of the form, there is a privacy notice: "The FA values your privacy and we want to be clear about the data we collect, how we use it and your rights, which is why we've made some updates to our Privacy Policy. You can see the new Privacy Policy [here](#)."



# Adding Teams- Confirmation

- Once all team details and cup and league entries are complete, move to Step 5.
- For existing clubs, you can mark any teams that need to be folded here.

The screenshot displays the 'LCFA Test Club Club Affiliation' web interface for the 'Season 2021 - 2022'. The page is titled 'Teams and County Cup Entries' and is identified as 'Step 4: Adding and removing teams, team officials, and County Cup entries'. A progress indicator at the top right shows steps 1 through 8, with step 4 highlighted. A notification bar states 'Please review County Cups and Leagues for all teams.' Below this, a table lists the club 'LCFA Test Club First' with an 'Edit' link and a 'Team Folding' checkbox. A button labeled 'Edit Cups and League' is positioned below the table. At the bottom of the form, there are two confirmation checkboxes: 'I confirm I have reviewed County Cups for all teams' and 'I confirm my League entries are correct'. Navigation buttons include 'Previous Step', 'Add Team', 'Save', and 'Save and Continue'. A footer notice states: 'The FA values your privacy and we want to be clear about the data we collect, how we use it and your rights, which is why we've made some updates to our Privacy Policy. You can see the new Privacy Policy [here](#).' A 'CLOSE' button is located in the bottom right corner.



# Supporting Documentation- Insurance

- **Personal Accident Insurance**
  - Attach your Bluefin NGIS 'Policy Schedule' here.
  - This must have been purchased prior to starting the process- do not opt to purchase at a later date as it will slow down your affiliation being approved.
  - Expiry date should be set as 30/06 of the following year.
- **Public Liability Insurance**
  - For most clubs, this is provided by the CFA and is attached during the affiliation review stage. The purchase from the CFA option should be selected here.
  - If a club/organisation has their own PL policy, it can be attached.

The screenshot displays a web interface for uploading supporting documentation. The page title is 'Supporting Documentation' with a sub-header 'Step 5. Supporting documentation upload or declaration'. A progress bar at the top right shows steps 1 through 8, with step 5 highlighted. On the left, a vertical navigation menu includes icons for Safeguarding, Player Registration, Discipline, Matches, Finance, Club Officials, Team Officials, Teams, and Grounds. The main content area is titled 'Documents' and contains two sections:

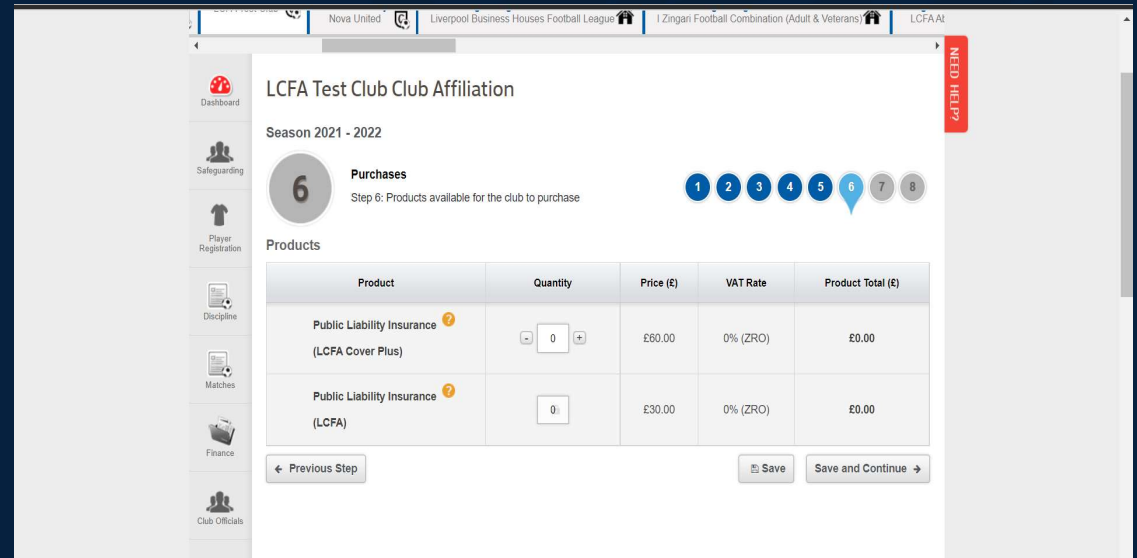
- Liverpool FA - Personal Accident Insurance Certificate - Club Affiliation**: Includes a 'Choose File' button (currently showing 'No file chosen'), an 'Expiry date' input field, and a checkbox for 'I declare my Adult Club will purchase appropriate Personal Accident Insurance for all relevant teams by 1st July'.
- Liverpool FA - Public Liability Insurance Certificate - Club Affiliation**: Includes a 'Choose File' button (currently showing 'No file chosen'), an 'Expiry date' input field, and a checkbox for 'I wish to purchase Public Liability Insurance from my County FA'.

At the bottom of the page, there is a privacy notice: 'The FA values your privacy and we want to be clear about the data we collect, how we use it and your rights, which is why we've made some updates to our Privacy Policy. You can see the new Privacy Policy [here](#)' and a 'CLOSE' button.



# Purchases

- **Select your level of Public Liability Cover.**
- **Details for what each level of cover provide, can be found at here.**
- **Once complete, move to the next stage.**



# Summary

- Check and confirm details.
- Once you all details have been reviewed and are correct, submit to CFA for approval.

**7 Affiliation - Summary Page**  
Step 7: Summary of affiliation details provided

**Total: £0.00 (inc. VAT)**

**Teams and Fees**

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

**Products**

Total: £0.00

No teams have been entered into competitions

**Club Officials**

<b>Secretary</b>	Pollard, Isaac
<b>Chairman</b>	Pollard, Isaac
<b>Treasurer</b>	Pollard, Isaac
<b>Welfare Officer</b>	Smith, Anthony

**Teams**

LCFA Test Club First

**Officials:**  
**Manager** Pollard, Isaac

**Supporting Documents**

Liverpool FA - Personal Accident Insurance Certificate - Club Affiliation	: Liverpool FA - Members - Countycover.pdf
Liverpool FA - Public Liability Insurance Certificate - Club Affiliation	: Liverpool FA - Members - Countycover.pdf

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 →



# Sit back and relax.

Once reviewed, a CFA Officer will be in touch to confirm and invoice for your Public Liability Cover.

Insert website, affiliation email and contact number.

