



Adult Player Registration

A guide to Adult Registration for Club Registrars

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Adult Registration – The RFU player registration tool

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Frequently Asked Questions

Adult Registration

The RFU Player Registration system is an online, quick and easy method of registering & managing adult players at Rugby clubs. Clubs playing a Level 5 and below can access and register their adult players online. Those playing at Level 4 and above must register directly via the RFU.

RFU regulations state that Adults playing in any RFU league or competition at an RFU affiliated club must be registered to play on our RFU database.

The RFU Player Registration system is the only site to abide by RFU rules and regulations.

To gain access and start registering players, firstly, the new registrar will need to be set up on the clubs membership system (if not already) with a username and password. Once created, they will need to be assigned the role of Adult Registrar. This creates the access and administration rights to create and register new Adult players.

The screenshot displays the RFU Player Registration system interface. At the top left is the RFU logo, featuring a red rose and the text "RFU" in a large, bold font, with the tagline "Official Site of the RFU, Governing Body of Rugby Union in England" below it. The main interface is divided into a dark grey sidebar on the left and a main content area on the right. The sidebar contains two menu items: "My Clubhouse" with a shield icon and "Club Administration" with a crossed wrench and screwdriver icon. The main content area has a dark grey header with a back arrow, the text "Home", and the user name "Mr Maxwell Rugby Test" with a back arrow. Below the header, the page title "Mr Maxwell Rugby Test" is displayed, followed by a "Log Out" button. A white box contains the text: "Welcome. Please select a screen from the options on the left." A vertical scrollbar is visible on the right side of the main content area.

1. Access

To successfully log into the Player Registration system, the user must be assigned one of the Registrar roles on the Clubs application.

In order to create and manage Adult Players at respective clubs, the role of Adult Registrar must be assigned to the person registering Adult Players at the club.

The Adult Registrar must also have a valid username and password.

Once the log in page for the system has loaded, insert the username and password.



The screenshot shows the RFU login interface. At the top left is the RFU logo, which consists of a red rose with green leaves and the letters 'RFU' in a large, bold, black serif font. Below the logo is a 'Login' form with a title bar. The form contains two input fields: 'User Name' and 'Password'. Below the 'Password' field is a 'Login' button and a blue link labeled 'Forgot Password?'.

2. My Clubhouse

Via My Clubhouse, the user can view specific, personal details relating to their account on Player Registration.



- **Home** – Displays the current roles the user has been assigned at their club.
- **My Details** – Outlines personal and contact details, all of which are editable.
- **Change Password** – Give the user the opportunity to change and update their log in

3. Club Administration

The club administration section of Player Registration is the functional area of the system. This is where (dependant on the role assigned) Registrars can begin registering and managing the clubs players.

Selecting Club Administration will load a menu, outlining the functionality available dependant on the role.

As an example (see below), the individual currently logged in has the role of Youth, Women's & Adult Registrar, allowing them to register and access all registered players at the club. Should the user only have one of these roles, only the role assigned will appear. E.g. If you are a Youth Registrar, upon logging in, only Youth Registration will appear in the menu.

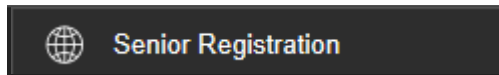


3.1 Registering an Adult Player

3.1.1 Searching

Step 1

Once logged in, select Senior Registration from the left hand menu.



Step 2

Upon selecting Senior Registration a search screen will load. The search screen is a method and safeguard to check whether a player already exists on the system. Enter the players First Name, Last Name and DOB (all fields are mandatory) followed by Search

A screenshot of a web form titled "Search Criteria". The form has three input fields: "First Name *" with the value "Max", "Last Name *" with the value "Test", and "DOB *" with the value "09/01/2005" and a calendar icon. Below the fields are two buttons: "Search" and "Clear". The "Search" button is circled in red, and the entire form area is outlined in red.

First Name *	Last Name *	DOB *
Max	Test	09/01/2005

Step 3

The search will return any records the system can find that closely match the details you entered into the system. The records returned are not just current Registered Players, the results display a complete search across all records on the database. Anybody that currently exists in any form (e.g. Ex Players, Current Players, Coach or General Member of a club) will be returned if they closely match the details entered.

Search Criteria

First Name * Last Name * DOB *

Action	Player ID	First Name	Last Name	DOB	Gender	Current Registration	Status	EAP	Effective From	Effective To
Register	01464240	Maxwell	Test	09/01/2005	Male	Not Registered				
Register	01464242	Max	Test	09/01/2005	Male	Not Registered				
Register	01464370	Max	Test	09/01/2005	Male	Not Registered				
Register	01464457	Max	Test	09/01/2005	Male	Not Registered				

Page 1 of 1 (4 items)

Step 4

Once the search has been completed, it is a Registrar's responsibility to run through any individuals found on the search, to check whether any of the records match the player that is about to be added.

(WARNING – Should results from the search be overlooked and a New Player is created, this is likely to create a duplicate record. This could result in a player having a registration at two clubs)

The search will return the most pertinent details for those individuals found. It is also possible to see previous registration details.

If the registrar believes the individual is already recorded on the system, this would mean adding the registration against the existing record, or if currently listed as playing for another club then the registration becomes a transfer.

If none of the records are an exact match or no records are returned then the Registrar must create a new player.

Select **Create New Individual**

Search Criteria

First Name * Last Name * DOB *

Action	Player ID	First Name	Last Name	DOB	Gender	Current Registration	Status	EAP	Effective From	Effective To
Register	01464240	Maxwell	Test	09/01/2005	Male	Not Registered				
Register	01464242	Max	Test	09/01/2005	Male	Not Registered				
Register	01464370	Max	Test	09/01/2005	Male	Not Registered				
Register	01464457	Max	Test	09/01/2005	Male	Not Registered				

Page 1 of 1 (1 Items)

Step 5

If records were returned and Create New Individual is selected, prior to moving onto the next stage, a warning will appear outlining that matches were returned and by creating a new record, a duplicate may be added to the system.

You have chosen to create a new individual record on the RFU system even though an existing player with the same Surname and Date Of Birth already exists and was returned by your search.

If you are sure that the player you are registering has never been registered as an adult or youth player by the RFU at any English club, please click 'OK'.

If you believe the player you are intending to add to your club has previously been registered at either your club or any other English club, please click 'Cancel' to return to the search results list, and select that player.

OK

Cancel

Registering a Player

3.1.2 Entering a Player

Step 1

The system will prompt the Registrar to confirm that they are only playing at Amateur level. Professional players are registered via the RFU.

New Player Checklist

Is this an amateur player?

Step 2

After completing the search, the Registrar will now start inputting the player's details. Once completed, select **Next**

Exit Back **Next**

Personal Details	Address Details
Title <input type="text"/>	Number <input type="text"/>
First Name * <input type="text" value="Max"/>	Building <input type="text"/>
Other Name <input type="text"/>	Address * <input type="text"/>
Last Name * <input type="text" value="Test"/>	<input type="text"/>
DOB * <input type="text" value="09/01/2005"/>	City * <input type="text"/>
Known as <input type="text"/>	County * <input type="text"/>
Gender * <input type="text"/>	Post Code * <input type="text"/>
Ethnicity <input type="text"/>	
Disability <input type="text"/>	

Photo

No image available

[Add new image](#)

Phones	Emails
Phone No <input type="text"/>	Email Address <input type="text"/>

Exit Back **Next**

Step 3

The next page asks for, further details relating to the player including any medical conditions or allergies that the player may have.

The registrar must also confirm a signature has been seen. Followed by **Save & Proceed**

Exit Back		Save & Proceed
<p>Country of Birth *</p> <p>ENGLAND</p>	<p>Medical Allergies and Medical Conditions</p> <p>Asthma</p>	<p>Player ID</p> <p>01464683</p>
<p>Town of Birth</p> <p></p>	<p>Notes</p> <p></p>	<p>First Name</p> <p>Max</p>
<p>Playing Position</p> <p>Front Row</p>	<p><input type="checkbox"/> Academy Player</p> <p><input checked="" type="checkbox"/> Signature Confirmed *</p>	<p>Last Name</p> <p>Test</p>
<p>Season</p> <p>2012-2013</p>		<p>DOB</p> <p>09/01/2005</p>
<p>RegistrationDate</p> <p>15/04/2013</p>		<p>Age</p> <p>8</p>
		<p>Age At Season Start</p> <p>7</p>
		<p>New Club Name</p> <p>Rugby/First Training RFC</p>
Exit Back		Save & Proceed

Player Registration

3.1.5 Completing the Registration

Step 1

Once all the details have been saved a summary page will display details regarding the individuals registration, including the date they will be effective and the type of registration added against the individual's record.

If correct select **Save** to move on

NOTE: The player is still not registered at this point, the Registrar must select Save

Senior Registration - Summary - Max Test

Exit Back Save

Finish

This registration is not yet final. Please select Save to complete the process.

Summary

- This player's registration will be active at RugbyFirst Training RFC on 01/07/2013
- Registration Type: Adult

Data Protection

The RFU and your club will use the data provided in your Registration Form for the purposes of administering the player registration system in accordance with the Registration of Players Regulations and Operating Procedures and for the purposes administering your participation in rugby and giving you information about rugby

Exit Back Save

Step 2

The final page confirms the player has been registered displaying their RFU ID/Player ID Number.

The process for registering a new player at the club has now been completed.

Senior Registration - Summary - Max Test

[Exit](#) [View Report](#)

Finish

Summary

- This player's registration will be active at RugbyFirst Training RFC on 01/07/2013
- Registration Type: Adult

Player Registration Completed Successfully

- Player ID: 01585537

NOTE: Adult players are not eligible to play for their new club for 7 days from the point of registration. Adult players can be registered to play within 24 hours via the regional registrar (Expedited registrations will incur a cost)

Now complete the new player will be added to the clubs membership database. The new player will be now also appear in the clubs Pending Memberships.

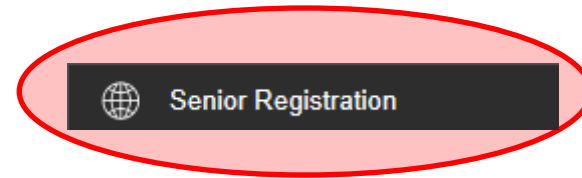
From Pending Memberships, the Membership Secretary at the club can assign them a membership type and pull them through to the list of members at the club on the clubs administration system, allowing Club Coaches, Team Managers access to their player's information and parent's details.

3.2 Transferring a Player

Players that are already playing at a Rugby Club and subsequently move to a new club can be transferred from the old club to the new, by the registrar of their new club. A new player does not need to be created again their record should already exist on the system.


Step 1

To begin the transfer, select Senior Registration from the menu items.



Step 2


Using the players registration form, enter their details into the search and select **Search**.


Search Criteria		
First Name *	Last Name *	DOB *
<input type="text" value="Paul"/>	<input type="text" value="Chorley"/>	<input type="text" value="11/09/1996"/> 
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	

Step 3

The results will display any closely matched records already on the database, these will include everyone, not just registered players, anyone added to the database as members, coaches, referees, registrars. Current Registered Players are notable by the current registration and status being populated with information.

Search Criteria

First Name * Last Name * DOB * 

Action	Player ID	First Name	Last Name	DOB	Gender	Current Registration	Status	EAP	Effective From	Effective To
 Register	00644362	Paul	Chorley	11/09/1996	Male	Invincibles RFC	Active		09/10/2007	


Step 4


Based on the results of the search the system has found a record that closely matches the information entered into the search. At this point it is vital that the Registrar cross references the Player Registration form with the search results to see if the Player already exists. Bypassing this and simply “Creating New” is likely to create a duplicate record. In the case of transfers this would mean an active playing record would exist at two clubs, as the player has not been transferred from the old club to the new.

If by carrying out the checks the Registrar believes the Player already exists on the system, select **Register**

(NOTE: On the rare occasion that a players existing record cannot be found then a new record will have to be created.)

Search Criteria

First Name * Last Name * DOB * 

Action	Player ID	First Name	Last Name	DOB	Gender	Current Registration	Status	EAP	Effective From	Effective To
 Register	00644362	Paul	Chorley	11/09/1996	Male	Invincibles RFC	Active		09/10/2007	

Step 5

Selecting Register begins the transfer process. The next page will prompt the registrar to “**Generate a Notification of Transfer Letter**”

Notification of transfer

Click the below button to generate letter

[Generate Notification of Transfer letter](#)

Step 6

The next page confirms the letter has been created. The information also outlines the process that must be carried out to meet the RFU regulations regarding the transfer of a player.

Select the document to open

Notification of transfer

Click the below button to generate letter

[Generate Notification of Transfer letter](#)

Your letter has been successfully created. Please click on the link below to open it in your browser or right click it to save it on your hard disk.

[NOFT_maxb_130105967917761790.pdf](#)

To assist in complying with RFU Regulation 14.5.3 Clubs must complete this form and send a copy to the Hon. Secretary at the player's previous Club. A copy must be retained in case of query

Step 7

Print the letter and send it to the Hon Sec of the old club and save a copy to the computer.



The screenshot shows a web browser window with the Rugby Football Union logo and a notification of transfer of a player form. The browser's File menu is open, and the 'Save as...' option is highlighted with a red box. The logo is a red rose with green leaves. Below the logo, the text reads 'RUGBY FOOTBALL UNION' and 'NOTIFICATION OF TRANSFER OF A PLAYER'. At the bottom, there is a paragraph of text: 'To assist in complying with RFU Regulation 14.5.3 Clubs must complete this form and send a copy to the Hon. Secretary at the player's previous Club. A copy must be retained in case of query.'

File Edit Go to Favorites Help

- New tab Ctrl+T
- Duplicate tab Ctrl+K
- New window Ctrl+N
- New session
- Open... Ctrl+O
- Edit
- Save as... Ctrl+S**
- Close tab Ctrl+W
- Page setup...
- Print... Ctrl+P
- Send
- Import and export...
- Properties
- Work offline
- Exit

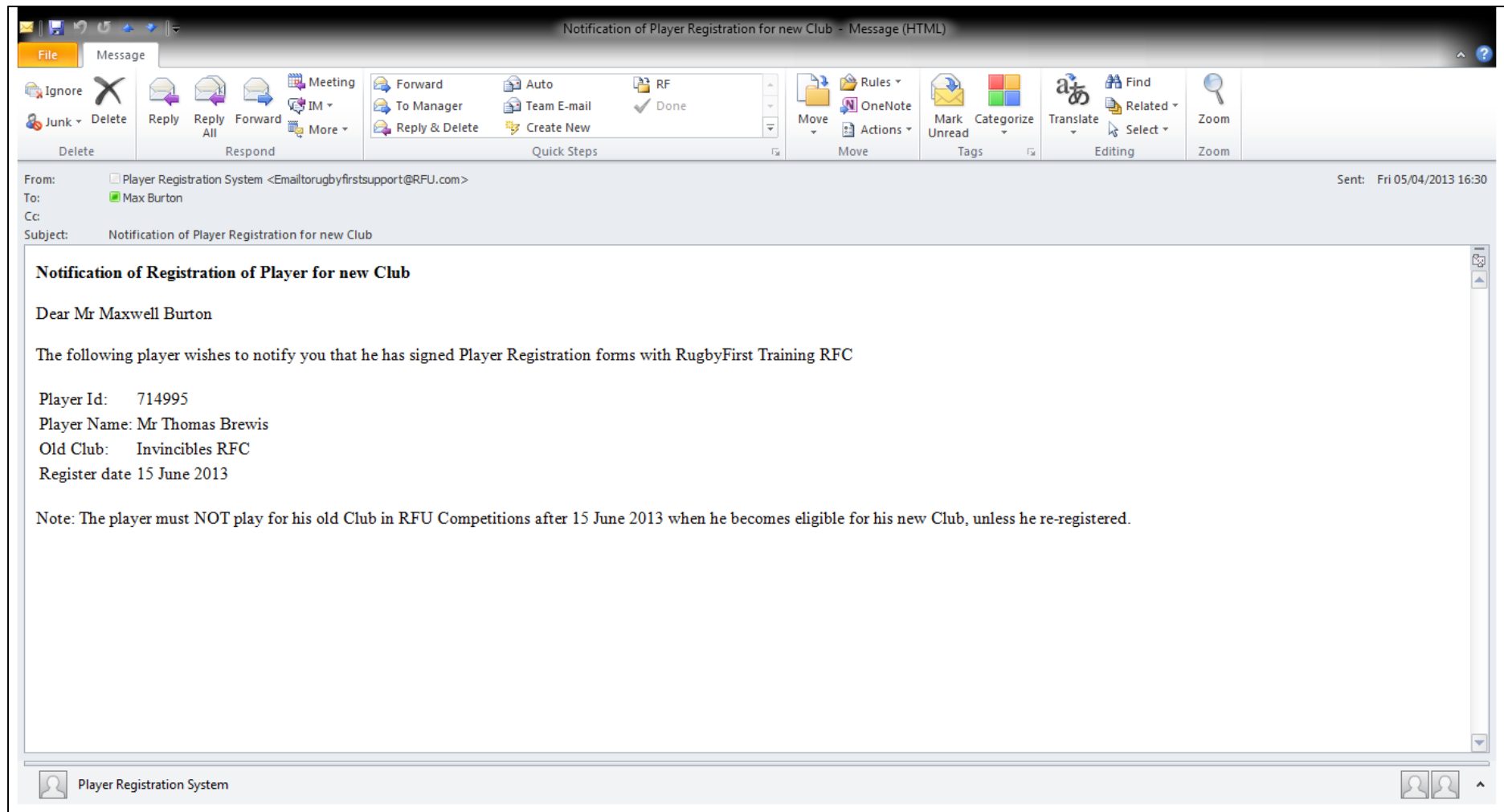


RUGBY FOOTBALL UNION

NOTIFICATION OF TRANSFER OF A PLAYER

To assist in complying with RFU Regulation 14.5.3 Clubs must complete this form and send a copy to the Hon. Secretary at the player's previous Club. A copy must be retained in case of query.

(Note: Although not a replacement for the letter, an email is also generated and sent to both the Hon Sec and Registrar of the players previous club to notify them that the player has signed forms for a new club and should no longer play at the club)



Step 8

Select **Next**

Step 9

The process is now exactly the same as the process for creating a new player (see points 3.1.2/3.1.3/3.1.4/3.1.5 above) updating any player information that may have subsequently changed since their previous registration.

Once any new information has been entered, the player has been transferred to his new club. However the player is not eligible to play for 7 days. Their record can now be accessed by the Membership Secretary at the new club, via the Pending Memberships section of the clubs admin system.

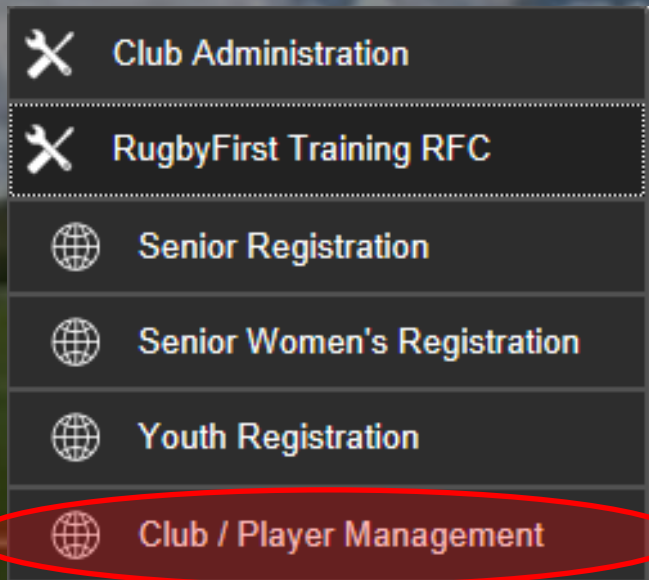
(NOTE: When a player is de-registered/transferred from a club, although their status of “Registered Player” is removed from their record at their old club, their membership record remains. If the player is no longer a member of the club, the membership secretary will need to archive their record from the clubs membership database. If not, their record will remain at the club until such time that the membership database is updated by the club. Meaning that membership figures may not be correct)

3.3 Club Management

The club management section of Player Registration, provides the Registrars with an overview of the clubs players (dependant on the role they have been assigned, i.e. Youth Registrars will only have access to Youth Registered Players)

Via Club Management the Registrar has the ability to:

- Deregister Players (individually or multiple)
- Edit Player Details
- Bulk Search for groups of players



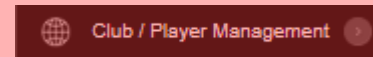
Club/Player Management

3.3.1 Deregistering a Player(s)

If a player no longer plays for the club and has not been transferred to a new club, then it is advisable that the Registrar deregisters their playing status at the club. Although not a requirement (regulation), to ensure accurate playing numbers, if the club are certain that the player will not return to play for the club in the foreseeable future then it would be best practice to deregister them. This ensures the most up to date playing numbers for the club, the RFU and those out in the game. Keeping past players registered is simply creating an unnecessary list of past and present players that could be effectively managed via the club membership list, rather than via Player Registration. Player Registration should be a list of active players at the club.

Step 1

To deregister a player at the club, select **Club Management**



Step 2

This will load a list of players at the club, together with a search tool.

[De-Register Selected Player\(s\)](#)

Search for player

Player ID	First Name	Last Name	Date Of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/> <small>calendar icon</small>
Gender	Status	Playing Season	Adult/Youth
<input type="text"/>	<input type="text" value="Active or Pending"/>	<input type="text"/>	<input type="text"/>

Show all records

<input type="checkbox"/>	Player ID	First Name	Last Name	DOB	Gender	Season	Date Registered	Effective From	Effective To	Status	EAP
<input type="checkbox"/>	Edit	01464616	Richard	alderson	28/01/1964	2012-2013	12/03/2013	19/03/2013		Active	
<input type="checkbox"/>	Edit	01464283	Sonny	Bassett	21/04/2003	Male	2012-2013	27/11/2012	04/12/2012	Active	
<input type="checkbox"/>	Edit	01464288	Sonny	Bassett	21/04/2003	Male	2012-2013	29/11/2012	06/12/2012	Active	
<input type="checkbox"/>	Edit	01464578	james	bradley	15/12/2004	Male	2012-2013	06/03/2013	06/03/2013	Active	

Step 3

To deregister a player, firstly a player or players needs to be selected. The registrar has multiple ways to select one or multiple players.

1. Search for the Player
2. Scroll through the list of players by selecting “Show All Records”
3. All the headers can be sorted

The screenshot shows a web application interface for player management. At the top right, there is a red button labeled "De-Register Selected Player(s)". Below it is a search section titled "Search for player". This section contains several input fields: "Player ID", "First Name", "Last Name", and "Date Of Birth" (with a calendar icon). Below these are "Gender", "Status" (with a dropdown menu showing "Active or Pending"), "Playing Season", and "Adult/Youth" (with a dropdown menu). There is a checkbox labeled "Show all records" and two buttons: "Search" and "Clear". A red box highlights the search criteria fields. A callout box points to this area with the text "Search for a player(s) via specific criteria". Another callout box points to the "Show all records" checkbox with the text "Show all records and scroll through the list". Below the search section is a table of players. The table has columns: "Player ID", "First Name", "Last Name", "DOB", "Gender", "Season", "Date Registered", "Effective From", "Effective To", "Status", and "EAP". A red box highlights the table headers. A callout box points to the "EAP" column header with the text "Sort the players into an order so the registrar can search through the player list".

De-Register Selected Player(s)

Search for player

Player ID First Name Last Name Date Of Birth
Gender Status Playing Season Adult/Youth

Show all records

Search Clear

Search for a player(s) via specific criteria

Show all records and scroll through the list

Sort the players into an order so the registrar can search through the player list

	Player ID	First Name	Last Name	DOB	Gender	Season	Date Registered	Effective From	Effective To	Status	EAP
<input type="checkbox"/>	01464616	Richard	alderson	28/01/1964		2012-2013	12/03/2013	19/03/2013		Active	
<input type="checkbox"/>	01464283	Sonny	Bassett	21/04/2003	Male	2012-2013	27/11/2012	04/12/2012		Active	
<input type="checkbox"/>	01464288	Sonny	Bassett	21/04/2003	Male	2012-2013	29/11/2012	06/12/2012		Active	
<input type="checkbox"/>	01464578	james	bradley	15/12/2004	Male	2012-2013	06/03/2013	06/03/2013		Active	

Step 4

The registrar can then select either the individual player or multiple players to deregister, by selecting the tick box next to their name.

De-Register Selected Player(s)

Search for player

Player ID: First Name: Last Name: Date Of Birth:

Gender: Status: Playing Season: Adult/Youth:

Show all records

<input type="checkbox"/>	Player ID	First Name	Last Name	DOB	Gender	Season	Date Registered	Effective From	Effective To	Status	EAP
<input type="checkbox"/>	Edit	01464616	Richard	alderson	28/01/1964	2012-2013	12/03/2013	19/03/2013		Active	
<input type="checkbox"/>	Edit	01464283	Sonny	Bassett	21/04/2003	Male	2012-2013	27/11/2012	04/12/2012	Active	
<input type="checkbox"/>	Edit	01464288	Sonny	Bassett	21/04/2003	Male	2012-2013	29/11/2012	06/12/2012	Active	
<input type="checkbox"/>	Edit	01464578	james	bradley	15/12/2004	Male	2012-2013	06/03/2013	06/03/2013	Active	

Step 5

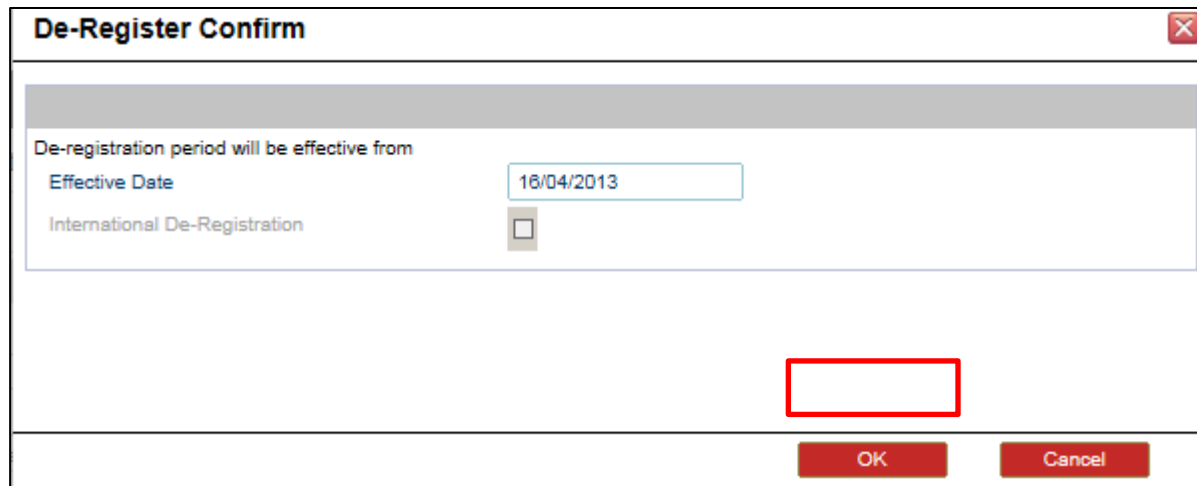
Once the player(s) have been selected, select deregister.

De-Register Selected Player(s)

<input type="checkbox"/>	Player ID	First Name	Last Name	DOB	Gender	Season	Date Registered	Effective From	Effective To	Status	EAP
<input checked="" type="checkbox"/>	Edit	01464616	Richard	alderson	28/01/1964	2012-2013	12/03/2013	19/03/2013		Active	
<input checked="" type="checkbox"/>	Edit	01464283	Sonny	Bassett	21/04/2003	Male	2012-2013	27/11/2012	04/12/2012	Active	
<input checked="" type="checkbox"/>	Edit	01464288	Sonny	Bassett	21/04/2003	Male	2012-2013	29/11/2012	06/12/2012	Active	
<input checked="" type="checkbox"/>	Edit	01464578	james	bradley	15/12/2004	Male	2012-2013	06/03/2013	06/03/2013	Active	

Step 6

The system will then prompt the Registrar to inform them that the players have been deregistered and the effective date of these changes. After this date the player is no longer registered to play for the club and must not be fielded as a player. Select **OK**



The image shows a dialog box titled "De-Register Confirm". It contains the following fields and controls:

- A label "De-registration period will be effective from" above a text input field containing "16/04/2013".
- A label "International De-Registration" next to an unchecked checkbox.
- A red rectangular box highlighting an empty input field at the bottom right of the dialog.
- Two buttons at the bottom: "OK" and "Cancel".

NOTE: The player has been deregistered and can no longer play for the club, however, the players membership records remains on the club membership database. If they have left the club completely then the membership secretary must archive them from the clubs membership list or their record will remain until such time that someone at the club does

so.

Club/Player Management

3.3.2 Editing a Player

Although some details can be edited for a player via the clubs membership system, the most salient details have to be edited via the Registrar ONLY on the player registration application.

Step 1

To edit a player, find the individual within the club management player details and select **Edit**

De-Register Selected Player(s)

Search for player

Player ID

First Name

Last Name

Date Of Birth

Gender

Status

Playing Season

Adult/Youth

Show all records

SearchClear

	Player ID	First Name	Last Name	DOB	Gender	Season	Date Registered	Effective From	Effective To	Status	EAP
<input type="checkbox"/>	01464616	Richard	alderson	28/01/1964		2012-2013	12/03/2013	19/03/2013		Active	

Step 2

This will load the player's details. Via these pages, using the tabs, it is possible to update details for the player.

Back		Save	
Individual Registration			
Personal Details		Address Details	
Player ID	<input type="text" value="01464616"/>	Number	<input type="text" value="29"/>
Title	<input type="text" value="Air Vice-Marshal"/>	Building	<input type="text"/>
First Name *	<input type="text" value="Richard"/>	Address *	<input type="text" value="Lindsay Road"/>
Other Name	<input type="text"/>		<input type="text"/>
Last Name *	<input type="text" value="alderson"/>	City *	<input type="text" value="Norwich"/>
DOB *	<input type="text" value="28/01/1964"/>	County *	<input type="text" value="NORFOLK"/>
Known as	<input type="text"/>	Post Code *	<input type="text" value="NR7 5JR"/>
Ethnicity	<input type="text" value="White: British"/>	Country	<input type="text"/>
Disability	<input type="text" value="No"/>		
Photo Edit			
Phones		Emails	
Phone No	<input type="text" value="07951 954065"/>	Email Address	<input type="text" value="richard_alderson@hotmail.com"/>
Back		Save	

Step 3

Save all changes

Back	Save
----------------------	----------------------

The individual's details have been amended and saved.

