



England  
Rugby

# GMS TEAM MANAGEMENT MODULE

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# FAQ'S

## **What is the GMS Team Management Module?**

- This provides all clubs with a “one-stop shop” to view and manage fixtures for all their teams.
- It is not a fixture arrangement tool (this should be done by telephone or email as has always been the practice), but can be used to confirm the match arrangements and record results. It can also be used for just recording results and, therefore, it is not too late to record all the results of the matches played by your club teams since the beginning of this season.
- You can find further information and links to specific tasks on the England Rugby website here: Team Management Module.
- In addition further improvements will continue to be made to improve functionality.

## **Are matches that are part of an organised competition already recorded?**

- Matches that have been recorded by a competition organiser, using the RFU’s competition tool (such as the RFU leagues, the various Merit Tables, relevant cup and other competitions), where the results can be found on the England Rugby website here are already listed on a club’s Team Management Module.
- However, this means that a number of match results, particularly for age grade 15-a-side matches and friendlies, need to be added via the club’s GMS Team Management Module by club officials; these are known as “manually-entered fixtures”.

## **Who can list manually entered fixtures (known as “draft fixtures”) on their own club’s Team Management Tile:**

- Club administrators (such as team managers / team coaches) with the appropriate permission level of 1, 3 or 5 (see GMS Permission Levels) can enter a “draft fixture(s)”.
- To do so these permission holders have to be linked to the relevant club team (see adding a team role).
- “Draft fixtures” can be entered individually (see adding a single fixture) or in bulk (see adding fixtures in bulk).
- Having done the above, these individuals can list a draft fixture (see requesting a fixture) against the team(s) they are associated with. The reason it is just a “draft fixture” is so that the club can check, specifically for home matches that it has sufficient pitches, changing rooms etc to fulfil the fixture, before “requesting the fixture” with the opposition club.

## **Who can then “request the fixture” and have it listed on the opponent’s GMS Team Management Module?**

- Currently, this can only be done by the individual nominated as the fixture secretary among the club’s GMS “Golden Roles”. However, the process is being amended by the summer so that a club can nominate up to a maximum of eight individuals to undertake this by nominating them for one of the following roles:
  - o Adult Male Fixture Secretary
  - o Adult Male Assistant Fixture Secretary
  - o Adult Female Fixture Secretary
  - o Adult Female Assistant Fixture Secretary
  - o Age Grade Female Fixture Secretary
  - o Age Grade Female Assistant Fixture Secretary
  - o Age Grade Male Fixture Secretary
  - o Age Grade Male Assistant Fixture Secretary.

- A club can decide how many of these posts it wants to fill with different individuals.  
So it might nominate:
  - o Just one individual in all eight roles, or
  - o One individual in all the fixture secretary roles and another in all the assistant fixture roles, or
  - o One individual in the Adult Male and Age Grade Male fixture secretary roles; another individual in the Adult Female and Age Grade Female fixture secretary roles; and then four individuals in each of the assistant fixture secretary roles, or
  - o Any combination that suits the club, as long as no more than eight individuals are nominated to fill the eight roles.
- Fixture secretary role holders are then able to “request the fixture”, changing the status on their own club’s Team Management Module, but more importantly, it appears on the opposition’s Team Management Module for the first time. In addition, an email is sent to the relevant fixture secretary and assistant alerting them to the appearance of the fixture on their Team Management Module, and requiring them to take action.

### **Who can then “confirm or reject that fixture”?**

- This can be done by the relevant team manager / coach, the relevant fixture secretary or deputy.
- If the club takes no action for seven days after the fixture has been “requested”, it will automatically be “confirmed”. This means that the two clubs cannot put another fixture onto the system involving one of those teams on the same day.

### **What should be done if that fixture is cancelled?**

- It should be removed from a club’s Team Management Module. This can be done by a relevant fixture secretary or assistant role holder, and by a relevant permission holder (e.g. a club administrator such as a team manager / coach with the appropriate permission level of 1, 3 or 5) from the club that created the fixture.
- In doing so, it also removes the fixture from the other club’s Team Management Module, and then allows each club to enter a replacement fixture if one can be arranged.
- However, if the match is cancelled by one team within 48 hours of the planned kick off time and other conditions apply (see section below about “late cry-offs”) then the non-offending team may claim the credit of the game.

### **Late Cry-Offs**

- Competition organisers, who use the RFU’s competition tool, will have their own regulations for dealing with late cry-offs, such as re-arranging the game or awarding a Home Walk Over (HWO) or Away Walk Over (AWO) to the non-offending team.
- Manually Entered Fixtures and Results. For all other matches (including friendlies), where the result is entered manually by a club, the non-offending team can list the result on its Team Management Module, either as HWO or AWO as appropriate, which will also appear on the opposition’s Team Management Module. However to do so, the following conditions must apply:
  - One team cancels the fixture within 48 hours of the planned kick-off time.
  - The cancellation is not for:
    - Adverse weather, resulting in the pitch being unplayable or a travel warning being published, or
    - Some reasonable unforeseen reason or a society referee not being appointed to the game.
    - And the non-offending side is unable to arrange an alternative replacement fixture.

- It would be acceptable to list the result in this way when the opposition advise that it is unable to raise sufficient players within 48 hours of the planned kick-off time.
- However, we strongly encourage the non-offending team to find alternative opponents if possible.
- \* When alternative opponents cannot be found at short notice, the HWO or AWO designation must be entered manually by the club onto the Team Management Module before the fixture was due to take place.
- When the non-offending club lists HWO or AWO as the result, it is strongly recommended that it also adds to the “Notes Section” its justification (time / date advised that the opposition could not fulfil the fixture and the reason for cancellation); this will aid settling any future dispute of that outcome.

## Posting Results

- Within the Team Management Module the relevant fixture secretary or assistant post holder and a relevant permission holder (e.g. a club administrator such as a team manager / coach with the appropriate permission level of 1, 3 or 5) can post the outcome of the game.
- When doing so, the individual will be able to choose from the outcomes listed in the “ResultType” in the table below:

RESULT TYPE	COMMENT
Result (and the score can be included)	Both teams will be credited with the fixture in their total of 15-a-side matches counting towards their allocation of International Tickets.
Abandoned	Can be used when the match is started, but not completed, whether it is in the first minute of the match or much later but before full-time. In this case, both teams will be credited with the fixture in their total of 15-a-side matches counting towards their allocation of International Tickets. If the match is replayed at a later date, both teams will be credited with this rearranged fixture as well in their total of 15-a-side matches counting towards their allocation of International Tickets.
Home Walk Over (HWO) or Away Walk Over (AWO) as appropriate.	These should only be used if the “late cry-off” conditions apply. Only the non-offending team will be credited with the fixture in their total of 15-a-side matches counting towards their allocation of International Tickets.
Postponed	This should be used if a match has not been played and the conditions for a “late cry-off” do

RESULT TYPE	COMMENT
	not apply. This might be for adverse weather conditions, for instance. Neither club will be credited with this fixture in their total of 15-a-side matches counting towards their allocation of International Tickets. However, there is nothing to stop the match being rearranged for a later date.
If no “result type” is entered.	Neither club will be credited with this fixture in their total of 15-a-side matches counting towards their allocation of International Tickets.

- When the “result type” is listed by one club, then it also appears in the opponent’s Team Management Module. Therefore, either club could enter the “result type”, but conventionally it should be the home club.

### What to do if one club disputes the result type?

- Generally, this will only matter when HWO or AWO has been listed as the “result type” following a “late cry-off”.
- If one club objects to such a “result type”, they should ask their Constituent Body (or competition organiser) to resolve the matter, through their normal disputes process, by submitting evidence in support of their case.
- If a club disputes the score entered and it may affect a competition outcome, the club should take up the matter with the appropriate competition organiser. Matches against non-English teams (especially Welsh or Scottish teams against clubs who are located close to those borders).
- The GMS Team Management Module cannot record matches against teams that do not have a GMS account; this will include Welsh and Scottish teams or touring teams from abroad.
- All matches that are cross union (eg a club who is a member of the RFU against a club who is a member of the WRU or SRU) have to be registered with the relevant Constituent Body (see RFU Regulation 10). We are unaware of any club that has registered to play a significant number (7 or more) cross-union matches in a season. If any club will play 7 or more crossunion matches this season (2018/19), please send details to: [competitionsdevelopment@rfu.com](mailto:competitionsdevelopment@rfu.com).
- Therefore, at the moment cross- union matches will not count towards a club’s total of 15-a-side matches used to calculate a club’s International Ticket allocation. However, if we have emails stating that a club has played 7 or more cross union matches this season we will look again at their inclusion in that club’s total of 15-a-side matches.

### How to add the results of matches already played this season that do not currently appear on your club’s Team Management Module

- To denote a match has been played this season, a club should follow the usual entry process through initially listing as a “draft fixture” and then “requesting the fixture” as outline earlier in these FAQs.
- “Draft fixtures” can be entered individually (see adding a single fixture) or in bulk (see adding fixtures in bulk).
- Once the match has been accepted by the opposition (or after 7 days when it will be automatically accepted if the opposition takes no action), then the relevant fixture secretary or assistant post holder and a relevant permission holder (eg a club administrator such as a team manager / coach with the appropriate permission level of 1, 3 or 5) can post the outcome of the game. See Posting Results section above.