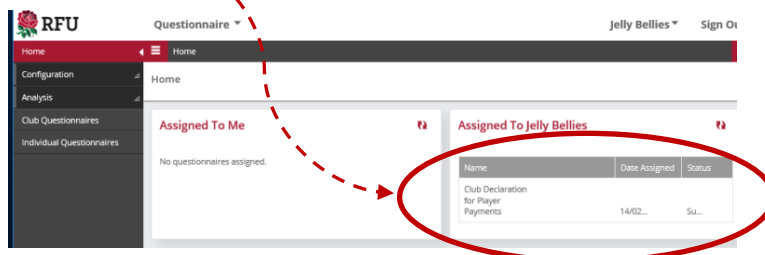
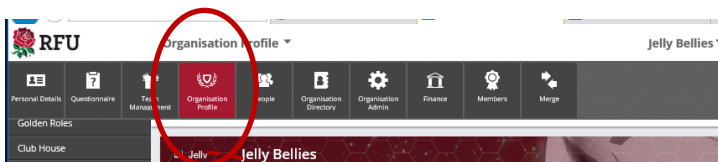
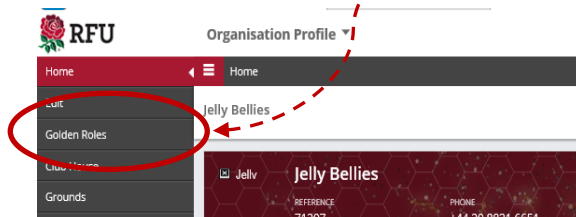
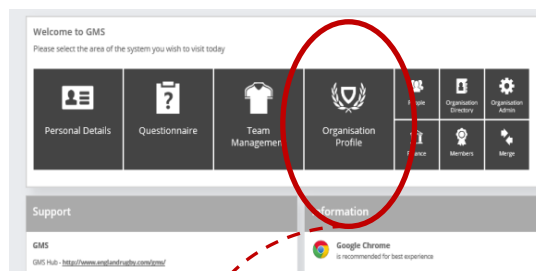


CLUB DECLARATION FOR PAYMENT OF PLAYERS 2020

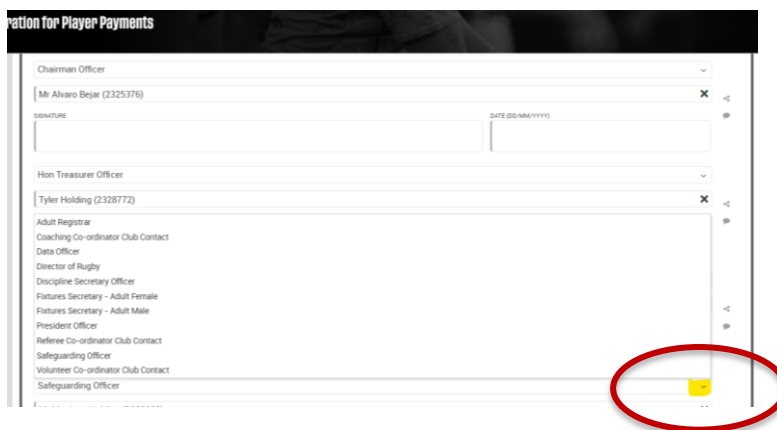


COMPLETING THE DECLARATION WITHIN GMS

1. Login to GMS-
<https://gms.rfu.com/GMS/Account/Login>
2. Note, you will need a permission level that will enable you to access the 'Organisation Profile' tile. Click here to view [available permission levels](#)
3. Select 'Organisation Profile' module and select 'Golden Roles', ensure that your office bearers are correct. It is extremely important that these individuals are populated correctly and that each individual has the most up to date email address listed against their account. If incorrect, please update these before you proceed
4. In the 'Organisation Profile' tile, choose 'Questionnaires' and select 'Club Declaration for Player Payments'



5. Complete the questions within the declaration and choose the individuals that will be signing off on the declaration by selecting their appropriate role and ensuring that the name of the officer holder is showing. When you have completed the declaration, please select the submit icon at the top of the page
6. Chairman, Hon. Secretary and Hon Treasurer are default individuals to sign. The fourth signatory can be chosen from the drop down list. Please note that the 4th signatory should be a different person from the first three officers



APPROVAL OF DECLARATION (NEW FOR 2020)

In a change to the process in 2019, each designated Golden Role holder that is required to approve the declaration will receive an automatic generated email asking them to login to GMS to approve your club's submission. This has been updated following feedback and to make the process easier for volunteers to administer.

- Selecting the link in this email will take the individual to the GMS login page. Once logged in, the individual will automatically be taken to the declaration and see the populated information that was completed by the club. This should be reviewed and if the individual is happy that this information is correct, they should choose the 'Approve' box in the top right of the page. The individual will then be notified that their task to approve the declaration has been completed.

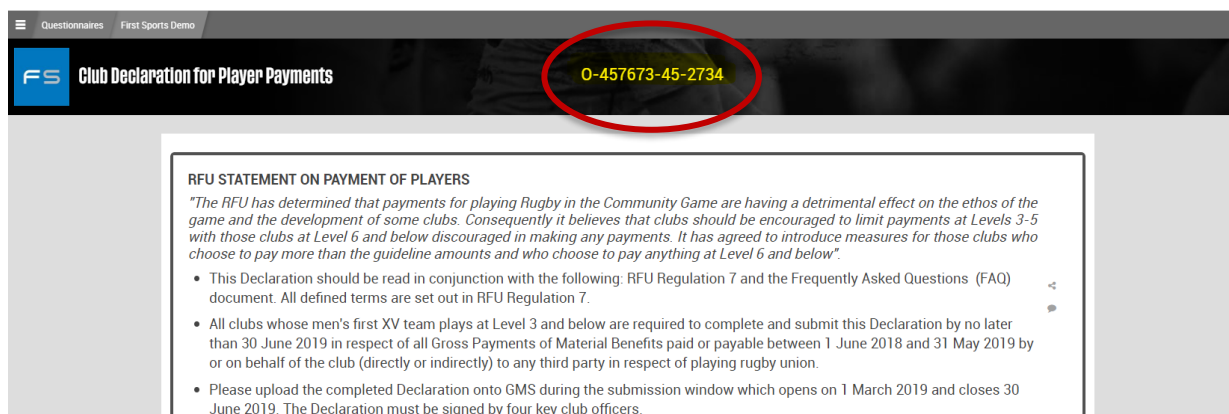


- Once all office bearers have approved the declaration, the status of the declaration will change to 'closed' and the submission process will be complete

UPLOADING SUPPORTING DOCUMENTATION

Please note, at level 6 and below if you have indicated that your club provides material benefit for playing rugby for the club specifically as a player coach you will need to upload the required contract documentation for the player coach via the 'Attachments' area within the 'Organisation Profile'.

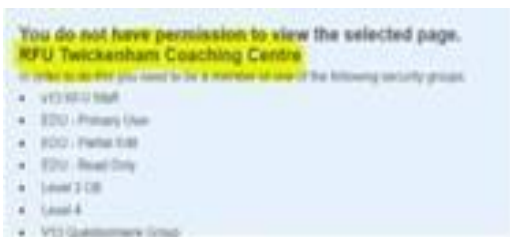
You will need to use the code at the top of the submitted declaration as your reference when uploading this documentation. This code will only appear once your declaration has been submitted.



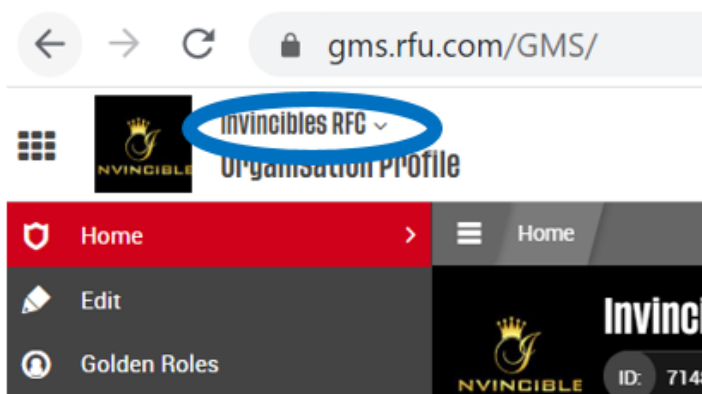
Please refer to [FAQ's](#) regarding the definition of player coach and remember the question is specifically about receiving material benefit to play the game.

If you have indicated that your club **does not provide material benefit to play the game** there is no requirement to upload any additional documentation.

TROUBLESHOOTING



1. If you receive the error message 'You do not have permission to view the selected page' please ensure that you are logged in under your club in the top left hand corner as per the screenshot below, as if you have booked a course recently, this migrates to an Area/Twickenham Coaching Centre.
2. If you are logged in under your club correctly, and have permission level 2 (or above) assigned, and are still receiving this error message then you may have a duplicate profile submitted under the club declaration, so please contact GMS helpdesk to assist you.



How do I know if I've submitted my Payment of Players Declaration?

1. Login to GMS and navigate to the 'Organisation Profile' module
2. On the left-hand side of the screen, choose 'Questionnaire'
3. Here you will see the Payment of Players Declaration will have one of the below statuses:
 - OPEN= Declaration needs to be completed and submitted
 - SUBMITTED= Club approvals are still required
 - CLOSED= All club approvals have been completed

How can I check who still needs to approve my declaration submission?

1. Login to GMS and navigate to the 'Organisation Profile' module
2. On the left hand side of the screen, choose 'Questionnaire'
3. Here you will see the Payment of Players Declaration and a number of columns, each signatory column will contain a timestamp if that individual has completed the action. If the signatory column is blank this means that individual has not yet approved the submission.

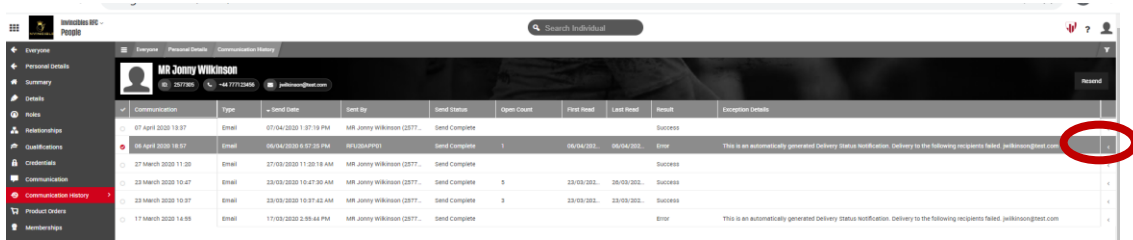
Name	Status List	Update	Date Updated	Last Answer Update	Signatory 1	Signatory 2	Signatory 3	Signatory 4
Club Declaration for Player Payments	Submitted	Mr Matthew Holdin...	20/02/2020 2:13:5...	20/02/2020 2:13:5...				

4. Once the individual has approved, it will contain a timestamp under one of their signatory columns. The other signatory column for this individual will show as blank. However, once all the remaining office bearers have approved the declaration, the status of the declaration will change to 'closed' and the submission process will be complete.

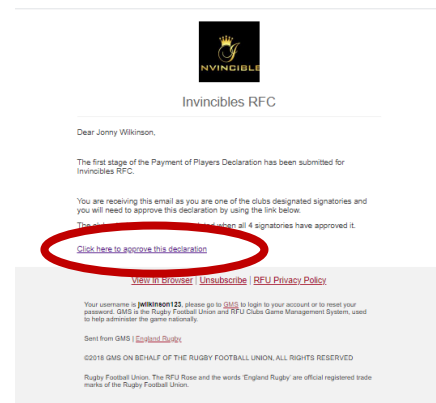
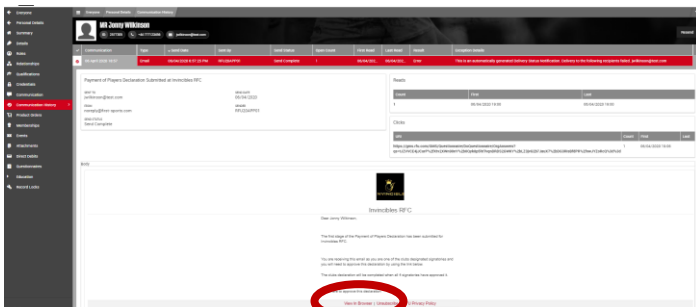
Please note that the Chairman, Hon. Secretary and Hon Treasurer are default individuals to sign. The fourth signatory can be chosen from the drop down list. Be advised that the 4th signatory should be a different person from the first three officers.

How do I approve the declaration if I cannot view or did not receive the emailed link?

1. Login to GMS <https://gms.rfu.com/GMS/Account/Login>
2. Click on the 'Communications History' tab on the left-hand side of your account, and select the one for the Club Declaration.
3. Click on the little arrow on the far right which will open the declaration email.



4. Select 'View in Browser' at the bottom. This opens it up in another browser tab for you to confirm the club declaration.



Alternatively another way to approve the Declaration within GMS

1. In the 'Organisation Profile' module, choose 'Questionnaires' from the left-hand menu, and then select the 'Club Declaration for Player Payments' by clicking on the Name of the Club Declaration. Please ensure that you are clicking on the current 2020 declaration and not the previous 2019 declaration.
2. You will require Permission level 2 or above to view Organisation Profile module. Your clubs Data Officer or Hon. Secretary will be able to assign you the relevant permission level if you do not currently have this.



3. You will automatically be taken to the declaration and see the populated information that was completed by the club – do not try to edit/tick these.
4. This should be reviewed and if you are happy that this information is correct, then click on the 'Approve' box in the top right of the page.



RFU STATEMENT ON PAYMENT OF PLAYERS
"The RFU has determined that payments for playing Rugby in the Community Game are having a detrimental effect on the ethos of the game and the development of some clubs. Consequently it believes that clubs should be encouraged to limit payments at Levels 3-5 with those clubs at Level 6 and below discouraged in making any payments. It has agreed to introduce measures for those clubs who choose to pay more than the guideline amounts and who choose to pay anything at Level 6 and below"

- This Declaration should be read in conjunction with the following: RFU Regulation 7 and the Frequently Asked Questions (FAQ) document. All defined terms are set out in RFU Regulation 7.
- All clubs whose men's first XV team plays at Level 3 and below are required to complete and submit this Declaration by no later than 30 June 2019 in respect of all Gross Payments of Material Benefits paid or payable between 1 June 2018 and 31 May 2019 by or on behalf of the club (directly or indirectly) to any third party in respect of playing rugby union.
- Please upload the completed Declaration onto GMS during the submission window which opens on 1 March 2019 and closes 30 June 2019. The Declaration must be signed by four key club officers.