

CLUB DECLARATION FOR PAYMENT OF PLAYERS 2024

INDEX

1. How to complete the Declaration within GMS

2. How to approve the Declaration

3. How to upload supporting documentation

4. Troubleshooting

Error message

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

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

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

Alternative way to approve the Declaration within GMS



HOW TO COMPLETE THE DECLARATION WITHIN GMS

STEP 1

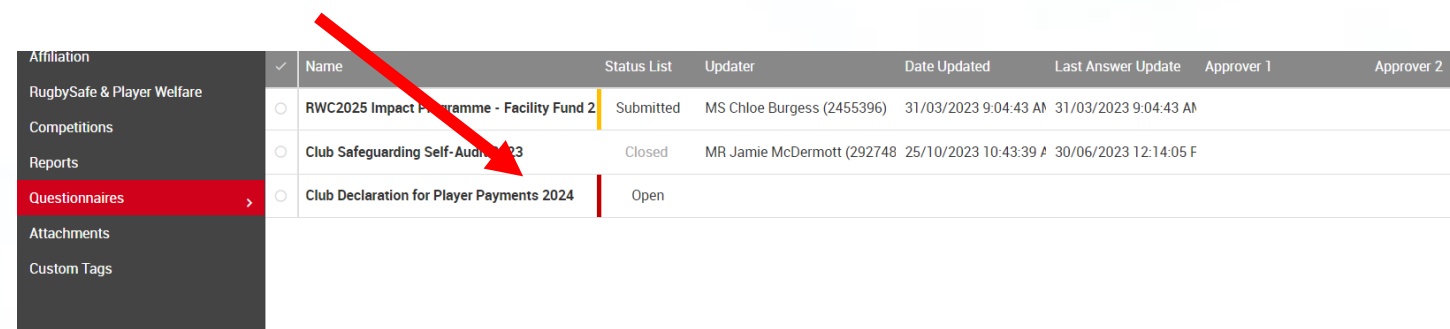
[Login to GMS](#) – you will need a permission level 2 or above to be able to access the 'Organisation Profile' tile.

STEP 2

Select 'Organisation Profile' and then click on 'Golden Roles' to ensure that your key club officers are correct and assigned. It is important that each individual has the most up to date email address listed against their account, so make sure these are correct before you proceed.

STEP 3

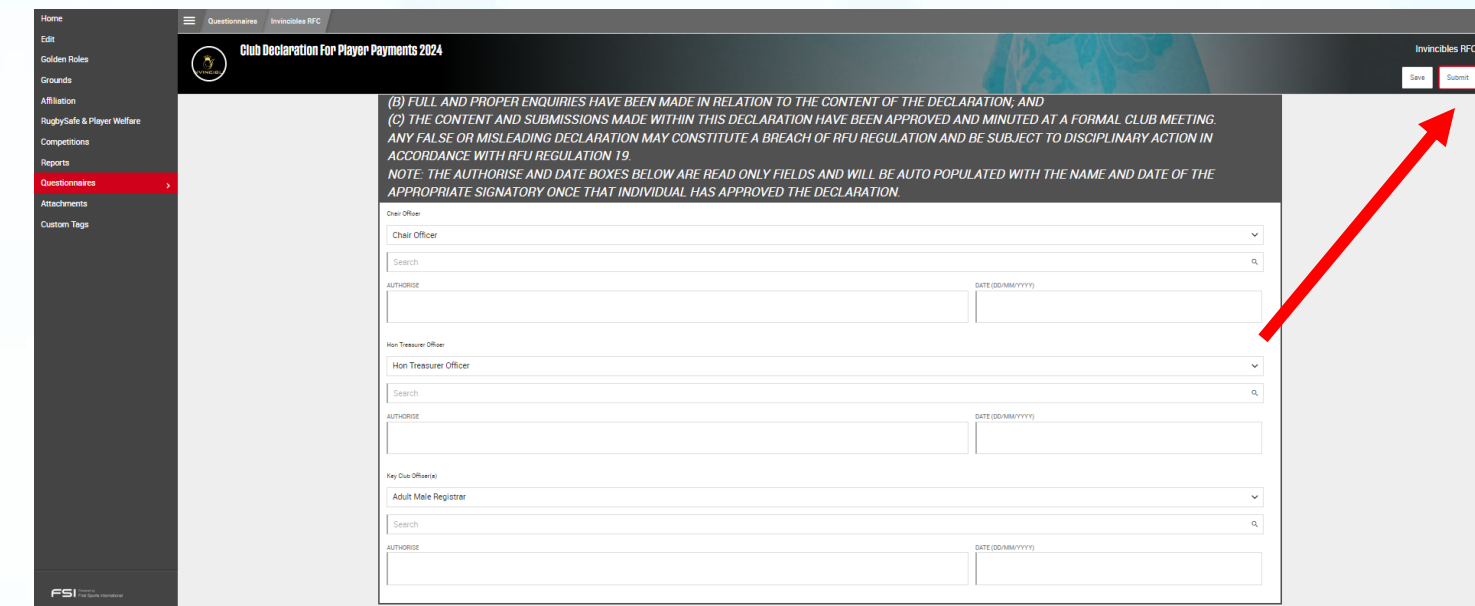
In the 'Organisation Profile' tile, chose 'Questionnaires' from the side menu and select 'Club Declaration for Player Payments 2024'.



Affiliation	Name	Status	List	Updater	Date Updated	Last Answer Update	Approver 1	Approver 2
RugbySafe & Player Welfare	RWC2025 Impact Programme - Facility Fund 2	Submitted		MS Chloe Burgess (2455396)	31/03/2023 9:04:43 AM	31/03/2023 9:04:43 AM		
Competitions	Club Safeguarding Self-Audit 2023	Closed		MR Jamie McDermott (292748)	25/10/2023 10:43:39 F	30/06/2023 12:14:05 F		
Reports	Club Declaration for Player Payments 2024	Open						

STEP 4

Complete the questions within the declaration and choose the individuals that will be authorising the declaration by selecting their appropriate role and ensuring that the name of the office holder is showing. When you have completed the declaration, please click the '**Submit**' button at the top of the page (see image to the right).



(B) FULL AND PROPER ENQUIRIES HAVE BEEN MADE IN RELATION TO THE CONTENT OF THE DECLARATION, AND
(C) THE CONTENT AND SUBMISSIONS MADE WITHIN THIS DECLARATION HAVE BEEN APPROVED AND MINUTED AT A FORMAL CLUB MEETING.
ANY FALSE OR MISLEADING DECLARATION MAY CONSTITUTE A BREACH OF RFU REGULATION AND BE SUBJECT TO DISCIPLINARY ACTION IN ACCORDANCE WITH RFU REGULATION 19.
NOTE: THE AUTHORISE AND DATE BOXES BELOW ARE READ ONLY FIELDS AND WILL BE AUTO POPULATED WITH THE NAME AND DATE OF THE APPROPRIATE SIGNATORY ONCE THAT INDIVIDUAL HAS APPROVED THE DECLARATION.

Authoriser

Club Officer

Authorise

Date

Hon Treasurer Officer

Authorise

Date

Adult Male Register

Authorise

Date

Submit

Please note, the authorise and date boxes below the names are read only fields and will be auto-populated with the name and date of the appropriate authoriser once that individual has approved the declaration.

STEP 5

Chair and Hon Treasurer are default individuals to authorise. The third authoriser can be chosen from the drop-down list. The third authoriser should be a different person from the first two club officers.

NB

Once the declaration has been submitted, the club cannot edit or change the survey. This can only be edited by requesting the declaration is reopened by logging a ticket on [Community Rugby Help](#).

This will only be done in exceptional circumstances and will require re-authorisation by all three authorisers.

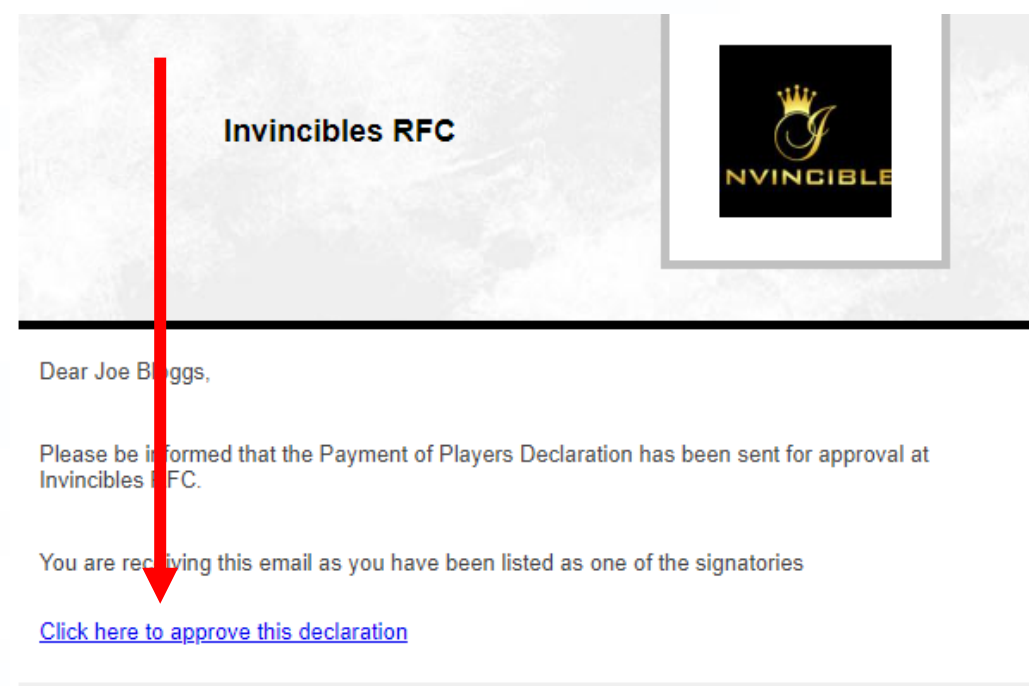


HOW TO APPROVE THE DECLARATION

Each designated club officer selected as approvers will be required to approve the declaration and each will receive an automatic generated email asking them to [login to GMS](#) to approve your club's submission. See our step-by-step guidance below on how to do this:

STEP 1

Selecting 'Click here to approve this declaration' in the email, as shown in the image below, will prompt the individual to login to GMS. The individual will then automatically be taken to the declaration to view the populated questionnaire.



STEP 2

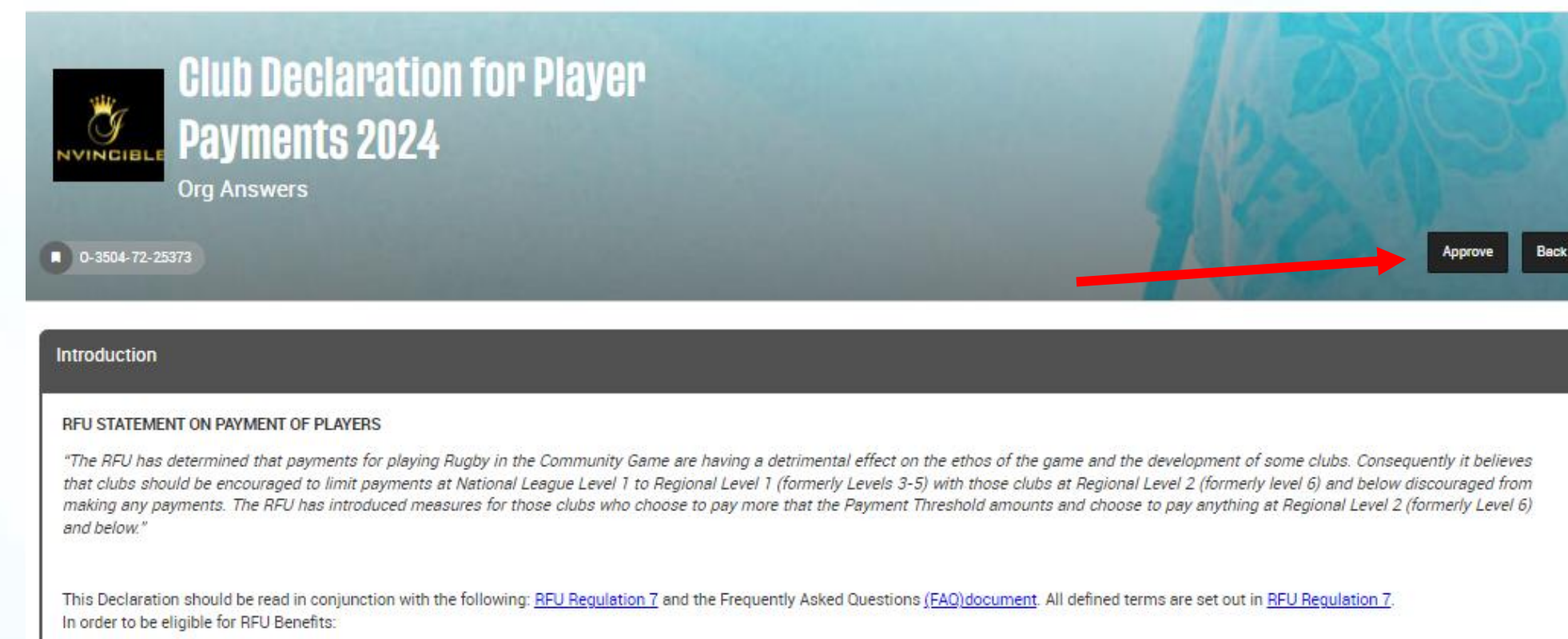
If the individual is happy that this information is correct, they should choose the 'Approve' button in the top right of the page (see image to the right). The individual will then be notified that their task to approve the declaration has been completed.

NB

Once all three club officials have approved the declaration, the status of the declaration will change to 'closed' and the submission process will be complete.

Once the declaration has been submitted, the club cannot edit or change the survey. If there are any errors or edits to be made once submitted or closed, the declaration can be reopened by logging a ticket on [Community Rugby Help](#).

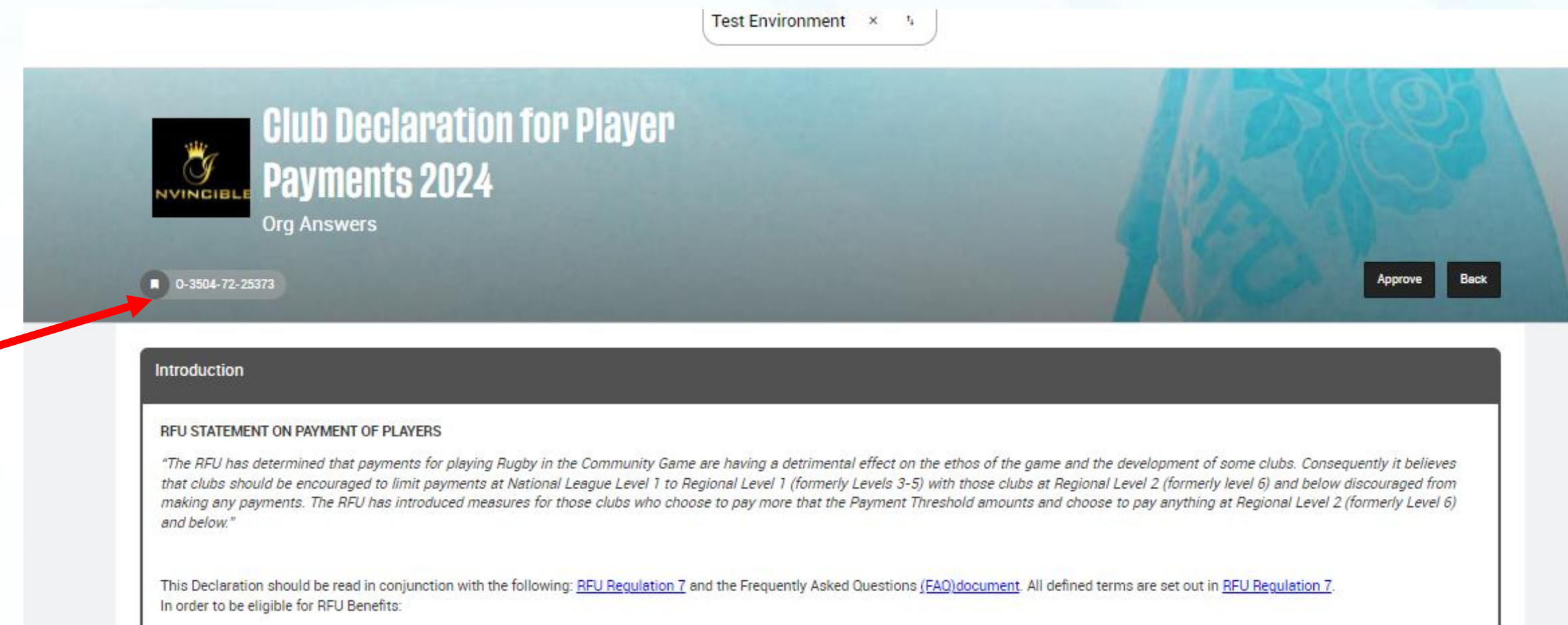
This will only be done in exceptional circumstances and will require re-authorisation by all three authorisers.



HOW TO UPLOAD SUPPORTING DOCUMENTATION

Please note, at Regional Level 2 (formerly 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'** tile.

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



The screenshot shows a web interface for a 'Club Declaration for Player Payments 2024'. At the top right, it says 'Test Environment'. The main header includes the 'INVINCIBLE' logo and the title 'Club Declaration for Player Payments 2024' with 'Org Answers' below it. A reference code '0-3504-72-25373' is displayed in a grey box, with a red arrow pointing to it from the text on the left. To the right of the code are 'Approve' and 'Back' buttons. Below the header is an 'Introduction' section with the following text:

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 National League Level 1 to Regional Level 1 (formerly Levels 3-5) with those clubs at Regional Level 2 (formerly level 6) and below discouraged from making any payments. The RFU has introduced measures for those clubs who choose to pay more than the Payment Threshold amounts and choose to pay anything at Regional Level 2 (formerly 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](#).
In order to be eligible for RFU Benefits:

Please refer to the [FAQs](#) 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.

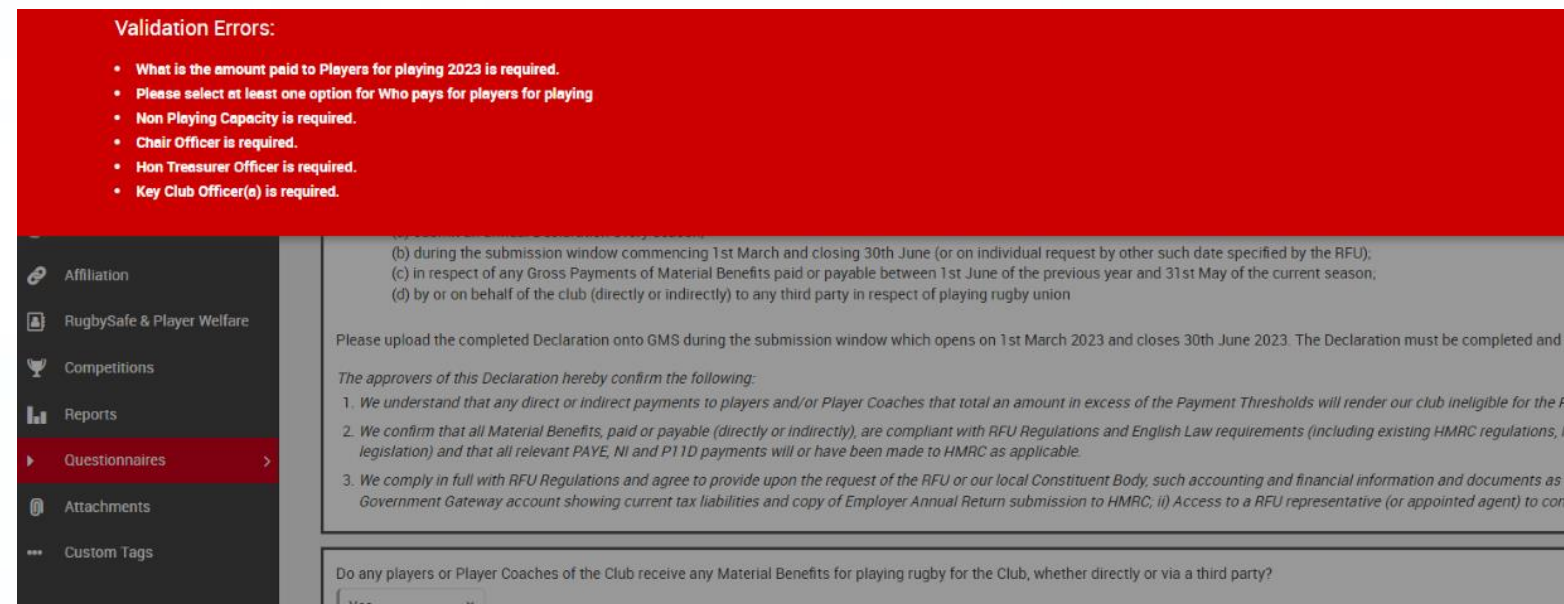


TROUBLESHOOTING

ERROR MESSAGES

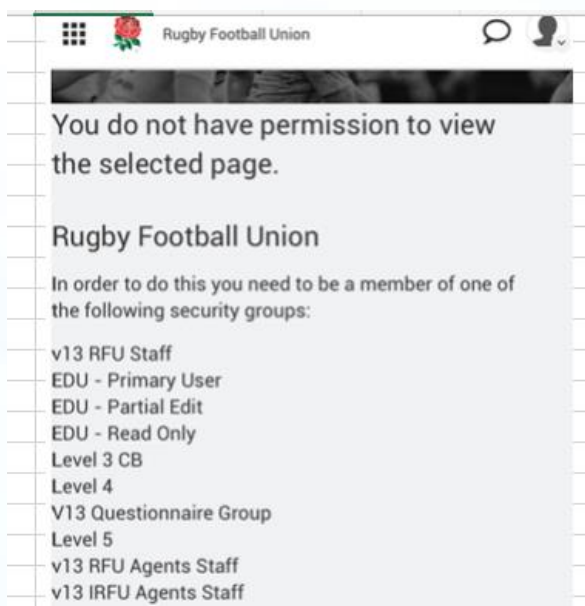
STEP 1

If you get a red validation error message, like the one shown below, then review the missing data as highlighted.



STEP 2

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 to the right. If you have booked a course recently, this could migrate to an area such as RFU Twickenham Coaching Centre/Administration Centre.



STEP 3

If you are logged in under your club correctly, 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. To amend this please log a ticket for the GMS helpdesk via [Community Rugby Help](#) and they will assist you.

STEP 4

The error message below will appear when mobile device users are not logged into their club. To fix this, you will need to navigate back to your dashboard, click on the relevant club and then go to Comms History to open the email/click on the link in the email again.



TROUBLESHOOTING

HOW DO I KNOW IF I HAVE SUBMITTED MY PAYMENT OF PLAYERS DECLARATION?

STEP 1

[Login to GMS](#) and navigate to the 'Organisation Profile' tile.

STEP 2

On the left-hand side of the screen, choose 'Questionnaire'.

STEP 3

Here you will see the 'Payment of Players Declaration 2024' will have one of the following statuses:

- OPEN – Declaration needs to be completed and submitted
- SUBMITTED – Club Official approvals are still required
- CLOSED – All approvals have been completed

HOW CAN I CHECK WHO STILL NEEDS TO APPROVE MY DECLARATION SUBMISSION?

STEP 1

[Login to GMS](#) and navigate to the 'Organisation Profile' tile.

STEP 2

On the left-hand side of the screen, choose 'Questionnaire'.

STEP 3

Here you will see the 'Payment of Players Declaration 2024' and a number of columns; each signatory column title 'Approve 1, 2 & 3' 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.

STEP 4

Once the individual has approved, it will contain a timestamp under their signatory columns. You will know if the declaration has been approved by the 3 signatories as the status of the declaration will change to 'closed', meaning the submission process is now complete.

Please note, the Chair and Hon Treasurer are default individuals to authorise. The third authoriser can be chosen from the drop-down list, but the third authoriser should be a different person from the first two club officers.



TROUBLESHOOTING

HOW DO I APPROVE THE DECLARATION IF I CANNOT VIEW OR DID NOT RECEIVE THE EMAILED LINK?

STEP 1

[Login to GMS](#)

STEP 2

Click on your profile menu tab in the right-hand corner of the page and select 'Communications History', here you will see the Payment of Players Declaration for your club.

STEP 3

Select the three dots next to the email you want to see and click view to open the email. Within the email you'll have the option to 'view in browser', click here and this will open in a new browser tab. Here you can confirm the club declaration by clicking on the '**Approve**' button in the top right corner.

If you don't receive the email, view our support solution [here](#).

ALTERNATIVE WAY TO APPROVE THE DECLARATION WITHIN GMS

STEP 1

In the 'Organisation Profile' tile, choose 'Questionnaires' from the left-hand menu and then select the 'Club Declaration for Player Payments 2024'. Please ensure that you are clicking on the current 2024 declaration and not the previous 2023 declaration.

STEP 2

You will require Permission level 2 or above to view the 'Organisation Profile' tile. Your club's Data Officer or Hon. Secretary will be able to assign you the relevant permission level if you do not currently have this.

STEP 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.

STEP 4

Make sure to review the information and if you're happy that it is correct, click '**Approve**' in the top right of the page.

