



# AGE GRADE REGISTRARS GUIDE TO 2019-20 SEASON

# **AGE GRADE REGISTRARS GUIDE**

## Overview

Age Grade Registrars play an important role within clubs to support parents, players, team managers and treasurers. Their role is also vital in ensuring that accurate player and parent data is maintained.

Following your feedback we have updated the Registration process on GMS. This makes it easier for parents to register and reduces your workload – whilst retaining the important role you have. Below is a guide for the 2019-20 season which should be read in conjunction with the simple guides that have been produced.

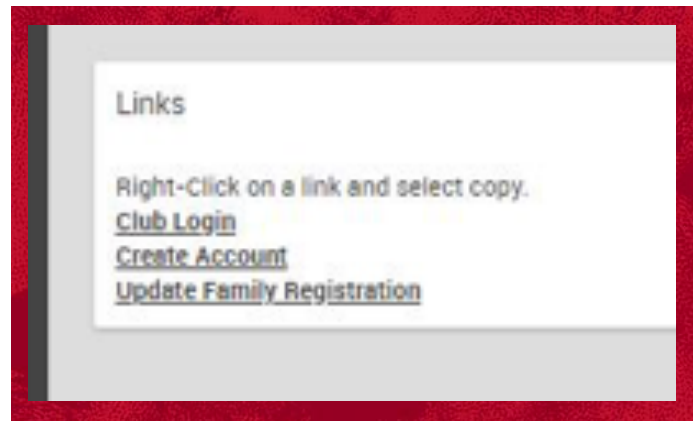
Thank you for all your valuable hard work and commitment.

## What I need to do this year?

- Please visit the user guides which can be found on: <https://www.englandrugby.com/participation/running-your-club/player-registration/age-grade-registration>

## Player Registration by Parents

- All **new** players need to register on GMS. You will need to provide parents a unique account creation link – which can be found in “Organisation profile”. Once a parent has created an account and registration request you will need to approve the registration on the “People” tile.
- For **current** players who are U7, U8, U16, U17, U18 and those who registered online via GMS last season, you will need to send these parents a “Updated Family Registration” link (also in “Organisation Profile”). This will ask a parent to confirm their details and confirm emergency contact details, medical information and update their consent.
- Please note: This process of checking and updating these details are the requirement for the Regulation 15 which states - **All U7, U8, U16, U17 and U18 Age Grade players must be registered annually on the RFU’s online Game Management system (GMS)**. This avoids duplicate records



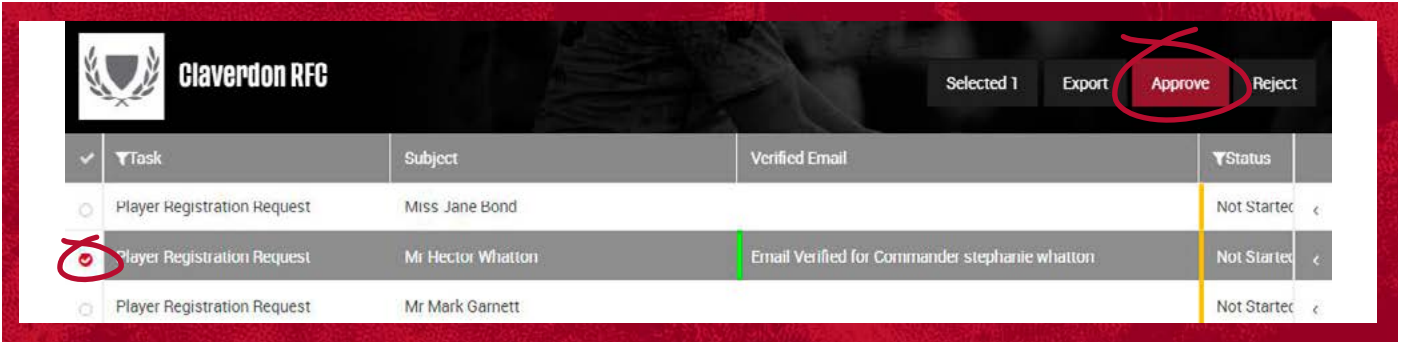
being created.

- For **current** parents who are already at the club on GMS but wish to add a child – please also send them the “Updated Family Registration” link.
- Signpost parents to the user guides which can be found on: <https://www.englandrugby.com/participation/running-your-club/player-registration/age-grade-registration>
- For **current** players outside of these age groups, we strongly recommend that the process of updating a family registration on GMS is followed. This removes paper forms, reduces admin burden, increases data accuracy and places the ownership/update of data with the parents.

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## Registration Approval by Registrars

- For **new** registrations – you will need to approve this in “People” tile. You will only be able to approve parents who have validated their email address. You can at this stage also request payment before approval. For efficiency, we have removed the need to go to a separate player registration module.



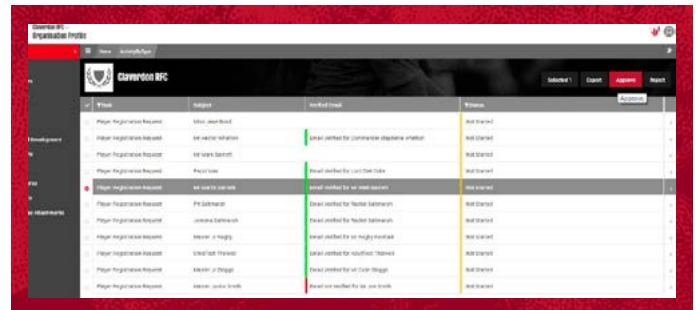
## Registration Follow Up

- You can provide team managers details on medical history, emergency contact details and photographic consent – you will be able to “export” this via the Team Management section.
- You can inform parents that they can also update their or their child’s record during the season through GMS but need to also inform you. Note: There will be a GMS update later in the season which will inform you automatically.

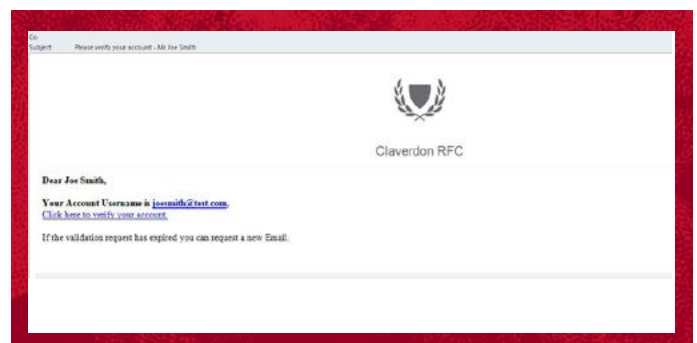
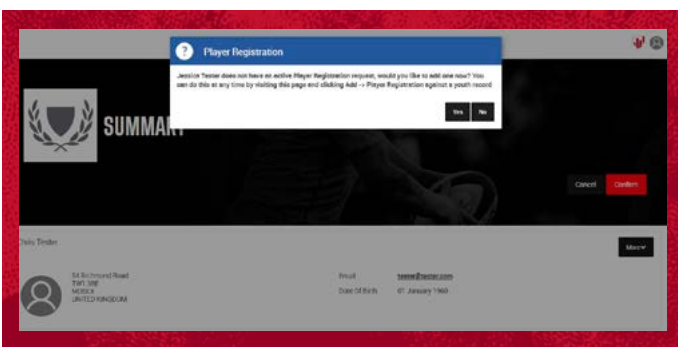
## What are the key elements parents need to ensure they do in these processes?

For a registration to be complete a parent must:

- Ensure that they completed a “Player Registration Request”. This is part of their user journey through the process.



- Have verified their email address (below). This will appear green on their player registration in your GMS dashboard. Ensure the parent checks their junk email folder if they haven’t received the verification email.



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## How do I ensure I have the correct permission levels to perform these tasks?

Registrars will need a permission level of 3 or 5 to complete this and have the role of Youth Registrar. To get these permission levels please contact your Hon Sec or Club Data Officer to help set this up for you. More info can be found here: <https://www.englandrugby.com/participation/running-your-club/game-management-system/updates-and-support>

## What is new this year? / Are there any changes from last year?

- The initial setting up of a new profile has been simplified, especially for parents who already have an existing record in GMS.
- The online form now includes fields for medical information, photographic consent and emergency contact details.
- School/college attended is a mandatory field, though a parent may “prefer not to say”.
- The parent may opt in to share rugby playing information with a players’ school, academy or CB team. This eliminates duplicate records and helps players and parents with their rugby journey.

## What are benefits to registering on GMS – for the registrars and clubs?

- Reduction of administrative burden on registrars (not needing to transpose paper forms)
- Better quality data to help the club, such as correct contact information and playing data. Clubs will be able to understand the playing trends and habits of players which will aid recruitment and retention in rugby.
- Ability to better support players and their parents.
- No need to store paper forms as all data is held securely online.

## What are benefits to registering on GMS – for the player and parents?

- Players and parents in control of their own information and not reliant on someone else entering and editing their data.
- Process in line with GDPR, eliminating paper stored forms.
- Better quality, up to date and more accurate data to support player, parent and club engagement.
- Support with player welfare – i.e. understanding of playing loads and important medical or injury information.
- Players being able to track their development i.e. number of tries, conversations, playing time (if the club uses Electronic Match Card function and new Stats Centre on GMS).
- Helps players and parents enjoy their Age Grade Rugby and transition into the adult game.

## Can we still use the paper registration form?

Players who are new to the club, those who are U7, U8, U16, U17 or U18, or those who used the online form in 2018-19 must use the online registration. Additional age groups will be added in 2020-21 as part of a staged 3-year rollout. The RFU strongly encourages clubs to utilise the new method of account creation for all prospective players and their parents in the age grade game.

## Why do we need to register players annually?

The accuracy of current data is poor as a result of the existing system and a record not needing to be updated or verified by the individual at any point once it is in the system. Annual registration ensures that a player’s records are kept up to date and enables clubs to better understand, engage with and retain its current playing membership.

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### What if details change during the season?

As “owners” of their data, parents should update their record on GMS. It is advisable for Registrars to have a regular check of their Team Management dashboard to see any changes.

In future, changes to records will be advised to their registrar automatically so they can inform team managers if needs (i.e. if medical or emergency details change).

### Can a parent upload a photo for ID cards that our CB requires?

Yes, they can add a child’s photo and provide consent during the account creation.

### Can we also collect membership fees as part of this process?

Should a club wish to utilise online membership and payment function within GMS, they will need to provide banking info via the ‘Finance’ module in GMS. Also within this area of GMS, a club can create products and membership schemes to offer to their current or prospective members. Should club administrators require support in setting these up they can contact ‘Club Payments’ [clubpayments@first-sports.com](mailto:clubpayments@first-sports.com).

Once set up a club can direct parent/guidance to the payments section after they have completed the registration process.

We want to collect more information from the parents – such as if they will volunteer or to commit to a code of conduct – can we do this through GMS?

No, not at this stage.

### Can an Age Grade player be registered in two clubs?

A player can play at any number of clubs but needs to be signed up to each, however GMS does not allow more than one registration as a registered player. Therefore they should be registered as a player in their primary club and as a non-player/member at other clubs.