

A photograph of a Gilbert rugby ball resting on a green grass field at night. The ball is white with red and blue stripes and the word 'GILBERT' in black. In the background, there are stadium lights and a fence.

# Youth Player Registration

A guide to Youth Registration for Club Registrars



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## Youth Registration – The RFU player registration tool

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## Frequently Asked Questions

# Youth Registration

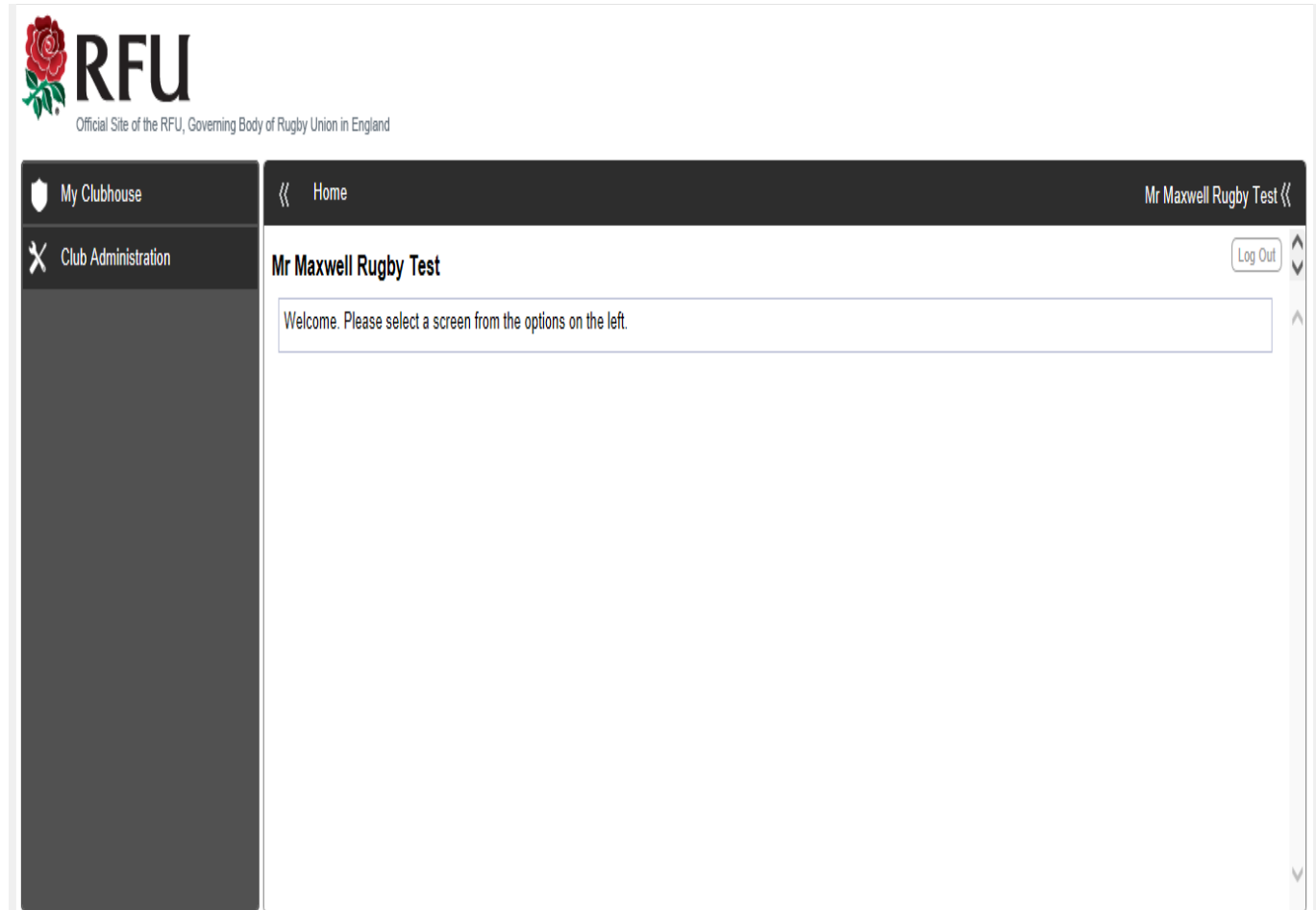
The RFU Player Registration system is an online, quick and easy method of registering and managing youth players at Rugby Clubs.

RFU regulations state that every youth player, playing 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 Youth Registrar. This creates the access and administration rights to create and register new youth players.





# 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 Youth Players at respective clubs, the role of Youth Registrar must be assigned to the person registering Youth Players at the club.

The Youth 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 image shows a login form for the RFU (Rugby Football Union) system. 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, serif font. Below the logo is a 'Login' form. The form has a title bar that says 'Login'. Inside the form, there are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a 'Login' button and a link that says 'Forgot Password?'.

 **RFU**

**Login**

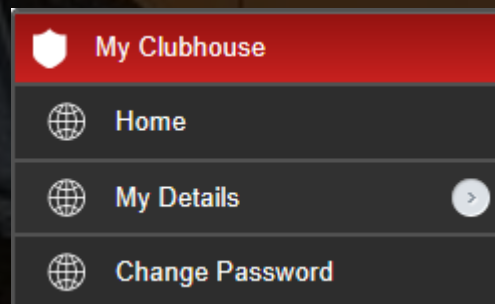
**User Name**

**Password**

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

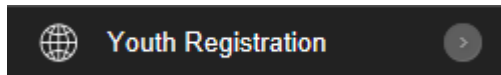


## 3.1 Registering a Youth Player

### 3.1.1 Searching

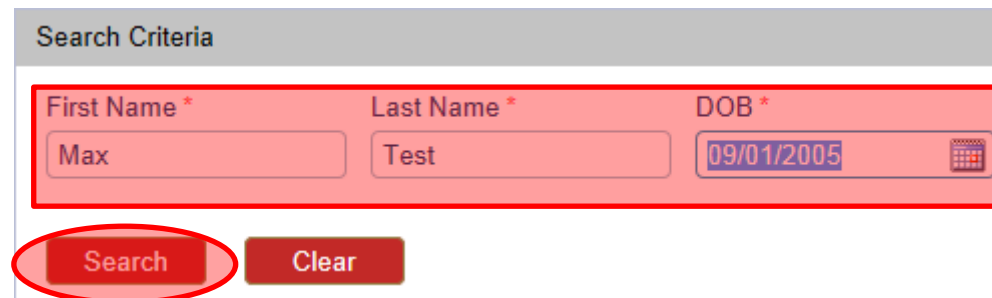
#### Step 1

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



#### Step 2

Upon selecting Youth 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 web form titled "Search Criteria" with a light grey header. Below the header is a red-bordered box containing 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 this box are two buttons: "Search" and "Clear". The "Search" button is circled in red.

Search Criteria		
First Name *	Last Name *	DOB *
Max	Test	09/01/2005
<div>Search Clear</div>		

### 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 Player, Coach or General Member of a club) will be returned if they closely match the details entered.

Search Criteria

First Name \*

Max

Last Name \*

Test

DOB \*

09/01/2005

Search

Clear

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)

Create New Individual



## Step 4

Once the search has been completed, it is a Registrar's responsibility to check the individuals returned to see as to whether any of the records match the individual about to be added.

**(WARNING – Should results from the search be overlooked and a New Individual 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 \*

Max

Test

09/01/2005

Search

Clear

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)

Create New Individual

## 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

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

The screenshot displays a web form for registering a player, organized into several sections with a grey header for each. At the top left are 'Exit' and 'Back' buttons, and at the top right is a 'Next' button.

- Personal Details:** Contains fields for Title (dropdown), First Name (text, value: 'Max'), Other Name (text), Last Name (text, value: 'Test'), DOB (date, value: '09/01/2005'), Known as (text), Gender (dropdown), Ethnicity (dropdown), and Disability (dropdown).
- Address Details:** Contains fields for Number (text), Building (text), Address (text), City (text), County (dropdown), and Post Code (text with a location icon).
- Photo:** Features a placeholder box with the text 'No image available' and a link 'Add new image'.
- Phones:** Includes a 'Phone No' field with a small extension box.
- Emails:** Includes an 'Email Address' field.

At the bottom left are 'Exit' and 'Back' buttons, and at the bottom right is a 'Next' button.

If a photo is uploaded for the player, when creating reports (in particular the Player ID Card Report) the photo will be auto populated onto the card.



## Step 2

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**

<a href="#">Exit</a> <a href="#">Back</a>		<a href="#">Save &amp; Proceed</a>
<p>Country of Birth *</p> <p>ENGLAND</p> <p>Town of Birth</p> <p>Playing Position</p> <p>Front Row</p> <p>Season</p> <p>2012-2013</p> <p>Registration Date</p> <p>15/04/2013</p>	<p>Medical Allergies and Medical Conditions</p> <p>Asthma</p> <p>Notes</p> <p><input type="checkbox"/> Academy Player</p> <p><input checked="" type="checkbox"/> Signature Confirmed *</p>	<p>Player ID</p> <p>01454583</p> <p>First Name</p> <p>Max</p> <p>Last Name</p> <p>Test</p> <p>DOB</p> <p>09/01/2006</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>
<a href="#">Exit</a> <a href="#">Back</a>		<a href="#">Save &amp; Proceed</a>

# Registering a Player

## 3.1.3 Entering Parents Details

It is possible to record parents details when registering a youth player, this enables the clubs to have a record of emergency contacts. (Although not mandatory, it is strongly recommended that at least one parent contact is entered for the child)

### Step 1

Enter the first parent's details or select No Parent Information

Although not advised, if not details for parents have been included, selecting No Parent Information will move the process onto the next step

The screenshot shows a web form for entering parent details. It is divided into four main sections: Personal Details, Address Details, Phone Details, and e-Mail Details. At the top right, there are three buttons: 'No Parent Information', 'Save & Add Another', and 'Save & Proceed'. At the bottom right, there are the same three buttons. A red circle highlights the 'Populate From Child Address' button in the Address Details section. Red arrows point from the top and bottom right buttons to external text boxes. Another red arrow points from the 'Populate From Child Address' button to an external text box.

**Personal Details**

Title: Mr  
First Name: Dad  
Other Name:  
Surname: Test  
Gender:

**Address Details**

Number: 200  
Building: The Rugby Football Union  
Address: Whitton Road  
City: TWICKENHAM  
County: MIDDLESEX  
Postcode: TW20 0EX  
**Populate From Child Address**

**Phone Details**

Mobile:  
Work:  
Fax:

**e-Mail Details**

Home: test@rfu.com  
Work:  
Academic:

Save & Proceed will Save the details entered and move onto the next step

**\*Entering a parent's information will also create them as a member on the clubs application, allowing more people/roles to have access.**

To avoid unnecessary data entry, the address can be pre-populated from the child's address

It is possible to enter multiple parents' details. Once one parent has been entered, select **Save & Add Another** to input another

# Registering a Player

## 3.1.4 Entering a School

Youth Players will typically play at their school. When entering the new player it is very useful if the school they attend can also be included. This will insert the player into both the clubs membership database and the schools, providing some key data on playing programmes within the education sector.

If the school cannot be found or the information is not available, simply selecting **No School Information** will move the process on. This is not mandatory.

### Step 1

Enter the name of the school, followed by **Search** or alternatively **No School Information**

<input type="button" value="Exit"/>	<input type="button" value="Back"/>	<input type="button" value="No School Information"/>
Organisation List		
Organisation Name	<input type="text" value="Heathside"/>	<input type="button" value="Search"/>



## Step 2

The search will return any matches that can be found on the database. Add the player against the school they are currently attending. (Note – If the school cannot be found, No School Information can still be selected)

ExitBack

No School Information

Organisation List

Organisation NameHeathsideSearch

	Organisation Name	Town	County	Postcode Code	League	League Level
Select	Heathside Preparatory School	London	MIDDLESEX	NW3 1JA		
Select	Heathside School	Weybridge	SURREY	KT13 8UZ		

## Step 3

The full school details will be displayed, **Save & Proceed** if the information provided matches the school the player attends.

ExitBack

Save & Add AnotherSave & Proceed

Organisation Details

NameHeathside Preparatory School

District Name

Contact Details

16 New End  
Hampstead  
London  
MIDDLESEX  
NW3 1JA

Logo

No image available

Full Contact Details

Address

	Location Type	Location Status	Default	XDirectory	Full Address	Department
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> School	Active	Yes		16 New End Hampstead London MIDDLESEX NW3 1JA	

# Player Registration

## 3.1.5 Completing the Registration

### Step 1

Once the school 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**

ExitBackSave

Finish

Summary

- This player's registration will be active at RugbyFirst Training RFC on 15/04/2013
- Registration Type: Youth

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

An opt out style has been agreed and subject to your election. if you do not wish to receive certain types of data you

ExitBackSave

## 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.

Exit View Report

Finish

Summary

- This player's registration will be active at RugbyFirst Training RFC on 15/04/2013
- Registration Type: Youth

Player Registration Completed Successfully

- Player ID: 01464683

Exit View Report

**NOTE:** Now complete the new player and their parents details 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.

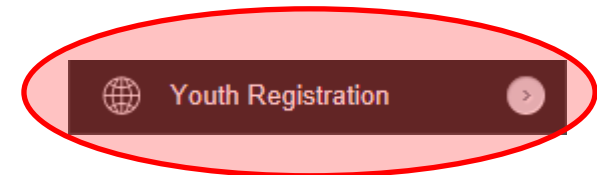


## 3.2 Transferring a Player

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 the record should exist on the system.


### Step 1

To begin the transfer, select Youth 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"/> 
<div><input type="button" value="Search"/> <input type="button" value="Clear"/></div>		

### 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 \*

Paul

Chorley

11/09/1996

Search

Clear

Action	Player ID	First Name	Last Name	DOB	Gender	Current Registration	Status	EAP	Effective From	Effective To
<div>+</div> 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 at two clubs, as the player has not been transferred from the old club to the new.

If by carrying out the check 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 \*

Paul

Last Name \*

Chorley

DOB \*

11/09/1996

Search

Clear

Action	Player ID	First Name	Last Name	DOB	Gender	Current Registration	Status	EAP	Effective From	Effective To
<div><div></div>Register</div>	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
<p>Click the below button to generate letter</p> <p><b>Generate Notification of Transfer letter</b></p>

## 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
<p>Click the below button to generate letter</p> <p><b>Generate Notification of Transfer letter</b></p>
<p>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.</p> <p><a href="#">NOFT_maxb_130105967917761790.pdf</a></p>
<p>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</p>

## Step 7

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

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				



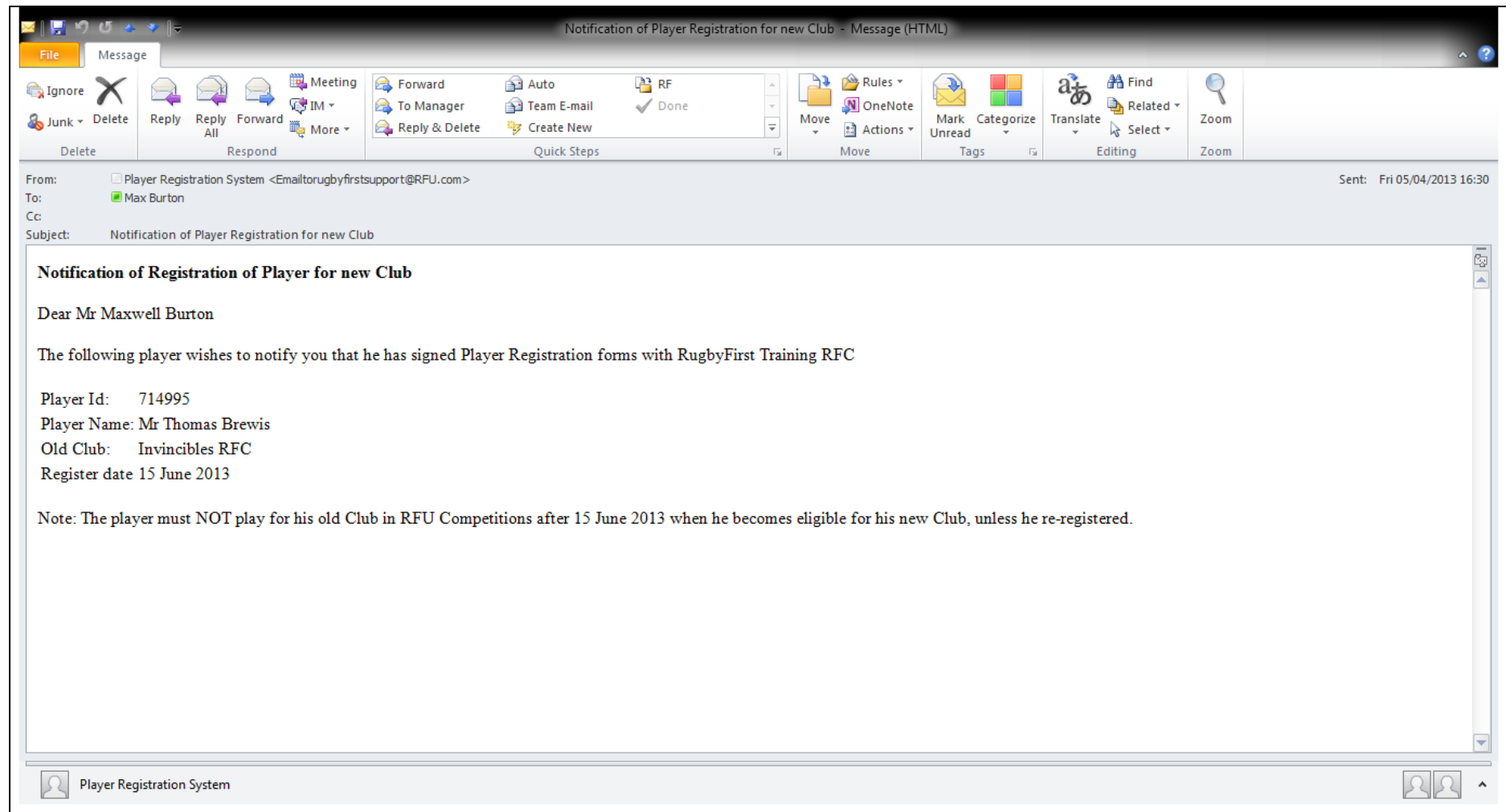
RUGBY FOOTBALL UNION

**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.

The Player is now eligible to play for his or her new club immediately. 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



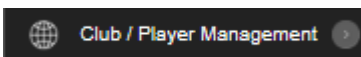
# Club/Player Management

## 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

Gender

Status

Playing Season

Adult/Youth

☐ Show all records

Search

Clear

<input type="checkbox"/>	Player ID	First Name	Last Name	DOB	Gender	Season	Date Registered	Effective From	Effective To	Status	EAP
<input type="checkbox"/>	<a href="#">Edit</a>	01464616	Richard	alderson	28/01/1984	2012-2013	12/03/2013	19/03/2013		Active	
<input type="checkbox"/>	<a href="#">Edit</a>	01464283	Sonny	Bassett	21/04/2003	Male	2012-2013	27/11/2012	04/12/2012	Active	
<input type="checkbox"/>	<a href="#">Edit</a>	01464288	Sonny	Bassett	21/04/2003	Male	2012-2013	29/11/2012	06/12/2012	Active	
<input type="checkbox"/>	<a href="#">Edit</a>	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

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 though the list

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

<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 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

dd/mm/yyyy

Gender

Status

Playing Season

Adult/Youth

Active or Pending

☐ Show all records

Search

Clear

<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.

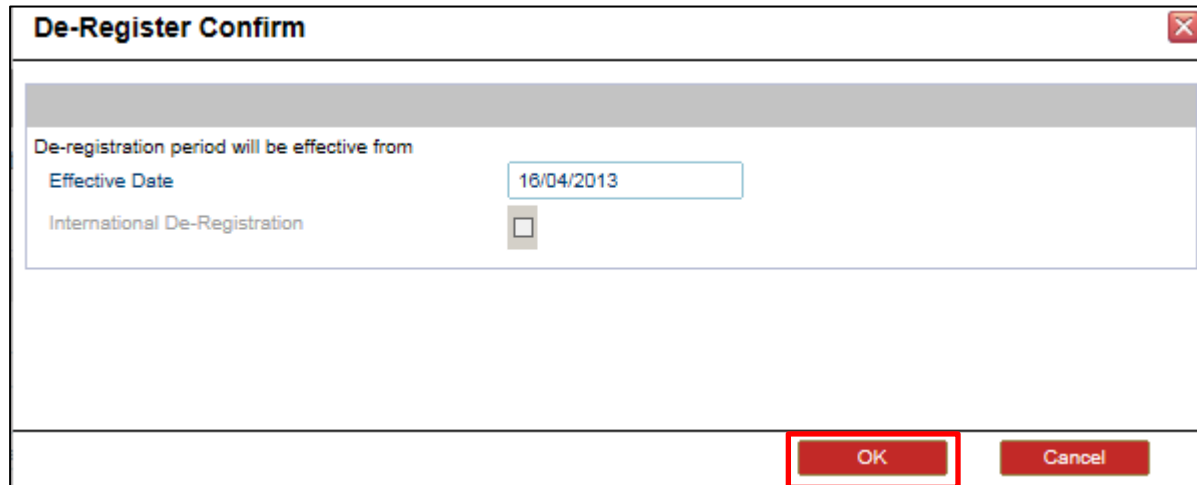
[De-Register Selected Player\(s\)](#)

<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**



A screenshot of a 'De-Register Confirm' dialog box. The dialog has a title bar with a close button (X). The main content area contains the text 'De-registration period will be effective from' followed by a label 'Effective Date' and a text input field containing '18/04/2013'. Below this is a label 'International De-Registration' followed by an unchecked checkbox. At the bottom right, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangular border.

**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

dd/mm/yyyy

Gender

Status

Playing Season

Adult/Youth

☐ Show all records

Search

Clear

<input type="checkbox"/>	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.

<a href="#">Back</a>		<a href="#">Save</a>	
<b>Individual</b>   <b>Registration</b>			
<b>Personal Details</b>		<b>Address Details</b>	
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"/>		<input type="text"/>
DOB *	<input type="text" value="28/01/1964"/>	City *	<input type="text" value="Norwich"/>
Known as	<input type="text"/>	County *	<input type="text" value="NORFOLK"/>
Ethnicity	<input type="text" value="White: British"/>	Post Code *	<input type="text" value="NR7 5JR"/>
Disability	<input type="text" value="No"/>	Country	<input type="text"/>
<b>Photo</b> <a href="#">Edit</a>			
<b>Phones</b>		<b>Emails</b>	
Phone No	<input type="text" value="07951"/> <input type="text" value="954065"/>	Email Address	<input type="text" value="richard_alderson@hotmail.com"/>
<a href="#">Back</a>		<a href="#">Save</a>	

## Step 3

Save all changes

<a href="#">Back</a>	<a href="#">Save</a>
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The individual's details have been amended and saved.

# Frequently Asked Questions?

**1. What Role is required to register a Youth Player?**

Registrar Youth

**2. Do you require a CRB to register youth players?**

No

**3. Who can give me access to Player Registration**

Registration is granted via the club webmaster or Hon Sec, they will assign you the role, supply a username and password and you are ready to register players

**4. What is the difference between Player Registration & Membership?**

**5. Can a player have two registrations for separate clubs?**

No a player can only ever be registered to play for one club, unless they are an England Academy Player (EAP)

**6. When a Youth Player, plays up (Adult Rugby) what is the process?**

In order for a youth player to play adult rugby, firstly they must gain consent and have the signed form. Once received the Adult Registrar, must register them on the adult system as an Adult Player. Being in receipt of just the form and only being registered as a youth is not sufficient. The individual must have the status of both **Youth Registered Player** and **Adult Registered Player**

**7. Do Youth Players automatically move up to Adult Players?**

No, if the player moves up and starts to play for the adult 1<sup>st</sup> Team, then the Adult Registrar at the club will need to register them as an Adult Player. If they no longer play Youth Rugby, the Youth Registrar will need to de-register them.

**8. At what age do Youth Players drop off the system?**

They don't, players will remain on the system until such time that a Registrar deregisters them.