



OXFORD MAIL YOUTH FOOTBALL LEAGUE

WGS Player Registrations (2018-2019)

This is a follow-up document to give clubs details of the next stages of WGS (Whole Game System) player registration for the 2018-2019 season.

Just to recap on previous instructions, the basic stages for player registrations via WGS are:

- Appoint a Player Registration Officer (done in the Club Officials tab in WGS)
- Add current/new players to your club list
- Detach any players not playing for your club in this coming season (if you have used WGS in another League)

As the season progresses, you can also

- Transfer a player from another club (note there is **no transfer fee**)
- Add a player new to the League
- De-register a player by removing them from a team or detaching them from the club depending on what is required

Key requirements for registering a player

- Name of player
- Date of birth
- Postal address (including postcode)
- Gender
- Proof of date of birth, validated by a club official
- Photo ID (recent electronic photo, head and shoulders, will be valid for three years)

Deadlines

During the season

All players must be registered via WGS and approved by the League Registration Secretary **two (2) days** prior to the match in which they first play.

Requests for registration approval must be received via WGS no later than **6.00pm on Wednesday for Saturday games** and no later than **6.00pm on Thursday for Sunday games**.

Assigning a Player Registration Officer

This part of the process is very straightforward and you can find the step-by-step instructions in the FA guide [registering-club-players-in-whole-game-system-version-1-0.pdf](#) in Section Two, pages 6-8. Note that Chairman, Club Secretary and Treasurer (key officials) will have access.

Matching players with Full-Time

Hopefully most of you have been matching your players with those listed in Full-Time using the Data Cleanse process. If you have not yet done this, you will find details of the process in the FA guide [registering-club-players-in-whole-game-system-version-1-0.pdf](#) in Section Four, pages 12-17.

Data errors

If you find an error in the WGS player data, please correct it as soon as possible.

Player name/date of birth – these fields are not editable by clubs so you will need to contact your County FA WGS contact with the details of the error to get it fixed.

Photo – you can change a player photo when setting up a player record and once the photo ID has expired (depending on the expiry date set by the League). However, once a player has been registered with the League and the registration approved, the photo **cannot** be changed.

Postal address – these fields can be updated at any time and clubs should ensure they are kept up-to-date throughout the season.

Gender

When you have added your players to your club list, please make sure you set each player's gender. This ensures that clubs register players in the correct team(s).

You can do this in each individual record or you can go to the "Club Players" list by clicking the Player Registration side tab.

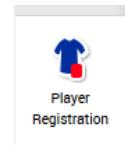
In the list of players, any player where the gender has not been set will have a request underneath their name with two buttons.

Please set this player's gender	Male	Female
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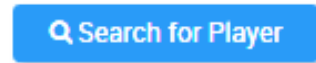
Please select the appropriate gender for the player. You can amend this in the individual player record if it is incorrect or you make a mistake.

Adding a new player

If you want to add a new player to your list of players that you could not find via Data Cleanse process, click on the Player Registration side tab in your club page within WGS.



Scroll down to the bottom of the “Club Players” page and click the **Search for Player** button



Enter the player name (or FAN if known) and the date of birth, with postcode if you know it. **Remember you should only search for players whose parents have given you permission to add them to your club.**

If the player is not found (and you have tried variations of the name), you can create a new player record by pressing the “**create new player**” link, adding the relevant details and saving the details.

If the player is listed in the search results, click the **Add Player** button



A pop-up will then appear

A screenshot of a pop-up form titled 'Add Player'. The form contains a message: '██████████ is under 16 so the parent/guardian must consent before you can see their details.' Below this are two radio button options: 'I wish to request parental consent' and 'I can confirm I already have a parental consent form'. A red italicized message reads: 'Parent/Guardian information is missing. Please contact the current club to add Parent/Guardian information.' At the bottom are two buttons: a green 'Add Player' button and a green 'cancel, and don't add' button.

If the player has registered or is registering with your club, then the registration should include parental consent for the player to play for your club. Select the “I can confirm I already have a parental consent form” option and then press the Add Player button.

Another pop-up will appear asking you to check their current club. If the club listed is correct, select the top option. If the club listed is incorrect, select the bottom option and update as appropriate.

Players

These are the player's details. Note that by adding this player to your club you are confirming that you have their permission to add them to your club.

Current Clubs:
[REDACTED]

The current club details are correct
 The current club details are wrong. Let me update them

Validate
cancel, and don't add

Important Note: once a player has been registered with the League by another club, if you try to add that player, then the transfer approach process will be triggered and the current club will receive a notification in their WGS portal.

Player Date of Birth ID

Mandatory. Acceptable forms of ID this season (2017-2018) are:

- Last season's player ID card
- Passport
- Birth certificate
- Medical card

There is no requirement to send a copy of the Proof of date of birth to the League unless requested (see **important note** below).

A club officer responsible for WGS player registrations should check the proof of date of birth for each player and verify this has been done within WGS.

To verify player ID, click on player name in the Club Players list and in the new screen, click the "Add ID Check" button

ID Checks
 No Identity checks found.

Add ID Check

A pop-up will appear like the one below (note that Driving Licence and School ID will not be acceptable in the OMYFL and should not appear once the League setup has been completed by the FA).

ID Check

Identity Seen

Passport

Driving Licence

Medical Card

Birth Certificate

Previous Season League ID Card

School ID

CHECK COMPLETED BY

Select an Official ▼

Date Completed 📅

Add ID Check

cancel

1. Select one ID that has been verified

2. Select your name from drop-down

3. Add the date when ID was checked

4. Press **Add ID Check** to save details

Important note: in case of query, the League reserves the right to request to see a copy of the verified proof of date of birth for a player to resolve the query. Should the proof of date of birth prove to be incorrect or falsified, then action will be taken against the individual(s)/team/club concerned.

Photo ID

Mandatory. Clubs should load a photo of each player being registered into WGS. The photo should be recent and be passport-style (i.e. head and shoulders) – see guidance below.

Individual Photo

Some tips on uploading the right photo

Please upload a passport-style photograph that is a reasonable likeness of yourself.

The photograph must be:

1. Of your head and shoulders.
2. Forward facing.
3. Alone and not part of a group.
4. A current, reasonable likeness of yourself.



To upload a photo:

- go to the Club Player list (Player Registration tab)
- click on the name of the player for whom you are loading a photo
- click “edit details” under the photo icon
- scroll down the page to the photo section where you can drag or browse to a file to upload the photo

- you can adjust the photo to fit the frame, including the option to rotate if it comes through the wrong way up!
- when completed, click the **Save Changes** button at the foot of the page to save the change.

Parent/Guardian information

There is no need to add parent/guardian information to a player record in WGS for the League at present, but you can do this if you wish, and if you are doing online consent.

Consent to Play

In the past, parents/guardians have been required to sign a registration sheet to show consent for their child to play. This will no longer be required, but clubs must obtain consent from parents/guardians for children to play at their club and for the club to register the player to play in the League. Clubs will need to be prepared to share proof of this with the League should the information be requested.

If you wish, you can select a player or players and use the Confirm Offline Consent button or, if you have entered parental details in the system, you can request their consent via WGS. If you do this part of the process offline, then your club should ensure that they have obtained permission to use the personal data of the people involved (part of the new EU GDPR – General Data Protection Regulation).

Add to team

You can add players to a team, either individually or as a group, by following the steps below:

- Go to the Club Players list (Player Registration tab)
- Select the player or players you wish to add to a team by ticking the box next to their name
- In the panel appears at the top of the screen, select the green **Assign To Teams** button.
- A pop-up box will appear showing you the teams to which you can add the player(s).
- Select the required team
- Press the green **Add Player to Selected Teams** button.

The team name will now appear under the player's name in the Club Players list, along with a red "Remove from Team" button which you can use if you made a mistake or wish to change the team.

If the team name you expected does not appear in the pop-up, then please check your club affiliation has been completed correctly and, if it has, contact your County FA.

Note: if you are registering a female player, make sure your team has been listed as "mixed". If the team is listed as "male", then the system will not allow you to add a female player to the team. If the team is listed as "male" and you want to change it to "mixed", please contact your County FA for help.

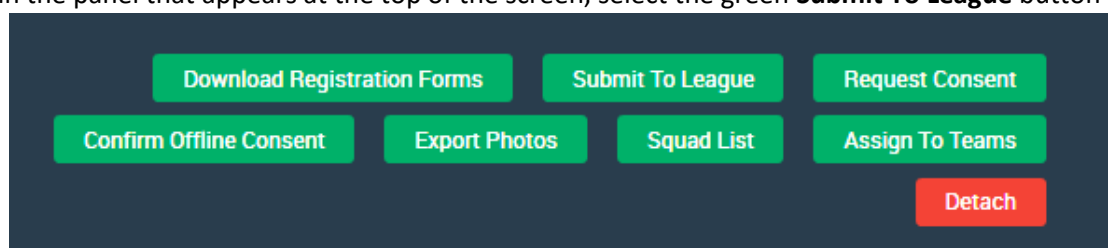
FA Player Dispensation

If you have dispensation from the FA for a player to play down a year, please contact your County FA WGS Contact to arrange for your player's record to be adjusted so you can add them to the correct age group/team. **Clubs cannot do this themselves.**

Submitting for League Registration

When you are ready to submit a registration or set of registrations to the League:

- click on the Player Registration side tab
- select the player(s) that you wish to submit to the League by clicking the box next to their listing
- in the panel that appears at the top of the screen, select the green **Submit To League** button



- the system will check everything is in place and, if it is, will submit to the League for approval (if not, you will be told what is missing or incorrect so you can correct it).



If you want to submit the registrations for an entire team at the same time, use the Team filter at the top of the player list to list only the players added to a specific team and then press the select all button



Each day, the League Registration Officer will receive a list of records requiring approval (marked as "pending approval").

If everything is correct, the League Registration Officer will approve the registration(s) and the status of each player in the club's page will be updated accordingly.

If there is a problem, the League Registration Officer will reject the registration(s) and the club will be told the reason for the rejection.

Squad sizes

Remember that you can only register a maximum number of players for each age group:

U7-U8	5 v 5	14 players
U9-U10	7 v 7	14 players
U11-U12	9 v 9	18 players

U13-U14	11 v 11	18 players
U15-U16	11 v 11	21 players

Transfer a player (club to club)

This part of the process will be updated shortly once the new methodology has been confirmed by the FA.

Note that there is no longer a transfer fee to be paid.

Transfer a player (team to team within one club)

If you wish to transfer a player to another team within your club, you should follow the process below:

- Club contacts League Registration Officer (registrations@oyfl.org.uk) to ask them to de-register a player (please give name, FAN and team name/age group)
- League cancels registration for the player
- Club then removes player from current team and adds to new team
- Club submits new registration request
- League approves submission
- Player is available to play for new team (subject to the usual 2-day registration provision)

Remove/De-register from team

If you have assigned a player to a team and want to remove them, but have not registered the player with the League yet, go to the Club Players list, find the player you need to remove and press the red "Remove from Team" button.

If you have assigned a player to a team and registered him/her with the League, then you will need to contact the League Registration Officer (registrations@oyfl.org.uk) with the name, FAN and team name of the player, so the registration can be cancelled.

If you find a player has been assigned to the wrong team and registered with the League, contact the League Registration Officer who will de-register the player, which should allow you to assign the player to the correct team and start the league registration process again.

If the player leaves the club, then you should detach them from your club player list.

WGS Squad List

Once you have registered a set of players for a team with the League, you can print a WGS Squad List for that team, by:

- Selecting the players in your Club Player List (use the Team filter to find all the players in a team)
- Pressing the green Squad List button in the blue-grey panel at the top
- Printing the PDF that is generated (or saving to your PC and printing later)

All managers must take an up-to-date printed copy of the WGS Squad List to every fixture and it must be available for inspection. If you don't have the squad list, the opposition has the option not to play (on the grounds that you might be playing unregistered players), so make sure you take it along.



Print off your squad list (double sided if you can), laminate and place in your coaching folder/first aid kit so you don't forget it. You can keep the same copy until the list changes (e.g. you register/transfer a player, or you de-register a player).

Managing your Club Player List

Clubs should check their player list periodically to make sure everything is in order. Please make sure that parents confirm any change of address, which should be updated in the relevant player record.

Most clubs will have lists that run across several screens, so make use of the filters at the top of the list to narrow down the number of records, e.g. by Team or Age Group.

Team ▼ League ▼ County Registration ▼ League Registration ▼ Gender ▼ Age Group ▼ Consent Status ▼ [clear filters](#)

A player can be registered with only one team within the League at any one time. The system will not allow you to change a player's team, once registered with a League, unless you de-register them first. This is to avoid clubs switching players from team to team during the season without informing the League.

Resources

1. **Downloadable step-by-step FA guide to registering players in WGS** (PDF, 4 Mb). Click on the thumbnail below or use the link to download.



Link: <http://www.oyfl.co.uk/downloads/registering-club-players-in-whole-game-system-version-1-0.pdf>

2. **Online interactive training guide**

The FA have developed an interactive training guide where you can look at particular stages of the process, or the whole process). Click on the image below or use the link to access the training guide.



Link:

https://s3-eu-west-1.amazonaws.com/ric.rr.uploadarea/work_examples/WGS/player_registration/player_reg_leagueProcess_group/index.html

3. Support

If you have any general questions about WGS player registration or the Whole Game System, please contact:

First line of support:

County FA WGS Support

OFA: awaiting news (usual contact has just left the OFA)

BBFA: checking on this as it has changed

Second line of support (if County FA cannot help):

FA WGS Support Team playerregistrations@thefa.com

Version history

1.0	Original document	14 Jul 17
1.1	Extra information – Consent to Play and Remove/De-register from Team New sections added – Managing Your Club Player List and WGS Squad List	21 Jul 17
1.2	New section added – Transfer a player (team to team within one club)	2 Aug 17
1.3	Updated for 2018-2019 season	24 Jul 18