

Launton Football Club

Player Registration – Whole Game System (WGS)



Main contact for queries and support on player registrations

Debbie Moore, registrations@oyfl.org.uk

If you would like further information on how to do player registrations or have a question on a particular part of the process, please check out the FA knowledgebase first:

<https://grassrootstechnology.thefa.com/support/solutions/48000265985>

PLAYER REGISTRATION BASICS

1. Access

Registrations are done via the Club Portal (<https://clubs.thefa.com>) which can be accessed directly or via the player registration tab in Whole Game System (WGS).

Club officials that have access to do player registrations are:

Chair
Secretary
Treasurer
CWO

Anyone else that needs access to do player registrations should be set up in your club officials list as:

Player Registration Officer

Note that anyone given this role will be able to access all the registrations for a club (there is no way of restricting access to a team or teams at the moment).

2. Housekeeping

Before starting on registrations

- ensure your teams are affiliated correctly to the OYFL for the 2022-2023 season
- detach any players that have left your team/club, as they may be registering elsewhere
- remove players from any team that has folded (if they are still listed)
- remove players from any team for which they will not be playing in the new season (if they are switching teams within the club)

Remember – only submit registrations for players that have confirmed they are playing for you this season. Do not assume everyone from last season will be joining and do not send in everything without checking.

3. Requirements

To register a player in the OYFL, their registration record must have:

- FAN – FA number (if the player has never been registered, this will be generated when you set up a new player record. If they have played before, then they should have a FAN)
- Player name – please make sure this is spelt correctly (we have noticed some problems in the past, such as middle names included with the last name)
- Passport-style photo (photo should be just the head and shoulders of the player, facing forwards, no hats/sunglasses, no other people in photo, no scans of passport pages!)*
- Date of birth (please make sure this is checked against ID and is correct)
- Address including postcode
- Gender (male or female)
- Consent to play for your club – this can be online (which is valid for three years) or offline (which must be done each season). Online consent will need a connected parent/carer FAN record for those under the age of 16.
- ID verification – club official must verify the player’s date of birth by seeing one of the following:
 - Birth certificate
 - Passport
 - Medical Card
 - School ID
 - Driving Licence (U21s only)
- Email address (for players aged 16 and above), *or*
- Connected parent/carer FAN record (for players aged 6-15) – do not use a manager/coach for this (unless, of course, they are the parent/carer of the child)
- Nationality (optional) but would recommend including this

* For those registering at U10, U13 and U17 each season, a new photo is required as the player’s appearance can change quite a lot of over several seasons.

When adding a new player to your club list, please remember

- (a) Check if they have played for another club previously – if yes, use their FAN to search for them (NB it is possible some players may have more than one FAN due to entry errors – these can be merged by the County FA).
- (b) Check the spelling of the player’s name is correct (there are examples of player names entered incorrectly which means they may not come up in searches).
- (c) Check their date of birth – again there have been a few errors in data entry which may cause a search not to find them (County FAs should be able to help on this).

If you have a problem finding a player but you know they should be in the system, please check the details carefully and contact your County FA for assistance.

4. Maximum squad numbers

At any one time, a team can register a maximum number of players as follows:

- U7 – U8 14 players
- U9 – U10 14 players
- U11 – U12 18 players
- U13 – U16 21 players (changed from 18 for U13 and U14)
- U17 – U21 25 players (changed from 22)

5. Minimum squad numbers

Each team must register at least the minimum number of players one week before the start of the season (please do not leave it until the last minute).

U7 – U8 5 players
U9 – U10 7 players
U11 – U12 9 players
U13 – U21 11 players

6. Dual registration (where both teams play in the OYFL)

A maximum of 3 players registered in one age group may register in a team in the year above **at the same club**, e.g. 3 U9 players registered at U9 may register in a U10 team at the same club, as long as they meet the age group requirements. This applies for U7-U18. (same as last season)

A maximum of 6 players registered at either U17 or U18 may register in a U21 team at the same club, as long as they meet the age group requirements. (new this season).

NB Under dual registration, a player can register for two OYFL teams only (“dual” = two parts)

7. Dispensation

A player may be able to obtain FA dispensation to play down a year. If you have a player that you think should have dispensation, please contact your County FA for assistance.

Dispensation can be granted for the following reasons:

Any child who:

- a) has a disability; or
- b) has a significant physical developmental delay (SPDD); or
- c) is schooled no more than one year behind their prescribed age group, and would be placed at a substantial disadvantage if required to play in their prescribed age group.

NOTE: player dispensation lasts for just one season, so it must be renewed each season.

If you have a player who is granted dispensation, please forward a copy/scan of the FA dispensation letter to (a) your County FA (so they can get the player’s record updated accordingly which will allow them to be registered in their team) and (b) Debbie Moore, Registrations Secretary, so she knows that the registration can be processed.

8. International Clearance

If you are registering any players over the age of 10 years that have played abroad previously (including the other Home Nations – Scotland, Wales, Northern Ireland), or they are a foreign national seeking to register in England for the first time, you may need International Clearance.

If you think any of your new players fall into this category, you should contact your County FA for assistance. You can also find further information here:

<https://www.thefa.com/football-rules-governance/policies/player-registration/international-clearance>

The above link also includes information on registering asylum seekers and refugees. If you have any questions on this part, particularly in light of the current situation in Ukraine, please speak to your County FA.

9. Cancellation requests

These must now come through the registration system. The process to cancel an approved registration is:

- Go to your **All Players** tab in Club Portal
- Search for the player you want to cancel using the filters
- Click on the player, and then on the **Registrations** tab within the player record
- Using the tick box on the left hand side, select the registration to be cancelled
- Click **Cancel Registration** button
- Click **Start Cancellation** button in the resulting pop-up window
- In the next screen, select the reason for cancellation
- Then press the **Submit to League** button
- Click **Confirm** in the resulting pop-up window

If you submit a registration in error and it is still pending League approval, you can cancel it using the process detailed at

<https://grassrootstechnology.thefa.com/support/solutions/articles/48001191748-how-to-cancel-a-pending-action>

Transfers (club to club)

A separate email will follow to confirm the transfer process but just to remind everyone that clubs must make a 7-day notice of approach to the current club to start the process.

General

Hopefully we will not have the problems we experienced last season, but we will keep an eye on progress and let you know if we spot anything systematic.

Nothing will feed through to Full-Time yet until we have set up the new season and ask the FA to do the WGS to Full-Time transition. For this, we need all OYFL teams to be listed in your club's affiliation list asap.

If you spot any of your approved registered players not appear in Full-Time in due course, please let Debbie know.