



OXFORDSHIRE YOUTH FOOTBALL LEAGUE

WGS Player Registrations (2020-2021)

A guide on how to complete player registrations in **Whole Game System (WGS)** for the OYFL.



The main things to do before you start each season are as follows:

- Appoint a Player Registration Officer or Officers
- Detach any players not playing for your club in this coming season
- Obtain consent from parents/guardians for the player to play for you this season
- Add new players to your club list (these may be new to the League or have been set up by other clubs)

As the season progresses, you can also

- Transfer a player from another club (**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
- FAN (FA Number) – if they have played before and been registered on WGS
- Date of birth
- Postal address (including postcode)
- Gender (FA system uses “male” and “female” only at the moment)
- Proof of date of birth, checked by a club official
- Photo ID (recent electronic photo, head and shoulders)
- (FROM 2020-2021) Email address



OXFORDSHIRE YOUTH FOOTBALL LEAGUE

WGS Player Registrations (2020-2021)

Key dates for registrations (2020-2021 season)

now	League registration window opens
11 September	teams should have sufficient players registered to play a fixture
12-13 September	start of the season
31 March	players cannot be registered nor transferred after this date, except by special permission of the Management Committee

On-going Registration Deadlines

All players must be registered via WGS and approved by the League Registration Secretary **one (1) day** prior to the match in which they first play.

Requests for registration approval must be submitted via WGS no later than

9.00pm on Thursday for Saturday matches

9.00pm on Friday for Sunday matches

9.00pm two days before midweek matches (e.g. 9pm Monday for a Wednesday match)

Any registrations submitted after the deadlines will be left until after matchday.

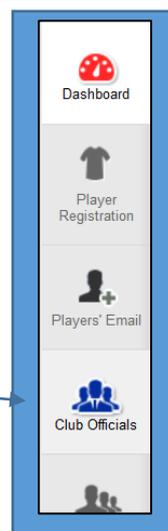
Assigning a Player Registration Officer

The club should set up a Player Registration Officer in WGS. A club can have one or more Player Registration Officers, but note that anyone set up with this role in WGS will be able to see all player records for that club (e.g. it cannot be limited by team).

Chair, Secretary or Treasurer should have permissions to set up new club officials.

To set up a Player Registration Officer, you will need their name, date of birth and FAN:

1. Log into WGS
2. Click on the **Club Officials** tab in the left-hand tab menu
3. On the new page, click the  button near the top right corner
4. Search for the person to be added using name, date of birth and FAN
5. From the results list, tick the checkbox next to the correct person, select Player Registration Officer as the role and add a start date.





OXFORDSHIRE YOUTH FOOTBALL LEAGUE

WGS Player Registrations (2020-2021)

Data Protection



As a club, you should make sure that everyone that handles personal data, particularly that of players under 18 years of age, is made aware of their responsibilities for data protection, privacy and safeguarding under current legislation such as GDPR and Data Protection.

Player FAN



A FAN (FA Number) is part of the personal data of a player, so clubs should ensure that a player (or their parent/guardian) knows their FAN, as they will need to use it in the future, whether that is as a player, a coach, a volunteer, a referee, etc.

Registration (General)

To access the working area, press the **Player Registration** tab in the left-hand margin.

You will then have a screen where the work will be done (see below).

Before starting, make sure the season dropdown is showing the current season.

The screenshot shows the 'PLAYER REGISTRATION' interface. At the top, it says 'Please select one from the following options-'. Below this are four summary cards: 'Players' (310), 'Players Pending Parental Consent' (0), 'Detached Players' (0), and 'Transfers' (0). A search bar is labeled 'Filter by name, FAN' with a 'Search for Player' button. A grey filter bar at the bottom includes dropdowns for Team, League, Age, Gender, League Reg, Consent, Photo, ID Check, and an 'Export players' button. A 'clear filters' link is at the bottom right. On the right-hand margin, a vertical navigation menu is highlighted with a blue border, containing 'Dashboard', 'Player Registration', and 'Players' Email'.

Below the grey filter bar, you should be able to see a list (probably over several pages) of all the players associated with your club, if you have used WGS Player Registration in previous seasons.

Adding a new player

If you want to add a new player to your list of players, make sure you are in the Player Registration screen (see above).

When adding a player to your club, **you must always do a search first** to check whether they are in the system (even if you have been told they are not).

Press the  button

Enter the player name * (or FAN if known) and the date of birth, with postcode if you know it.



OXFORDSHIRE YOUTH FOOTBALL LEAGUE

WGS Player Registrations (2020-2021)

Remember: You should only search for players whose parents have given you permission to add them to your club.

Try several searches for variations of names, e.g. Samuel, try Samuel, Sammy, Sam, etc

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

Add Player

██████████ under 16 so the parent/guardian must consent before you can see their details.

I wish to request parental consent

Parent/Guardian information is missing. Please contact the current club to add Parent/Guardian information.

I can confirm I already have a parental consent form

Add Player

cancel, and don't add

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:

██████████

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.



OXFORDSHIRE YOUTH FOOTBALL LEAGUE

WGS Player Registrations (2020-2021)

Gender

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 player 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

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.

Player Date of Birth ID

Mandatory. Acceptable forms of ID this season

- 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.



OXFORDSHIRE YOUTH FOOTBALL LEAGUE WGS Player Registrations (2020-2021)

A pop-up will appear like the one below (note that Driving Licence will be acceptable only for U18-U21 age groups).

The screenshot shows an 'ID Check' form with the following fields and instructions:

- Identity Seen:** A list of checkboxes for 'Passport', 'Birth Certificate', 'Driving Licence', 'Previous Season League ID Card', 'Medical Card', and 'School ID'. A red arrow points to the 'Birth Certificate' checkbox with the instruction: "1. Select one ID that has been verified".
- CHECK COMPLETED BY:** A dropdown menu labeled 'Select an Official'. A red arrow points to it with the instruction: "2. Select your name from drop-down".
- Date Completed:** A date picker field. A red arrow points to it with the instruction: "3. Add the date when ID was checked".
- Buttons:** A green 'Add ID Check' button and a 'cancel' button. A red arrow points to the 'Add ID Check' button with the instruction: "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.

Photo should be:

- ✓ Recent, taken in the last three months
- ✓ A reasonable likeness of the player
- ✓ Head and shoulders only
- ✓ Facing forward
- ✓ Correct way up
- ✓ Fill the photo space
- ✓ Alone (no-one else in the photo)
- ✓ Not obscured by shadows, face coverings, hats, sunglasses, etc
- ✓ Clothed





OXFORDSHIRE YOUTH FOOTBALL LEAGUE

WGS Player Registrations (2020-2021)

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.

From 2020-2021 season, player photos must be renewed for teams playing at U10, U13 and U17 each season.

Parent/Guardian information

There is no need to add parent/guardian information to a player record in WGS for the League at present, but clubs can include this information if they wish. Each club should retain this information through their own registration process. [Requirement to add email for 2021-2022 season will change this]

Consent to Play

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.

With WGS, you can select a player or players and use the Confirm **Offline Consent** button (if you have obtained consent via your own registration process) or, if you have entered parental details in the system, you can request their consent via WGS (**online consent**).

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.



OXFORDSHIRE YOUTH FOOTBALL LEAGUE

WGS Player Registrations (2020-2021)

FA Player Dispensation

If you have dispensation from the FA for a player to play down a year, please contact your County FA 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.**

Player Identity Protection

In some cases, player identity may need to be hidden to protect them, e.g. person under protection order, which may mean that their photo and/or their real name cannot be used.

Please contact your County FA for instructions on how to do this and also inform the League Registration Secretary to make him/her aware to avoid submissions being rejected.

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 once a record is created so you will need to contact your County FA with the details of the error to get it fixed.

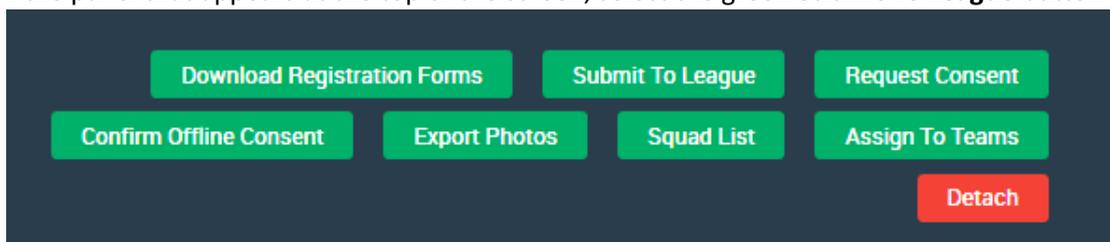
Photo – you can change a player photo when setting up a player record and once the registration has expired at the end of the season. However, once a player has been registered with the League and the registration approved, the photo **cannot** be changed.

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

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).



OXFORDSHIRE YOUTH FOOTBALL LEAGUE

WGS Player Registrations (2020-2021)



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



The League Registration Secretary will review the 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
U17-U21	11 v 11	22 players

If you try to register players over the maximum allowed, they will be rejected.

Transfer a player (club to club)

Once players have been registered and you wish to apply to transfer a player from another club, you must email the Secretary of the player’s current club stating that you are putting in a 7-day **Notice of Approach** for X who plays in Y team.

Once you have done that, you should use the same process noted under **Adding a Player** section above, from the “If the player is listed in the search results, click the **Add Player** button...” part. You should then add the player to the appropriate team in your club, which triggers the start of the transfer process. You should then contact the League Registrations Secretary to confirm that you are requesting a transfer (giving name of the player, current team and requesting team).

The League will then move the transfer request to the Transfer Decision stage. At this point, the current club will be notified of your request to transfer the player through WGS. They can then allow or reject the transfer and they have three working days in which to do this.



OXFORDSHIRE YOUTH FOOTBALL LEAGUE

WGS Player Registrations (2020-2021)

If a club does reject a transfer request, they should include the reason in the box in WGS. In the case of any dispute, the Management Committee will consider the dispute and come to a decision.

However, after the approach period, if no action has been taken, the League Registration Officer will approve the transfer.

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 adds the player to the new team within the club and submits to League
- Club contacts League Registration Officer (registrations@oyfl.org.uk) to ask them to cancel the current registration and approve the new registration (please give name, FAN and team names/age groups)
- League cancels registration for the player in old team and approves registration for new team
- Player is available to play for new team (subject to the usual 1-day registration provision)
- NB Remember to print out new WGS Squad List for both teams.

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 (make sure the current registration is cancelled by the League first).

WGS Squad List

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

- Logging into WGS
- Click the Home tab in the top menu
- Click the My Teams tab in the left-hand menu
- Press the squad list button for the appropriate team in the list



OXFORDSHIRE YOUTH FOOTBALL LEAGUE

WGS Player Registrations (2020-2021)

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. Failure to produce the squad list will result in a fine.



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.

Version history

1.0	Original document	14 Aug 20