



GMS – AGE GRADE AFFILIATION FOR A PARENT / GUARDIAN

Dear Parent / Guardian

The Game Management System (GMS) is England Rugby's central database through which:

- you as the parent / guardian are registered as club members
- your child is registered as a player
- coaches and referees are registered, and their training records maintained

Age Grade Player Affiliation is an annual process to ensure children / young adults playing in Age groups U7s to U18s (Colts) are affiliated to their club each season. Any child not affiliated is not recognised as a registered RFU rugby player.

Using the online affiliation and sign-up process in GMS removes the need for paper forms, reduces administrative burden, increases data accuracy, and places the ownership/update of data with the parent / guardian. This complies with the RFU Minimum Data Standards.

Please note – This GMS process is entirely separate and unrelated to the Club membership and subscription payment process we are running on the clubs Pitchero Website.

The remainder of this document details the various steps that need to be followed to complete this process. Which instructions you need to follow depends on the following:

- If you have never created a GMS account before for yourself and your child / children:

Please start at Step 1 – Create New Parent Account (see page 3), completing it and Steps 2 and 3 as well.

- If you have previously created a GMS account for yourself but not for your child / children:

Please start at Step 2 – Add Family / Child members (see page 5), completing it and Step 3.

- If you have previously created GMS account for yourself, linked your child / children but not affiliated your child to the club via GMS:

Please complete Step 3 – Age Grade Player Affiliation (see page 6)

- If you have previously created GMS account for yourself, linked your child / children and previously affiliated your child to the club via to Camelot in season 20/21 [\[the majority of us did not take this route thanks to the pandemic\]](#):

Please complete Step 4 – Renew Age Grade Affiliation (see page 8)

If you have any problems with this process please talk to your coaches or age group managers and we can organise some drop in sessions in the clubhouse on Sunday morning to work through these issues with you.

Kind regards

Nick Hoyes

Club Chairman on behalf of Camelot Exec Committee

Step 1 – Create New Parent Account

If you have never used GMS before as an adult, please take the following steps to set up your own account.

1. Navigate to the GMS login page – <https://gms.rfu.com/GMS/Account/Login>
2. Select the [Find A Club]
3. Enter the club name; e.g. Hemel Hempstead or Camelot and press Search
4. Once the results are displayed select [Create Account] against the Hemel Hempstead (Camelot) RFC
5. Populate your details (not your Childs details) on the page below:

Hemel Hempstead (Camelot) RFC
Create Account

Personal Details

TITLE * FIRST NAME * LAST NAME

* EMAIL (0/200)

* DATE OF BIRTH * GENDER

Mobile Phone

COUNTRY NUMBER

United Kingdom (+44)

Address

* POSTCODE

6. Press Next
7. If you receive an error message that you already have a GMS account, please see How to Reset My Password Section.
8. Assuming you've not received the error message you will see the following screen:

9. Create yourself a memorable but strong password.
10. Tick if opt in to the Privacy Notice
11. Review the GMS and Login Terms and conditions and tick to confirm.
12. Review the My details section
13. Press Next

You have now created your GMS account and should be taken into your personal profile dashboard.

Note – Account Verification

To create an account in GMS for any individual aged 18 or over, a unique email address must be attached to the account being created, this means the email address cannot already exist against an existing account.

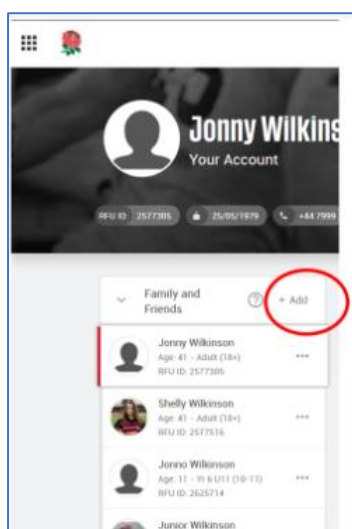
When a new account is created an email verification link will be sent to the creator's email address. All individuals aged 18 and over need to verify their account using this email.

Now proceed to Step 2 – Add Family Members

Step 2 –Add Family Members (E.g. Your Child / Children)

If you have previously used GMS to set up your own adult account, or you have just completed step 1 above, please follow the instructions below to add children and link them to your account. Repeat these steps for each child the plays rugby at the club.

1. Log into your GMS account if not already in or navigate to your personal profile page if not already on that page.
2. Select 'Add' within the Family and Friends section



3. Populate the details of the additional family member (e.g. child)
4. Populate the relationship you have with this person. You can also add any relevant medical information and secondary contract information if you are adding a child.
5. Once all details added click Save at the top of the screen
6. If they already have an account you will see the message "Matching details already exist". Please select the record to use and link it to your account.

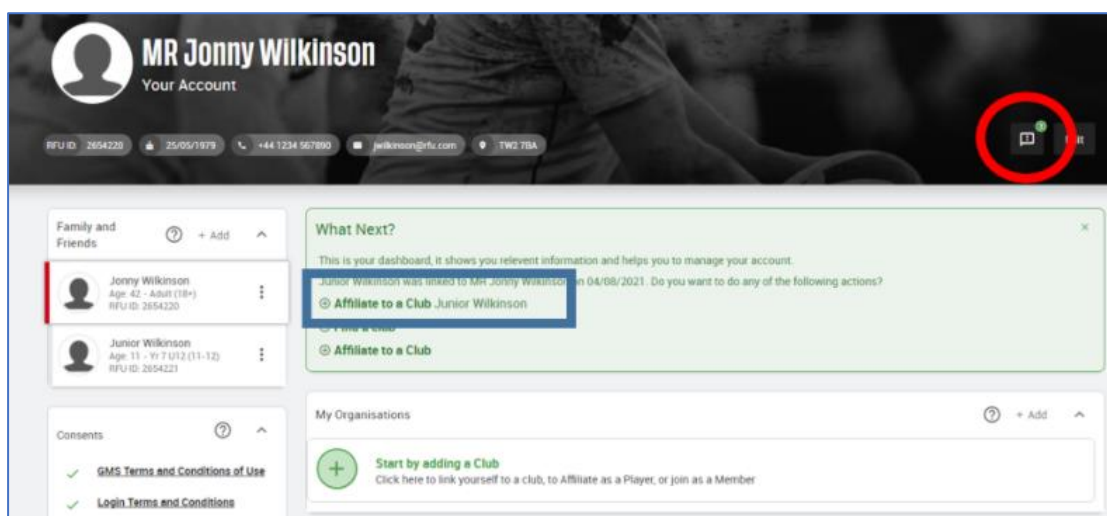
You have now added your rugby playing child to your account. Repeat this process for any other children in the family that play rugby.

Now proceed to step 3 below to affiliate your children to Camelot Rugby club.

Step 3 – Age Grade Player Affiliation

Having added your child / children to your account in step 2 above follow the instructions below to affiliate them to the club:

1. Navigate to and select your Childs record from the Family and friends area of your profile page.
2. Next select the actions button, this will result in a green box showing available actions being displayed.



3. Select the affiliate to a Club option
4. Once the player affiliation section displays, please fill out all the mandatory details and click Save.

Some details will be auto populated in this Player Affiliation form, such as the same address as the linked adult and you will simply need to add or choose the details to complete the form with the chosen club, playing position, school details, medical details/conditions and Emergency contact. You can edit or amend any incorrect details by clicking on the + icon or the pencil icon and the in-page screen menu appears to edit details.

Junior Wilkinson
Player Affiliation

RFU ID: 3664216 Status: Pending

Player

Junior Wilkinson

Age at Start of Season: 5 DOB: 01/01/2014 RFU ID: 3664216

Club

Invincibles RFC

This is the club where Junior Wilkinson is a player

Address

330 Whitton Road, Twickenham, MIDDLESEX, TW2 7BA UNITED KINGDOM

Home (Default)

Player Affiliation Details

Playing Position: Unspecified Youth Affiliation: No

School Details

No School selected where Junior Wilkinson is a player

Affiliation Waivers

I have read, consented and agreed to the following

☒ [GMS Terms and Conditions of Use](#) ☒ [Login Terms and Conditions](#)

I have read, consented and agreed to the following optional waivers:

☒ [Consent to Photo Distribution](#) ☒ [Consent Emergency Detail Distribution](#) ☒ [Consent Medical Distribution](#)

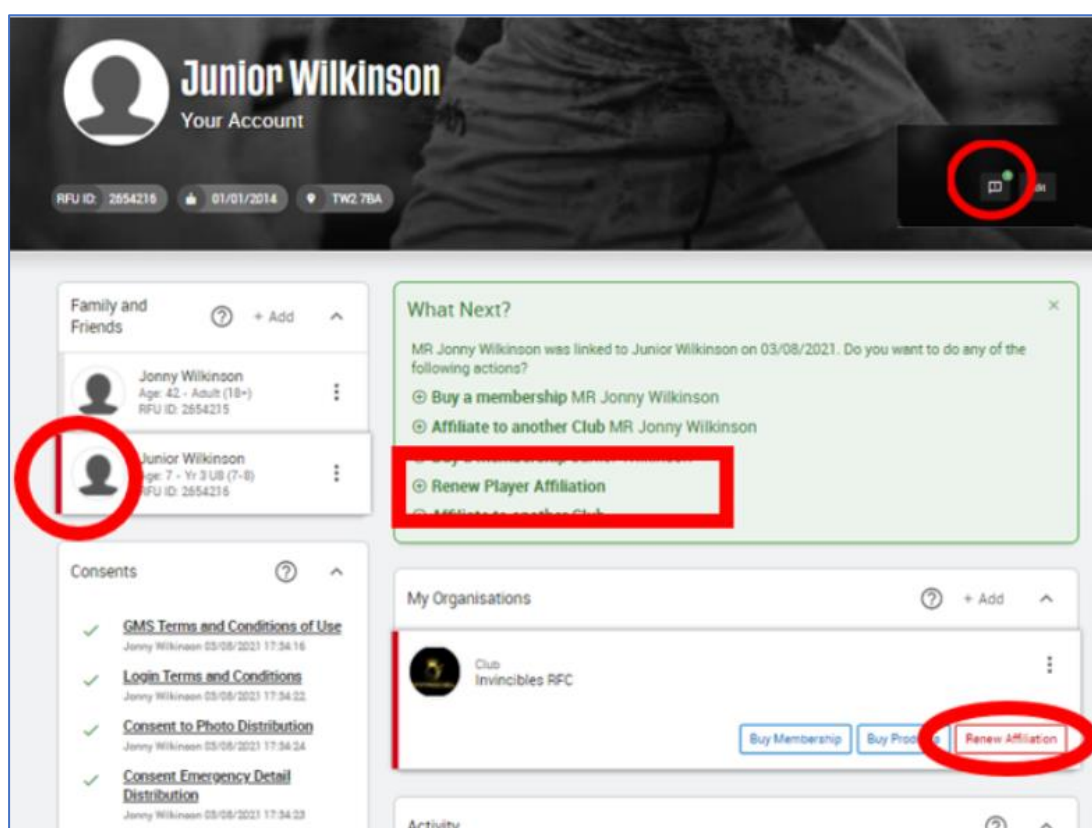
- The parent will then receive an automated email confirming completion of the Age Grade Affiliation Request, and this will now show as amber which is pending under the player status on your child's profile until the Age Grade Registrar at your club approves the request.

This is the end of the process. Thank-you for ensuring your child is registered.

Step 4 – Renew Age Grade Child Affiliation

If you have previously affiliated (or registered) your child using GMS in season 20/21 you can re-affiliate to the club without the need for club administrators to approve. Please follow the instructions below.

1. Log in GMS as a Parent / Guardian
<https://gms.rfu.com/GMS/Dashboard/Organisation/457475>
2. Navigate to and select your Childs record from the Family and friends' area of your profile page.
3. Select the actions button – the green box showing available will display.



4. Click on the renew player affiliation link
5. You will be presented with the Player Affiliation Form which will mostly be pre-populated as this is a renewal. Simply check all details are still correct, fill out any missing details, tick the relevant consents / waivers and click Save.

You can edit or fill in any incorrect details by clicking on the pencil and + to add.

The parent/guardian should then receive an automated email confirming completion of Renewal of the Age Grade Affiliation, and this will now show as Affiliated under the club on the child's profile under My Organisations, and this Player Affiliation is now complete.

