



RUGBY FOOTBALL UNION

IMPORTANT NOTICE

14 JUNE 2010

ADULT PLAYER REGISTRATION **ACTION REQUIRED BY 1 AUGUST 2010**

Player Registration is one of the most important elements of competition integrity. As such, it is essential that the Player Registration System not only maintains high quality and correct information but the maintenance of this information is also accurate.

Over the past few years however, it has become clear that a large number of clubs have not been removing those who have left the club, retired or become otherwise ineligible. As a result, the number of registered players has, in some cases, risen to over 500 in a single club making it very time consuming for the league administrators to manage and review. To address this issue for the coming season we are changing regulations to reduce this overhead on our overworked volunteers.

Previously, there was no limit for Clubs below Level 6. However, there will be a new limit of 100 adult Players which shall apply to all clubs below the Premiership looking to compete in RFU Leagues and Cup. For most clubs this means the First XV squad.

In order to achieve this 100 Player Limit ALL Clubs at Levels 5 and below will need to undertake the "re-registration" procedure between **1st July 2010 and 1st August 2010** where you will need to confirm those players you wish to retain on your Player Registration list as Effectively Registered. If this process is not completed those players not "re-registered" shall become de-registered on 2nd August 2010 and not be eligible to play in RFU competitions.

This process has been designed to be as easy as possible through either RugbyFirst (online) or by paper via the regional registrars and we are providing support for those who are struggling to make this happen by calling or emailing our support team (details shown at the bottom of each page).

The online process is outlined below with guidance notes.

If you are unable to complete the process online please contact your Regional Registrar who will send you your Club's Adult Player Registration List. You can then respond back to your Regional Registrar in writing clearly stating who you wish to retain. This must also be done before 1st August 2010. Contact details below.

**PLAYERS WILL NOT BE ELIGIBLE TO PLAY IN RFU COMPETITIONS IF
THE RE-REGISTRATION PROCESS IS NOT COMPLETED BEFORE 1ST
AUGUST 2010.**

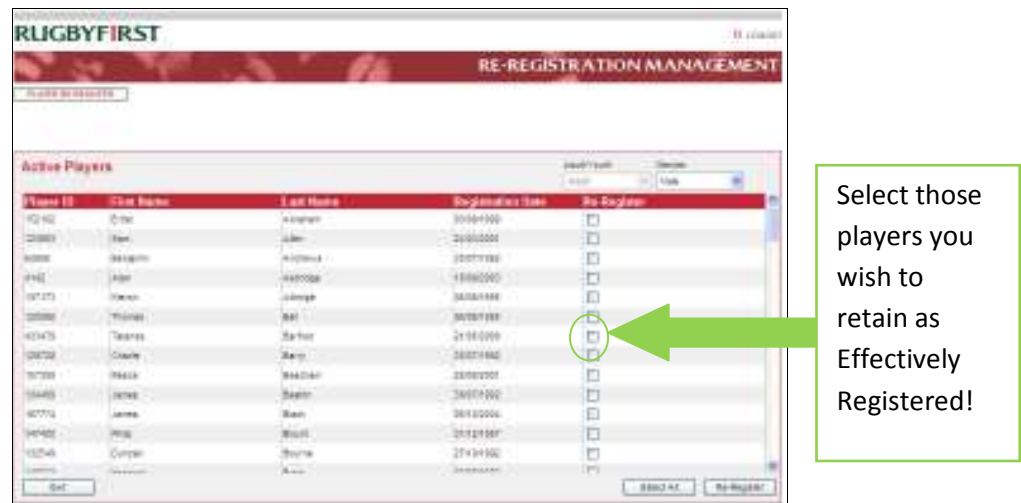
SUPPORT: email: rugbyfirstsupport@therfu.com or phone on 020 8831 6651
Regional Registrars: North & Midlands – Nicola Russell on 0116 233 2200
South West & London SE – Bob Morrison on 0845 226 0411

RE-REGISTRATION GUIDANCE NOTES

1. Login to RugbyFirst Player Registration Portal using your user name and password.
2. Once you have entered the Player Registration Portal Click on “Launch Player Registration” which will take you to the registration screen below.

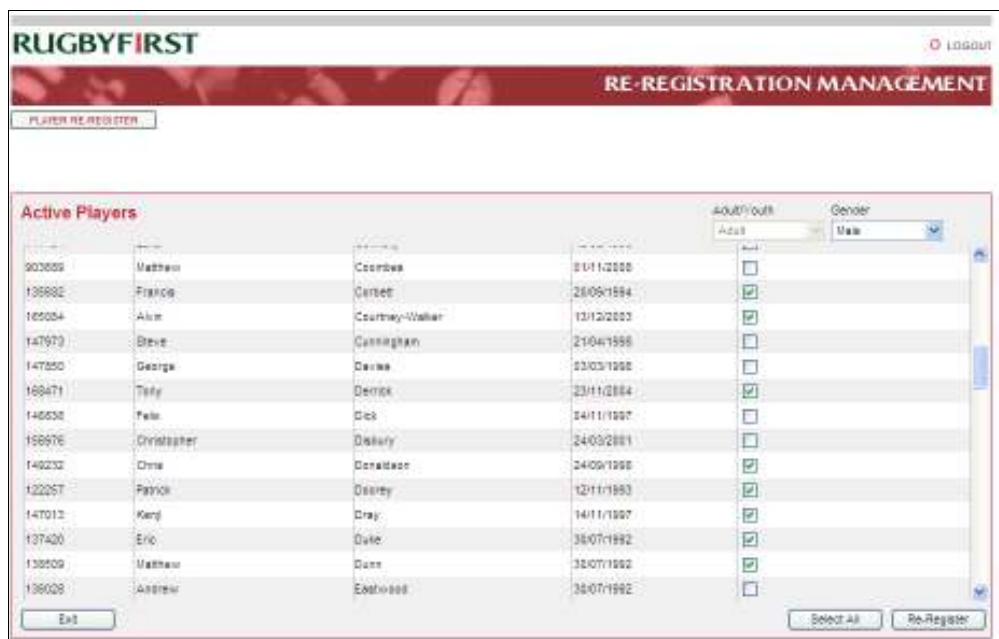


3. Click on the new button on the home page 'Re-Registration'.
4. Once the club registrar clicks the 'Re-Registration' button the homepage they will see a list of all players who were registered prior to the cut-off date as shown below.

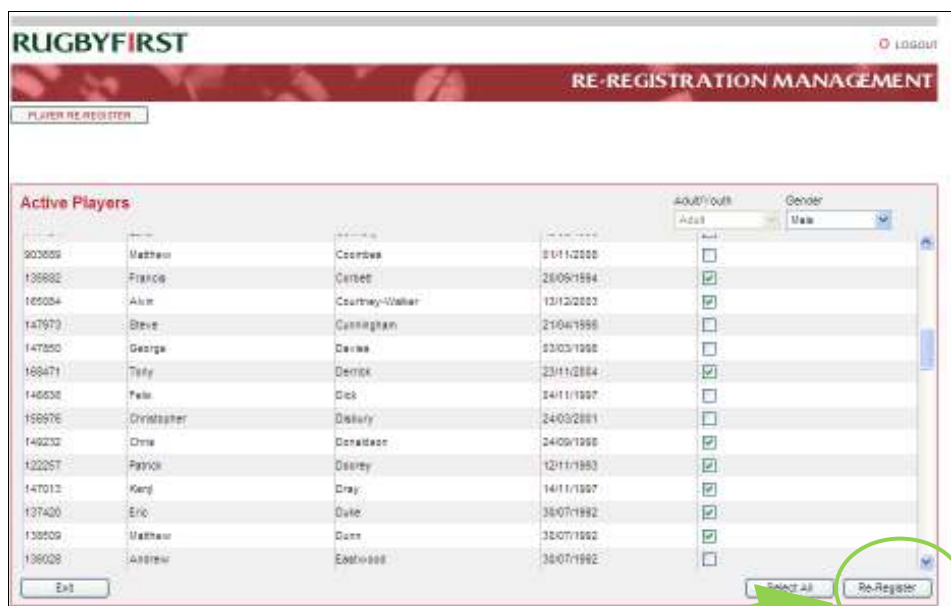


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- Select (tick) those players you wish to retain as Effectively Registered. Those selected will be shown with a green tick as demonstrated below:



- Once you have selected (ticked) the players you wish to 'Re-Register' then click the 'Re-Register' button on the bottom right of your screen as shown below:



Click the 'Re-Register' button to retain the players you have selected (ticked).

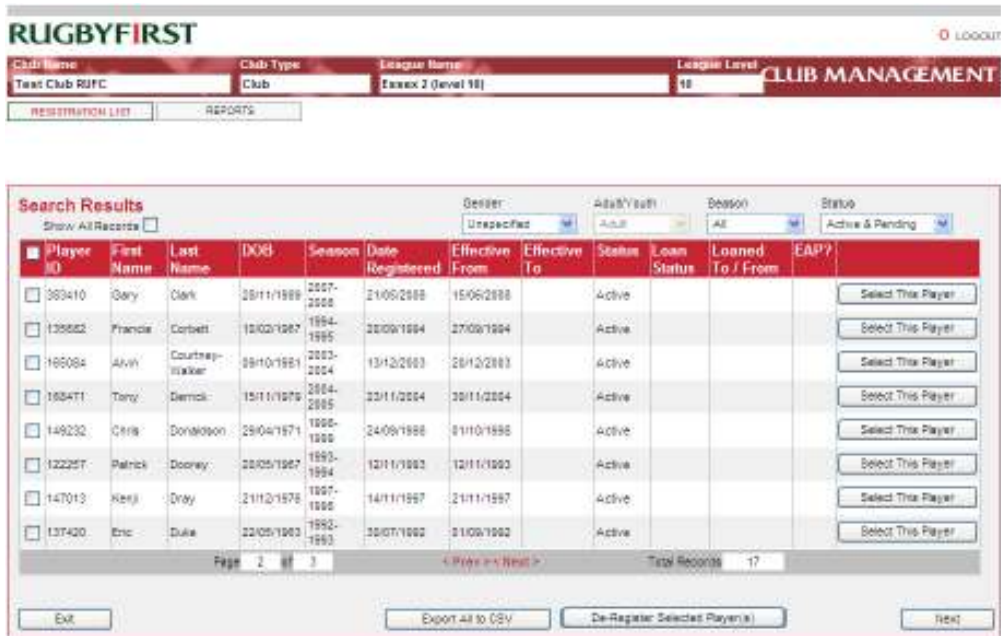
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NOTE: If you select (tick) either more than 100 or a number that will take their total number over 100 they will see the below message. If you click 'OK' it will allow them to deselect players.



7. Clicking on the 'Re-Register' button will automatically move the player back to your Club's registration list without any pending period. Shown below:



NOTE: Those players who you do not choose to be 'Re-Registered' shall be automatically removed (de-registered) from your Player Register. They will then be ineligible to play for your club in any RFU Competition.

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