

# Player Management

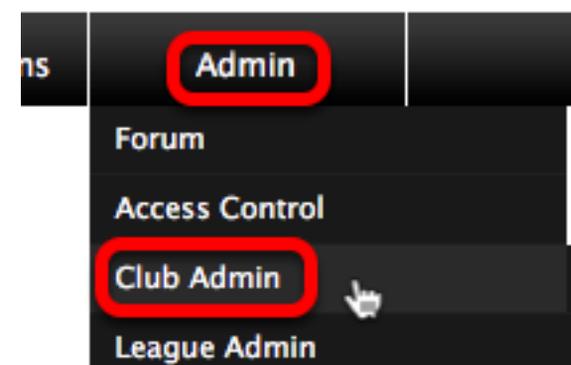
This document explains how a Club Secretary can maintain their squad of players and describes the processes involved.

**PLEASE NOTE:** As you will have access to individuals' personal data, you will be subject to the General Data Protection Regulations (GDPR) as a 'Data Processor'.

*Full details of the League's Privacy Policy can be found on the League's website and should be fully read and understood as you will be legally bound by these conditions and could face prosecution of any breach of security with personal data. If you do not understand the implications of the League's Privacy Policy or do not consent to being bound by the same, you must contact the League Secretary immediately.*

## Player Registration - adding a new player to your squad

All player registration is done via the Player Admin page which can be found on the Admin / Club Admin menu:

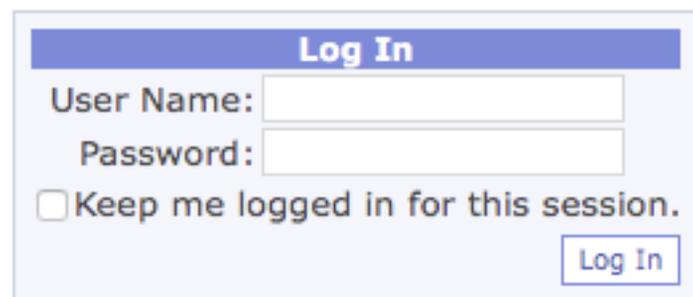


(please note the menu may look slightly different on your website due to different stylings used)

Click on the Players tab to access all Player Registrations features.

## Database Access

### Gatekeeper

A screenshot of a login form titled 'Log In'. It features two input fields for 'User Name:' and 'Password:'. Below the password field is a checkbox labeled 'Keep me logged in for this session.' and a 'Log In' button.

**PLEASE NOTE:**  
All database access is strictly controlled and your IP Address is recorded for security purposes

Enter the user credentials that you will have been supplied with by the League (these credentials are the same for all administrative functions you can access, such as Online Match Returns etc.)

Please heed the warning at the bottom of the login page - we take data security VERY seriously!

## Listing players

As Club Secretary (or nominated person), you will only have access to players who are registered to your club and additionally any unregistered players as long as you know their exact full name and date of birth (which you will need to locate them in order to pick up their registration with your club).

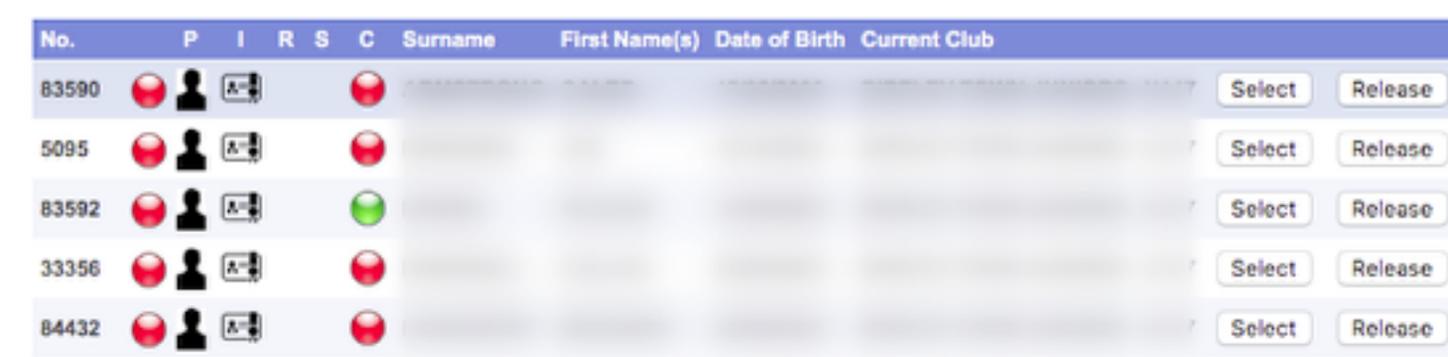
You can find unregistered players by checking the 'Include Unregistered Players?' checkbox and entering their full name and date of birth.

Click the search button to refresh the list every time you make a change here:



A search form with a checkbox labeled 'Include Unregistered Players?' followed by three input fields: 'Firstname (or initial):', 'Surname:', and 'Date of Birth:'. A 'Search' button is located to the right of the 'Date of Birth' field.

Players will be listed as follows on the main section of the page:



A screenshot of a player listing table. The table has a blue header with columns: 'No.', 'P', 'I', 'R', 'S', 'C', 'Surname', 'First Name(s)', 'Date of Birth', and 'Current Club'. Below the header, there are five rows of player data. Each row contains a registration number, a red circle icon, a person icon, a document icon, a red circle icon, a green circle icon, a blurred surname, a blurred first name, a blurred date of birth, and a blurred current club. To the right of each row are two buttons: 'Select' and 'Release'.

The data displayed is as follows:

1. The player registration number
2. An indicator of the registration state (**Red** - awaiting documents, **Amber** - awaiting League certification, **Green** - registration certified by the League)
3. 'P' indicates if a player photograph has been uploaded to the system
4. 'I' indicates if a scanned proof of identification has been uploaded to the system (not required by all leagues)
5. 'R' indicates if a scanned registration document has been uploaded to the system (not required by all leagues)
6. 'S' indicates if a player is currently suspended (a **Red** indicator will be displayed if a player is currently under suspension)
7. 'C' indicates if a player has consented to their personal data being held on the system (**Red** - consent has not yet been received, **Green** - consent has been given)
8. The Select button changes the player displayed on the Player Details form
9. The Release button is used if you wish to release a player from your club. They will then appear as an unregistered player and can be picked up by another club

## Data Retention Policy

Data for any players who have not consented to their data being held in the system will be DELETED at the start of the season!

As Club Secretary, it is your duty to ensure all of your players have consented to their data being held on the system.

## Player Details Form

Player Details	
First Name	<input type="text"/>
Surname	<input type="text"/>
Date of Birth	<input type="text"/>
Can be displayed?	<input type="checkbox"/>
Player Photo	 <input type="button" value="Refresh"/> <input type="button" value="Refresh"/>
Photo can be displayed?	<input checked="" type="checkbox"/>
email Address	<input type="text"/>
Emergency contact details	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Post Code	<input type="text"/>
GDPR Consent	<input checked="" type="checkbox"/>
Current Club	
Position	Unspecified
Certification Documents	
Proof of ID	
Registration Document	
Registration Status	<input checked="" type="checkbox"/>
<input type="button" value="Edit"/> <input type="button" value="New"/> <input type="button" value="Delete"/>	

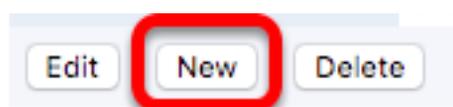
The Player Details form shows all of the data currently held on the system for the currently selected player.

The data displayed is as follows:

1. First Name
2. Surname
3. Date of Birth
4. Can be displayed? (uncheck this box if the player wishes to remain anonymous - they will appear as 'Player 12345' on all public pages of the website)
5. Player Photo
6. Photo can be displayed? (uncheck this box if the player does not want their photo displayed on public pages of the website)
7. eMail address - THIS IS MANDATORY FOR ALL PLAYERS (youth players should use a parent

- or guardian's email address)
8. Emergency contact details - required in the event of accident or injury to the player (freeform text field can be used for name and contact details)
  9. Address, City and Postcode
  10. GDPR Consent - indicates if a player has consented to their personal data being held on the system (**Red** - consent has not yet been received, **Green** - consent has been given)
  11. Current Club
  12. Position - can be one of 'Unspecified', 'Goalkeeper', 'Defender', 'Midfielder', 'Forward', 'Utility Player', 'Player/Manager'
  13. Proof of ID - not required by all leagues, but encouraged (uploaded scanned document)
  14. Registration Document - not required by all leagues (uploaded scanned document)
  15. Registration Status - indicator of the registration state (**Red** - awaiting documents, **Amber** - awaiting League certification, **Green** - registration certified by the League)

## Adding a new player



Clicking the 'New' button will open a blank form for you to fill in:

Player Details	
First Name	<input type="text"/>
Surname	<input type="text"/>
Date of Birth	<input type="text"/>
Can be displayed?	<input checked="" type="checkbox"/>
Player Photo	<input type="button" value="Choose File"/> no file selected
Photo can be displayed?	<input checked="" type="checkbox"/>
email Address	<input type="text"/>
Emergency contact details	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Post Code	<input type="text"/>
GDPR Consent	<input type="checkbox"/>
Current Club	<input type="text"/>
Position	<input type="text" value="Unspecified"/>
Certification Documents	
Proof of ID	<input type="button" value="Choose File"/> no file selected
Registration Document	<input type="button" value="Choose File"/> no file selected
Registration Status	<input type="text" value="Awaiting Documentation"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

Mandatory data is indicated by a yellow background.

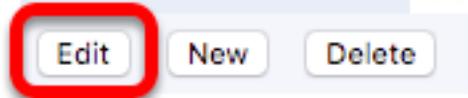
Photographs and scanned documents (.JPG, .BMP, .PNG formats only - please resize all high-res photos to reduce file size and permit upload) can be uploaded by clicking the 'Choose File' button and selecting the image to upload from your device.

If you have uploaded documentation (proof of ID or registration document), you should select 'Awaiting Certification' for the Registration Status list.

Click the 'Insert' button to submit the player registration. The following will then happen behind the scenes:

1. The player's details will be saved on the database
2. An email will be sent to the address provided for the player asking them to give their consent by clicking on a link in the email or to email the League Secretary if any data is incorrect or they do not give their consent to the data being stored online. A copy of the email is also sent to the Registration Secretary for their records.

## Editing a Player's Data



Edit

New

Delete

Click the 'Edit' button to make changes to a player's record.

Click the 'Update' button when done. The following will then happen behind the scenes:

1. The player's details will be updated on the database
2. An email will be sent to the address provided for the player asking them to give their consent by clicking on a link in the email or to email the League Secretary if any data is incorrect or they do not give their consent to the data being stored online. A copy of the email is also sent to the Registration Secretary for their records.