



INTRODUCTION

This Game Management System (GMS) Checklist is intended to help clubs understand the key tasks they should complete in the GMS prior to commencing rugby activity in the 22/23 season.

KEY MESSAGES

- Solutions to the most frequently asked questions and latest updates can be found on the [GMS Help Portal](#)
- The current season will switchover on 1 July; this is when the 22/23 season becomes active in the GMS
- All Age Grade players will be de-affiliated and will need to renew affiliation from the beginning of the 22/23 season
- Although no major changes are scheduled to be implemented over the summer, there are some small enhancements that will be made

SUMMARY OF KEY TASKS

Below is a summary of key tasks your club should complete in the GMS prior to the commencement of Rugby activity in the new season:

TASK	COMPLETE
<p>ROLES AND PERMISSIONS</p> <p>Review and check that members of your club have the right roles and permissions in particular new committee members who may have a golden role.</p>	<input type="checkbox"/>
<p>SAFEGUARDING</p> <ul style="list-style-type: none"> • Clubs offering age grade rugby must appoint a Club Safeguarding Officer, who is assigned this role on the GMS and is required to complete the RFU's In Touch training within six months of their appointment. • Each Club with an age grade section, or which has 17-year-olds playing adult rugby, must complete an annual RFU safeguarding audit through GMS by 31 December of each season 	<input type="checkbox"/>
<p>FACILITIES</p> <p>Check within the organisation profile module that your facilities information is up to date and showing correctly.</p>	<input type="checkbox"/>
<p>CONTACT INFORMATION</p> <p>Check your organisation profile module has correct club details and website so that this data then shows correctly in findrugby.com.</p>	<input type="checkbox"/>
<p>AGE GRADE</p> <p>Players will become de-affiliated on 1 July, encourage parents to re-affiliate their Age Grade players, as per Reg 15.</p>	<input type="checkbox"/>
<p>ADULT</p> <p>Ensure any required registrations are completed before player participates, as per Reg 14 and Reg 16.</p>	<input type="checkbox"/>
<p>CREATE PLAYING SQUADS</p> <p>Assign players into the appropriate team, to ensure you can select them on the Electronic Match Card.</p>	<input type="checkbox"/>
<p>MANUAL FIXTURE ENTRY</p> <p>Check your fixtures and add any additional fixtures, such as friendlies. These fixtures may count towards your club's international ticketing allocation. Fixtures need to have the approved status and result entered to count.</p>	<input type="checkbox"/>
<p>ALLOCATE TEAM ROLES</p> <p>To assist you with understanding your volunteer workforce on the pitch and utilise the Club Training Report, please ensure you Assign coaches, Team Managers, and First Aiders to the appropriate team. The report currently only shows coaches but it is important that First Aiders are assigned to the team for safeguarding purposes.</p>	<input type="checkbox"/>