The LeagueNet registration system is now open for the Yorkshire Junior and Youth League.

Please refer to the agreed registration processes below if you have queries please contact leaguenetsupport@rfl.co.uk

**Clubs are reminded that it is the responsibility of the player (or player’s parent/guardian if under 18) to complete the registration process and not the club on their behalf. This is particularly important due to the current Coronavirus regulations as there is an opt-in agreement that must reviewed and agreed to as part of the return to play process. If this is not followed the Club could find themselves in breach of the RFL Operational Rules and will be found guilty of misconduct.**

 Return to Play Protocols

Clubs will still be required to follow the Community Game Test & Trace Protocols, these can be found [HERE](https://secure.rugby-league.com/ign_docs/Community%20Game%20Test%20and%20Trace%20Protocol%20Final.pdf). Teams will need to continue to maintain a screening register for players in both a training and match environment. A template for this can be found [HERE](https://secure.rugby-league.com/ign_docs/Club%20Covid-19%20Health%20Screening%20Register.pdf) (PDF) or [HERE](https://secure.rugby-league.com/ign_docs/Club%20Covid-19%20Health%20Screening%20Register.xls) (EXCEL).

Please see below the agreed processes for player registrations.

**New Players**

* All new players will be required to register on LeagueNet. Parent/guardians should follow the below link, please note the parent/guardian will need to upload proof of age ID and a photo of the player.
* The Club will receive a notification that a player is trying to register to their Club (has a pending registration to their club).
* The RFL and/or Yorkshire Juniors are required to approve all new player registrations – this is a system requirement and allows us the opportunity to confirm the players age.

**Re-registering Players**

* Players that were previously registered to the Club will require their parent guardian to register them using the email address provided for the 2020 season.
* Enter the password previously used.  If password is forgotten click the forgot password link
* Select the player record and then complete the online registration form updating any information if this has changed and completing all mandatory fields
* The Club will monitor the players that are re-registering to the Club and will assign to the relevant age group

In the event that an email address has changed then the Club must email  leaguenetsupport@rfl.co.ukwho will update the records on the system.

**Registration Link**

Please click this league specific link which can be used for both new and re-registering players**-**[Yorkshire Junior League Registration](https://membership.sportstg.com/regoform.cgi?aID=25794&pKey=c860bfa126c845a011f3e2d307db2109&formID=64495)

Transfers

* Any player that is either currently, or has been previously registered, with another club, who wishes to transfer to a different Club must contact the Club they are wishing to join who will initiate the transfer.
* The new Club will be required to go on to LeagueNet and select Participants, request transfer/permit, and follow the process outlined here [Requesting Player Transfers](https://www.rugby-league.com/get_involved/leaguenet_support/club_administrator/requesting_player_transfers). It is important the club select the correct club and league when initiating the transfer, to ensure the correspondence is sent to the correct contacts for approval.
* The players previous Club will then receive an email and will have to confirm that they approve the transfer request, subject to League transfer rules. Clubs will therefore be responsible for approving any transfer requests for players leaving their club, a guide on how to do so can be found here [Approving Player Transfers](https://www.rugby-league.com/get_involved/leaguenet_support/club_administrator/accepting_player_transfers).
* The relevant League, for which the player is moving from together with the league they are moving to, will then have to approve the transfer.
* Once this is approved the player will receive an email and will have the ability to update their details and confirm their registration to the new Club. The transfer will not be finalised until the transferring player has followed the instructions in the email they will receive. A guide for players on this process can be found here [Players Guide to Finalising a Transfer](https://www.rugby-league.com/get_involved/leaguenet_support/player_registration/player_transfer).

**Open Age**

If a player is currently playing for a Youth/Junior team and is under the age of 18 parental consent is required to play Open Age. At the point of the player signing for the Youth and Junior team the parent has the option to confirm that once the player turns 16, they are happy for him to play Open Age RL.  In the event this hasn’t happened then parental consent will be required by email.  The RFL will be responsible for this process, please email any requests to leaguenetsupport@rfl.co.uk

**Club Contacts**

The Clubs must provide up to date contact details for their Primary Contact.  The Club can update their contact details on the system once they have a passport account.

Reminder that the process for requesting administrator access is as follows: -

1. As a club administrator the first thing you should do is to go to [**https://passport.sportstg.com/**](https://passport.sportstg.com/) and register for a passport account.
2. You will receive an email, from Sports TG, asking you to activate your account.  Please click the link within two hours or it will expire.
3. Once you have confirmed your details you will need to complete the access request form, which can be found by going to the following link: [**https://form.jotformeu.com/70324999956373**](https://form.jotformeu.com/70324999956373)
4. Once the form has been completed we will email you confirming that you have been provided access.
5. Once you have access please visit [**https://passport.sportstg.com/**](https://passport.sportstg.com/) to login.

A guide to updating club contacts can be found here [Updating Club Contacts](https://www.rugby-league.com/get_involved/leaguenet_support/club_administrator/updating_club_contacts).

**Registering Volunteers – Coaches, First Aiders and Club Personnel**

It will be a requirement in 2021, as in last season, to register coaches and key volunteers within your Club.  The process is pretty much the same as players however the online form is titled coaches or volunteer.

The volunteers that require registering are:

* Chairperson
* Club Welfare Officer
* Secretary
* Licensed Coach
* First Aider
* Game Day Manager

Each team is required to have a Game Day Manager in attendance at each game.  Information on how the training can be accessed will be sent separately.

Just to reiterate previous communications on Coaches, they need to be fully licensed (hold a level 2 coaching badge, a current DBS, an SPC qualification and signed the Coaches Code of Conduct) and for 2021 they must have completed the CoachRight module on Our Learning Zone. Coaches have been directly communicated with regarding this requirement.

Coach Registration - [YJL Coach Registration Link](https://membership.sportstg.com/regoform.cgi?aID=25794&pKey=ba078525261e48c36b784c7f8ff81e68&formID=69101)

Volunteer Registration - [YJL Volunteer Registration Link](https://membership.sportstg.com/regoform.cgi?aID=25794&pKey=c1bb69614090b3ca8bfb46f4ce1a8cfd&formID=80131)

**LeagueNet Support Website**

Don’t forget LeagueNet support is on the RFL website rugby-league.com website which guides players and club administrators through various interactions with the system. This is available by using the following URL:

<https://www.rugby-league.com/get_involved/leaguenet_support>.

If you are unable to find an answer to your query or concern via this portal, please contact leaguenetsupport@rfl.co.uk or 0330 111 1113 where we will be able to assist you further.

No ID cards will be sent to Clubs until Clubs have paid their League Fees to the Yorkshire Junior League.  The fixtures secretaries will be sending these out in 2021.

Once again thank you for your continued support.

Kind Regards