

PLEASE READ THESE INSTRUCTIONS BEFORE APPLYING FOR YOUR MEMBERSHIP

Dear Parent, Coach, Player and Volunteer

Club membership is again available to pay online through the RFU's Game Management System (GMS). The main reason for using this platform is that family and player accounts on GMS will need to be updated annually as will Age Grade Registration of players, which is now called Player Affiliation. More information on how to do this is available by clicking on the [Player Affiliation link](#). **Senior Players do not have to affiliate themselves as players with the club.** This process only applies to Age Grade affiliation.

Senior Player registration is applicable to those players playing in the RFU leagues and not the Kent Rural Leagues and is unaffected by this. Therefore, their registration status will remain on the system, whereas Age Grade Players will have their registration removed every July (this has already occurred). It makes sense to package membership payment, account update/creation and Age Grade re-registration (Age Grade Affiliation) where applicable through one portal, and it saves a lot of work by volunteers, like me. It also means that you, the parent/player, can update the information in line with GDPR and be responsible for it. All the information relating to this can be viewed following this link [Data Protection \(englandrugby.com\)](#).

For many of you that require assistance in updating your accounts, creating accounts, renewing, or creating your children's Age Grade affiliation, or any other issue with GMS please click on the following link [Support : HELP PORTAL \(rfu.com\)](#). You should find all the information you need on this page and if there are any problems, then please use the "submit a help request" link to raise a ticket with GMS directly. **Please ensure you check your spam box as emails from GMS quite often end up there!** Any queries regarding Online Membership should be directed to me at peter@cranbrookrugby.com

Most of you will have an account on GMS and in order to log in or create an account please follow this link [RFU](#). If you cannot remember your password, which is usually randomly created, you can insert your username (or email address if it the one linked to your account) and click on the "Forgot Password" link and follow the instructions from thereon in. If you have received messages before from the club via GMS, your username will be listed at the bottom of the email in case you cannot remember it.



Cranbrook RFC

Dear Sponsors and Members

Please find attached our latest Club newsletter.

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Your username is [REDACTED] please go to [GMS](#) to login to your account or to reset your password. GMS is the Rugby Football Union and RFU Clubs Game Management System, used to help administer the game nationally.

Sent from GMS | [England Rugby](#)

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IF YOU ALREADY RECEIVE EMAILS FROM CRANBROOK RFC VIA THE GMS SYSTEM YOU ALREADY HAVE AN ACCOUNT - PLEASE DO NOT REPLICATE PROFILES!

Please check your spam box in the eventuality that any emails from the club via GMS are sitting there.

In respect of paying your annual club membership, the membership fees for 2022/23 have increased by about 10% to partially reflect the huge increases that the club has incurred over the course of this year and they are as follows:

Membership Type	Early bird Subscription Until 30th Sep 2022	Subscription from 1st Oct 2022
Family (which include rugby and cricket*) (2 adults plus children <u>under</u> the age of 18 on 1 st September)	£160	£175
Playing Senior	£160	£175
Club	£100	£115
Social	£55	£70
Playing 19-21 (<i>aged 18 – 20 as at 1st September</i>) & Students (18+ as at 1 st September) with a valid NUS card	£55	£55

****Cricket was added as an additional benefit several years ago for those that wanted it. If you or your children don't play it, the fee is still the same.***

The single membership schemes (Senior Playing, Club, Social, Young Player and Student) are straight forward and there shouldn't be any issues completing these. However, the family membership schemes are a little more complex and should be completed and paid for before the Age Grade Affiliation is agreed and confirmed by me. These are explained in the screenshots by clicking on the links in the flow diagram on the next page.

Things to bear in mind:

The Club continues to operate a **No Pay, No Play policy**. This applies to training and receiving any physio treatment.

It is mandatory for all age grade players to be affiliated within 45 days from the start of the season. These will only be agreed by me if the appropriate membership is paid. To avoid any delays, please don't leave paying your membership until the last moment.

To reiterate, the early bird discounted membership fee applies to those that have paid their membership fee by 30th September. The fees will automatically increase on 1st October without exception.

Last season I had to process 350 membership corrections for those parents that thought they could process their membership by including just themselves on a family membership. I cannot guess who else needs to be included on your family membership and consequently the affiliation of your children, will be delayed. This is not acceptable and if it occurs again, then I will leave any corrections to be made until I have the necessary time to deal with it. To be clear, please follow the associated guides and also include only those children that are playing rugby at the club and qualify for family membership.

Lastly, where I can help, I will, but ultimately, it is parent's and player's responsibility to update their accounts and affiliate their age grade players.

