



## SHGCL PLAYER REGISTRATION FORM 2018/19

PLEASE USE THIS FORM TO COLLECT DETAILS OF ALL PLAYERS YOU WISH TO REGISTER FOR YOUR TEAM, ONCE COMPLETED PLEASE FORWARD TO YOUR CLUB SECRETARY WHO WILL TRANSFER DETAILS TO THE FA WHOLE GAME SYSTEM (WGS) AND SUBMIT TO THE LEAGUE MANAGEMENT COMMITTEE. THE LEAGUE WILL APPROVE THE REGISTRATIONS OR REQUEST FURTHER DETAILS IF REQUIRED.

A DIGITAL PHOTOGRAPH WILL NEED TO BE ADDED TO WGS FOR EACH PLAYER WHO WAS NOT REGISTERED ON WGS LAST SEASON, PLEASE CONTACT YOUR CLUB SECRETARY TO ENQUIRE HOW THIS WILL BE MANAGED FOR YOUR CLUB. FOR PLAYERS WHO WERE REGISTERED THE LEAGUE RECOMMENDS YOU UPDATE THE PHOTOGRAPH ANNUALLY BUT IF NOT PLEASE ENSURE THE PHOTOGRAPH IS STILL CURRENT AND A GOOD RESEMBLANCE OF THE PLAYER AS YOU MAY BE CHALLENGED ON THIS IF THE PLAYER HAS CHANGED.

PLEASE REMEMBER PLAYERS ARE NOT REGISTERED UNTIL THEY HAVE BEEN APPROVED ON WGS BY THE SHGCL MANAGEMENT COMMITTEE.

<b>Club Name</b>			<b>Age Group</b>	
<b>Surname</b>				
<b>First Name/s</b>				
<b>Player FAN</b>	Please add the player FAN if they have one – if not club secretaries should record the FAN here when they register the player:			
<b>Date of Birth</b>		<b>Ethnicity</b>		
<b>Address</b> Including Postcode				
<b>Medical Details:</b>	Please list any serious medical conditions and medication the club should be aware of, this information is not needed for WGS but should be recorded by the club secretary/team manager and kept securely.			
<b>Players Signature:</b>				
<b>Parent/Guardian Signature:</b>				
A parental signature gives permission for your daughter to play football for the above Club and is agreement to abide by the League code of conduct and FA Respect campaign. It also gives permission for photographs to be taken at League events.				

**PARENT/GUARDIAN DETAILS:** These details are not needed by WGS but should be recorded and stored securely by the club for use in an emergency situation:

<b>Emergency Contact No:</b>	
<b>Name and relationship to player:</b>	

**If the players has not previously been registered for a team in the Sheffield and Hallamshire Girls County League YOU MUST attach a copy of the players BIRTH CERTIFICATE/PASSPORT/DRIVING LICENCE which the Secretary should then email to the League Registrar for inspection. This document will be destroyed by the club after sending and by the league once viewed.**

THE CLUB IS THE DATA CONTROLLER, RESPONSIBLE FOR THE PROCESSING OF ANY PERSONAL DATA THAT IS GIVEN TO THEM. THEY SHOULD TAKE REASONABLE CARE TO KEEP YOUR INFORMATION SECURE AND TO PREVENT ANY UNAUTHORISED ACCESS TO OR USE IT. THE INFORMATION REQUESTED ABOVE IS USED BY THE CLUB TO INPUT PLAYER INFORMATION ON THE FA WHOLE GAME SYSTEM.

CLUBS REQUIRE AND SHARE THIS INFORMATION TO ENABLE THE SHEFFIELD HALLAMSHIRE GIRLS COUNTY LEAGUE TO RUN THE LEAGUE AS PER THE [LEAGUE'S PRIVACY POLICY](#). THE PERSONAL DATA THAT IS STORED ON THE WHOLE GAME SYSTEM IS SUBJECT TO THE [FA'S PRIVACY POLICY](#).

THE CLUB SECRETARY OR PERSON RESPONSIBLE FOR INPUTTING THE INFORMATION ONTO WGS SHOULD USE THIS FORM TO INPUT DETAILS ONTO WGS. CLUBS SHOULD KEEP THIS FORM SECURE AND WILL DESTROY THIS FORM AFTER A PARTICIPANT HAS LEFT OR OTHERWISE ENDED THEIR REGISTRATION OR AFFILIATION, OR SOONER IF SPECIFICALLY REQUESTED AND WE ARE ABLE TO DO SO. THE CLUBS SHOULD ENSURE THAT THEY HAVE PUT IN PLACE APPROPRIATE SECURITY MEASURES TO PREVENT PERSONAL DATA FROM BEING ACCIDENTALLY LOST, USED OR ACCESSED IN AN UNAUTHORISED WAY, ALTERED OR DISCLOSED AS PER THE CLUBS PRIVACY POLICY.

AS A DATA SUBJECT, PARTICIPANTS MAY HAVE THE RIGHT AT ANY TIME TO REQUEST ACCESS TO, RECTIFICATION OR ERASURE OF THEIR PERSONAL DATA; TO RESTRICT OR OBJECT TO CERTAIN KINDS OF PROCESSING OF THEIR PERSONAL DATA, INCLUDING DIRECT MARKETING; TO THE PORTABILITY OF THEIR PERSONAL DATA AND TO COMPLAIN TO THE UK'S DATA PROTECTION SUPERVISORY AUTHORITY, THE INFORMATION COMMISSIONER'S OFFICE ABOUT THE PROCESSING OF THEIR PERSONAL DATA.