



PLAYER REGISTRATION

Registering a new player at your club

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**INSURANCE
BROKERS LTD**

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Introduction

The information contained within this document is a guide to registering players new to your club to enable them to play in YPLN.

Accessing Play Cricket Administration

To manage player registrations, you must be set up as an administrator on your club's Play Cricket (PC) site. Any member of your club can be set up as an administrator, however, we advise caution on the number of administrator users you have, thus minimising the risk of data mismanagement and GDPR issues.

Inactive Players

To improve the efficiency of this process, we suggest that you run the Play Cricket '**Inactive Members**' report. You will find this via the following steps:

Administrator Home Page

Day to Day


Members

Inactive Members

Select the timeframe you wish to run the report from, then select '**Generate Workflow.**'

Once the report is complete, you will find a new task on your homepage, as per the screenshot below.

To open
select
'view'

ACTION DESCRIPTION	NUMBER	VIEW
Member records requiring review	15	

the list,
the
icon.

From here you can review the members who have been inactive for the pre-determined time period.

If you wish to remove amply roles, simply select the checkbox at the end of relevant players row and press 'remove role'.

Once you have removed the roles you wish to remove, please select all other users and click on 'retain', this will retain those members and remove the report from the 'action centre'. You can run this report as often as you wish, although we only recommend running it once per year.

Player Profiles

The ECB requires all recreational cricketers to be to be correctly signed up for Play Cricket (PC). Each player profile should be set up with their correct personal information, which must include the following:

Name

Date of Birth

Address

Correct Visa Information, where applicable.

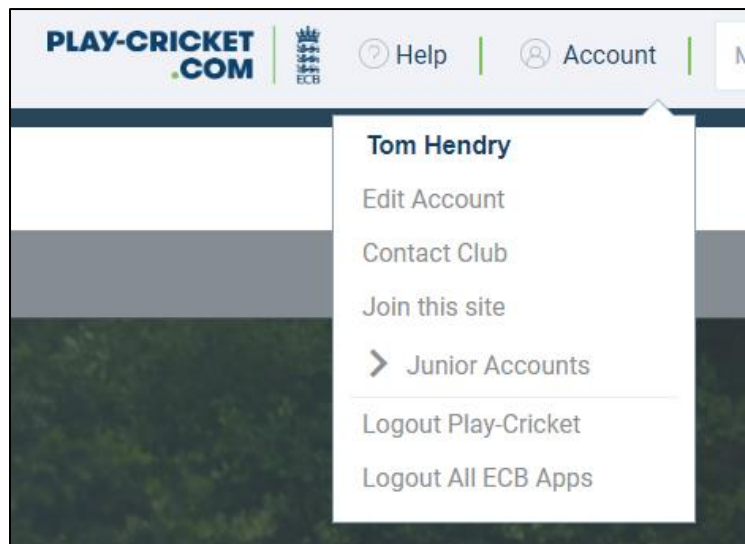
Please ensure the address given is players personal address and not a generic club address.

Further to the above, YPLN require all players to have access to their PC accounts and do not accept temporary members. Accounts that are not directly linked are classed as 'temporary' and can be identified by the following symbol before their ID number:



To link players to their profile, we advised clubs to ask their members to sign up to play cricket via the PC website.

Once they have created their profile, they must then request to join your clubs PC site. To do so, the player must find the clubs PC homepage and then select 'join this site' under the account tab.



Once they have sent the request, you will receive a prompt in your PC **'Action Centre'**. Here you can approve the request and link the new member with the players existing profile. Please be advised that core information, such as name and DOB must match to merge the profiles. If information is not correct, you must remove 'all registrations' associated with the players, before you can make any amendments.

Players Under 16

All players under the age of 16 must be registered with a name & email of a parent/guardian. When registering an U16, communication must be via the players parent/guardian and any registration will trigger an email authorisation request to the players parent/guardian.

Registering with YPLN

Once a players account is set up correctly, you can proceed to register the player with the YPLN. To do so, please follow the steps below:

Day to Day

Members - Members Database

Search for the member you wish to register

*Select the **'Edit Roles'** icon*

*Open **'League Registered Players'***

*Select **'Apply'** on the Yorkshire Premier League North tab*

Follow the prompts regarding loan status & player category

*Player Transfers – **ignore this page, unless you are transferring the player from one different club.***

Complete the declaration form

*Select **'Nominate'***

We will then process the registration accordingly and follow up with you directly if required.

For further information on player registrations, including 'overseas guidance', please visit:

[General Information | YPLN Cricket](#)