



GMS Clubhouse

Organisation Profile

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | **F** +353 01 6473801

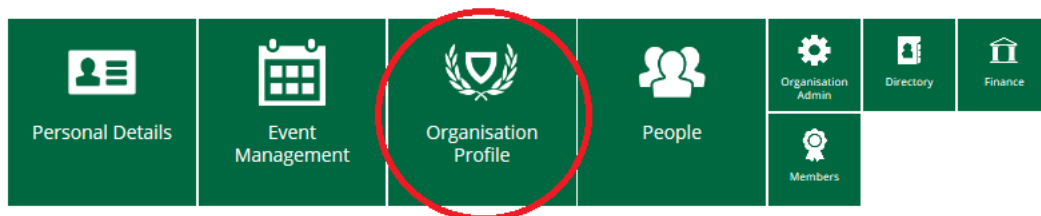
www.irishrugby.com   



Introduction

Welcome to GMS

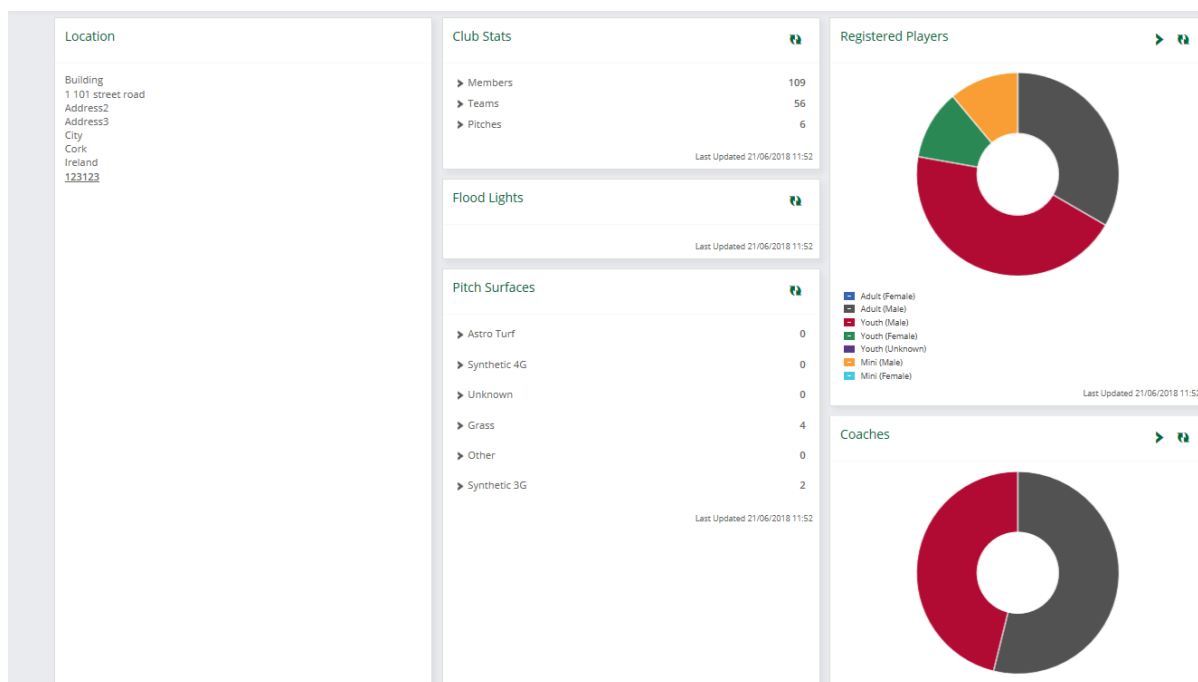
Please select the area of the system you wish to visit today



The Club Profile is a vital module within GMS

1. Home
2. Teams
3. Pavilion
4. Custom Attributes
5. Grounds
6. Mandatory Roles
7. welfare & Development
8. Attachments
9. Notes
10. Applications

1. The Dashboard



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The dashboard highlights some of the most pertinent pieces of information about the club, including:

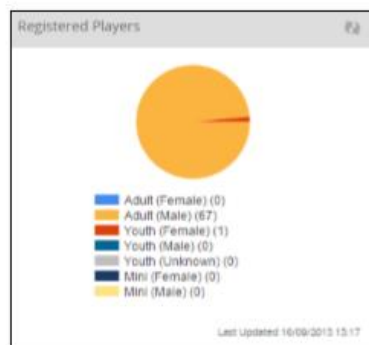
- Registered Players
- Coaches
- Main Contact Roles
- Pitches
- Pitcher Surface
- Flood Lights

The reason for the dashboards is to speed up the administration, encourage data cleansing and make it easier to find data in the system.

The majority of these statistics are hyperlinked, allowing for the club administrator to simply select the figure or chart and the system will redirect to display the data in its entirety.

For example:

Selecting Adult Male (67)



Will return the group of individuals that meet the search criteria

Antrim											
First Name	Last Name	RFU ID	Joined us	Date of Birth	Address	Phone	Email	Balance	Source	Member	Contact
Gary	Mulvey	4005002		12/05/1982		02890070071			Individual	No	Yes
Andrew	Dunlop	3508044		26/09/1986		02875214403			Individual	No	Yes
Domonic	Baldwin	3405040		25/03/1985		02817786072			Individual	No	Yes
Paul	McNair	4004078		22/02/1978		02750912080			Individual	No	Yes
Garrin	Crooks	4004086		13/10/1978	7 Greenvale Parglen A	02824480233			Individual	No	Yes
John	Bull	7507063		27/04/1987	47 Oakdale Manor Ave	02760272076			Individual	No	Yes
David	Lawling	7004070		30/10/1985		02876022002			Individual	No	Yes
Mark	Sart	7005051		28/09/1980		02894484201			Individual	No	Yes
Quinn	Wesson	7005086		21/05/1988	40 Toward Road Clu	02894422086			Individual	No	Yes
Graham	Barnes	7100116		16/09/1987		02822285147	grouched@irishrugby.com		Individual	No	Yes
Michael	Duncan	8112008		27/08/1980		02894464007			Individual	No	Yes
Matthew	Dempsey	8112006		27/12/1988		02894464001			Individual	No	Yes

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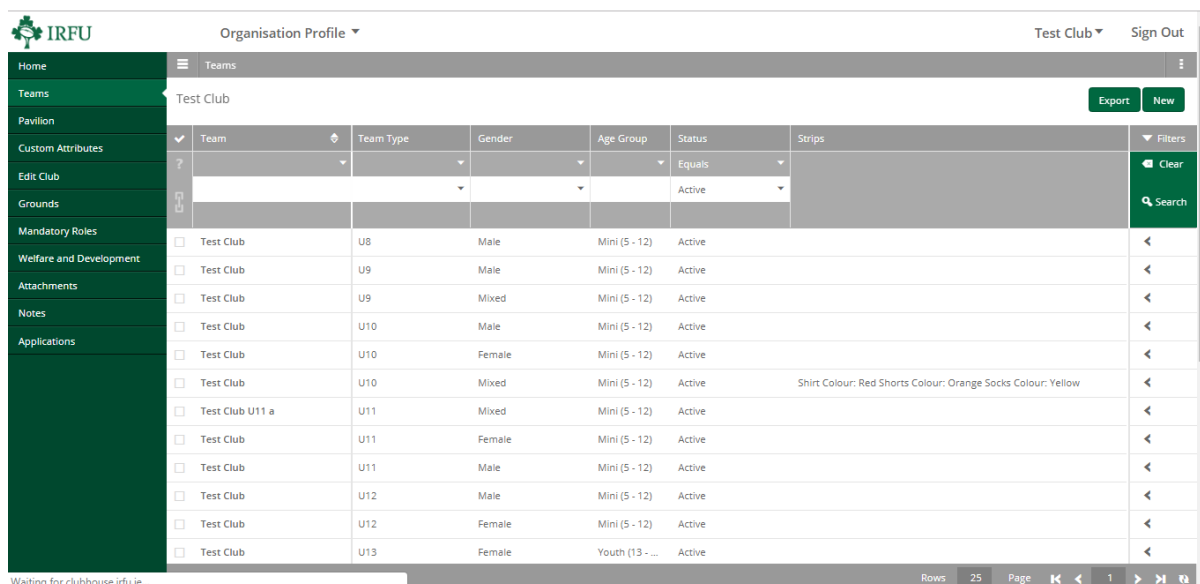
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2. Teams

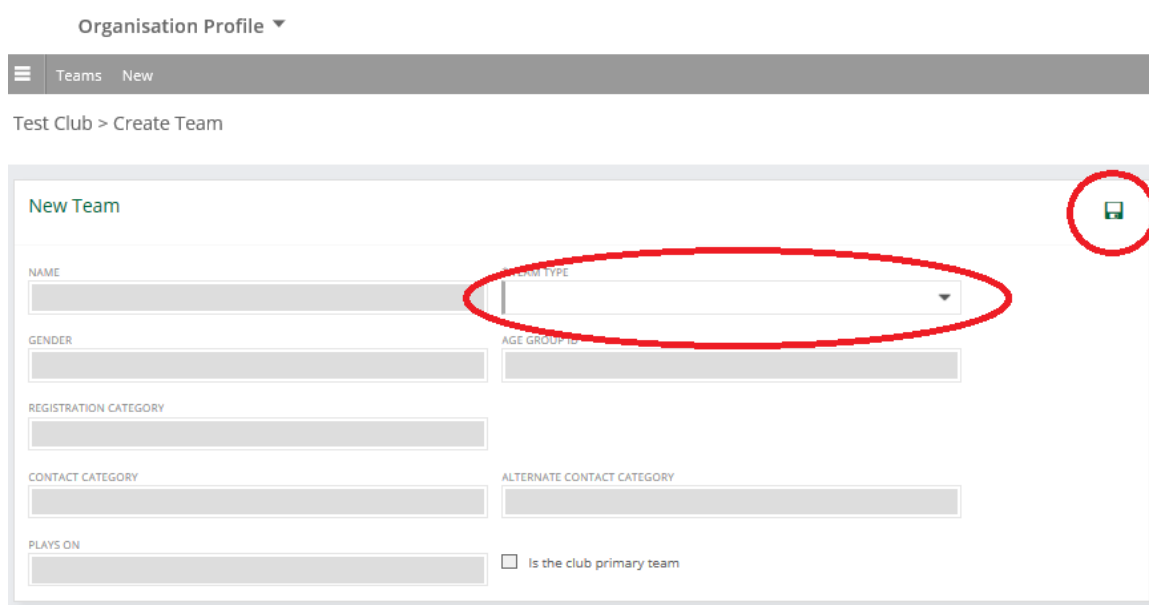
Teams outlines salient data about any given team that is active within that organisation. In order to retrieve that data, firstly the Teams must be created.

To create a new team, select New



Team	Team Type	Gender	Age Group	Status	Strips	Filters
Test Club	U8	Male	Mini (5 - 12)	Active		
Test Club	U9	Male	Mini (5 - 12)	Active		
Test Club	U9	Mixed	Mini (5 - 12)	Active		
Test Club	U10	Male	Mini (5 - 12)	Active		
Test Club	U10	Female	Mini (5 - 12)	Active		
Test Club	U10	Mixed	Mini (5 - 12)	Active	Shirt Colour: Red Shorts Colour: Orange Socks Colour: Yellow	
Test Club U11 a	U11	Mixed	Mini (5 - 12)	Active		
Test Club	U11	Female	Mini (5 - 12)	Active		
Test Club	U11	Male	Mini (5 - 12)	Active		
Test Club	U12	Male	Mini (5 - 12)	Active		
Test Club	U12	Female	Mini (5 - 12)	Active		
Test Club	U13	Female	Youth (13 - ...)	Active		

Insert the team type and other team data will be prepopulated. It is possible to edit/amend some of this data



Organisation Profile ▾

Teams New

Test Club > Create Team

New Team

NAME

TEAM TYPE

GENDER

AGE GROUP

REGISTRATION CATEGORY

CONTACT CATEGORY

ALTERNATE CONTACT CATEGORY

PLAYS ON

☐ Is the club primary team

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Antrim > Create Team

New Team

* Name (12/200)
Antrim 2ndXV

* Team Type
2ndXV

* Gender
Mixed

* Age Group Id
Adult (20+)

Registration Category

Contact Category

Alternate Contact Category

Plays On

☐ is the club primary team

Once completed, save the changes and the team has been created

Team						Export	New
<input checked="" type="checkbox"/> Team	* Team Type	Gender	Age Group	Songs	Notes		
<input type="checkbox"/> Antrim 1stXV	1stXV	Mixed	Adult (20+)				
<input type="checkbox"/> Antrim 2ndXV	2ndXV	Mixed	Adult (20+)				

To edit or view Team details, expand the team via the arrow

Antrim 2ndXV 2ndXV Mixed Adult (20+) [Expand Arrow]

Team Details

Name
Antrim 2ndXV

Team Type
2ndXV

Gender
Mixed

Age Group Id
Adult (20+)

☐ is the club primary team

To get core team data select the name of the team to drill through on further information

Team						Export	New
<input checked="" type="checkbox"/> Team	* Team Type	Gender	Age Group	Songs	Notes		
<input type="checkbox"/> Antrim 1stXV	1stXV	Mixed	Adult (20+)				
<input type="checkbox"/> Antrim 2ndXV	2ndXV	Mixed	Adult (20+)				

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3. Pavilion

Club house brings together the ownership details of the organisation including;

- How is the club owned
- Does it offer other sports over and above Rugby
- Are the pitches and club house one venue
- Can the club legally sell liquor
- Disabled access and facilities

These are populated either in drop downs or tick boxes. Once complete the changes must be saved.

Test Club Save

Details Ownership: Proximity to Pitches: Other Sports Other Sports: <input checked="" type="checkbox"/> Athletics <input checked="" type="checkbox"/> Cricket <input checked="" type="checkbox"/> Gymnastics <input checked="" type="checkbox"/> Net Ball	Licensing <input type="checkbox"/> Liquor Licence	Accessibility <input checked="" type="checkbox"/> Disabled Access <input type="checkbox"/> Disabled Lift
	Changing Facilities Toilets: Female, Male, Shared	Club Facilities Bar: Cafe: Kitchen: Lease Term Remaining: 99 Meeting/Conference Room: Yes

4. Custom Attributes

Displays information related to the information you entered in the Clubhouse section. No actions are needed on this page.

5. Grounds

Grounds enables organisations to state details relating to where they play and what playing facilities the grounds offer.

To enter a new Ground, select New

Organisation Profile Test Club Sign Out

Grounds Export New

Test Club

Ground Name	Address	Pitches	Changing Facilities	Filters
<input type="checkbox"/> Ground 1	Hersham Place 41-61 Molesey Road Walton-on-thames KT124RZ Ireland		Yes	
<input type="checkbox"/> Groundsdowne	101 Street Street City Dublin Ireland	1	Yes	
<input type="checkbox"/> test 1	1 1 Ireland	4	Yes	

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6. Mandatory Roles

Mandatory roles are the key roles within an organisation that are considered the main points of contact within that organisation.

The grid displays all the roles that are considered mandatory. These roles will be displayed regardless of whether an individual is assigned to the role or not. Doing this demonstrates to the administrator that the role needs to be assigned to somebody

Organisation Profile ▼ Test Club ▼ Sign Out

Mandatory Roles

Test Club

Role	Name	Address	Email	Phone	Filters
<input type="checkbox"/> Referee Liaison	Mr Matthew Holmes	Kingspan Belfast Ireland	matthew.holmes@ulsterugb...		◀
<input type="checkbox"/> Club Data Officer	Mr Matthew Holmes	Kingspan Belfast Ireland	matthew.holmes@ulsterugb...		◀
<input type="checkbox"/> Club Chairperson	Mr Matthew Holmes	Kingspan Belfast Ireland	matthew.holmes@ulsterugb...		◀
<input type="checkbox"/> Child Welfare Officer	Ginine Power	Test Dublin Antrim Ireland	gininey@gmail.com		◀
<input type="checkbox"/> President	Testclub User	Address City Ireland	email@email.com		◀
<input type="checkbox"/> Hon Secretary	Testclub User	Address City Ireland	email@email.com		◀
<input type="checkbox"/> Club Committee Rep	Max Test	Essex Essex Ireland	mburton@firstsports.com		◀
<input type="checkbox"/> Club Captain	Mr Live Test	200 Whitton Road Twickenham TW2 7BA Ireland	mburton@firstsports.com		◀
<input type="checkbox"/> Age Grade Co-ordinator	Mr Alfie Brown	Ireland	alfie@test.com	01932213300	◀
<input type="checkbox"/> Director of Rugby	Mr Alfie Brown	Ireland	alfie@test.com	01932213300	◀
<input type="checkbox"/> Vice President	Mr Alfie Brown	Ireland	alfie@test.com	01932213300	◀

If the role is not assigned or the role needs to be reassigned to somebody else. Select the role via the tick box and select edit.

Organisation Profile ▼ Test Club ▼ Sign Out

Mandatory Roles

Test Club

Role	Name	Address	Email	Phone	Filters
<input checked="" type="checkbox"/> Referee Liaison	Mr Matthew Holmes	Kingspan Belfast Ireland	matthew.holmes@ulsterugb...		◀
<input type="checkbox"/> Club Data Officer	Mr Matthew Holmes	Kingspan Belfast Ireland	matthew.holmes@ulsterugb...		◀
<input type="checkbox"/> Club Chairperson	Mr Matthew Holmes	Kingspan Belfast Ireland	matthew.holmes@ulsterugb...		◀

The administrator can then search the club to find the individual, if they are at the club, select the individual from the search and Save

Organisation Profile ▼ Test Club ▼ Sign Out

Mandatory Roles Golden Roles

Test Club : Allocate Member to Role(s)

Find people by name

First Name: LAST NAME: test

☐ Child Test - 1885258
01 January 2010 (7)

☒ Ginine Test - 1781434
ginine.power@irfu.ie | 12 September 1967 (7)
Test Test Ireland

☐ Test Test Ireland - 123456789
noemail@noemail.com | 01 January 1990 (27)
Test Test Ireland

Role(s) they will be allocated

• Hon Secretary (Testclub User)

Save Cancel

(NOTE: If they are not at the club, they will need to be created as a new member. At the same time, the role can also be assigned via People)

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7. Welfare & Development

This section highlights the organisations current position when it comes to policy and procedures.

Simple tick boxes to outline if the organisation has the various policies in place. Greyed out areas are prepopulated when an individual is assigned the role via People

Organisation Profile ▾ Test Club ▾ Sign Out

Welfare and Development

Test Club

Refresh Save

Services

- ☐ Club Ambulance Access
- ☐ Medical Room
- ☐ Spinal Board
- ☐ Squeezer
- ☐ First Aid

Data

- ☒ Retain Player Medical History
- ☐ Retain Emergency Contacts
- ☒ Written Protective Equipment Policy

Medical Staff

DOCTORS (MEMBER ROLE): James Harrison, Club Admin

PHYSIOTHERAPISTS (MEMBER ROLE): Mr Alfie Brown, Bob Adult

ADULT FIRST AID: YOUTH FIRST AID:

Playing

- ☒ 7's Programme
- ☒ Touch Programme

Coaching

☐ Coaching Development Plan

COACHING COORDINATOR (MEMBER ROLE): Mr JohnDavid Green, Mr Matthew Holmes, Ms Carol TESTTest

Referee

☐ Club Referee Development Plan

REFEREE LIAISON (MEMBER ROLE):

Volunteer

☐ Volunteer Policy

☒ Volunteer Role Description

VOLUNTEER COORDINATOR (MEMBER ROLE): James Harrison

8. Attachments

Organisations will want to upload documents to the system to store securely and make available for other (signed in) individuals to view.

This may be accounts, meeting minutes etc.

A list of attachments will be on display (if previously entered)

To view the existing, select the file name or to remove, select delete

Antrim

Select Files

The following file extensions can be uploaded:
jpg, gif, doc, pdf, xls, bmp, png, xls, docx, xlsx, ppt, pptx, zip, txt

* Type:

* File: Select

Subject (Optional):

Upload

Description	File Name	Attachment Type	Attachment Date	Delete
	antrim.jpg		25/06/2013 14:57:08	Delete

To upload a new file, select the type of file

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Antrim

Select Files

The following files extensions can be uploaded:
jpg, gif, doc, pdf, csv, bmp, png, xls, docx, xlsx, ppt,

* Type

Audited Annual
Press Release
Other
ExtendRegistration

Click select to find the file on the computer

Antrim

Select Files

The following files extensions can be uploaded:
jpg, gif, doc, pdf, csv, bmp, png, xls, docx, xlsx, ppt, pptx, zip

* Type
Other

* File

Select

Subject (0/250)

Upload

Find the file, if necessary insert a subject and upload

Antrim

Select Files

The following files extensions can be uploaded:
jpg, gif, doc, pdf, csv, bmp, png, xls, docx, xlsx, ppt, pptx, zip, txt

* Type
Other

* File
Client Conference 2015 (002).docx

Select

Subject (0/250)

Upload

Description	File Name	Attachment Type	Attachment Date	Delete
	antrimrb.jpg		21/08/2013 14:57:08	Delete

The file is now available to view

Antrim

Select Files

The following files extensions can be uploaded:
jpg, gif, doc, pdf, csv, bmp, png, xls, docx, xlsx, ppt, pptx, zip, txt

* Type

* File

Select

Subject (0/250)

Upload

Description	File Name	Attachment Type	Attachment Date	Delete
	antrimrb.jpg		21/08/2013 14:57:08	Delete
Client Conference 2015 (002).docx	Client Conference 2015 (002).docx	Other	16/09/2015 17:07:43	Delete

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9. Notes

You can add Notes to the system as you wish. They are done in this section by filling in the following information, and will be available for you and anyone else with access to Organisation Profile tile to view.

Organisation Profile ▾

Notes New

Create Note

Create Note

* NOTE TYPE

SOURCE

285049

Date Added

21/06/2018

* SUBJECT (0/50)

Notes

10. Applications

Logged in users can apply to become linked to any organisations associated to the IRFU. When logged in it is possible for a user to search for an organisation and apply to join. Once this application has been submitted, the organisation can view and accept or decline these applications

IRFU Organisation Profile ▾ Test Club ▾ Sign Out

Applications

Test Club

	First Name	Last Name	Ind Ref	Ind Name	Status	Type	Notes	▼ Filters
<input checked="" type="checkbox"/>	Cabrera	Bergin	13603184		Pending	Supporter		◀
<input type="checkbox"/>	Application	Test	17800871		Pending	Member		◀
<input type="checkbox"/>	Test	Account	17801573		Pending	Coach		◀

Approving will add the individual to the organisations People list, rejecting them will cancel their application

IRFU Organisation Profile ▾ Test Club ▾ Sign Out

Applications

Test Club

	First Name	Last Name	Ind Ref	Ind Name	Status	Type	Notes	▼ Filters
<input checked="" type="checkbox"/>	Cabrera	Bergin	13603184		Pending	Supporter		◀
<input type="checkbox"/>	Application	Test	17800871		Pending	Member		◀
<input checked="" type="checkbox"/>	Test	Account	17801573		Pending	Coach		◀

Selected 1 Export Edit Approve Reject New

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