

Player Registration: Photograph Upload & Deletion Process

Document Owner: Registration Office

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Applies To: All team managers and committee members handling player registration

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Related Policy: Club Data Protection Policy

Purpose

To ensure every player photograph submitted to the FA Portal is obtained, uploaded and then permanently deleted from club devices in line with club policy and data protection good practice, and that all girls' team player photographs are kept up to date per Oxfordshire Girls Youth Football League (OGYFL) requirements.

Process

1. **Request the photo.** Using the registration@chippingnortonswifts.co.uk address, ask the parent to upload a head-and-shoulders photo of the player directly into TeamFeePay, per Oxfordshire Girls Youth Football League requirements.
2. **Redirect any photos sent by message.** If a parent sends a photo via WhatsApp or Messenger instead, ask them to upload it to TeamFeePay so it can be submitted through the FA Portal. Then delete the message photo for everyone in the chat rather than keeping or using it directly.
3. **Save the photo from TeamFeePay.** Once the parent has uploaded the photo in TeamFeePay, use Save As to save a copy to your laptop's Downloads folder. (Note: the previous drag-and-drop method direct from TeamFeePay to the FA Portal no longer works, which is why this save step is now required.) Revise if this function works again.
4. **Upload to the FA Portal.** Open the player's profile on the FA Portal, use Browse to select the photo from your Downloads folder, upload it, and submit.
5. **Move the file to Recycle Bin.** After the FA Portal submission is confirmed, move the photo from Downloads to the Recycle Bin.
6. **Empty the Recycle Bin.** Empty the Recycle Bin so the photo is fully removed from your laptop and any synced devices, rather than remaining in local storage.
7. **Perform** the above for every player submitted to the FA Portal.
8. **Track the 2-year refresh rule.** Per guidance from OGFL, every girls' team player must have a photograph on file that is no more than 2 years old. Periodically review profiles for outdated pictures and request updated photos using the process above.

Policy Note

Player photographs must not be retained on personal devices beyond the point of successful FA Portal submission. This process (save, upload, move to Recycle Bin, empty Recycle Bin) ensures photographs are fully and permanently deleted from all devices once no longer needed, in line with the club's data protection responsibilities.