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SCHEME FOR RENEWAL OF SPORT MEMBERSHIP LICENCES IN MYFPG

Objective:

To provide the capacity to renew and pay the FPG's membership fee, digitally, through myFPG.

Terms of use:

- Available only to those players whose Clubs have joined the scheme.
Registration Form for Clubs: <https://rebrand.ly/FPGquotasmyfpg>
- The Club can adopt both licensing renewal processes simultaneously – via the Club and digital – myFPG.
- **Applicable only to the renewal of licences**, excluding requests for new licences and transfers; **and only to players with a licence valid in the immediately previous year**.
- Not available to players who have been identified by the Club as "Suspended in the Club" (for internal reasons).
- **Available only to players with a valid Portuguese NIF (Tax Identification Number), duly registered.**
- The Club that offers the digital renewal feature – myFPG to its members, maintains the responsibilities inherent to its quality as a home club, namely in terms of handicap management, exercise of disciplinary power and technical assistance to the player.
- After the renewal of the licence, the player who fails to comply with his membership obligations may be identified by the Club as "Suspended in the Club" and is automatically deprived of the sports rights inherent to the Federation licence, namely the handicap and entry in competitions.

Technical Procedures:

To the Club:

1. Prepare the annual process for renewal licence fees:
 - Analyse the list of eligible players:
Datagolf -> Players/Members -> Renewal of Federation Fees -> Immediate Previous year
 - If you wish to inhibit players from renewing the licence in myFPG for reasons related to membership obligations:
Club Area -> Players List -> select the Player -> "Status in Club" -> "HCP Suspended in Club" -> Inactive
 - Note: the handicap and other sports rights are automatically suspended.
2. Monitoring the annual process of licence renewals:
Datagolf -> Players/Members -> Report of Renewals by Year



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To the Player:

- Login in the player's area my.fpg.pt
- In the menu "Payments", select "Federation Fees"
- Select "Pay fee of the year 2021"
- Receive, by e-mail, the payment notice with ATM reference, which must be settled within 48 hours
- After payment, the invoice/receipt will be received by e-mail
- Federated membership status is active after payment
- You can also check the documents in the "Payments" menu, option "Documents".
- Note: The NIF should be previously checked/registered in myFPG -> Profile -> Edit Profile -> NIF

The Home Club must inform the player:

- About the available procedures for renewal of the FPG licence fee – via Club or digital – myFPG;
- That the Home Club maintains its role and capacities, in particular with regards to handicap management, exercise of disciplinary power and technical assistance, both in the renewal via myFPG and in the renewal via Club;
- That the FPG licence remains valid as long as the membership obligations towards the home club are respected. It is at the club's disposal the capacity to change the status of the player to "Suspended in the Club" and to be automatically deprived of the sports rights inherent to the Federation licence, in particular the suspension of the handicap and the impossibility of register in competitions.