



REGISTRATION POLICY

Rationale

The Officer Junior Football Club (the Club) recognizes that whilst we are a junior club, certain procedures rely on parental involvement and to ensure fair and equitable access to all possible participants, a clear and decisive registration procedure is needed.

Aim

To provide junior players opportunity to play for the Officer Junior Football Club (the Club)

Implementation

1. Club Level

The *pre - registration* process involves

- Paperwork
- Code of conduct for parent and player
- If new to football birth certificate (or similar)
- If from another club the name of club, association and footy registration number (if known)

Registration will be finalized and player placement when payment is received on or before the due date

2. League Level

- Entry of registration information onto on line database
- Apply for transfers or approve transfers
- A player is placed on team list only when registrar receives paperwork and information entered into online database for approval by the League
- Parents may submit registration papers through the mail , PO Box 37, Officer, Victoria, 3809
- Or contact registrar to make alternate arrangement. At times committee members and others may receive paperwork and payment, however when this occurs , the club is not responsible for any time delays, loss or misplacement of paperwork or money

3. Preseason Registrations

a. Paperwork only

1st preference	Existing and past players and siblings	Mailed out in December	Deadline week prior to Registration Day
2nd preference	Existing players wishing to change age groups	Mail out in December	Deadline Friday before Registration Day
3rd preference	People with expressions of interest through the off season		Deadline Friday before Registration Day
4th preference	Other applicants	Registration day	In the order of arrival on Registration day

When a team reaches 24 players it is closed off as this is the League cap. Players may be offered to

- i. Go on a waiting list with a view to a possible second team
- ii. Play up an age group (their name may still be on the waiting list and player may play up to 6 games in the higher age group. When they play the 7th game up they are deemed to be in the higher age group.)
- iii. Enter into the Emergency Player Agreement

b. Payment Date

- If fees are not paid by the due date or the President not contacted re financial hardship, the nonpayer's are placed on the waiting list
- All paid waiting list players are then placed on the team list in order of payment.
- Other waiting list players are offered a position and advised to pay fees (if not already done so) within 5 days

4. Registration Papers

- Club registration form
- Club code of conduct for parent and child (for the life of the time at club)
- If previous club name of club and association and football number (if known)
- If new to football, copy of birth certificate or similar

5. Application Process

The Club Committee take responsibility for

- a. Using current contact details for mail out
 - b. Advertising on web where additional registration papers are also available
 - c. Advertising in local paper
 - d. Advertising at Recreation Reserve using banner on Princes Highway and external notice board
 - e. Sending flyers to all local schools
- The applicant is obligated to supply all necessary documents to the registrar in a prompt and timely manner having regard for operational deadlines. Handing documents to coaches, managers or other persons is done so at the risk of the applicant
 - The Registrar will only place applicants on team lists when paperwork is physically in possession.
 - Subsequent to busy registration period, paperwork may be left in canteen drawer or taken by committee members who will explain process to player and rings Registrar
 - The full onus of returning registration forms on or before the deadline remains with the player/family.
 - If past players fail to return their registration paperwork by the set deadline it will be assumed they do not intend returning and their position on the team will be deemed vacant and made available to others from the deadline date forward.
 - If applicants fail to submit registration paperwork by set deadline their names will be placed on the waiting list.

6. Enquiries

- All enquiries should be directed to and processed by the Registrar. The Registrar determines vacancies which exist in age groups. Others have no official capacity to comment and should refrain from doing so.

7. Fees

- Registration fees are set by the committee each year and ideally should be set in the November of the previous year.
 - A sibling discount of \$10 per sibling per season is given.
 - The Club provides a variety of methods for payment including cash, cheque, direct deposit
- a. Due Date
- All fees are due and payable by the deadline. The date for the deadline will be widely publicized
- b. Financial Hardship
- Any player experiencing financial hardship should contact the President to make arrangements,
 - The president will inform the treasurer and registrar so team lists are current and accurate.
- c. Unfinancial
- Players are deemed to be unfinancial if fees remain unpaid by the due date.
 - Unfinancial players are taken off the player list and are ineligible to play or participate in any Club/League organized game or attend training sessions
 - The Registrar is under instruction to enforce no pay = no play rule and will advise appropriate coach/manager of such players
 - All financial information is to be kept in the strictest confidence and is not to be discussed or made known to others outside of the reasonable requirements to help settle the matter.

8. Refunds

- A player may resign from the club up to and including Round 3 may obtain a full refund of the fees less insurance and affiliation fees.
- Resignation must be in writing and received by the registrar on or before round 4. From round 4 on fees are non refundable
- If exceptional circumstances exist the player can detail their case in writing to the committee for due consideration.

9. Transfers Between Clubs

- This is done by the registrar and occurs through the online database
- If manual transfer is not completed within 5 days the transfer automatically goes through
- Refusal to transfer may occur due to
 - i. The player owes money
 - ii. The player has not returned club property
- The registrar generally contacts the player's previous club and indicates intention to train and inquires how many games the player has.

10. Injured Players

- This may be covered by the
 - a. Emergency Player Agreement
 - b. Only applicable to team of 24 players. =
- If a player is unfit for a period of 6 weeks they may be replaced temporarily by another player provided the replacement player is informed that
 - i. The position is temporary and will cease to be available when the injured player is fit to return
 - ii. The temporary player is required to pay registration fee calculated at the time of application
 - iii. All monies are due immediately on processing of registration form
 - iv. There is no fund refund for temporary player if injured player returns earlier than expected.

11. Age Eligibility

- All players are to play in their correct age group
- In exceptional circumstances a request to play up an age group will be considered
- Player must be at least 7 years old on the 1st January to be eligible to registered with the League
- Whatever age a player turns in the season year is the age group they play in i.e. turn 9, play under 9
- Under 16 team may play 4 players who turn 17 in the second half of the year (16 ½ year olds)

12. Playing or Filling In Out of Correct Age Group

- League Rule: Players must be aged at least 8 years of age on the 1st of January to be eligible to play up outside their correct age level.
- League Rule: Players are permitted to play up a maximum of two (2) years above their correct age level.
- If playing in correct age group a player can play up 2 age groups
- If already playing up an age group a player can only play up 1 age group
- If a player's suitability to "play up" from their correct age level is questioned for reasons of safety or similar concerns, the Registrar in conjunction with the Football Manager, Coach, player & parent will consider all the available information and make an informed decision on the placement of that Player.
- If a player elects to register and "play up" from their normal age level they must accept that, if at some later time, they wish to "correct their age level", they can only do so if a vacancy exists in their chosen team.

13. Finals

- A player must play in at least 3 matches for the Club in the division and grade to qualify for finals
- To qualify in another age group a player must play 6 games in that age group
- A player can qualify for 2 divisions in the same age group
- When a player plays 7 or more matches in a higher division they cannot play in the lower division
- If a team has less than 20 players and is in finals the Secretary can apply for fill-in players to qualify for finals

Appendix

- A. Registration letter
- B. Registration papers
- C. Codes of conduct – player and parent
- D. Emergency Player Agreement

This policy was last reviewed and ratified by the Officer Junior Football Club Committee in..... June 2010