**Registration Policy**

Club Philosophy

The Nar Nar Goon Junior Football club recognises that we are a junior club and as such, certain procedures rely on parental involvement. To ensure fair and equitable access to all possible participants, a clear and decisive registration policy is needed.

Club Objectives

To provide junior players with the opportunity to reach their maximum potential with Nar Nar Goon Junior Football Club.

Implementation

* Pre-registration involves:
	+ Email will be issued to all past players
	+ Code of Conduct for parents and players
	+ If new to the club, a player’s birth certificate will be required
	+ If transferring from another club, registration number to be provided
* South East Junior League Level:
	+ Entry of registration via SportsTG online database
	+ Apply for transfers through NNGJFC to be forwarded and approved by SEJ
	+ Player is placed on ‘age group’ team list by club Registrar

Pre-Season Registrations

|  |  |  |  |
| --- | --- | --- | --- |
| 1st Preference | * Existing players
* Past players
* Siblings
 | Emailed out October 1st | Deadline 1 week prior to Registration Day, TBA by committee |
| 2nd Preference | * Existing players wishing to change age groups
 | Emailed out October 1st | Deadline 1 week prior to Registration Day |
| 3rd Preference | * People with expression of interest through the off season
 |  | Deadline Friday before Registration Day |
| 4th Preference | * Other applicants
 | Registration day | Registration Day, order of arrival  |

Under 11 – Under 14’s have a player cap of 24 as stipulated by the league. Players may be offered to:

i. Go on a waiting list with a view to a registering with a 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

Under 10’s have a player cap of 22 as stipulated by the league. Players may be offered to:

i. Go on a waiting list with a view to registering with a 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

Under 8 – Under 9’s have a player cap of 20 as stipulated by the league. Players may be offered to:

i. Go on a waiting list with a view to registering with a 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

Payment

- A deposit of $50 is required for every player to hold their position in the team. Deposit will be due 28th February. If a player is financial prior to 28th February no deposit is required

- If fees are not paid by Round 4 or the President is not contacted with regard to financial hardship, the player will be 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

Registration Papers

- Club registration form filled in and filed

- Club code of conduct for parent and child to sign (for the life of the time at club)

- If coming from a different club, name of club, association and football number (if known) to be provided

- If new to football, copy of birth certificate to be provided

 Application Process

The Club Committee take responsibility for:

a. Using current contact details for email communication

b. Advertising on the internet where additional registration papers are also available

c. Advertising in local paper

d. Advertising on boards located around town

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 taken by committee members who will explain process to player and contact the 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 on 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

 Enquiries

- All enquiries should be directed to and processed by the Registrar. The Registrar will determine vacancies which exist in age groups.

Fees

- Registration fees are set by the committee each year and will be set prior to 30th October.

- A discount of $20 per sibling per season is given

- The Club provides a variety of methods for payment. Preferred method is via Direct Deposit, EFTPOS or cash. Payments can also be paid through SportsTG

- All fees are due and payable by the fourth (4th) week of the season. The date for the deadline will be widely publicised

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.

Un-financial

- Players are deemed to be un-financial if fees remain unpaid by the due date

- Un-financial players are taken off the player list and are ineligible to play or participate, including training.

- The Registrar is under instruction to advise Football Operations Manager of 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

Refunds

- A player who resigns 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.

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:

\* The player owing money

\* 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 played

Injured Players

- This may be covered by the:

\* Emergency Player Agreement

\* 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

\* The position is temporary and will cease to be available when the injured player is fit to return

\* The temporary player is required to pay registration fee calculated at the time of application

\* All monies are due immediately on processing of registration form

\* There is no fund refund for temporary player if injured player returns earlier than expected.

 Playing and filling teams out of correct age group

- Players are only permitted to play a maximum of two (2) years above correct age level

- If a player is already playing up one (1) age group they are only permitted to go up 1 age group

- If a player elects to register and “play up” from their normal age level they must accept that as final. If sometime later the wish to return “to their correct age level”, they can do so only if a vacancy exists and if a committee made up of coaches, team managers and executive committee members permit

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

- When a player plays 7 or more matches in a higher age group they are not eligible to play in their correct age group

Appendix

A. Registration letter

B. Registration papers

C. Codes of Conduct – player and parent

D. Emergency Player Agreement