



Olinda Ferny Creek Junior Football Club

## **Player Registration Policy**

Version: 1.1

Date: 11 February 2009

## Revision History

Date	Version	Comments
2 September 2007	0.1 Draft	Initial draft for presentation to members at 2007 club AGM
13 November 2007	0.2 Draft	Minor clarifications by Registration Secretary. Released in conjunction with player registration process for 2008 season.
26 November 2007	1.0	Adopted by Committee.
11 February 2009	1.1	Updated prior to 2009 season including U/11s, clarification of age group policies and wording of section 8

Once formally adopted, all changes to this document are to be approved by the OFCJFC Committee.

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## 1 Audience

This document should be read by all players, parents, coaches and other officials of the Olinda-Ferny Creek Junior Football Club (OFCJFC).

The document is of particular significance for the club Registration Secretary who is primarily responsible for the implementation of the Player Registration Policy.

## 2 Related Documentation

The club Registration Policy is based upon the player development principles and objectives adopted by the club as described in the OFCJFC Player Development policy. Both the Player Development policy and the Player Registration policy in turn reflect and support the mission and core philosophies of the club as documented in the club's Mission Statement.

This Player Registration Policy should be read in accordance with both the OFCJFC Mission Statement and the Player Development policy.

## 3 Introduction

This document describes the club policy applicable to registration of players with the OFCJFC and the DRJFL. It identifies the underlying principles reflected in the policy, the requirements applicable for the processing of registration applications, the registration process to be followed and the key responsibilities of players and officials in relation to the registration process. The policy also defines the maximum numbers of players to be registered for teams in each age group fielded by the club.

## 4 Registration Principles

The club encourages ongoing participation by players from the time of their initial registration up until the age when they move on from the junior club to the next stage of their football careers. The club also prides itself on being a family-oriented club where brothers and sisters are welcomed to experience junior football together with the support of the whole family unit.

The club's Player Registration policy supports these objectives by offering priority of registration to players registered with the club in the previous year and also to siblings of players who are already registered with the club.

## 5 Registration Requirements

The following guidelines will apply to all individuals who wish to play football with the club:

- All players must be registered before they may train or play with the club.
- All registration fees and any other amounts payable in relation to the child's participation with the club must be paid in full before a player's registration application may be processed by the club.

Note: Consideration may be given to providing some flexibility in payment arrangements for families in situations of genuine hardship. Any application for such consideration should be made directly to the Registration Secretary in the first instance.

- All relevant documentation must be completed and returned to the Registration Secretary before a player's registration application may be processed by the club. Documentation to be completed and returned includes registration forms, medical / special needs forms, codes of conduct acceptance and any other forms as required by the club from time to time.

- In addition to the mandatory documentation identified above, birth certificates must be sighted for all players registering with the club for the first time. A copy may be forwarded with the remainder of the completed registration documentation.
- In accordance with League registration rules, a player must be aged at least 8 years old at the time of registration.

## 6 Registration Process

Annual registration of players is to be conducted in several phases:

### 6.1 First Round Registration Offers

The first phase of the annual player registration process commences with the distribution of invitations to register. The club Registration Secretary shall mail these invitations to all players registered with the club the previous year and who are still eligible to play junior football in the following season. The mail out will include the invitation, registration form, medical information sheet, codes of conduct acceptance forms and any other appropriate documentation. The distribution of these first round invitations shall take place in advance of the season at a date to be determined by the club.

The first round invitations to register shall be subject to a registration “Deadline Date” up to which point a vacancy will be held for recipients of the first round of registration offers. The Deadline Date will be set by the club each year and will be communicated with the first round registration offers.

If a player receiving a first round registration offer does not fully complete their registration with the club by the Deadline Date, it will be assumed that the player does not wish return to the club in the following year and hence a vacancy will not be held for the player beyond the Deadline Date.

### 6.2 Sibling Registration Offers

First round registration offers will also include an invitation for any siblings of players registered with the club in the previous year who were not themselves registered with the club in the previous year to apply for registration with the club in the coming season. These ‘Sibling’ registrations offers are conditional in that they will not be processed until after the Deadline Date when the number of vacancies (if any) remaining in each team is determined. Completed Sibling registration applications returned prior to the Deadline Date shall be placed in order of their return to the club and shall receive first priority in filling any vacancies remaining after the expiry of the Deadline Date.

### 6.3 Registration After The ‘Deadline Date’

Following the passing of the registration Deadline Date, any vacancies remaining on team lists will be filled as follows.

1. First preference for filling any remaining vacancies shall be given to any Sibling registration applications arising from the first round registration offer process and received up to the Deadline Date in the order in which they are received by the Registration Secretary.
2. Second preference for filling any remaining vacancies shall then be given to people on the club registration waiting list in order of their placement on the waiting list by the Registration Secretary.

3. Third preference shall be given to other applicants in order of the receipt of their completed registration application by the Registration Secretary.

The club may elect to hold a Registration Day after the passing of the registration Deadline Date to fill any remaining vacancies in team lists.

All applications for registration received after the Deadline Date, including those received on the Registration Day, will be processed in order of the receipt of the completed application by the Registration Secretary.

## **6.4 Waiting List**

If at any time a registration application is unable to be accepted because no vacancy exists within the appropriate age group, the Registration Secretary must inform the applicant that they are eligible to be included on a waiting list and in so doing, they will then be contacted by the club when a vacancy arises.

The Registration Secretary is obliged to keep an accurate and detailed record of all applicants wishing to be placed on the registration waiting list.

## **7 Registration Enquiries**

All enquiries regarding player registrations must be directed to and processed by the club Registration Secretary.

The Registration Secretary determines what vacancies exist in which age groups and who is eligible to fill them (in accordance with this registration policy).

Committee Members, Coaches, Team Managers and other club officials have no role or capacity to advise players on whether a vacancy exists in any particular team, nor on the potential acceptance of any registration application, and should refrain from doing so at all times.

## **8 Acceptance / Rejection Of Registration Applications**

The club may accept or reject a player's application for registration. Any rejection of a registration application should be based on reasonable grounds, which must be communicated to the applicant.

If an applicant wishes to appeal against the rejection of their application to register with the club, they may do so in writing to the club Committee. This appeal will then be handled in accordance with the club Grievance and Issue Policy.

## 9 Allocation Of Team

Upon receipt of a completed registration application, the club will allocate individual players to the appropriate team. Players will be registered in the lowest age team for which they are eligible based upon their date of birth and any related eligibility rules specified by the DRJFL.

### 9.1 Registration of Players Outside Their Age Group

League rules provide that in a very limited set of circumstances, a club may apply for an exemption to allow a player to play in a lower age group than that which they would normally be eligible to participate in. Such exemptions are normally based upon exceptional medical or developmental circumstances applying to the player.

Application for an exemption for a player to play in a lower age group should first be made in writing to the club committee by the player's parent / guardian. The application should include details of the condition and / or circumstances for which the exemption is being sought. If the club committee supports this application, the club will submit a formal request to the DRJFL for special consideration to be granted in accordance with league policy.

As a general principal, players will not be registered to play in a team above their applicable age group. Any exception to this principle must first be approved by the club committee and will only be considered upon the receipt of a written application from the player's parent / guardian outlining the reasons for the request.

Note: This policy does not preclude a player from filling in for a team in the next highest age group on a casual / ad-hoc basis during the season. This action is permitted by the club in accordance with the guidelines contained in the club's Player Development Policy. Refer to that Policy for details if required.

## 10 Maximum Numbers To Be Registered

In accordance with the club philosophies and Player Development objectives, the number of players that may be registered in all teams above the Under 10 age group will generally be subject to maximum limits as defined in this section. (At the Under 10 level, numbers will not be restricted reflecting the broad participation philosophy adopted at this age level.)

A basic premise of this Player Registration Policy is that all players who were registered with the club in the previous year shall, subject to relevant age limits and all other registration requirements being satisfied, be eligible for registration to play with the club in the following season. In practice, this principle is supported by offering players registered with the club in the previous season priority for registration up to the defined registration Deadline Date as detailed in section 6.1 above.

As can be seen, there is the potential for these two principles to clash in that it may be possible in exceptional circumstances for the maximum numbers defined at any particular age level to be exceeded in any given year due to the distribution of ages of the children registered in adjoining age groups in previous years. Should this situation arise, the principle of previously registered players being eligible to play with the club in the following year shall take precedence and the maximum limits identified below may be exceeded.

Subject to this particular exemption, the maximum number of players who may be registered in each age group at any one time will be based on the following guidelines:

<b>Age Group</b>	<b>Maximum Number Of Players To Be Registered</b>
Under 10s	Effectively unlimited.
Under 11s	All players registered with the club in the previous year shall have an automatic right to be registered in the appropriate age group the following year up until the pre-season registration 'Deadline Date'. Otherwise, a maximum number of <u>30</u> players will be registered at the Under 11 level.
Under 12s	All players registered with the club in the previous year shall have an automatic right to be registered in the appropriate age group the following year up until the pre-season registration 'Deadline Date'. Otherwise, a maximum number of <u>30</u> players will be registered at the Under 12 level.
Under 14s	All players registered with the club in the previous year shall have an automatic right to be registered in the appropriate age group the following year up until the pre-season registration 'Deadline Date'. Otherwise, a maximum number of <u>28</u> players will be registered at the Under 14 level.
Under 16s	All players registered with the club in the previous year shall have an automatic right to be registered in the appropriate age group the following year up until the pre-season registration 'Deadline Date'. Otherwise, a maximum number of <u>28</u> players will be registered at the Under 16 level.