

Football Stanthorpe

Registration Procedures 2008

January 2008

Dear Member Club

This information manual is designed to give clubs and registrars the information required to have players registered to play in Football Stanthorpe competitions in 2008.

Subjects covered in this publication include

- Registering a New Amateur Player
- Re-registering an Amateur Player
- Registering a Professional Player
- Registering a Coach / Team Official
- Cancellation of Registration and Supplementary Registration

It is mandatory for all Coaches and SSG Team Leaders to register in 2008 and Id cards for the appropriate category will be produced and must be worn by officials.

Zone

REGISTERING A NEW AMATEUR PLAYER

You need	<ol style="list-style-type: none"> 1. Prescribed Form NRR03 (Quadruplicate Pads) 2. Confirmation of Players Identity and Age 3. Player Insurance Benefits Form (Duplicate pads) 	
Notes	<p>A player must have attained the age of 5 prior to registering in a competition.</p> <p>A player can only be registered with one club at a time.</p>	
Step 1	<p>Ask the participant if he/she has previously registered via a 2007 FFA Registration Form (either as a player or match official).</p>	<p><i>If no go to Step 2.</i></p> <p><i>If yes refer to following section on re-registering.</i></p>
Step 2	<p>Complete the Prescribed Form NNR03 in full.</p>	<p><i>Football Stanthorpe will affix the new FFA numbers and advise the club of these details after receipt of form.</i></p>
Step 3	<p>Q 15. Check if player will need International Clearance (if previously played overseas).</p> <p>This needs to be done direct with Football Queensland by completing a Request for International Clearance.</p>	<p><i>Club cannot accept registration and lodge until clearance received from Football Qld.</i></p>
Step 4	<p>Check Identity before signing.</p>	<p><i>Club must take responsibility for checking identity of new players.</i></p>
Step 5	<p>Players need to sign a Player Insurance Benefits form. If player is under 18 parent must sign.</p>	<p><i>Advise players of Insurance Policy.</i></p>
Step 6	<p>On completion of all details on the forms, they should be despatched as follows:</p> <p>Green - Player</p> <p>Pink - Club</p> <p>Yellow- Football Stanthorpe</p> <p>Original – Football Stanthorpe</p>	<p><i>Do not staple together.</i></p>
Step 7	<p>The insurance forms should be despatched as follows:</p> <p>Copy - Player</p> <p>Original – Football Stanthorpe</p>	<p><i>Original should be stapled to yellow registration form</i></p>

RE-REGISTERING AN AMATEUR PLAYER

You need	<ol style="list-style-type: none"> 1. Prescribed Form NRR03 (Quadruplicate Pads) 2. Confirmation of Players Identity and Age 3. Players Insurance Benefits Form (Duplicate Pads) 4. Player name spreadsheet (provided by zone) 	
Notes	<p>A player must have turned the age of 5 prior to registering in a competition.</p> <p>A player can only be registered with one club at a time.</p>	
Step 1	<p>Ask the participant if he/she has previously registered via a 2007 FFA Registration Form (either as a player or match official).</p>	
Step 2	<p><u>If the player is on the club spreadsheet:</u></p> <p>Complete the Prescribed Form NRR03 completing Questions 1, 2, 3, 4 and fee section, plus any details that may have changed from 2007 form.</p> <p><u>If the player is not on the club spreadsheet:</u></p> <p>Complete the form in full paying special attention to Q16.</p>	<p><i>Complete any details that are to be altered.</i></p> <p><i>Players changing clubs will need their FFA number from 2007.</i></p>
Step 3	<p>Write in previously allocated FFA number to top right of form as indicated. If they can not provide their previous FFA number, please request from:</p> <p>Within same zone in 2007 – request from zone If outside your zone – request from FQ</p>	<p><i>Listing of previous club players to be supplied by Football Stanthorpe</i></p>
Step 4	<p>Check Identity before signing.</p>	<p><i>Club must take responsibility for checking identity of all players.</i></p>
Step 5	<p>Players need to sign a Player Insurance Benefits form. If player is under 18 parent must sign.</p>	<p><i>Advise players of Insurance Policy.</i></p>
Step 6	<p>On completion of all details on the forms, they should be despatched as follows:</p> <p>Green - Player Pink - Club Yellow- Football Stanthorpe Original – Football Stanthorpe</p>	<p><i>Do not staple together.</i></p>
Step 7	<p>The insurance forms should be despatched as follows:</p> <p>Copy - Player Original – Football Stanthorpe</p>	<p><i>Original should be stapled to yellow registration form</i></p>

REGISTERING A PROFESSIONAL PLAYER

You need	<p>1. Prescribed Form NRR04 (Quadruplicate Pads) 2. Professional Player Contract (NRR05) 3. Players Insurance Benefits Form (Duplicate Pads)</p>	
Notes	<p>A player can only be registered with one club at a time. A player can only be signed as a professional player during the nominated Registration Periods. (1/01/2008 - 29/02/2008 and 1/06/2008 - 30/06/2008).</p>	
Step 1	<p>Complete the Prescribed Form NRR04 completing all questions. A Professional Player Contract must have been completed and authorised by both parties.</p>	
Step 3	<p>Write in previously allocated FFA number to top right of form as indicated. If they can not provide their previous FFA number, please request from:</p> <p>Within same zone in 2007 – request from zone If outside your zone – request from FQ</p>	<p><i>Listing of previous club players to be supplied by Football Stanthorpe</i> <i>Players changing clubs will need their FFA number.</i></p>
Step 4	<p>Check Identity before signing.</p>	<p><i>Club must take responsibility for checking identity of all players.</i></p>
Step 5	<p>Players need to sign a Player Insurance Benefits form.</p>	<p><i>Advise players of Insurance Policy.</i></p>
Step 6	<p>On completion of all details on the forms, they should be despatched as follows: Green - Player Pink - Club Yellow- Football Stanthorpe Original – Football Stanthorpe</p>	<p><i>Do not staple together.</i></p>
Step 7	<p>The original copy of the Player Professional Player Contract must be forwarded at time of lodgement.</p>	
Step 8	<p>The insurance forms should be despatched as follows: Copy - Player Original – Football Stanthorpe</p>	<p><i>Original should be stapled to yellow registration form</i></p>

REGISTERING A COACH / SSG TEAM LEADER / TEAM OFFICIAL

(All Coaches and SSG Team Leaders must be registered)

You need	1. Football Qld Team Official Registration Form (Quadruplicate Pads supplied and pre-numbered)	
Notes	All coaches and officials involved on match days must be registered and wear appropriate identification.	
Step 1	Complete the Team Official Application for Registration in full. Paying special attention to ticking the appropriate box for Coach/Manager/Other. SSG Team Leaders should tick Other and indicate to the side SSG	<i>Club officials to ensure all necessary details are completed.</i>
Step 3	Ensure Accreditation and Positive Notice Blue Card information filled in correctly. Ensure any reason for exemption is noted and exemption is valid	<i>May not be able to accept registration if Blue Card information is incomplete.</i>
Step 4	On completion of all details on the forms, they should be despatched as follows: Yellow – Coach/Official Green - Club Pink - Football Stanthorpe Original – Football Stanthorpe	<i>Do not staple together.</i>
Step 5	Football Stanthorpe will produce laminated Identity Card and lanyard that must be worn when acting in official capacity at matches.	<i>Football Stanthorpe to despatch cards back to clubs when produced.</i>

CANCELLATION OF REGISTRATION After initial 2008 sign on

You need	1. Prescribed Form NRR08	
Notes	A player can only be registered with one club at a time. A Player wishing to change clubs after registration with a club in 2008 must complete the Cancellation and Supplementary Registration forms.	
Step 1	Ask the participant if he/she has previously registered via a 2008 FFA Registration Form (either as a player or match official).	<i>If yes go to Step 2. If no refer to previous section on new registrations.</i>
Step 2	Complete the Prescribed Form NRR08 completing all questions.	<i>Players changing clubs will require their FFA number.</i>
Step 3	The player and the club must sign the form to “release” the player.	<i>If both parties have signed go to Step 4. If the club have not signed go to Step 5.</i>
Step 4	If the player does not intend to continue playing this season forward the original form to Football Stanthorpe . A copy should be kept by the player and club. If the player intends to register with another club they must complete a Supplementary Registration NRR11.	
Step 5	If the original club have not signed the form, the form must be lodged with Football Stanthorpe who will follow up the “release” by the club. Should the original club not wish to sign the form they have the opportunity to lodge a grievance with Football Stanthorpe within 7 days.	<i>Football Stanthorpe will advise player of grievance and investigate the matter.</i>

SUPPLEMENTARY REGISTRATION

After initial 2008 sign on

You need	<ol style="list-style-type: none"> 1. Prescribed Form NRR11 2. Completed Cancellation of Registration NRR08 3. Players Insurance Benefits Form (Duplicate Pads) 	
Notes	The Cancellation of Registration Form must be signed by the player and his previous club.	<i>Any grievance with previous club must be resolved prior to registration.</i>
Step 1	Complete the Prescribed Form NRR11 completing all questions.	<i>Players changing clubs will require their FFA number.</i>
Step 2	Players need to sign a Player Insurance Benefits form.	<i>Advise players of compulsory Insurance Policy.</i>
Step 3	Check Identity before signing.	<i>Club must take responsibility for checking identity of all players.</i>
Step 4	<p>On completion of all details on the form, they should be copied and despatched as follows:</p> <p>Copy - Player Copy - Club Original - Football Stanthorpe</p>	