

Insert CA/Zone

# Registration Procedures 2011

**December 2010**

Dear Member Club

This information manual is designed to give clubs and registrars the information required to have players registered to play in **[insert CA/Zone]** competitions in 2011.

Subjects covered in this publication include

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

It is mandatory for all Coaches and Optus SSF Coaches to register in 2011. ID cards for the appropriate category will be produced and must be worn by officials.

All forms must reach Football Queensland by **30<sup>th</sup> April** to ensure players and clubs are covered by insurance.

**[insert CA/Zone]**

## REGISTERING AN AMATEUR PLAYER (new and existing)

<b>You will need</b>	<ol style="list-style-type: none"> <li>1. Prescribed Form NRR03 (Duplicate Pads)</li> <li>2. Confirmation of Players Identity and Age</li> <li>3.. Insurance Benefits and Terms of Registration Card</li> </ol>	
<b>Notes</b>	<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>	
<b>Step 1</b>	Ask the participant if he/she has previously registered in 2011 as a player.	<ol style="list-style-type: none"> <li>1. If yes refer to supplementary registration</li> <li>If no go to question 2</li> </ol>
<b>Step 2</b>	Complete the Prescribed Form NNR03 in full.	
<b>Step 3</b>	<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 and sending a copy of the signed registration form to Football Qld. On receipt of the approved clearance certificate clubs are to attach it to the yellow copy and proceed with lodging the registration with their zone. Under no circumstances should players take the field until the clearance is received and the registration lodged.</p>	<p>Club cannot accept registration and lodge the form with the zone, until clearance received from Football Qld.</p> <p>Follow up on requests can be done through the FQ website</p>
<b>Step 4</b>	Check Identity before signing.	Club must take responsibility for checking identity of new players.
<b>Step 5</b>	Before signing, the player or parent/legal guardian must sight the insurance and terms of registration card supplied to the club.	Ensure players are aware of the Insurance Policy.
<b>Step 6</b>	New players – Clubs will need to contact their ca/zone to receive a new player registration number and record on the registration form, before despatching the forms.	
<b>Step 7</b>	<p>On completion of all details on the forms, they should be despatched as follows:</p> <p>Yellow - forwarded to CA for processing</p> <p>Original – CA to forward to Zone for on forwarding to FQ immediately</p>	Do not staple together.

**REGISTERING A COACH / OPTUS SMALL SIDED  
FOOTBALL COACH / TEAM OFFICIAL  
(All Coaches and Optus Small Sided Football Coaches  
must be registered)**

<b>You need</b>	<ol style="list-style-type: none"> <li>1. Football Old Team Official Registration Form (Duplicate Pads supplied and pre-numbered)</li> <li>2. Coaches Insurance Benefits and Terms of Registration Card</li> </ol>	
<b>Notes</b>	All coaches involved on match days must be registered and wear appropriate identification.	
<b>Step 1</b>	<p>Complete the Team Official Application for Registration in full.</p> <p>Paying special attention to ticking the appropriate box for Coach / Optus SSF Coach / Manager / Other.</p>	<p>Club officials to ensure all necessary details are completed.</p>
<b>Step 2</b>	<p>Ensure Accreditation and Positive Notice Blue Card information filled in correctly.</p> <p>Ensure any reason for exemption is noted and exemption is valid</p>	<p>Zones will not be able to accept registrations if Blue Card information is incomplete.</p>
<b>Step 3</b>	<p>On completion of all details on the forms, they should be despatched as follows:</p> <p>Pink – Club</p> <p>Yellow - <b>[insert CAZZone]</b></p> <p>Original – <b>[insert CAZZone]</b> to be forwarded to FQ</p>	<p>Do not staple together.</p>
<b>Step 4</b>	<p><b>[insert CAZZone]</b> will produce Identity Card and lanyard that must be worn when acting in official capacity at matches.</p>	<p><b>[insert CAZZone]</b> to despatch cards back to clubs when produced.</p>

## CANCELLATION OF REGISTRATION

### After initial 2011 sign on

<b>You need</b>	1. Prescribed Form NRR08	
<b>Notes</b>	A player can only be registered with one club at a time. A Player wishing to change clubs after registration with a club in 2011 must complete the Cancellation and Supplementary Registration forms.	
<b>Step 1</b>	If a player requests to cancel their registration after signing on for 2011 they must complete Prescribed Form NRR08 in full  If a club wishes to cancel a players registration, they must complete the form, send a copy to the player and a copy to the CA	Players changing clubs will require their FFA number.
<b>Step 2</b>	The player and the club must sign the form to "release" the player.	If both parties have signed go to Step 3. If the club have not signed go to Step 4.
<b>Step 3</b>	If the player does not intend to continue playing this season forward the original form to their CA. A copy should be kept by the player and club.  If the player intends to register with another club they will need to produce this form at their new club.	
<b>Step 4</b>	If the original club has not signed the form, the form must be lodged with the CA 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 their CA within 7 days.  Copy of all paperwork to be forwarded to FQ	The CA will advise player of grievance and investigate the matter.

## SUPPLEMENTARY REGISTRATION

### After initial 2011 sign on

<b>You need</b>	<ol style="list-style-type: none"> <li>1. Prescribed Form NRR11</li> <li>2. Completed Cancellation of Registration NRR08</li> <li>3. Insurance Benefits and Terms of Registration Card</li> </ol>	
<b>Notes</b>	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>
<b>Step 1</b>	If a player has signed on previously in 2011, they must complete the Prescribed Form NRR11 completing all questions. They need to produce the cancellation form signed by the club and attach it to the Supplementary Form.	<i>Players changing clubs will require their FFA number.</i>
<b>Step 2</b>	Players need to read the Player Insurance Benefits card.	<i>Advise players of compulsory Insurance Policy.</i>
<b>Step 3</b>	Check Identity before signing.	<i>Club must take responsibility for checking identity of all players.</i>
<b>Step 4</b>	On completion of all details on the form, they should be copied and despatched as follows: Copy - Player Copy - Club Original – CA/Zone to be forwarded to FQ	