



## PLAYER REGISTRATION POLICY

### Purpose:

The DCWFC has developed this policy to inform players, parents and prospective coaches about the Club's registration process and fees payments. DCWFC will adhere to the NFNL's Club and Registration Policy. This policy can be found via the following link - <http://nfnl.org.au/by-laws-and-schedules/>.

### Policy Statement:

This policy aims to provide a clear and consistent set of guidelines regarding players, parents and officials of DCWFC to maintain a current membership and their eligibility to represent DCWFC. It will also assist to monitor team numbers during the registration period to ensure team numbers are within agreed limits to maximise player participations and enjoyment.

### Registration Requirements:

- All players are expected to meet the financial requirements of the NFNL and the DCWFC as stated by this policy. This includes full payment of the club's registration fees at the time of registration, as well as the mandatory NFNL levy as set by the NFNL
- Players/families who do not meet the minimum requirements of this policy, as determined by the Registrations Officer, will not be eligible to represent DCWFC
- DCWFC will not provide a clearance to any player who has an outstanding debt to the club or is in possession of club property
- A player who has not paid any fines imposed by the NFNL will be considered non-financial and therefore ineligible to play
- DCWFC will make every effort to ensure all returning players that register and make payment of registration fees during the priority registration period will be placed in a team
- The names of returning, transferring and new players registering after the priority registration period will be collated per age group in order of the date of receipt of the agreed upon registration
- Where a waiting list is created for an age group, registrations will be considered in order of the date of receipt of the agreed upon registration
- The registration process will be applied equitably and all alternative payment arrangements, including the underlying personal circumstances and nature of the arrangements, will remain confidential between the parties to the agreement
- In order to finalise team numbers, there is an expectation that registration and payment of fees constitutes a commitment to player availability for the season. If circumstances change in this regard, families should advise the Registrations Officer
- If payment is not received by due date applicable to each family, the player will forfeit their position.

### Registration Process:

There are two steps to register to play for DCWFC:

1. Club Registration: Completion of the DCWFC Registration Form, DCWFC Membership Application form (parents / family members), Parent / Player Code of Conduct Form, Medical Form (if applicable) and payment of club registration fees
2. NFNL Registration: Completion of the online NFNL Registration Form and payment of the NFNL levy

To ensure the maximum numbers of players are exposed to a fair and equitable participation time, the DCWFC sets the number of registrations that will be accepted per age group. Minimum numbers will also apply to multiple teams in any one age group being fielded. DCWFC aims to have all players participating in every match and playing the minimum specified time averaged over the season

### Existing / Returning Players:

Priority registration for existing/returning players (players who played with DCWFC in the previous season) will begin in November each year. Players will receive an automatic registration email from SportsTG with a link to the NFNL registration form.



## DCWFC Policies and Procedures

An email outlining the DCWFC registration process will be sent to members prior to NFNL registrations opening. Notification will also be added to the Club's website and Facebook page. The priority registration period for these players will end on registration day (typically November each year). After this time all existing/returning, pending, new and transfer registrations will be accepted in the order that they are received.

Any existing/returning player not registered by the priority closing date may forfeit their position in a DCWFC team if maximum team numbers are reached. Registrations received from existing/returning players after the priority registration closing date will have no priority over new player or transfer registrations.

### **New Players:**

Online registrations for new players (players new to DCWFC or returning after one or more season's absence) will open in November each year and remain pending (awaiting approval by DCWFC) until the priority registration period for existing/returning players' ends.

Each new registration must be accompanied by proof of age. A scanned image or clear photo of the player's birth certificate or passport must be submitted online at the time of registration. No new player will be approved by the NFNL for registration without proof of age.

Once the DCWFC receives an online registration, it will be placed pending in order of receipt. If team numbers allow for placement in an appropriate team, the player will receive a confirmation email and general information to assist in the purchase of club uniform, training dates and times.

If team numbers have reached the maximum and new players are unable to be accommodated, the player will be notified by email and arrangements made to refund registration fees. Players may request to remain on the club's waiting list. This request must be made via email to the Registrations Officer. If a place in a team becomes available, player's – in order of position on the Waiting List – will receive a confirmation/welcome email and general information to assist in the purchase of club uniform, training dates and times.

### **Transferring Players:**

Transfer applications will open in November each year, at the same time as new player registrations.

Transferring players are required to complete an [NFNL Transfer Form](#) and return the completed form to the Registrations Officer.

Each transfer application MUST be accompanied by proof of age. A scanned image or clear photo of the player's birth certificate or passport must be emailed to the Registrations Officer with the transfer form. No transfer application will be approved for registration without proof of age. Transfer applications will be processed after the priority registration period for existing/returning players ends and only if team numbers allow for placement in an appropriate team. Once the transfer is complete, the player will receive a confirmation email and general information to assist in the purchase of club uniform, training dates and times, as well as an email of transfer confirmation with a link to registration.

If team numbers have reached the maximum and transfer players are unable to be accommodated, the player will be notified by email and the transfer will not proceed. Players may request to be placed on the club's registration waiting list. This request must be made via email to the Registrations Officer. If a place in a team becomes available, players – in order of position on the Waiting List – will be notified via email of transfer confirmation with a link to registration.

### **Registration Fees:**

The club has a responsibility to maintain financial viability which is greatly assisted by the payment of registration fees. Registration fees are set annually by the committee at a level that is a balance between meeting the financial needs of the club and ensuring DCWFC remains a value for money sporting option for the local community.

The registration structure recognises individual family circumstances and makes specific allowances for:

- Siblings: A sliding scale applies to subsequent sibling registrations
- Early bird payments



## DCWFC Policies and Procedures

### Refunds:

All registration refunds will be made via EFT to a nominated bank account and will be at the discretion of the Committee. Refund requests should be made by email to the Registrations Officer.

All refunds will be assessed and determined on the basis of each individual circumstance. Where the club is unable to accommodate a player in a team, a full refund will be provided. Non-recoverable administration fees charged by the NFNL (or SportsTG) are generally non-refundable and out of DCWFC's control.

**Please Note:** Change of mind will not apply for refund consideration.

### Team Numbers:

DCWFC Team Number Principles:

- Maximise participation numbers
- Maximise player game time at least 75%
- Minimise possibility of playing without a fully fielded side and using evening up rule
- Minimise possibility of forfeiting matches
- Minimise reliance on players playing out of age
- Ensure the team is able to accommodate player illness/unforeseen unavailability
- Encourage positive team culture

Final team numbers and the number of teams formed will be at the discretion of the DCWFC Committee.

Please refer to NFNL By-Laws V8 8.1 for more information - <http://nfnl.org.au>

### Minimum Uniform Requirements:

- DCWFC Playing Jumper (supplied on loan for the season, to be returned to the Team Manager on final match day)
- Blue DCWFC 'HOME' shorts – player to purchase
- Red DCWFC 'AWAY' shorts – player to purchase
- Red DCWFC Socks – player to purchase
- Mouthguard – player to purchase
- Boots – player to purchase

An invoice will be forwarded to members for the replacement cost in the case of unreturned jumpers.

**Please Note:** Uniform orders should not be purchased until placement in a team has been confirmed. Non-essential merchandise should only be purchased once all registration fees have been paid in full.

### Waiting List Players:

With the rapid expansion of female participation in AFL, the Club is encountering situations where teams have a full complement of players but a person is keen to train with the Club in preparation to join a team the following year.

The player needs to be registered to be covered by the Club's insurance policy and as the Club is providing a training and development experience to the applicant it is deemed, from a fairness perspective, that some form of financial contribution to the Club is warranted.

- Training Only Registration Category: The Club has implemented a Training Only Registration Category to cater for this need. The registration fee required is \$50.00 plus the NFNL Levy of \$25.00
- This category of registration will enable the player to attend and participate in all training and social activities provided by the Club to the team with which the player is associated with
- Should the opportunity arise whereby the player is invited to play in the Club's team in an NFNL season game, the player will be required to pay the full player registration fee (less the initial \$50). This balance of fee needs to be paid prior to a game played unless in unforeseen circumstances whereby it can be paid within 7 days of their first club game (club president's discretion).