

Registration Policy



October 2018

Purpose

To ensure that all current and potential players, parents and officials of NJFC are provided with a clear and consistent set of guidelines with regards to meeting their obligations to maintain the currency of their membership and therefore their eligibility to represent NJFC, and to monitor team numbers during the registration period to ensure team numbers are within agreed limits to maximise player participation and enjoyment.

Aim

To ensure the major revenue source for the club remains secure whilst ensuring players with adverse family financial circumstances have the opportunity to play football.

Scope

This policy applies to Northcote Junior Football Club underage teams and does not apply to participants in the Northcote Junior Football Club Auskick Program.

Equality & Privacy

All players are expected to meet the financial requirements of the club as stated by this policy. This includes full payment of the subscription fees at the time of registration or a contract outlining alternative payment arrangements as negotiated with the Registrar and the Family Assistance Officer at the time of registration.

Players/families who do not meet the minimum requirements of this policy, as determined by the Registrar and the Family Assistance Officer, will not be eligible to represent the NJFC.

NJFC 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.

NJFC will make every effort to ensure all returning players that register and make payment of subscription fees during the priority registration period will be placed in a team.

The names of returning, transfer 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 subscription.

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 subscription.

The subscription 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 subscription fees constitutes a commitment to player availability for the season. If circumstances change in this regard, families should advise the Registrar/Player Placement & Grading Manager.

If payment is not received by the due date applicable to their circumstances, the player will forfeit their position in a team.

Concussion Policy 2018

Registrations

Registrations must be completed online via the NJFC [Membership Registration \(Link\)](#) or the NJFC website <http://www.njfc.com.au/>

To ensure that the maximum numbers of players are exposed to a fair and equitable participation time, the NJFC has introduced guidelines for 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.

Please see **Team Numbers** below. NJFC aims to have all players participating in every match and playing the minimum specified time in the NJFC **Rotation Policy**.

Existing/Returning Players

Priority registration for existing/returning players (players who played with NJFC in the previous season) will begin in November each year.

Players will receive an automatic registration email reminder from SportsTG with a link to the registration form. If registering more than one person in a family please use the NJFC [Membership Registration \(Link\)](#). An email outlining the NJFC 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 typically end in mid-February. 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 NJFC 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 NJFC or returning after one or more season's absence) will open in November each year and remain pending (awaiting approval by NJFC) 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 NJFC 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/welcome 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 NJFC Registrar. If a place in a team becomes available, players – 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

Concussion Policy 2018

Transfer applications will open in November 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 NJFC Registrar.

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 NJFC registrar 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 if team numbers allow for placement in an appropriate team. Once the transfer has been approved, players will receive a confirmation email and a link to the NJFC [Membership Registration \(Link\)](#).

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 NJFC Registrar. 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.

Welcome Day

A Club Welcome Day will be held in February. Players will be able to purchase club merchandise and receive help with online registrations if required.

Subscriptions/Fees

The club has a responsibility to maintain financial viability which is greatly assisted by the payment of subscriptions at the time of registration. Subscriptions are set annually by the committee at a level that is a balance between meeting the financial needs of the club and ensuring NJFC remains a value for money sporting option for the Darebin community, in accordance with the NJFC Corporate Plan 2015-2019.

The preferred method of payment for periodic payments is via Direct Deposit. Details are available via the Registrar or Family Assistance Officer.

If Direct Deposit is not possible, periodic payments should be forwarded to the Registrar or Individual Team Manager for the player's team by the agreed upon date.

See **Subscriptions/Fees** for information about standard club registration fees, subsidies and payment dates for the current/upcoming season.

See **Payment Plan Template** for subscription fee variations.

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

Siblings

A sliding scale applies to subsequent sibling registrations.

Healthcare card holders

Card to be verified by the Registrar.

Concussion Policy 2018

Financial hardship

financial hardship (contact the Registrar to arrange an alternative part payment or progress payment plan, or alternatively contact the Family Assistance Officer who will make arrangements with the Registrar on behalf of the player/family)

All applications for financial hardship will be assessed by the Registrar and/or Family Assistance Officer and applicants advised via email of the outcome. Subsidy amounts are at the discretion of the Executive Committee and any payment plans must be approved by the Executive Committee.

Parent Coaches

In recognition of the significant voluntary effort associated with the coaching role, one child in the team of a parent coach will be fully subsidised. If a parent is coaching a different team from that in which their child plays, they are still eligible for one child at the club to receive a full fee subsidy. This does not apply to Assistant Coach Roles.

Early bird payments

Applies to all registrations and payments received between Nov 1st (when the NFNL new season registrations open) and Dec 31st of that year.

Refunds

All registration refunds will be made via EFT to a nominated bank account and will be at the discretion of the Executive Committee. Refund requests should be made by email to the Treasurer. 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. PLEASE NOTE: Change of mind will not apply for refund consideration.

Playing Requests

Out of Age

Players wishing to play outside their respective age group will be required to first

register as an NJFC player and subsequently submit a **'Playing Out of Age' request form** to the Player Placement Selection Panel consisting of the Age Level Squad Coaches, Coaching Co-ordinator and the Player Placement & Grading Manager. Each request will be individually reviewed taking into account team numbers and the player placement guidelines applicable to the age groups. Players will only be able to play down an age group upon successful application to the NFNL via NJFC. Specialist medical certification will be required. Follow the link for more information, [NFNL Medical Exemption Form](#). Completed forms should be directed to the NJFC Registrar.

Friends

When registering, each player will be given the opportunity to list the names of three (3) friends they wish to play with (in the same age group). If no names are listed, the club will determine that the player does not have a preference.

Team Numbers:

The Northcote Junior Football Club will apply the following principles when determining team numbers:

- Maximise participation numbers

Concussion Policy 2018

- Maximise player game time 75-100%
- Minimise reliance on fill-in players from other teams
- 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 Player Placement Selection Panel. Where numbers fall short/exceed NJFC Guidelines, a decision on team numbers will be made on a case by case basis as the Player Placement Selection Panel determines. Where required, affected players/members will be consulted during this process.

Multiple Team Numbers

The Northcote Junior Football Club will use the following minimum and maximum player number guidelines when determining how many teams may be fielded and the number of registrations accepted in any age group.

Boys or Mixed Teams

Age	One Team	Two Teams	Three Teams	Four Teams
U9	15 – 23 Players	32 – 46 Players	51 – 69 Players	70 + Players
U10	18 – 26 Players	40 – 52 Players	60 – 79 Players	80 + Players
U11-12	18 – 27 Players	42 – 55 Players	63 + Players	
U13-15	18 – 27 Players	42 – 55 Players	63 + Players	
U16-17	18 – 27 Players	42 – 55 Players		

Girls Teams

Age	One Team	Two Teams	Three Teams	Four Teams
U10-14	15 – 23 Players	35 – 46 Players	53 – 69 Players	70 + Players
U16-18	18 – 27 Players	42 – 55 Players	63 – 83 Players	

Game Day Team Numbers

The Northern Football and Netball League mandates the following player numbers who are able to play in any game (NFNL By-Laws V8 8.1.). Squads that have larger numbers of players than the mandated maximum will require players to rotate during the season.

Age	Boys	Min no. required to take field
U9	24 Players (15 on-field, 9 bench)	9
U10-17	24 Players (18 on-field, 6 bench)	14

Age	Girls	Min no. required to take field
U10	24 Players (15 on-field, 9 bench)	9
U12-14	24 Players (15 on-field, 9 bench)	11
U16-18	24 Players (18 on-field, 6 bench)	11

Concussion Policy 2018

Free Kick Community Program

A maximum number of three (3) Free Kick Community Program registrations will be placed in any one team.

An optional donation opportunity will be offered during the registration process for members to help financially support the Player Welfare Fund (including the Free Kick Community Program)

Minimum Uniform Requirements

The minimum uniform requirements include:

- NJFC Playing Jumper (supplied on loan for the season, to be returned to the Team Manager on final match day.)
- U9-10 compulsory helmets (supplied on loan for the season, to be returned to the Team Manager on final match day.)
- Blue NJFC 'HOME' shorts – player to purchase
- White NJFC 'AWAY' shorts – player to purchase
- Blue NJFC Socks – player to purchase
- NJFC Registration & Subscriptions Policy February 2018
- Mouthguard – player to purchase
- Boots – player to purchase or use our BootSwap Service located in the clubrooms (if available)

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

Finalising Player Placements

Player Placements will be finalised once the club has:

- decided upon the number of teams to be formed (determined by registration numbers for each age group)
- completed the appointment of coaches
- looked at all player considerations and requests

For more information please see the NJFC **Player Placement Policy**.

Training

Training days and times are determined by the club in consultation with the coaches taking into account their individual availability and time constraints. Once Coaching appointments and availability have been finalised, information will be emailed to members via the newsletter email list, and be placed on the NJFC <http://www.njfc.com.au/> website and **Facebook** page.

Related Policies/Forms:

- [NFNL Player Transfer Form](#)
- NJFC Playing Out of Age Request Form
- [NFNL Medical Exemption Form](#)
- NJFC Age Group Policy
- NJFC Rotation Policy
- NJFC Player Placement Policy
- [NFNL By-Laws](#)
- Codes of Conduct

Concussion Policy 2018



Contacts

Please contact either the Registrar or Player Welfare via email below if you require assistance with the Registration and Subscription process.

Registrar	registrar@njfc.com.au
Family Assistance Officer	fao@njfc.com.au
Player Wellbeing Officer	pwo@njfc.com.au
Player Placement and Grading Manager	ppgm@njfc.com.au
Treasurer	treasurer@njfc.com.au
President	president@njfc.com.au