

## **HOW TO REGISTER A CLUB/TEAM/PLAYER FOR SUNDAY - SEASON 2018/19**

### **HOW TO REGISTER A NEW CLUB/TEAM**

It is the responsibility of Club Secretaries to apply to the League for membership. The priority is for Club Secretaries to complete **one** Club application form only and a Team application form for **each** team applying for membership.

All forms can be downloaded from [www.kickstartfootball.co.uk](http://www.kickstartfootball.co.uk). Club application forms should be returned by **27<sup>th</sup> June 2018** if possible (in order for Clubs to be registered in time for our Annual General Meeting). Team application forms can be sent in separately but the deadline for receipt of both Club and Team application forms is **1<sup>st</sup> July 2018**.

All completed forms must be sent to the League Secretary/Registrar **Elaine Pritchard, 3 Hathersage Way, Sutton in Ashfield, Nottinghamshire. NG17 2BE.**

When Club/Team application forms have been received, they will be checked and acknowledged. Forms will be returned at this stage if they are not completed in full or **signed by Club Secretaries** because they will be invalid.

You will see that the Team application form provides space for a passport photograph of Team Managers. This is because we produce ID cards/lanyards free of charge for them to assist with identification on match days and at meetings. ID cards/lanyards will not be produced for Assistant Team Managers. Joint Team Managers however may request one, but a fee of £3.00 will be payable with the Team application form.

All Club Secretaries are required to affiliate annually to their County FA through The FA Whole Game System (WGS). This process should be started immediately. To start your affiliation you need to visit [www.wholegame.thefa.com](http://www.wholegame.thefa.com) and use your 'Member Services' FAN and password to login. If you don't have a FAN or you have forgotten your FAN or password go to [www.thefa.com/account/requestpasswordreset](http://www.thefa.com/account/requestpasswordreset).

For Nottinghamshire Clubs, if you need any further support with your affiliation please contact 0115 9837400 (9am – 5pm Monday - Friday) or email [info@nottinghamshirefa.com](mailto:info@nottinghamshirefa.com). For Derbyshire Clubs, please contact 01332 361422 (Option 5) (9am – 5pm Monday - Friday) or email [affiliations@derbyshirefa.com](mailto:affiliations@derbyshirefa.com).

In both cases you should notify me of your affiliation number by **1<sup>st</sup> September 2018**.

**PLEASE NOTE; YOU WILL NOT BE PERMITTED TO AFFILIATE UNLESS YOU HAVE A CLUB WELFARE OFFICER WHO HOLDS A VALID FA CRC or FA CRB AND WHO HAS ATTENDED AN FA SAFEGUARDING CHILDREN WORKSHOP (SCW) AND AN FA WELFARE OFFICER WORKSHOP (WOW).**

All Clubs in Nottinghamshire who do not meet this criteria can contact Ali Howie, County Welfare Officer at Nottinghamshire FA on 0115 9837400 or email her at [ali.howie@nottinghamshirefa.com](mailto:ali.howie@nottinghamshirefa.com).

All Clubs in Derbyshire who do not meet this criteria can contact Cath Morton, County Welfare Officer at Derbyshire FA on 01332 361422 (Option 4) or email her at [cath.morton@derbyshirefa.com](mailto:cath.morton@derbyshirefa.com).

Do not let this prevent you from applying for membership. Our League Welfare Officer Tony

Allen can assist you with any other queries you may have by emailing him at [lwo@kickstartfootball.co.uk](mailto:lwo@kickstartfootball.co.uk).

You can now start to think about registering your players. See '**HOW TO REGISTER A NEW PLAYER**' below to help you to understand the process.

The League's Annual General Meeting will be held on **Wednesday 27<sup>th</sup> June 2018, 7.30 pm** at the **Mansfield Hosiery Mills Sports and Social Club, The Fieldings, Sutton in Ashfield, Notts. NG17 2TF.**

**IT IS RECOMMENDED THAT THE CLUB SECRETARY AND ONE OTHER DELEGATE OF NEW MEMBER CLUBS ATTEND THIS MEETING. PLEASE NOTE THAT CLUBS WILL NOT BE ENTITLED TO VOTE AT THE ANNUAL GENERAL MEETING UNLESS THE LEAGUE IS IN RECEIPT OF A CLUB APPLICATION FORM FOR NEXT SEASON 2018/19.**

### **HOW TO REGISTER A NEW PLAYER**

All new players' must be registered on a KickStart Youth Football League – Sunday 'New Player Registration form – Season 2018/19'.

New player registration forms can be downloaded from [www.kickstartfootball.co.uk](http://www.kickstartfootball.co.uk) throughout the season but **NOT** until **1<sup>st</sup> June 2018** onwards in accordance with FA Law. The form must be completed clearly and accurately making sure that you have provided all the information required and that the form has been **signed by your Club Secretary, all Players (except for U7's and 8's, who are optional), and one Parent/Carer.**

Before returning the form to the League Secretary/Registrar, please check you have got the two items listed below to send in with it: -

1. A fee of **£3.00 in cash or cheque (made payable to KickStart Academy)**. Other methods of payment are available on request including BACS;
2. **One passport sized photograph showing head and shoulders** (with no hats or sunglasses and securely affixed to the form in the box provided). When securing the photograph, please do not selotape over it because this distorts the image on the scanner.

Please note that in accordance with the FA Standard Code of Rules **Rule 8 (A) (ii)** Leagues' are no longer permitted to request or hold any player ID/data. This rule has transferred the responsibility to Club Secretaries to confirm the qualification of all players' before registering, by checking their relevant ID, including a document attesting to their date of birth (which must be either a birth certificate, passport or a medical card). This player ID/ data must be held securely by the Club Secretary in accordance with **FA Rule 8 (A) (ii)** and the new General Data Protection Regulation, and be available for inspection by the League at any time. **The rule also states that if a potential overage player is reported to the League, it could result in the player being deemed ineligible and the Club/Team being docked points.**

Every new player registration form received that does not contain all the required signatures underlined **in bold and/or £3.00 and/or a passport sized photo (as detailed above) will not be processed.**

All forms and enclosures should be sent direct to the League Secretary/Registrar

**Elaine Pritchard, 3 Hathersage Way, Sutton in Ashfield, Nottinghamshire. NG17 2BE** up until 2<sup>nd</sup> September 2018, for processing to be completed in time for the start of the season which is **Sunday 9<sup>th</sup> September 2018**. After the start of the season forms can also be handed in to your Site Administrator at Football Reception any playing Sunday, for forwarding to the League Secretary/Registrar.

Please note that a minimum of 5 players for 5 v 5, 7 players for 7 v 7 and 9 players for 9 v 9 must be received by the League Secretary/Registrar on or before **31<sup>st</sup> July 2018**.

New player registration forms will be accepted throughout the Season from **1<sup>st</sup> June 2018** up until **16<sup>th</sup> March 2019**, unless there are exceptional circumstances; which would need approval by the League Management Committee in accordance with the Football Association Standard Code of Rules.

The deadline for receipt of player registration forms on a week to week basis once the Season has started is by 5.00 pm on the Friday preceding the playing Sunday. This is necessary to allow enough time for the form to be checked, the Player ID card to be printed and your Team Sheet to be updated.

When Player ID cards have been processed, they will be handed out initially to the Under 7's and all other new teams in all other age groups at the League's **Induction Meeting** which will be held on **Wednesday 22<sup>nd</sup> August 2018, 7.00 pm** at **The Mansfield Hosiery Mills Sports & Social Club, The Fieldings, Sutton in Ashfield, Notts. NG17 2TF** (more details will be sent to Club Secretaries nearer the time). Here you will also find out everything you need to know about how to run your team on match days. Following the Induction Meeting, Player ID cards will be available for collection at Football Reception at the start of the season and on a weekly basis after that as and when they are required.

Transfer forms and guidelines will be available to download direct from [www.kickstartfootball.co.uk](http://www.kickstartfootball.co.uk) but **NOT** until **1<sup>st</sup> September 2018**.