

2018 FMNC Registration Handbook

Important: If you need assistance or do not fully understand the Registration Process don't hesitate to contact the FMNC Office.

MY FOOTBALL CLUB ONLINE REGISTRATION

In 2018 every player must register to play football online through www.myfootballClub.com.au. **Self-registration is mandatory** where a player is directed to the website to register themselves.

Clubs are responsible for accepting their player registrations through the My Football Club portal. Once a player's registration is accepted by a Club in MFC, then that player's data is automatically uploaded to the Sports TG system (this may take a day or so in some cases when the systems are busy). Every player accepted by a Club in the My Football Club Online Registration will need to be paid for by the Club.

COACH, MANAGER AND VOLUNTEERS REGISTRATION

All team coaches, managers and volunteers must register online through MFC before the start of the season. All **MUST** be registered for accountability and child protection. Clubs who have coaches and managers that have not registered through My Football Club will be fined accordingly and as per current competition rules they will not be considered as Team Officials.

TEAM NOMINATION FORMS

Use the information from your Team Lists to fill out this sheet. Only use the team names which have been supplied by FMNC when nominating teams. If additional team names are required please add them to your team nomination sheet (if there are any conflicts with other clubs team names we reserve the right to change them).

Email form to admin@footballmidnorthcoast.com (or fax to 6585 0351) **no later than 3pm Sunday 4 March 2018** and bring a copy with you to the Team nomination night.

During team nomination night, decisions will be made re the competition formats. Please ensure that your Club representative is able to make decisions on the Clubs behalf. You need to ensure that your team nomination sheets are accurate and are forwarded to the office on time. The deadline to remove or add a team to the competition without penalty is **Sunday 11 March 2018**.

TEAM LISTS AND SPORTS TG

It is the responsibility of each Club to collate their players into a team in Sports TG (further instruction is available from FMNC if required). Available teams names will be allocated by FMNC ONLY. Players can only be allocated into available teams.

A player can only be registered /allocated to 1 team within a Club. DO NOT ALLOCATE a player to multiple teams.

A player's details cannot be entered into the Sports TG system by a Club. The player MUST register through MFC and the Club must accept the registration causing the data to be uploaded to Sports TG.

Once your players have been allocated into teams within Sports TG you then print out a team list for each team – DO NOT distribute to Coaches/Managers UNTIL AFTER team nomination night and all competitions have been confirmed by FMNC.

By **31 March 2018** all Clubs MUST email to admin@footballmidnorthcoast.com a list of the names of the Coaches and Managers (remembering to also list the team name for each) and advise that your team lists are complete and ready for transfer to team sheets. FMNC will generate team lists in the office from the information you have put into Sports TG, so you will not need to send us printouts of these as in previous years.

LATE REGISTRATIONS

Any player registering after 31 March 2018 will be deemed to be a late registration.

A player registering late must still register online through the MFC portal as per the normal process. The player will need to be allocated to a team within Sports TG.

During the season late registrations will need to **be ACCEPTED by the Club Registrar in MFC by midnight on the day PRIOR to player taking the field.** Players that take the field and have not registered in accordance with the above may not be covered by insurance and will be classed as an ineligible player and the Club will incur a fine and the players team may incur a loss of points.

To complete the process, Clubs will need to email admin@footballmidnorthcoast.com a list of these player's names, FFA number and the name of the team they are playing in. They will be **manually** added to team sheets by the office, so they then appear in the prefilled team sheet when printed.

No registrations can be accepted after the 30th June each year.

PAYMENT OF REGISTRATION

After the first compulsory Club meeting, Clubs will be invoiced 70% of their previous year's registration fees. **The payment of this invoice is due and payable in full on or before 31 March 2018.** After 30 June 2018 when all player registrations have been reconciled an invoice for the balance of fees will be issued to Clubs and payable within 14 days from date of invoice.

PLAYER DE-REGISTRATION / PLAYER TRANSFER POLICY

Clubs are required to de-register players prior to 20 June 2018 for players who have registered but have not taken the field (**if a player has not played and their name is not crossed off the team sheet they are deemed to have played – AND THE CLUB WILL BE CHARGED ACCORDINGLY.**) Clubs will need to email a list of players they have de-registered and the reason why to admin@footballmidnorthcoast.com.

If a player has played for one Club and decides to transfer to another Club, then the player will need to cancel their registration online with the initial Club. The Club will then need to accept this cancellation and notify FMNC accordingly. FMNC then also approve the de-registration request at Zone level. The player is then clear to register with the Club they are transferring to. Yes, they must re-register online through the MFC portal and the new Club will need to accept the registration and

notify FMNC of the late registration. It will be at the discretion of the initial Club whether they refund or retain the **Club's** portion of fees and to work out any financial payments between themselves and the player. The initial Club **MUST** refund to the player the balance of fees paid once transfer has been confirmed.

COMPETITION TEAM SHEET

Prior to each competitive match team sheets are to be printed by the HOME team from our website www.footballmidnorthcoast.com in Club Headquarters > Club Documents > Competition Match Sheets – **PLEASE NOTE THAT TEAMSHEETS NEED TO BE PRINTED FROM THE WEBSITE ON A WEEKLY BASIS DURING THE COMPETITION SEASON AS TEAMS ARE REGULARLY BEING UPDATED TO ALLOW FOR LATE REGISTRATIONS.** So even if this does not affect your Club it may affect the opposing Club.

There are extensive rules covering the use of team sheets for each FMNC Competition Match. Your Club including coaches and managers should become conversant with these rules and if there is any doubt contact FMNC for clarification.

Team Managers MUST sign Team Sheets AFTER the game, only after they check that all information on the sheet is correct, including the scores and any cautions or send-offs. Remember to cross of any player that did not take the field. Also check that the referees that attended are clearly named and have signed the sheet (otherwise they will not get paid). After the game all Team Sheets must be collected by the host Club at a central location e.g. Canteen or hand in to whoever is responsible for same.

Where matches are played at a NEUTRAL VENUE the Club allocated as the HOME team must collect the team sheet after the match and forward it to their Club Secretary for collation as per normal procedures.

The Coach and Manager's names **MUST** be recorded on the team sheet.

The Team Sheets are to be initially scanned and emailed to results@footballmidnorthcoast.com no later than 48 hours after the completion of the match and then the original posted to FMNC, PO Box 100, Telegraph Point NSW 2441.

Team sheets are not required for any SSF match. Any injuries in these matches should be recorded in the injury register at the canteen or Club house.

SUMMARY

Initial Club Registration

1. Clubs to set up all fee packages on My Football Club
2. Clubs to register players, coaches, managers, volunteers on My Football Club
3. Team Nomination Forms to be emailed to admin@footballmidnorthcoast.com by **3pm Sunday 4 March**
4. Clubs to pay 70% of last year's registration fees by **31 March 2018**
5. By **31 March 2018** Clubs are to email admin@footballmidnorthcoast.com that their team lists are ready to be printed from Sports TG. Clubs must also provide a list of the names of Coaches and Managers (remembering to also list the team name for each)
6. Prior to each competitive match team sheets are to be printed by the HOME team from our website www.footballmidnorthcoast.com

Late Registration

Any registration after 31 March 2018 will be classed as a late registration.

For each late registration FMNC must receive:

1. An email from the Club advising the players name, FFA number and the name of the team they are playing in.
2. During the season late registrations will need to **be ACCEPTED by the club registrar in MFC by midnight on the day PRIOR to player taking the field.**
3. De-registration of players needs to be dealt with by **20 June 2018**
4. Cut-off date for late registrations is **30 June 2018**

IF YOU ARE UNSURE, DON'T GUESS!!
PLEASE CONTACT THE OFFICE ON 6585 0351 AND ASK
WE ARE MORE THAN HAPPY TO ANSWER ANY QUESTION!!

CONTACTS:

FMNC – Email: admin@footballmidnorthcoast.com Phone: 6585-0351

NNSWF – Email: reception@northernswfootball.com.au Phone: 4941-7200

FFA – Email: reception@footballaustralia.com.au Phone: 8020-4000

Sports TG – Email: Support@sportstg.com Phone: 1300-139-970