



## Port Saints Football Club Registration Policy

The following is Port Saints Football Club Inc. Registration Policy for registering players and placing them into teams. The Policy will commence with the 2025 Winter Season.

The Port Saints Football Club Inc. will appoint a Registrar and Registration Sub-Committee at the Annual General Meeting for the forthcoming Season, including pre-season competitions. The Registration Sub-Committee will include the Member Protection Information Officer (MPIO). The Registrar must be an endorsed member of the Port Saints Football Club Committee.

The Registrar, the Public Officer and Registration Sub-Committee will have access to the relevant registration systems (e.g. Play Football, Competition Management System, Football Mid North Coast (FMNC) MySport App) and will hold a current Working with Children Check verified by the Club Secretary.

When players' registrations are lodged by the player or parent/carer/guardian, any preferences must be clearly stated as to which age group, school or other friends, and which particular team that player wishes to be placed. All player, team coach, team manager and other volunteer registrations must comply with the FMNC Competition and Registration Rules (e.g. include a current registration photo, payment on registration). It is PSFC Policy that all coaches and managers have a current Working With Children Check.

At all times, the Registrar and Registration Sub-Committee will endeavour, but cannot guarantee, to meet any nominated team preferences wherever possible subject to the following.

1. Registrations will usually open on or before, Monday, the last week of the summer school holidays. Registration opening date will be advertised via the PSFC website, social media pages, email and school newsletters (where possible).
2. Returning players from the previous year will be given first team preference, **PROVIDED** they have completed registration within the first 2 weeks of registrations being declared open.
3. Returning junior players will have first priority for registration in the age group which corresponds to the age they turn within the calendar year.
4. Any vacancies still available in a team, will then be filled by players transferring from another club that were previously registered in Play Football, new players, and players being upgraded from a lower age group. Players cannot play down an age group without prior FMNC approval.
5. Team allocations will comply with regard to the relevant FMNC Competition and/or Football Australia (FA) Mini-roo Rules.
6. Team numbers will not exceed the maximum recommended in the FMNC Competition or FA Mini-roo Rules, except where endorsed by the Registration Sub-Committee and with reasonable justification (e.g. one or more players only available to play every second week).
7. Late registrations after notified official date of closure may still be lodged but will only be accepted if any suitable positions are still available in teams.
8. The Registration Sub-Committee reserves the right to reject/ refuse a player registration if that player or parent of player, has been the subject of a formal complaint of abuse of any kind (verbal/ physical or online social forums) of any club official, coach, manager, match officials or game leader.



9. The Registration Sub-Committee reserves the right to reject/ refuse a player registration where that player had in the previous year failed to turn up for several games and no official of the club or team had been notified of any reason for not playing those games.
10. Any player who is not fully financial (unless special circumstances have been applied for in writing and approved by the PSFC Committee) will not be permitted to play in any competition games AND their registration maybe considered as null and void and subject to De-registration.
11. At all times the Registration Sub-Committee will try and find a suitable team for every player.
12. Where a situation arises with any teams which have insufficient player numbers, players (and their parents, carers or guardians) will need to consider merging with another team or merging with another age group. When all other avenues have been exhausted, as a last resort, a player maybe be required to transfer to another club which the PSFC Committee will assist to facilitate and/or provide full registration refund.

Endorsed by Port Saints FC Committee on 3/7/2024.