



Junior Sports Club

Policy Name: Player Registration

Policy Authorisation and Date: Association Committee 13 December 2018

Player Registration Policy

Purpose:

To ensure that our player registration procedures and outcomes are in line with Kensington Flemington Junior Sports Club ("the Club") values and objectives as outlined in the Club's Statement of Purpose and are consistent with other Club Policies.

KFJSC endeavours to meet the needs of its players, and parents through the application of this policy, which outlines the measures taken by the Club to ensure a fair and equitable registration process that benefits the Club and its players.

Key Relevant Club Objectives:

- That the club be accessible to players of all abilities.
- That the club be accessible to children from all backgrounds within our community.
- To maximise the number of young people from our community playing team sport.
- That players are given the opportunity to develop their personal and sporting skills to their fullest potential.

Number of Teams:

A key objective of the club is to get as many young people as possible playing sport. As a result we try to field as many teams as it is possible to organise and support throughout the playing season. We need to have players registered as early as possible so as to organise teams and helpers before the season gets underway.

To facilitate the above objectives the club will:

- aim to enter more than one team at each graded age level to enable players to play at a level that enhances their skills, confidence and self-esteem; and
- ensure that the registration process is accessible to all groups in our community.

Size of Teams:

The Club will endeavour to register enough players to enable a competitive team to be fielded each week, while also allowing all players to play most of the game. The number of players registered will be in accordance with the rules of the relevant sporting organisation.

Player Registration:

Players are considered registered with the club for the current season when they have filled in the current club and relevant sport's registration forms and have paid the season fee for that sport, or have made an arrangement with the club regarding payment of fees. All registrations should be received by the final registration day for the forthcoming season. These days are published in the club newsletter and website.

After the start of a season the acceptance of a registration form and the allocation of a player to a team cannot be guaranteed (see below).

Medical Records Form:

New players will also be required to complete a Club medical record form and to register with the governing sporting body for the sport to be played.

How the Registration Process Works at KFJSC:***Pre-Registration:***

As part of maximising the numbers of young people from all backgrounds in our primary communities, the Club recognises the importance of maintaining good relationships and communications with all schools in this region. As part of the registration process, the relevant Club Operations Committee will endeavour to arrange pre-season clinics in these schools, or local 'Come & Try Days', with a priority on the Primary Schools.

In seeking to achieve the Club objectives above, when determining the Registration process in any season the relevant Club Operations Committee will ensure that:

- there are a variety of means of communications to existing and potential players and that all players from the previous season are contacted by mail/email/text etc, and notified about the registration days and alternative methods of registration;
- all relevant schools will be provided with registration information to distribute to students and that key school staff are aware of the registration process;
- there are a variety of opportunities, methods and locations for players to register;
- there are opportunities for joint registration times for multiple Club sports for the relevant season e.g. football, netball, cricket, basketball, Auskick and soccer.

Player Registration Days:

Once the **final registration day** has been conducted then the following occurs:

- any players that have indicated that they are playing but have not registered should be sent reminder notices;

- all other players who played the previous season should be contacted to determine their availability.

Fees:

Annual registration fees are to be set by the Club and will include the cost for each sport as well as costs borne by the Club that include, but are not limited to, leasing fees, equipment purchase and maintenance, training, coaching and umpiring fees. The Club is a not-for-profit entity and as such, all fees are used for the benefit of the Club and its players.

Fee Discounts:

Concession – a low income concession rate is available

Family Discount - a family discount is offered for each sport where more than one family member registers for that sport. This amount is set annually and applies as a fee reduction on the fees for all family members after the first registered player. As each sport operates within its own budget, family discounts cannot be offered across different sports.

Personal hardship:

The Club does not want financial issues to be a barrier to participation. As a result fee reductions on the basis of personal hardship may be offered beyond normal fee concession arrangements. Parents having difficulty with payment may approach a member of the Committee on a confidential basis to arrange a payment plan to pay the registration fees. The team manager and/or coach may apply for Player Sponsorship for individual children through the Association Committee.

Families are also encouraged to approach their local Council who have programs designed to provide financial assistance to families to meet such costs.

Late commencement:

Players who join the club mid-way through a season or later will pay fees on a pro rata basis. Players who join before mid-season will pay full fees.

Refund of fees:

Where a player has been unable to be placed within a team by the Club or, if the player withdraws:

- prior to competition starting and/or the player commencing training; or
- within one month of competition starting/or the player commencing training, a full refund will be paid.

If a player withdraws after the earlier of two months of competition starting or the player commencing training, no refund will be paid.

If a player withdraws more than one month and less than two months after the earlier of competition starting or the player commencing training, a partial refund may be paid at the discretion of the Club

Grievance Process:

See Grievance Policy