



**Glen Waverley
Hawks Football
Netball Club**

**Central Reserve
(south oval)**

**Registration of
Players**

REGISTRATION OF PLAYERS

Written By: Andrew Newey
Approved By: Bec Snape (Junior President)
Endorsed By: GWHFNC Committee, December 12th, 2019
Date for Review: 2021 or as required

Purpose

This policy was written to provide clarity on the registration process of players.

Policy

It is the GWHFNC Committee of Management (CoM) role to ensure sound financial practises are in place and that fees are set prior to November 1st of each year. The GWHFNC CoM is responsible for ensuring we have adequate numbers across all age groups and sports to ensure registrations and promotion of our teams is performed adequately prior to the start of the season. The policy for player registration is as follows.

- The GWHFNC Secretary will update the new membership registration form online (TidyHQ) by November 1st for the upcoming season
- Families will receive a renewal email twice prior to Christmas, also once in January and then twice in February. Only families who have not registered continue to receive these emails from the Club Registrar.
- If after February 28th there are past members not enrolled, the Registrar, Team Manager or Coach will contact the family to see if they are returning.
- All players must be registered online, and payment is made at the time of registering. If payment is not able to be paid at the time of registering due to financial reasons families must contact the Junior President or Secretary to discuss a payment plan.
- Registration fees cover EFL affiliation fees, Insurance, Umpires and EFL running costs
- Parent / Carers of first year players in any age group must email a scanned copy of their child's birth certificate or passport to the GWHFNC Registrar
- No player can play in any EFL game for GWHFNC until they are registered and financial, due to insurance reasons.
- The Membership Fees do not include the EFNL Registration.
- Registration refunds, please refer to the *Refund Policy*
- Payment Plan, please refer to the *Payment Plan policy*

GWHFNC: Glen Waverley Hawks Football Netball Club

GWHFNC Executive: Senior President / Junior President / Secretary / Treasurer

Committee of Management: Include the executive and other committee positions

TidyHQ: The Clubs web site portal system.

Reviewing this policy

This policy will be reviewed **annually** or as required, and we undertake to seek views, comments and suggestions from children, parents, carers, staff and volunteers involved in the Club.