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*Player registration, team allocation and  
refunds policy*

2023

## Definitions

Management Committee	The committee of the Carine Junior Football Club.
Executive Committee	President, Vice-President, Immediate Past President, Secretary, Registrar and Treasurer of the committee.
Football Department	A subcommittee formed to make decisions on coaching and team allocation for players.
WAFC	The West Australian Football Commission, or its representatives at the local level (e.g. Subiaco District).
Club	The Carine Junior Football Club.

## Player registration

### 1) Online registration process

- a) Online registration facilities will open at a time determined by the Management Committee.
- b) Players who were registered with the Club in a previous season will be offered a priority registration period and only applications from players will be considered during this time.
- c) The priority registration period will be determined by the Management Committee.
- d) Exceptions to b) will be determined by the Management Committee and may include year levels where there is a known need and it is in the best interests of the Club to encourage increased membership. A priority registration period is not applicable to Auskick (Pre-Primary to Year 2).
- e) With reference to d), new registrations will be considered following the priority registration period.
- f) With reference to d), transfers will be considered following the priority registration period.
- g) The Management Committee may close registrations for a particular year level at any time.
- h) Online registration will remain open throughout the season.

### 2) Registration Day/s

- a) The Club Registration Day each year will coincide with the AFL's nationally gazetted registration day usually held on a Sunday in mid-February.
- b) After the Registration Day, numbers for each age group are established. The Football Department with the advice of the Registrar and based on previous year player numbers, will project team requirements for each age group.
- c) If there remains insufficient numbers to field the anticipated number of teams, every endeavour will be made to recruit sufficient players e.g. permit from other clubs, school promotion etc.
- d) Players who have applied for registration/transfer but have had their application rejected will be notified in a timely manner not exceeding five (5) days following the decision to reject the application.
- e) Players whose applications have been accepted will be advised by email that they will be contacted by coaches in due course.

### 3) General registration matters

- a) An application by a player to transfer to another club will be approved unless:
  - i) any monies owed by the player from past or present seasons are not paid;
  - ii) any Club suspension has not been served (unless approved at the discretion of the Management Committee); or
  - iii) any Club equipment has not been returned.
- b) If for any reason, a new application for registration or transfer to the Club appears questionable, the application may be submitted to the Executive Committee of the Club for approval or rejection.
- c) Coaches and team officials are not authorised to accept players into their teams. A player is not permitted to participate in any team until his or her application for registration is accepted by the Registrar and team placement is determined by the Football Department.
- d) Exceptions to 3) c) may include a period of preseason training with a year group of not more

than four weeks (for insurance purposes) for prospective members. Details of prospective members must be provided to the Registrar.

- e) Coaches and other team officials are not permitted to approach any player(s) regarding transferring between teams either intra-club or inter-club, unless sanctioned by a member of the Executive Committee.

#### 4) Registration fees

- a) Registration fees and any inclusions to membership are to be determined by the members of the Management Committee, prior to opening registrations for the following season.
- b) Fees are required to be paid at the point of online registration and in full.
- c) In extenuating circumstances, the Treasurer has discretion to implement a payment plan and/or reduced player fees to assist families identified as requiring financial assistance, after individual approval by the Executive Committee.
- d) Parents eligible for KidSport must apply for the voucher in a timely manner and enter a valid registration code at the point of registration.
- e) With reference to c), members are not permitted to play for the Club in the fixtured competition, until fees are played in full.
- f) Advice of all matters regarding registration fees and payment rules will be posted on the Club's website and in correspondence to existing members prior to opening registrations.
  - i. Players registered with a WAFL Club and selected in a Futures/Development Squad, will pay regular Club registration fees, prior to the first fixtured game.
  - ii. Players registered with a WAFL/WAFLW Club and selected in a Colts/Rogers Cup Squad will be subject to a registration fee of \$50 for the season. The Registrar will liaise directly with applicable players to arrange payment prior to playing the first game with the Club.
- g) All players who register, paid or not, will be considered registered with the Club for the purpose of team allocation.
- h) Coaches, team managers, and parents of players who are not yet financial, will be informed in writing before the start of the season and reminded of the 'no pay, no play' policy.
- i) Any merchandise included as part of registration will only be supplied to financial members.

#### Refund policy

- a) Players who register for the Club but do not play for part or all of the season may be entitled to a full or partial refund of their registration fees, based on the reason for not playing out the season.
- b) The decision to provide a refund is determined by the Management Committee, on application to the Registrar, according to the following guidelines:
  - i) The Club cannot place the player into a suitable team (full refund);
  - ii) A player chooses to leave and play for another club;
  - iii) Personal circumstances have changed (i.e. has moved to another area);
  - iv) Injury or illness means it's unlikely he/she will be able to play for the season (medical certificate required);
  - v) Selected to a higher representative/district football team and unable to play for the Club;

- vi) Personal decision not to continue to play junior football.
- c) The Club reserves the right to retain a \$20 administrative fee for refunds requested prior to the commencement of the season to cover expenses incurred.
- d) No refunds are available for merchandise provided as part of registration (e.g. Club Polo, Training Guernsey)
- e) Following the first fixtured game, no refunds will be available except in extenuating circumstances and on application to the President.
- f) Notwithstanding these guidelines, the Management Committee reserves the right to consider any application for a refund and determine the outcome.

## Team allocation

### 1) Player allocation

- a) Player allocation is guided by WAFC, specifically the applicable Junior Football Competition Policies, Rules and Regulations and any Circulars issued.
- b) If there are to be multiple teams in a division/year group, the following will apply:
  - i) Each team nominated by the Club will be competitive within its nominated division; and
  - ii) If the Club nominates two teams in the same division, the teams will be formed of equal strength and ability.
- c) In the Junior competition, player allocations will be undertaken with due consideration to friendships, schools, annual rotation and ensuring teams are of equal strength.
- d) In the Youth competition, player allocation will be undertaken with due consideration to friendships and schools, with the primary focus ensuring that each team formed is competitive within its nominated division.
- e) For season 2022 only, any returning female players who played in the Sunday 'mixed-male' competition in 2021, will be permitted to play again in this competition in 2022, providing they registered during the Club's advertised priority registration period. All subsequent female registrants will be directed to the Friday Girls Competition.
- f) From 2023, all female registrants to the Club will be required to play in the Girls Competition.

### 2) Annual process

- a) Each season all players within the same age group will be notified, through the coaches, of training start dates.
- b) Players of each year level will train together in one pool until representatives of the Football Department grant permission for separate sessions to be conducted. This permission will normally only be granted once players have been separated into teams. Where practical, teams in the same year group are encouraged to continue training together, supporting a 'Club first' approach.
- c) No player should be considered 'tied' to any particular team or coach from one season to the next, excepting children of team officials.
- d) The Football Department, in conjunction with the appointed Team Coaches, will collaborate and undertake a consultative process of allocating players to teams according to this policy and the applicable Junior Football Competition Policies, Rules and Regulations.
- e) Any subsequent registrations following initial team allocations will be assessed by the Coaching Coordinator following consultation with Coaches and according to this policy.

- f) The final decision on player allocations will rest with the Coaching Coordinator in consultation with the Management Committee.

### **3) Special considerations and requests**

- a) Particularly in the Junior years, the Club promotes:
  - i) rotation of players to ensure they are able to experience playing with different players and are prepared for older year groups when there is an increased likelihood that teams will merge;
  - ii) playing with friends;
  - iii) ensuring a balance of school groups in each team.
- b) Individual parent or player requests for placement in a team may be made through the Registrar.
- c) Players who are recruited to the Club are not to be promised a team placing by the coach or parent who recruited the player.

### **4) Playing outside of age group**

- a) The Club will seek to register players in their correct age-groups wherever possible as opposed to playing players 'up' for the season in older age groups.
- b) Any request for a player to play the season outside their year group must be formally submitted and approved by the WAFC as per the association bylaws.
- c) Prior to any request for a player to play the season outside their year group being escalated to the association for approval, it must be received in writing to the Registrar and approved by the Football Department, in consultation with the relevant coaches.
- d) Should a team in a higher age group be short on numbers for a particular game, a request to allow players to 'play-up' week to week, can be made through the Coaching Coordinator.
- e) The decision for any player to nominate as 'available to play-up' in a higher age group rests solely with the younger player and his family.
- f) Should the requirement for players to 'play-up' be ongoing or repeated throughout the season, Coaches and Team Managers will ensure the opportunity is shared amongst all interested players and shall not be restricted to a specific player or subset of players.
- g) No player shall 'play-up' more than the allowed number of games under the competition by-laws.

### **5) Player poaching**

- a) Poaching of players will not be tolerated either intra-club or inter-club.

### **6) Team sizes**

- a) Youth teams will be limited to squad sized in line with competition by-laws.
- b) The Registrar will maintain a waitlist over and above the limits. Any increase in player numbers within an existing team shall first come from this waitlist.
- c) With a focus on participation, the Club may consider more than the maximum for each team in consultation with Coaches.
- d) Whereby registration numbers are in excess of the recommended WAFC ceiling, the formation of an additional team within the year group will always be the preferred option. If

the numbers within the year-group preclude forming an additional team, the first players registered from the beginning of the priority registration period, shall form the team.

- e) All players from the previous year who register within the priority registration period should be accommodated. Any registrations outside the priority registration period are not guaranteed of a place in a team.
- f) In accordance with WAFC policy, the Club will consider the strategies of recruitment, play ups, evening up, player permitting and team mergers to ensure the ideal playing experience for all players.

## 7) Excess registrations

If after registration, there are too many players for one team but insufficient for two:

- a) Steps must be first taken to locate other players, either locally or from other clubs, to make up the required numbers;
- b) Players registered with the Club in the previous season have higher standing than players registering for the first time with the Club (or returning to the Club following a period of absence);
- c) If a previously registered player has not committed to re-registering within the priority registration period, then that player will forfeit said higher standing;
- d) Players excess to needs will be asked if they would prefer to transfer to a team in another club or remain with Carine Junior Football Club;
- e) With respect to Junior football (Year 3 to Year 6) teams, the Club strongly encourages facilitating as many players as possible. Should there be a significant number of Junior football players register after team nominations have been completed, the Management Committee reserve the right to place restrictions on late registrants, so as not to dilute the experience for pre-existing team members;
- f) When an additional team cannot be formed, excess players will be given the option of a transfer/permit to another club for the season. A full refund will be provided for any player unable to continue with the Club in such circumstances;
- g) The Registrar will maintain a wait list of all players who were unable to be placed in a team and, should a position become available at some point in time over the season, waitlisted players shall receive first right of refusal based on a 'first come first served' basis.