



# MEMORANDUM

**To:** All Clubs  
**Cc:** FFSA Staff  
**From:** Tracey Dycer  
**Date:** 17 December 2014  
**Re:** Registration Process for Amateur Players for Season 2015

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Dear All

Please find outlined below the registration process for season 2015 for all junior and senior amateur players. It is a requirement that all players, coaches and volunteers are registered on the MyFootballClub data base and that each club provides the relevant information to assist each of these groups through the process.

Please use the information outlined below and the accompanying documents to assist with this process.

## **Self Registration**

- As of 2015 all junior and senior amateur players must self register through the MyFootballClub Registration System. Prior to 2015 senior amateur players could submit a paper registration form to FFSA. Please note that no paper forms will be accepted.
- As per 2014 all coaches and volunteers must self register online for season 2015 through the MyFootballClub Registration System. It is the clubs responsibility to ensure all team officials are registered as per the Competition Rules and Regulations.

**Please note that club registrars do not have access to register players through MyFootballClub. The role of the club registrar is to activate a player's self registration.**

**The accompanying self-registration template can be distributed to players, coaches and volunteers to assist them with the self registration process.**

## **Club User Access**

Please note that Club Registrar access to the MyFootballClub Registration System **expires** at the end of **each season** and **new access must be requested** and gained **prior to commencing season set up**. This process is undertaken to ensure that the people using the system are still aligned to the club. Therefore the **first step** that needs to occur is for the **Club Registrar to request Club User Access**.

- All registrars, new or existing must request user access for the 2015 season. This can be done by completing the Online User Access Request Form as 17 December 2014. Please note that no access will be provided from the 19 December to 4 January 2015 - <http://onlineforms.myfootballclub.com.au/OnlineAccessRequestForm.aspx>

- FFSA will send notification of access approval via email. The person will not be able to log into the database until this email has been received. For any queries regarding user access please contact FFSA.
- In 2015 club officials are able to request access to the database solely to utilise the reporting mechanisms without having full access to edit or approve registrations. If your club would like to utilise this function for team managers, coaches or committee members please contact the FFSA for further information.
- **Please note that access will not be granted unless the person has a valid National Criminal History Record Check or has provided evidence that they have submitted the application form or they are in the exempt category.**

### Setting up for 2015 Registrations

- Access to the MyFootballClub Registration System will be made available for to all Clubs as of 17 December 2015 for the sole purpose of setting up the fee packages for their players to register against.
- Registration of players, coaches and volunteers for **NPL Clubs only** can commence as of **17 December 2014**. This can only occur by clubs setting up their registration packages as **the NPL Football Type rather than outdoor**. This is **only applicable** to **NPL Clubs**, that is Under 18s, Reserves and Senior Grade Players.
- The registration of players, coaches and volunteers for all other clubs may commence as of 1 January 2015.
- Once access has been granted, the club registrar must set up their club fee packages.

### National Criminal History Record Check (NCHRC)

- All registrars must have completed a National Criminal History Record Check (**NCHRC**). These are valid for three years and must be completed prior to gaining user access into MyFootballClub.
- FFSA maintain a data base of people who have a valid **NCHRC**.
- Most delays for user access are as a result of the person not having a valid **NCHRC**. Please contact FFSA if further information is required.
- National Criminal History Record Check Procedure is attached.

### Office of Recreation and Sport Vouchers

Sports Vouchers is a State Government initiative administered by the Office for Recreation and Sport (ORS). The program is an opportunity for primary school age children from Reception to Year 7 to receive a \$50 discount from sports club/membership fees. The purpose is to increase the numbers of children playing organised sport and to reduce the costs for parents.

- To be eligible to collect the Sports Voucher clubs must have registered through the ORS.
- Clubs that have registered for the Sports Voucher program will need to set up a fee package called 'Sports Vouchers' and set it up as an add on item with a -\$50.00 value. The club will need to ensure the age group is relevant for Primary School aged children.

- Clubs will then need to instruct parents to select 'additional items' in the payment section and tick the sports voucher to activate their \$50 discount.
- The parent/guardian will then need to agree to the relevant terms and conditions in the additional questions section.

**Online Payments**

If your club would like to use online payments please refer to the attached information sheet, which includes instructions on how to get online payments setup for your club.

<http://onlineforms.myfootballclub.com.au/OnlinePaymentRequestForm.aspx>

**Support**

For any assistance or queries you can contact the Support Centre on (02) 8020 4199 or

[myfootballclub@footbballaustralia.com.au](mailto:myfootballclub@footbballaustralia.com.au)