

# Sheffield & District Junior Football League

First Bus South Yorkshire



FA Charter Standard League  
FA Respect League  
SHCFA Charter Standard League of the Year 2015  
FA Respect League – National Winner 2016  
National FA “Highly Commended” League 2014



## **Player Registration Notes 2018/19**

The League has over 12,000 cards to process, in order to speed up the process and to make sure cards are not returned to clubs please note the following:

As part of the partnership agreement with The Children's Hospital Charity each player registration costs £1. This fee will go to the Charity as a donation by the League. This must be paid at the point of registration. An admin fee is also payable and this amount varies. The sooner players are registered, the better and it will save clubs money

Players Previously registered with the League	Player Registration	Admin Fee	Total
Registered before end of July	£1	£1	£2
Register in August	£1	£3	£4
Register in September onwards	£1	£5	£6
Any new player to the League for the first time	£1	£1	£2

**All cheques must be made payable to the Sheffield & District Junior League, with the team name on the reverse of the cheque.**

*Example:*

Joe Smith played in the League last season and his player registration form is submitted to the Age Group registrar in August, the fee would be £4

Fred Smith played in the League last season and his player registration form is submitted to the Age Group registrar in October, the fee would be £6.

Lucy Smith did not play in the League last season and her player registration form is submitted to the Age Group registrar in October, the fee would be £2.

### **For Players Registered with your team last season**

- Make sure your club has registered with the League for the 2018/19 season
- Go on to the League registration system, go to the team registered for the 2017/18 season and find the players, and click Forms/ID Card. Click print registration form. Get this form signed by the player and parent. This will have all the details from last season on it – thus saving you valuable time. If any information has changed, simply update the system when the form is signed by the player and parent.
- The photo on the system from last season can be used this season – of course you can update the photo if you want to do so.
- Once the registration form is signed, the signed copy and a print out of the player ID cards – the cards **MUST BE CUT OUT**. Needs to be sent to your age-group registrar. Remember to send a Self Address Envelope and include the correct postage on it.
- Once received by your age-group registrar they will approve the player on the system and return the ID card in the Self Address Envelope provided.

### **For New Players Joining your Team**

- Take their photo, and get them to complete a player registration form
- Go to the Online League admin website, and create the player for your team (using the information from the player registration form) and upload the players photo.
- If the player did not play in the League last season, they must send in a copy (**NOT ORIGINAL BIRTH CERTIFICATES**) to prove their date of birth
- The photo on the system from last season can be used this season – of course you can update the photo if you want to do so.
- Once the registration form is signed and the details are on the League admin website, the signed copy and a print out of the player ID cards – the cards **MUST BE CUT OUT**. Needs to be sent to your age-group registrar. Remember to send a Self Address Envelope and include the correct postage on it.
- Once received by your age-group registrar they will approve the player on the system and return the ID card in the Self Address Envelope provided.

### **General Player Registration Notes**

- All sections must be completed by the club/player/parent.
- Clubs remain responsible for the accuracy of the registration details notwithstanding the requirements of the parent/guardian's signature.
- Clubs must put all the information onto the League online player registration. Club Secretaries have access to the system to input the data. The player's photo is uploaded on to the system,

so clubs need to take digital photos and upload them and put them onto the system.

- The Player ID card is generated from the system and this must be cut out. Any ID card which is not cut out will be returned – this may sound petty but please see the bigger picture. Registrars cannot be expected to cut out around 12,000 ID cards.
- You must note down at least one emergency contact telephone number for each player.
- Players/Parents must give the team manager as much notice as possible regarding holidays that take place during the season. Managers need to plan ahead in order to put in postponement requests, which have very strict deadlines. If you do not, you could cost your team League Points
- Please return your registrations as soon as possible to the appropriate age-group registrar.  
**Remember to include a SAE with the correct postage!**
- In order to play in the first game on the season the cards need to be fully completed and given to the age-group registrar by **15th August**. After that date, no guarantees will be made that your card will be returned in time, though every attempt will be made.
- **A player cannot play in the competition until they have an approved League ID card, and the ID card must be inspected before every fixture by the opposing team.**
- Each team needs to have the following minimum numbers of players with completed registration forms with the appropriate League age-group registrar by August 15th or they will receive a £25 fine.
  - Under 7 & Under 8 single teams = 4 players
  - Under 7 & Under 8 double teams = 8 players
  - Under 9 & Under 10 single teams = 5 players
  - Under 9 & Under 10 double teams = 10 players
  - Under 11 upwards = 8 players
- The player's photo must be from the shoulders upwards.
  - No photo will be accepted without some sort of shirt on
  - No baseball caps etc to be worn
  - Individual photos will not be accepted if from a team photo
- If a player played in this League last season, then they do not need to send proof of age in this season, but they must write down on the form which team they played for. If a player DID NOT play in this League last season, then they need to send in proof of age
- All players must have signed a FA RESPECT code of conduct, which the club keeps and spot checks will take place during the season to see if that, has occurred.