

2023 FMNC Registration Handbook

To be read in conjunction with the FMNC Competition Rules

Important: If you need assistance or do not fully understand the Registration process don't hesitate to contact the FMNC Office.

PLAY FOOTBALL CLUB ONLINE REGISTRATION

In 2023 every player must register to play football online through <https://www.playfootball.com.au> **Self-registration is mandatory** where a player is directed to the website to register themselves.

Clubs are responsible for accepting their player registrations through the Play Football portal. Once a player's registration is accepted by a Club in Play Football, then that player's data is automatically uploaded to our Competition Management System (MySportApp) (this can take 1-3 hours or up to 8-12 hours in some cases when the systems are at their peak). Every player made Active by a Club in the Play Football Online Registration will need to be paid for by the Club. Any player that is still showing as pending on 30 June will also need to be paid for by the Club.

COACH, MANAGER AND VOLUNTEERS REGISTRATION

All team coaches, managers and volunteers must register online through Play Football before the start of the season. All non-playing roles **MUST** be registered for accountability and child protection. Clubs who have coaches and managers that have not registered through Play Football Club will be fined accordingly and as per current competition rules they will not be considered as Team Officials and will not have access to the Competition Management System. FMNC recommend that all Clubs implement a policy for all persons over 18 years of age who fill these non-playing roles to get a Working with Children Check for their Club to verify.

TEAM NOMINATION FORMS

Use the information from your Team Lists to fill out this sheet. Only use the team names which have been supplied by FMNC when nominating teams. If additional team names are required, please add them to your team nomination sheet (if there are any conflicts with other clubs' team names FMNC reserve the right to change them). As per the FMNC Competition Rules if there are twelve teams or more FMNC reserve the right to have A and B grades.

Email form to admin@footballmidnorthcoast.com **no later than 6pm Sunday 19 March 2023** and bring a copy with you to the Team nomination night.

During team nomination night, decisions will be made re the competition formats. Please ensure that your Club representative can make decisions on the Clubs behalf. You need to ensure that your team nomination sheets are accurate and are forwarded to the office on time. **The deadline to remove or add a team to the competition without penalty is Sunday 26 March 2023.** After this date Clubs will no longer have access to allocate players to teams and will have to advise the FMNC office of further player allocations.

TEAM LISTS AND GAME DAY

It is the responsibility of each Club to collate their players into a team in MySportApp (further instruction is available from FMNC if required). Team names will be allocated by FMNC ONLY – please contact us if one of your teams is not showing. Players can only be allocated into available teams.

A player can only be registered /allocated to 1 team within a Club. DO NOT ALLOCATE A PLAYER TO MULTIPLE TEAMS in MySportApp. Please place them into the team they registered in.

A player's details cannot be entered into MySportApp by a Club. The player MUST register through Play Football and the Club must make the registration Active causing the data to be uploaded to MySportApp (this can take 1-3 hours or up to 8-12 hours in some cases when the systems are at their peak).

By **2 April 2023** all Clubs MUST email to admin@footballmidnorthcoast.com a list of the names of the Coaches and Managers for each team (remembering to also list the team name for each), so that they can be added as Coaches and Managers to their teams on MySportApp which will then allow them to select players and complete the online team sheets each week.

LATE REGISTRATIONS

Any player registering after 10 April 2023 will be deemed to be a late registration.

A player registering late must still register online through the Play Football portal as per the normal process. The Club will need to advise FMNC to allocate these players to a team in MySportApp so that they will appear on the team sheet for selection on game day.

During the season late registrations will need to **be APPROVED by the Club Registrar in Play Football at least 1 HOUR PRIOR to player taking the field (please note that all approvals are time stamped).** Clubs must advise FMNC office of any players who have been made Active, but are not showing on team sheets. **Players that take the field and have not registered in accordance with the above may not be covered by insurance and will be classed as an INELIGIBLE PLAYER and the Club will incur a fine and the players team MAY INCUR A LOSS OF POINTS.**

IT IS VERY IMPORTANT TO REMEMBER TO ADVISE FMNC TO ADD THESE PLAYERS TO THEIR RESPECTIVE TEAMS IN MYSORTAPP so they then appear for selection the online team sheet.

No registrations can be accepted after the 30th June each year.

PAYMENT OF REGISTRATION

Clubs will be invoiced for any players that are Active or Pending on 13 April 2023. **The payment of this invoice is due and payable in full on or before the commencement of the season on 21 April 2023.** After 30 June 2023 when all player registrations have been reconciled an invoice for the balance of fees will be issued to Clubs and payable within 7 days from date of invoice. FMNC pays the NNSWF & FA Components to NNSWF on or about 21 April on your Club's behalf, and then again after 30 June when registrations have been finalised. It is greatly appreciated if you pay this account on time.

PLAYER DE-REGISTRATION / PLAYER TRANSFER POLICY

Clubs are required to de-register players prior to 20 June 2023 for players who have registered but have not taken the field (all players who are ticked on the online team sheet are deemed to have played. On the Emergency Paper team sheet if a player has not played and their name is not crossed off the team sheet they are deemed to have played – AND THE CLUB WILL BE CHARGED ACCORDINGLY).

If a player has played for one Club and decides to transfer to another Club, then the player will need to de-register online with the initial Club. The initial Club needs to accept this cancellation and notify FMNC accordingly. FMNC can then approve the de-registration request at Zone level. At this stage the player is then clear to register with the Club they are transferring to. **Yes, they must re-register online through the PLAY FOOTBALL portal and the new Club will need to approve the registration and notify FMNC of the late registration.** It will be at the discretion of the initial Club whether they refund or retain the **Club's** portion only of fees and to work out any financial payments between themselves and the player. The initial Club MUST refund the balance of fees paid i.e., FFA, NNSWF and FMNC portions to the player once transfer has been confirmed, or these amounts can be transferred to the new Club. Active Kids Vouchers cannot be refunded to the parents, but can be transferred to another Club or sporting organisation.

Players who owe money to another Club will be unable to register on Play Football until such time as payment has been made. Any Club that has any unfinancial player/s need to advise FMNC so that the player/s can be blocked from registering anywhere in Australia until the outstanding debt is cleared. <https://www.cognitoforms.com/FootballMidNorthCoast/UnfinancialPlayers>

COMPETITION TEAM SHEET

At least 15 minutes prior to each competitive match, the Team Manager or Coach needs to complete online team sheets in the MySportApp i.e., they must be finalised AND PUBLISHED. A green dot signifies that the team sheet has been published and is available to the referee.

There are extensive rules covering the use of team sheets for each FMNC Competition Match. Your Club, including coaches and managers, should become conversant with these rules and if there is any doubt contact FMNC for clarification.

Remember any player that is ticked on the team sheet will be deemed to have played.

If an Emergency Paper Team Sheet has been used - after the game the team sheet must be collected by the host Club at a central location e.g., Canteen or hand in to whoever is responsible for same. Where matches are played at a NEUTRAL VENUE the Club allocated as the HOME team (i.e. first club named in the fixture list) must collect the team sheet after the match and forward it to their Club Secretary for collation as per normal procedures. The Team Sheets are to be initially scanned and emailed to results@footballmidnorthcoast.com no later than 48 hours after the completion of the match and then the original posted to FMNC, PO Box 5461, Port Macquarie BC NSW 2444.

Team sheets are not required for any SSF match. Any injuries received in these matches should be recorded in the injury register at the canteen or Club house.

SUMMARY

Initial Club Registration

1. Clubs to set up all registration products on Play Football Club by **Wednesday 1 February 2023**
2. Clubs to register ALL players, coaches, managers, and volunteers on Play Football Club
3. Team Nomination Forms to be emailed to admin@footballmidnorthcoast.com by **6pm Sunday 19 March 2023**
4. By Friday **2 April 2023** Clubs are to email admin@footballmidnorthcoast.com a list of the names of Coaches and Managers (remembering to also list the team's name for each).
5. Invoices will be issued to Clubs for registrations that are showing as Active and Pending in Play Football as of **Thursday 13 April and will be due and payable by 21 April 2023.**
6. Prior to each competitive match team sheets are to be completed by the HOME team coaches or team managers on the MySportApp, ensuring that they have a green dot meaning that they are available to the referee.
7. FINAL registration invoices will be issued in July or August, depending on when we get an invoice from NNSWF to finalise reconciliations.

Late Registration

Any registration after 10 April 2023 will be classed as a late registration.

For each late registration FMNC must receive:

1. An email from the Club advising the players name, FFA number and the name of the team they are playing in.
2. During the season late registrations will need to **be MADE ACTIVE by the club registrar in PLAY FOOTBALL at least 1 hour PRIOR to player taking the field.**
3. These players need to be added to their respective team in MySportApp.
4. De-registration and/or cancellation of players needs to be dealt with by **20 June 2023 to allow enough time for them to be processed by 30 June 2023**
5. Final cut-off date for late registrations is **30 June 2023**

IF YOU ARE UNSURE, DON'T GUESS!!
PLEASE CONTACT THE OFFICE ON 6585 0351 AND ASK
WE ARE MORE THAN HAPPY TO ANSWER ANY QUESTION!!

CONTACTS:

FMNC – Email: admin@footballmidnorthcoast.com Phone: 6585-0351
Play Football Registration Support: Phone: 02 8880 7983