



Valley Dragons JRLFC

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Policy No. 1

# **Player Registration Policy**

Version 1.2

21 January 2014

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# Introduction

## 1. Purpose

- 1.1. The purpose of this policy is to provide policy and operational guidance to matters dealing with player registrations.

## 2. Scope

- 2.1. This document provides general and specific guidance for player registrations for all prospective and existing players to the Valley Dragons Junior Rugby League Football Club (VDJRLFC).

## Glossary

Term	Definition
Appeal	Written submission by a player representative, requesting the Committee to review an adverse registration decision.
Committee	The official appointed body representing the VDJRLFC
Clearance	Formal written permission allowing a team member to leave a club and join another
Club	Valley Dragons Junior Rugby League Football Club (inc.)
CRRL	Canberra Region Rugby League - the Governing body for Junior Rugby League in the ACT and region
Ordinary Resolution	Following the putting of a resolution, a determination.
Player	Any person registered to play in the Club
Player Representative	Any person legally entitled to represent a Player
Playing Calendar Year	The period to which a Registration applies
Processing Fee	The fee payable in recognition of administrative activities of the VDJRLFC
Registrar	Elected official of the VDJRLFC managing club registration matters
Registration	A formal process providing an entitlement to play in the Club
Registration Fee	The fee payable to enable Registration
VDJRLFC	Valley Dragons Junior Rugby League Football Club

### 3. Background

- 3.1. Any prospective or existing player must apply for registration prior to being permitted to play or participate in any capacity in the Club. Registration is guided by the CRRL.

### 4. Roles and responsibilities

Role	Responsibilities	Position(s)
Committee	To ensure that registrations, clearances and appeals are processed in a timely manner.	As appointed
Manager	To ensure that any player under their control is registered.	As appointed
Registrar	To ensure that all registrations and clearances are properly recorded.	As appointed
Treasurer	To ensure that all registration fees are collected, recorded and banked and to ensure that registration refunds are paid and recorded in a timely manner.	As appointed

## Policy

### 5. Application

- 5.1. This Policy applies to all persons involved in the Club including the Committee and its office holders, Managers, Coaching Staff, Players and Player Representatives.
- 5.2. All Players must have a Player Representative.

### 6. Procedures

- 6.1. All matters of Registration shall be undertaken in accordance with relevant guidance and or direction as issued by the Canberra Region Rugby League (CRRL).
- 6.2. The Committee shall determine appropriate procedures to manage Player Registration.
- 6.3. The Committee may at any time by Ordinary Resolution change or vary the contents of this Policy by a majority vote.
- 6.4. The Secretary must record in meeting Minutes, an agreement to change or vary this Policy.
- 6.5. This Policy shall be openly available and shall be provided to any person on request.
- 6.6. Where this Policy is silent, ambiguous or has conflicting content on a given matter, the matter in question may be resolved by the Committee by a majority vote through an Ordinary Resolution.

### 7. Registration

- 7.1. A Player shall only be registered by a Player Representative.
- 7.2. In registering a Player, the Player Representative assumes all responsibility for any issue relating to the Player during and following Registration as applicable to all Club activity.
- 7.3. A Registration will automatically cease at the conclusion of the playing year or the Club Annual General Meeting, whichever occurs first.

- 7.4. Registrations may only occur using the prescribed forms, as varied from time to time and must be submitted through the Club Registrar. Forms are located at Schedule 1.
- 7.5. The Committee will determine Registration Fees, processing fees, discounts and all other fees relating to Registration and/or cancellation of Registration. Fees are outlined in Schedule 2.
- 7.6. Fees may be varied or amended at any time by a majority vote through an Ordinary Resolution.
- 7.7. A Registration shall only be processed where the Registrar agrees and/or as agreed/provided for in the annual allocations process.
- 7.8. Discounts will only be considered by the Registrar, where siblings are accepted as registered Players.
- 7.9. The Committee will determine and advertise registration sessions.
- 7.10. Any prospective Player who has not been provided with or received a Clearance from another club, shall not be registered.
- 7.11. The Committee may accept, refuse, relinquish or cancel a Registration at any time.
- 7.12. All Registrations must be complete and fully paid by 30 May in the Playing Calendar Year. Any unpaid or not fully paid Registration, as at 30 May in the Playing Calendar Year, may result in cancellation of Registration.
- 7.13. Any Player who is not registered shall not partake in any Club activity including training and playing.
- 7.14. Whether within or outside of the Playing Calendar Year, any person involved in Club activity whether or not of their own inducement or through a member of the Club who is not registered does so at their own risk with no actual or implied liability conferring to the Club.
- 7.15. The Committee will not accept any responsibility for late applications and/or lost correspondence and/or lost cheques and or lost monies and/or invalid electronic financial transactions.

## 8. Clearances

- 8.1. Any request for Clearance must be considered and acted on within 14 days.
- 8.2. A decision as to a clearance shall be notified to the CRRL, the requesting club as applicable and the Players Representative as soon as practicable following the receipt of a request for Clearance.
- 8.3. Any refusal to grant a Clearance shall be fully documented and communicated to the CRRL and the Player Representative and as applicable the requesting club.
- 8.4. The Registrar shall properly record full details of a Clearance including the reasons for a Clearance not proceeding.

## 9. Registration Cancellations and Refunds

- 9.1. The Committee by Ordinary Resolution or on request by a Player Representative may cancel a Registration at any time.
- 9.2. A request to cancel a Registration including for a refund must be received by the Club by no later than the 30<sup>th</sup> of May in any Playing Calendar Year.

- 9.3. Any approved refund will attract an administration and player insurance processing fee, listed at Schedule 2.
- 9.4. The Club reserves the right for any approved refund to reduce the refund by an amount at cost price +10% for player clothing supplied to that Player whether or not used and/or whether or not that clothing is returned to the Club.
- 9.5. To the extent that any monies are owed to the Club (e.g. fundraising activity, outstanding registration amounts, etc), the refund will be reduced by these amounts.
- 9.6. A refund may be reduced on a pro-rata basis such as a reduction to the refund to the extent that the Player has participated in Club activity for a percentage of the playing year.
- 9.7. Where a Registration is cancelled the entitlement to participate in Club activity ceases at the time of written notification.
- 9.8. A Player or Player Representative shall be notified in writing of a cancelled Registration within 3 working days of the cancellation given effect through Clause 9.7.

## 10. Appeals

- 10.1. A Player shall not be permitted to appeal a decision regarding a Registration.
- 10.2. Player Representatives may appeal a decision relating to a Registration, in recognition of individual due process rights.
- 10.3. Any appeal on a cancelled or refused Registration must be made in writing and addressed to the club Registrar.
- 10.4. Any appeal on a cancelled Registration must be considered by the Committee within 14 days of receipt.
- 10.5. There is no entitlement for a player to participate in Club activity, whilst the appeal is in process.
- 10.6. Notification of the outcome of an appeal shall be provided by the Registrar to the Player Representative in writing within seven days of the decision.

## 11. Matters to consider in Registering Players

- 11.1. The committee must consider all matters when assessing requests for Registration.
- 11.2. Any player who has outstanding matters inclusive of monies not accounted for shall not be registered by the Club unless agreed by an Ordinary Resolution of the Committee.

## 12. Reporting Requirements

- 12.1. The committee must ensure that all information relating to Registrations is timely, complete, accurate and accessible.
- 12.2. The Registrar shall maintain all Registration records in accordance with Clause 12.1.

## Appendix A

### 13. Metadata

Owner: Valley Dragons Junior Rugby League Football Club

Document location: As kept by the VDJRLFC Secretary

Review cycle: This policy should be reviewed every 12 months or as required

### 14. Amendment history

Version no.	Issue date	Amendment details	Author
1.0	26/11/2012	Initial release	Greg Tong
1.1	26/12/2013	Quality Assurance	Matt Cox
1.2	21/01/2014	VDJRLFC Executive Committee Comments	Matt Cox

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## Schedule 1 - Forms

### WEBLINK

<https://reg.sportingpulse.com/v6/regofrm.cgi?formID=7514&aID=85>



## Schedule 2 – 2014 Fees

Fee Description	Amount
Annual VDJRLFC Player Registration	\$120 per player \$110 each if two players from same family \$100 each if three players from each family
Annual Player Insurance	\$20 per player
Registration Cancellation Processing Fee (inclusive of Insurance reimbursement)	\$25 +10% for player clothing + Annual Player Insurance