

GUIDANCE NOTES FOR REGISTRATION OF AMATEUR PLAYER FORM

PROCESS

Providing false or misleading information could result in the immediate cancellation of the registration.

Registration is effective from the time of signing this form unless an International Transfer Certificate is required for the Player.

The Player must provide evidence of name and age by producing an original birth certificate, passport or drivers licence, together with a recent photograph.

All information contained on this form is to be entered into the designated system by the Competition Administrator, unless agreed otherwise.

If any of the details provided on this form change, FFA are to be notified immediately.

1. If the player has registered with FFA previously (i.e. completed an NRR03 or NRR04 form) tick yes and insert the FFA registration number in the boxes provided at the top right.

If the player has not registered with FFA previously (i.e. not completed an NRR03 or NRR04 form) they cannot use this form and must see their club registrar to obtain a quadruplicate form.

PLAYER DETAILS

2. Player's title to be identified.
3. Player's first name, middle name and last name to be clearly printed.
4. Player's date of birth to be provided in the specified format (e.g. somebody born on 8 January 1980 will be shown on the form as 08/01/1980).
5. The age group the player is applying to play must be identified. NB. This does not guarantee the player will be allocated by the club to that age group.
6. The Player's gender is to be advised.
7. The Player's full street or mailing address is to be provided, including suburb, State and postcode.
8. The Player's country of birth is to be provided.
9. The Player's nationality, as specified in their passport, is to be provided (e.g. Australian, New Zealand etc).
10. The Player is to confirm if they are an Aboriginal or Torres Strait Islander. This question is for the sole purpose of assisting with the application for specific Government funded programs.
11. Please provide at least one of the following:
 - the Player's home telephone number (including area code);
 - the Player's work telephone number (including area code);
 - the Player's mobile telephone number.Please also provide an email address which is to be clearly printed.
12. A contact name and number must be provided for emergencies.

REGISTRATION DETAILS

13. Insert the name of the Club for which the Player is applying to register.
14. Confirm the form of organised football for which the Player is applying to register. Futsal may provide both a half and a full season registration option.
15. The country in which the Player was last registered has to be provided. If the Player was last registered within Australia, then 'Australia' should be written here.
16. The name of the Club where the Player was last registered must be provided, whether that club was within, or outside of, Australia.

If the Player's last registration was with a Club outside of Australia, an International Transfer Certificate ('ITC') will need to be requested by FFA before the registration takes effect.

If an ITC is required, this Registration of Amateur Player Form (all parts, do not separate sheets) has to be submitted to FFA. FFA will use its best efforts to request an ITC within 72 hours of receipt of all required information.

Once an ITC has been requested, a national association (overseas governing body) has 30 days in which to forward an ITC to Australia. If no response is received at all within those 30 days, FFA may register the Player with the Club on a provisional basis. For this reason, the forms for Players requiring an ITC should be forwarded to FFA as soon as possible.

In all other cases, registration will be effective from the date the ITC is received. The Player and Club will be notified when the registration is effective.

17. Confirmation is required whether or not the Player is currently under suspension. If the Player is currently under suspension, details of the remaining penalty are to be provided together with details of the football organisation who issued the suspension. The Player must serve the relevant suspension with the new Club.

PARENT DETAILS

18. If the Player is under the age of 18 years, please provide the following:
 - Parent/Legal Guardian title;
 - Parent/Legal Guardian first and last name;
 - Parent/Legal Guardian gender;
 - Parent/Legal Guardian home, work and mobile telephone number (at least one of these numbers must be provided);
 - an email address is to be clearly printed (if a Parent/Legal Guardian utilises more than one email address per day, please provide two email addresses).

SCHOOL DETAILS

19. The player must identify if they are or are not a student (primary, high school or tertiary).
20. If the Player is under 18 years of age and is still at school, please provide the name of the school which the Player attends. This is to assist with any schools driven programs and to provide statistical analysis for Clubs.
21. Please confirm whether or not the Player plays for that school team.

FEES

The Club for which the Player is registering must clearly itemise all fees and charges at the point of registration. The sums charged by FFA, Member Federation (State or Territory Federation), the local Zone/District Association, the Club and any insurance component must be provided and sufficiently detailed to enable the Player (or Parent/Guardian) to see how the registration fee is comprised. Fees must be paid, irrespective of whether an ITC is required.

22. Once the Player (or Parent/Guardian) has been provided with a breakdown of the fee payable, that Player (or Parent/Guardian) must specify the total amount payable, acknowledging that they understand and agree with the sum charged.

For those within the jurisdiction of Soccer NSW, the insurance levy must be individually specified where indicated. All other States and Territories may not require this field to be completed.

The total amount paid by the Player is then to be entered. This assists tracking of unfinancial players.

23. Confirmation of the method of payment is required by ticking the relevant box.

SIGNING

If the Player is over 18 years of age, he or she must sign and date the declaration. If the Player is under the age of 18 years, the Player's Parent or Legal Guardian must sign and date the declaration.

A Club representative must also read the declaration and print their name and position within the Club, together with their signature and date. **THE PLAYER WILL NOT BE REGISTERED IF A CLUB REPRESENTATIVE HAS NOT COMPLETED THIS SECTION.**

If the Player or Parent/Legal Guardian does not want to receive any special offers from Football Administrator's partners, the box should be marked where indicated. A copy of the full Privacy Policy is available www.footballaustralia.com.au.

Registration is effective from the most recent date signed by either party (e.g. player may sign on 1/2/07, but the club may not sign the form until 7/2/07 – therefore registration is effective from 7/2/07 as this is the most recent of the two dates).