



Registration and Team Selection Policy

The Epsom Football Club will:

1. Appoint a Junior Coordinator/s – Non Competitive and Junior Coordinator/s – Competitive to oversee the registration of all junior players with the club. Appoint a Senior Coordinator to oversee the registration of all senior players with the club.
2. Follow rules as set out by our governing bodies including Football Federation Australia (FFA), Football Victoria (FV) and Bendigo Amateur Soccer League (BASL). Fulfill their requirements for the registration of all players and teams by set time frames. All team submissions to BASL will be approved by the Club Committee prior to set time frames.
3. Ensure player details and any other relevant required club details data as determined by the Committee are fully completed and submitted for each player, each year and must include an emergency contact phone number.

*Team managers/coaches should take the club registration and medical details for their team to training and games in case of injury occurring.

4. Ensure players and/or parents are aware of any club policies as part of the registration process including Codes of Conduct and Social Media Policy.
5. Ensure each player self-registers correctly on FFA's Play Football.
 - * Instructions for self registration on Play Football to be distributed to all current/new players and encouraged to do so on-line themselves.
 - * Club Treasurer's role to approve each registration within Play Football when all registration details completed and fees paid or payment plan agreed.
 - * Junior and Senior Coordinator/s role to ensure each player is appropriately registered before they take the field for a game with their team.
6. Where possible, all junior players registering on or before the nominated club registration day will be allocated to a team.
7. Junior players seeking registration after the registration day will only be allocated to a team when there is a shortage of numbers in that team as per the limits below. Those players missing out on allocation to a team may:
 - be put on a waiting list and slotted into a team if another player pulls out, or
 - if there is enough players to enter a further team after the deadlines for submitting teams and it gains approval from BASL be slotted into that new team.

The allocation of junior players to teams will all be controlled by the Junior Coordinator/s.

Those players missing out on a team will be encouraged to register by the registration day next season.

8. Ensure junior teams are limited to 16 players whenever possible for competitive age groups. For non competitive age groups where it is not 11 players v 11 players, teams will be limited to the players per team allowed on the pitch at any one time plus up to 5 substitutes. Higher limits will

be determined by the Epsom Football Club Inc committee where considered necessary.

For competitive age groups from Under 12 to Under 16, that play on a full sized pitch, where the club has enough player registrations to form and enter more than one team and a "A" and "B" Division is considered within that age group, the club may organise player trials to determine which team each player will play in. The club will ensure for any trials appropriately experienced football people including the proposed team coaches and club technical director are on the selection committee. Junior Coordinator/s will in conjunction with the selection committee then allocate players to their relevant team.

9. Ensure all players will play in their appropriate age group where possible. Age group eligibility is determined by how old the player is on the first of January. ie. a child who is 10 on the first of January, plays at U12. Players may be asked to play above their age group (if they are capable) to balance team numbers when necessary for that season. The following season, players would be expected to drop back to their correct age group (ie, 3 players eligible for U9 play at U10 this season to balance number, and next season there is an increase in registrations at U12, the players who played above their age group would drop back to their correct age group).
10. Take into consideration special requests to change teams or play at a higher or lower age group, along with other factors. Final determination of any request is up to the Junior Coordinator/s after considering all facts and talking to former coaches, current coaches, club technical director and appropriate experienced football people at club level and representative level.
 - * Requests to change teams by junior players must be taken to the Junior Coordinator/s and not undertaken by players, parents or coaches/managers without the Junior Coordinators knowledge and approval.
 - * Requests to play at a lower age group than their appropriate age group will be sent to the club committee for review and support. If supported the Club Secretary will write to BASL for review and for a determination. Reasons for such a review need to be provided, which could include medical reasons and appropriate doctors/specialists letters may be required.
11. Take disputes regarding registrations to the next Epsom Football Club Inc. committee meeting, and voted upon having regard for the policy set out herein.
12. Refer disputes where a committee meeting is not scheduled in the short term (within one week), or a BASL deadline is imminent, and an immediate decision is required, to the Executive of the Committee, (ie President, Vice President, Secretary and Treasurer) to resolve the dispute as fairly as possible, having regard for the policy set out herein.
13. Where fees are outstanding from a previous year/s, the Epsom Football Club Inc will refuse the registration of a junior or senior player until the outstanding amount is paid or appropriate settlement is worked out and agreed to by the Committee. The Committee may also determine to refuse future registrations of such players after outstanding fees are paid, or take whatever action they determine before future registrations are accepted.

Policy Review

To ensure this policy remains relevant to club operations and reflects community expectations the policy will be reviewed by the Club Committee every two years.