

## Club Administration

### Overview

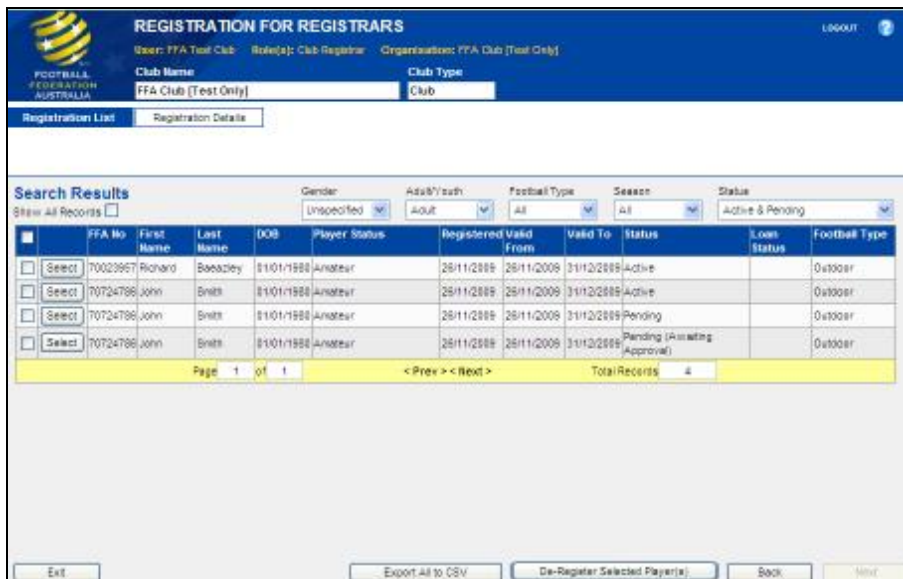
There are a number of functions that Club Registrars need to perform during the course of the season to manage their players including updating contact details and allocating them to teams. We have provided various processes to assist Clubs in managing their players.

Functions	Brief Overview
Club Management	Manage the players within your Club
Registration Management	Search for and then manage players within your Club

### Club Management

This functionality provides Club registrar with a list of players currently registered with the Club. From here you can update a player's contact details and de-register them if they are leaving the Club.

- Click on **Club Management** from the Main Menu.



**REGISTRATION FOR REGISTRARS**

User: FFA Test Club Role(s): Club Registrar Organisation: FFA Club [Test Only]

Club Name: FFA Club [Test Only] Club Type: Club

Registration List | Registration Details

**Search Results**

Gender: Unspecified | Age(s)/youth: Adult | Football Type: All | Season: All | Status: Active & Pending

	FFA No.	First Name	Last Name	DOB	Player Status	Registered Valid From	Valid To	Status	Loan Status	Football Type
<input type="checkbox"/>	70023957	Richard	Boocley	31/01/1988	Amateur	28/11/2008	28/11/2009	31/12/2009	Active	Outdoor
<input type="checkbox"/>	70724788	John	Smith	31/01/1988	Amateur	28/11/2008	28/11/2009	31/12/2009	Active	Outdoor
<input type="checkbox"/>	70724786	John	Smith	31/01/1988	Amateur	28/11/2008	28/11/2009	31/12/2009	Pending	Outdoor
<input type="checkbox"/>	70724786	John	Smith	31/01/1988	Amateur	28/11/2008	28/11/2009	31/12/2009	Pending (Awaiting Approval)	Outdoor

Page 1 of 1 < Prev > < Next > Total Records 4

Buttons: Exit, Export All to CSV, De-Register Selected Player(s), Back, Next

- Select the Player you wish to update information for.

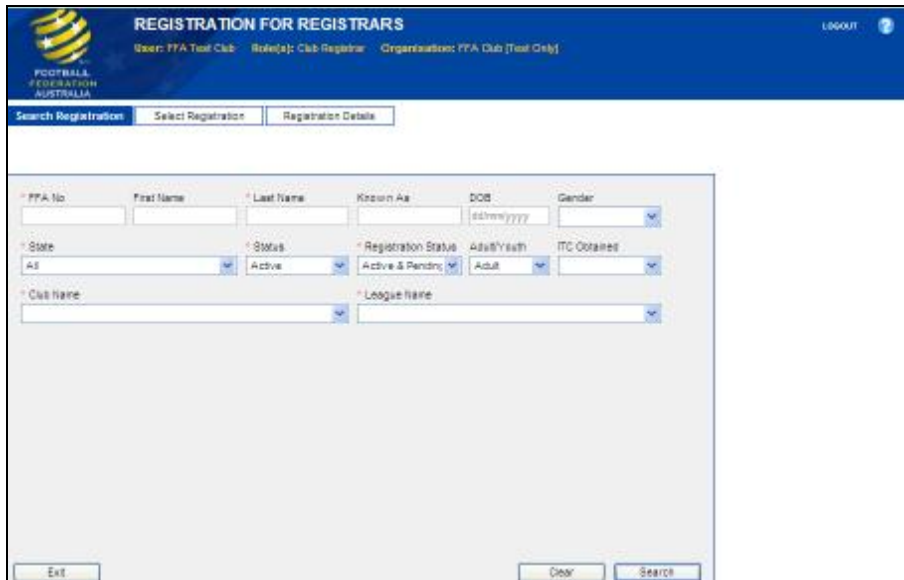


## Registration Management

This functionality is similar to Club Management. However, instead of being presented with a list of your Club's players you are able to search for individual or groups of Players by entering various search criteria.

### Updating Contact Details

Click on **Registration Management** from the Main Menu.

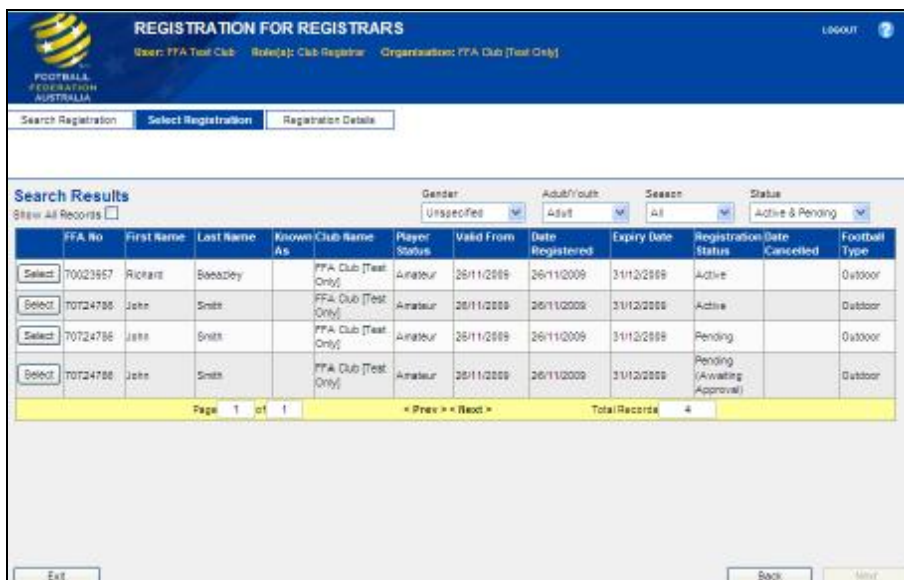


- Enter one or more of the mandatory fields to search for the Player.



**TIP** – You do not have to enter the whole name of a player - you can enter part of a player's name e.g. to search for 'Sarah' as a first name you can enter "sa" or "s".

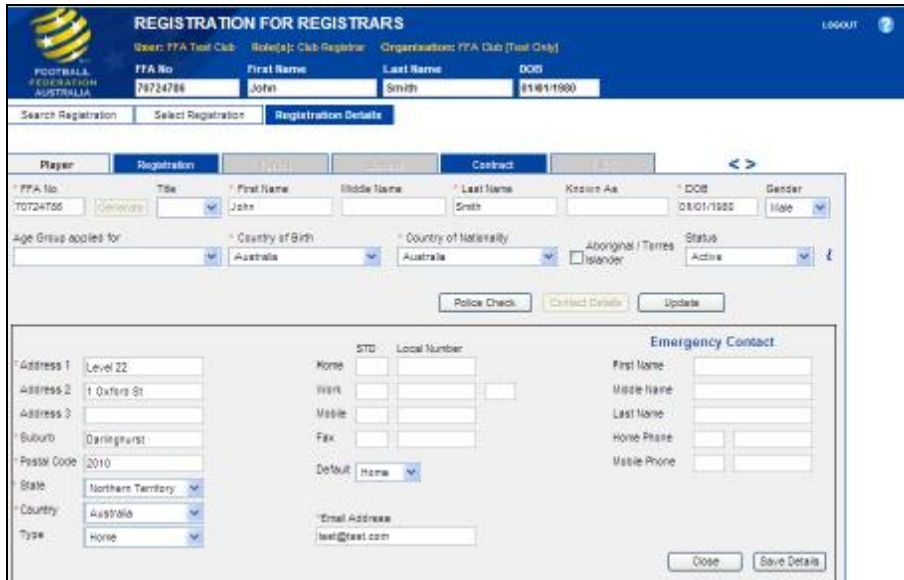
- This will perform a search of only your Club's players.



FFA No	First Name	Last Name	Known Club Name	Player Status	Valid From	Date Registered	Expiry Date	Registration Status	Date Cancelled	Football Type
Select 70023957	Richard	Beedley	FFA Club [Test Only]	Amateur	26/11/2009	26/11/2009	31/12/2009	Active		Outdoor
Select 70724798	John	Smith	FFA Club [Test Only]	Amateur	26/11/2009	26/11/2009	31/12/2009	Active		Outdoor
Select 70724798	John	Smith	FFA Club [Test Only]	Amateur	26/11/2009	26/11/2009	31/12/2009	Pending		Outdoor
Select 70724798	John	Smith	FFA Club [Test Only]	Amateur	26/11/2009	26/11/2009	31/12/2009	Pending (Awaiting Approval)		Outdoor

- If multiple players are listed click on Select of the player you wish to update.

- The registration details of the player are displayed by default.



**REGISTRATION FOR REGISTRARS**

Search: FFA Test Club Role(s): Club Registrar Organisation: FFA Club [Test Only]

FFA No: 78724786 First Name: John Last Name: Smith DOB: 01/01/1980

Search Registration Select Registration **Registration Details**

Player Registration **Registration** Contract

FFA No: 78724786 Title: [Dropdown] First Name: John Middle Name: Last Name: Smith Known As: DOB: 01/01/1980 Gender: Male

Age Group applied for: Country of Birth: Australia Country of Nationality: Australia Aboriginal / Torres Islander: Status: Active

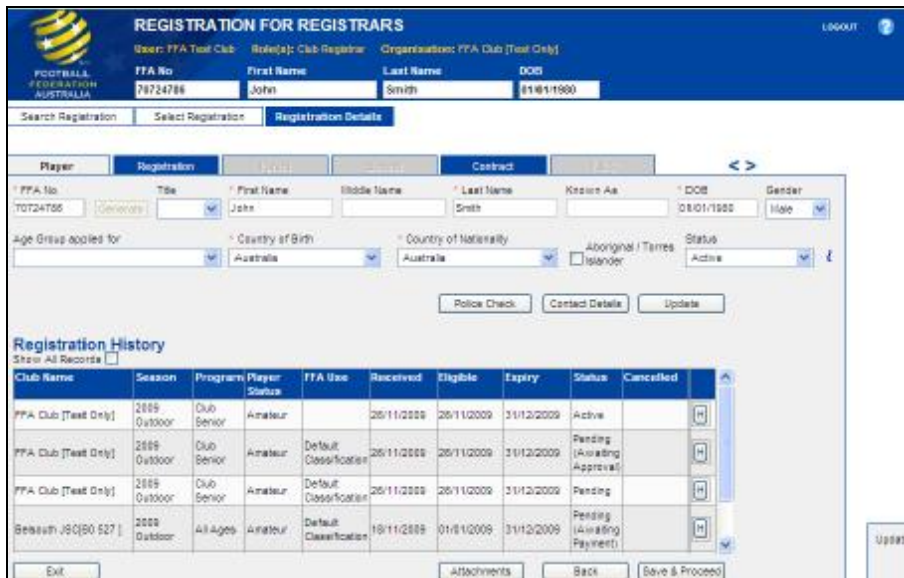
Police Check Contact Details Update

Address 1: Level 22 Address 2: 1 Oxford St Address 3: Suburb: Darwinhurst Postal Code: 2010 State: Northern Territory Country: Australia Type: Home

Emergency Contact: First Name: Middle Name: Last Name: Home Phone: Mobile Phone:

Close Save Details

- Make the appropriate changes and then click on **Save Details**.
- If you don't want to save the changes, click on the **Close** button.



**REGISTRATION FOR REGISTRARS**

Search: FFA Test Club Role(s): Club Registrar Organisation: FFA Club [Test Only]

FFA No: 78724786 First Name: John Last Name: Smith DOB: 01/01/1980

Search Registration Select Registration **Registration Details**

Player Registration Contract

FFA No: 78724786 Title: [Dropdown] First Name: John Middle Name: Last Name: Smith Known As: DOB: 01/01/1980 Gender: Male

Age Group applied for: Country of Birth: Australia Country of Nationality: Australia Aboriginal / Torres Islander: Status: Active

Police Check Contact Details Update

**Registration History**

Show All Records

Club Name	Season	Program	Player Status	FFA Use	Received	Eligible	Expiry	Status	Cancelled
FFA Club [Test Only]	2009 Outdoor	Club Senior	Amateur		25/11/2009	25/11/2009	31/12/2009	Active	
FFA Club [Test Only]	2009 Outdoor	Club Senior	Amateur	Default Classification	25/11/2009	25/11/2009	31/12/2009	Pending (Awaiting Approval)	
FFA Club [Test Only]	2009 Outdoor	Club Senior	Amateur	Default Classification	25/11/2009	25/11/2009	31/12/2009	Pending	
Bekasath JSC [50 527]	2009 Outdoor	All Ages	Amateur	Default Classification	19/11/2009	01/01/2009	31/12/2009	Pending (Awaiting Payment)	

Exit Attachments Back Save & Proceed Update

## Transferring Players

- The transfer of a player is a process governed by the National Registration Regulations.
- Clubs should be aware that there are limits on the number of Clubs a player can register and play for in any given year.
- The Club Registrar and Player should complete the appropriate forms and lodge them with their State Federation.
  - NRR08 2009 Cancellation of Amateur Registration
  - NRR11 2009 Supplementary Registration
- State Federation staff will use MyFootballClub to transfer players between Clubs as required.

## Cancellation of Registration

- The cancellation of a player's registration is a process governed by the National Registration Regulations.
- The Club Registrar and Player should complete the appropriate form and lodge it with their State Federation.
  - NRR08 2009 Cancellation of Amateur Registration
- State Federation staff will use MyFootballClub to cancel registrations as required.