



CASSIOBURY RANGERS FOOTBALL CLUB
"More than just a club that plays football"



THE FOOTBALL
ASSOCIATION

Information for Team Managers:
**Everything you need to know about CRFC Membership Registration and League Registration
for New Players and Players re-registering**

Dear Team Manager: Whether a new team manager or an old hand, please take the time to read through this document in full – it shouldn't take long but the time invested will help you deal with most Membership issues you will encounter in your role as Team Manager

For queries about anything in this document contact:

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This document covers the following things:

- [New Players Members](#)
- [Fees and Payment Methods](#)
- [Existing CRFC Members - Re-registering](#)
- [Watford Friendly League \(WFL\) Registration](#)
- [Problems with payments](#)
- [Discounts and Refunds](#)
- [CRFC Waiting List](#)
- [Summary Checklist for any renewal or new player](#)

New Player Members

All new player members can be offered two free training sessions so they can try out the club and the team. After that, the player's parents should be asked to sign them up, even if it's just for training. All the documentation for CRFC Registration is on CRFC's website, www.cassioburyrangersfc.co.uk, in the Download section. There are two documents needed: 1. the Membership letter setting out the documents needed for registration, fees and payment options and 2. the Registration Form, the second page of which contains supplementary details for parents to read and keep. CRFC teams play in two leagues, Watford Friendly and West Herts Youth.

What happens next?

For each new player, the document(s) listed in the table above and payment should **all be passed to the Membership Secretary as soon as possible**. The Membership Secretary's contact details are at the top of this document. The Membership Secretary records the player's details on the Club's player electronic database, files the paper copies, banks cash and cheque payments and checks internet banking payments. Most queries about registrations or payments will be raised with Team Managers to resolve with parents/carers.

For **Watford Friendly League teams**, the Membership Secretary arranges with the Club Secretary to authorise the WFL registrations by signing the WFL envelopes. After that, the Membership Secretary sends the WFL envelope with photos and proof of date of birth to the WFL Secretary who will issue the WFL player's card. These are usually returned to the Membership Secretary ready for collection by Team Managers. Outside the re-registration period which takes place over July and August, WFL usually turns round cards for new players within the week.

For **West Herts Youth League Teams**, players are registered online. These players **should not be registered on the WHYL online system until the Team Manager has received confirmation from the Membership Secretary** that the player has been entered on the Club's player database and the payments have been banked or checked in the case of internet banking payments.

Additional things to bear in mind:

- One registration form must be completed for each child/player

- If you want to keep copies of completed Registration Forms (eg, for contact details, medical conditions etc.), please do so before you hand them over to the Membership Secretary. The Membership Secretary will hold a master paper copy of each form for insurance, league and FA requirements. Copies of Membership forms cannot be supplied to Team Managers later.
- **Please ensure up-to-date e-mail addresses are supplied for all your players** It is crucial contact details are accurate as these are used to communicate general club information (CRFC's newsletter, social events, AGM dates, invitations to re-register, etc.) which players/parents may otherwise miss.
- Sometimes it's helpful to get one of the other parents to take responsibility for the administration around player registrations so freeing up Team Managers to concentrate on training and games.

Fees and Payment Methods

For ease of reference, forms, supporting documents needed, fees payable and methods of payment are set out in the table below – look for your age team and the relevant league

Team	Forms and Documents needed	Membership Fee to be paid and payment methods when joining between 1 June - 31 December	Membership Fee to be paid when joining 1 January to 31 March	Membership Fee to be paid when joining 1 April to 31 May
U6/7s No League registration	✓ CRFC Registration Form	<p style="text-align: center;">£110</p> <p>→ Cheque: payment in full or by two instalment payments. Instalments are accepted only by cheque and a £15 administrative fee must be added, so the total fee is £125. The first cheque is for £62.50 must have the current date. The second cheque, also for £62.50, should be dated 31 January 2016.</p> <p>→ Internet banking payment: full payment is required and a printout of the payment should be</p>	<p style="text-align: center;">£80</p> <p>→ Full payment only whether by cheque, internet banking or cash</p>	<p style="text-align: center;">£35</p> <p>→ Full payment only whether by cheque, internet banking or cash</p>

Team	Forms and Documents needed	Membership Fee to be paid and payment methods when joining between 1 June - 31 December	Membership Fee to be paid when joining 1 January to 31 March	Membership Fee to be paid when joining 1 April to 31 May
		provided with all the other documents → Cash: full payment required		
U8s-U11s in Watford Friendly League See also section below on WFL	<ul style="list-style-type: none"> ✓ CRFC Registration Form ✓ Watford Friendly League envelope signed by parent <i>and</i> player ✓ Two up-to-date passport size photos ✓ Proof of Date of Birth, eg, photocopy of birth certificate or relevant page of passport 	<p style="text-align: center;">£155</p> <p>→ Cheque: payment in full or by two instalment payments. Instalments are accepted only by cheque and a £15 administration fee must be added, so the total fee is £170. The first cheque for £85.00 and must have the current date. The second cheque also for £85.00 should be dated 31 January 2016. Please note: without a second post dated cheque, the player cannot play league matches.</p> <p>→ Internet banking payment: full payment is required and a printout of the payment must be provided with all the other documents</p> <p>→ Cash: full payment required</p>	<p style="text-align: center;">£80</p> <p>→ Full payment only whether by cheque, internet banking or cash</p>	<p style="text-align: center;">£35</p> <p>→ Full payment only whether by cheque, internet banking or cash</p>
U8s-U11s in West Herts Youth League	<ul style="list-style-type: none"> ✓ CRFC Registration Form ✓ One up-to-date passport size photo which is best supplied by email to the team manager ✓ Proof of Date of Birth, eg, photocopy of birth certificate or relevant page of passport 	<p style="text-align: center;">£155</p> <p>→ Cheque: payment in full or by two instalment payments. Instalments are accepted only by cheque and a £15 administration fee must be added, so the total fee is £170. The first cheque for £85.00 and must have the current date. The second cheque also for £85.00 should be dated 31 January 2016. Please note: without a second post dated cheque, the player cannot play league</p>	<p style="text-align: center;">£80</p> <p>→ Full payment only whether by cheque, internet banking or cash</p>	<p style="text-align: center;">£35</p> <p>→ Full payment only whether by cheque, internet banking or cash</p>

Team	Forms and Documents needed	Membership Fee to be paid and payment methods when joining between 1 June - 31 December	Membership Fee to be paid when joining 1 January to 31 March	Membership Fee to be paid when joining 1 April to 31 May
		<p>matches.</p> <p>→ Internet banking payment: full payment is required and printout of the payment must be provided with all the other documents</p> <p>→ Cash: full payment required</p>		
U12s+ in Watford Friendly League See also section below on WFL	<ul style="list-style-type: none"> ✓ CRFC Registration Form ✓ Watford Friendly League envelope signed by parent <i>and</i> player ✓ Two up-to-date passport size photos ✓ Proof of Date of Birth, eg, photocopy of birth certificate or relevant page of passport 	<p style="text-align: center;">£172.50</p> <p>→ Cheque: payment in full or by two instalment payments. Instalments accepted only by cheque and a £15 administrative fee must be added, so the total fee is £187.50. The first cheque for £93.75 must have the current date. The second cheque for £93.75 must be dated 31 January 2016. Please note: without a second post dated cheque, the player cannot play league matches.</p> <p>→ Internet banking payment: full payment required and print off showing payment to be provided</p> <p>→ Cash: full payment required</p>	<p style="text-align: center;">£90</p> <p>→ Full payment only whether by cheque, internet banking or cash</p>	<p style="text-align: center;">£35</p> <p>→ Full payment only whether by cheque, internet banking or cash</p>
U12s+ in West Herts Youth League	<ul style="list-style-type: none"> ✓ CRFC Registration Form ✓ One up-to-date passport size photo which is best supplied by email to the team manager ✓ Proof of Date of Birth, eg, photocopy of birth 	<p style="text-align: center;">£172.50</p> <p>→ Cheque: payment in full or by two instalment payments. Instalments accepted only by cheque and a £15 administrative fee must be added, so the total fee is £187.50. The first cheque for £93.75 must have the current date. The second cheque for £93.75 must be dated 31 January</p>	<p style="text-align: center;">£90</p> <p>→ Full payment only whether by cheque, internet banking or cash</p>	<p style="text-align: center;">£35</p> <p>→ Full payment only whether by cheque, internet banking or cash</p>

Team	Forms and Documents needed	Membership Fee to be paid and payment methods when joining between 1 June - 31 December	Membership Fee to be paid when joining 1 January to 31 March	Membership Fee to be paid when joining 1 April to 31 May
	certificate or relevant page of passport	2016. Please note: without a second post dated cheque, the player cannot play league matches. → Internet banking payment: full payment required and print off showing payment to be provided → Cash: full payment required		

Existing CRFC Members - Re-registering

Existing CRFC members will receive an e-mail before the end of the current season from the Membership Secretary attaching:

- A letter explaining fees for the forthcoming season (including details of any discounts applicable), payment options, and the date by which all fully completed documentation and payment(s) must be returned to their Team Manager
- CRFC's Registration Form to be completed by the parent/player. The second page of the form contains supplementary details for parents to read and keep.

Unless informed otherwise by Team Managers, all existing CRFC members will receive the letter and form. Fresh CRFC Registration Form must be completed so we comply with insurance requirements and Child Welfare and FA guidelines and policies.

Before the end of the current season, we always have a Team Managers Meeting where we go through the timetable for re-registering players, explaining the deadlines to be met by Team Managers and what they need to do to make sure the Club complies with League rules, eg, make sure all renewing members have fresh, up-to-date photos, is one issue that trips us up and causes delay from time to time.

Watford Friendly League (WFL) Registration

Whether players are renewing or joining the team for the first time, the Team Manager provides the WFL registration envelope to the player's parent/carer. Spare WFL Registration envelopes for all age groups can be obtained from the Membership Secretary. It's one envelope for each player. WFL have some strict rules about registration which are outlined below.

- **Renewals** - A player has previously played for CRFC in the WFL
 - The form on the front of the WFL Registration envelope must be completed in BLOCK capitals
 - **Both** the parent **and** the child/player must sign the form
 - Enclosed **must** be the following:
 - 2 **NEW** (recent) official passport photos – ***the same photos from last season must NOT be used.***
Acceptable photos are:
 - taken against a plain background
 - printed in colour
 - measure 45mm x 35mm.
 - The child's name **must** be written in block capitals on the back of each photo.
"Home" produced photos will not be accepted. Each photo must be cut to size.
 - Existing/last season's WFL Registration card
- **New Players** – This is the first year a player will be playing for CRFC in the WFL
 - The form on the front of the WFL Registration envelope must be completed in BLOCK capitals
 - **Both** the parent **and** the child/player must sign the form
 - Enclosed **must** be the following:
 - 2 **NEW** (recent) official passport photos –

Acceptable photos are:

- taken against a plain background
- printed in colour
- measure 45mm x 35mm.
- The child's name *must* be written in block capitals on the back of each photo.

"Home" produced photos will not be accepted. Each photo must be cut to size.

- Proof of the player's date of birth, ie, a copy of their birth certificate or passport.

For re/registrations for the new season, WFL's registration numbers for teams and timetable is as follows:

U7 Teams must have a minimum of **5** players registered by the 15th August

U8 – U9 Teams must have a minimum of **7** players registered by the 15th August

U10 Teams must have a minimum of **7** players registered by 15th July

U11 – U12 Teams must have a minimum of **9** players registered by the 15th July

U13 – U18 Teams must have a minimum of **11** players registered, by the 15th July

CRFC usually works towards submitting registrations for the next season by the week before the WFL deadline.

Transfers

Transfers are permitted. There is a transfer fee of £5 per player incurred by the club.

CRFC will be fined if a player participates in a league game without a correct WFL card in their Team Manager's possession. This fine will be passed onto the Team Manager. It is therefore Managers' responsibility to ensure all players participating in a game have a valid WFL card. The club has the right to withdraw a player's card if membership fees are outstanding.

Problems with payments

Players will only be registered with the Club and League if the correct payments are received.

If the membership fee is being paid by instalments (cheque only at the moment), two cheques must be provided by the parent/carer with registration documents, one of which is post-dated 31 January 20XX. If a post-dated cheque is not included, the player will not be able to train or play in League games.

What happens if parents/carers say they can't pay in one go?

Let's be honest, this can be tricky to resolve. The Club can try to be flexible. For example, we could put in place, say, a monthly payment schedule but the onus is on the Team Manager to remember to ask parents/carers to pay and to collect the fees due on time. At most only one maybe two players per team can be supported in this way. Anymore than these few players and there may be a problem for the Club's cash flow¹.

What happens if a cheque bounces?

The Membership Secretary will let Team Managers know if this has happened. Team Managers need to let parents/carers know their cheque has bounced and that they need to reimburse the Club for the bank charges incurred. Let parents know that this requirement is set out on the back of the Registration Form under the section on Membership Fees. The new cheque should include an additional £4 to cover the Club's expenses. Until a replacement payment has cleared, the player will not be able to train or play in League matches.

Discounts and Refunds

Discounts

¹We are looking into the possibility of direct debit payments for 2016/17 season but nothing has been decided yet
CRFC Membership Renewal & League Registration – all you need to know (as at 24 October 2015)

£10 for 1st Sibling
£15 for 2nd Sibling

For clarification, a sibling is the brother/sister of a child already registering or playing as a club member.

If parents/players are entitled to any fee discounts, these must be applied with registration/payment. The club will not issue refunds to anyone who has incorrectly paid. It is the responsibility of the player/parent to check they have paid the correct amount. Team Managers should check the paperwork/payment when it is returned to you. The Membership Secretary is happy to clarify any queries over fees.

Refunds

Refunds of fees will only be provided to players that leave the club **before** 31 December, on receipt of their full kit, and will be 50% of fees paid. This is set out on the back of the Registration Form.

CRFC Waiting List

If you receive any new enquiries directly, please let the Membership Secretary know so they can be added to CRFC's waiting list or sent the appropriate registration documents.

New players must not be recruited without checking first if there is anyone on the waiting list. This has implications for our Charter Standard Status; we are an all-inclusive club and cannot prioritise players based on ability. In previous seasons some teams recruited players that the Membership Secretary was unaware of. This meant players had not paid and effectively "queue jumped" the waiting list which is unfair for existing players who have paid and potential new players waiting to play for us.

The main tool used for keeping CRFC's waiting list is the [Membership Enquiry form](#) which is on the home (first) page of CRFC's website. This picks up all the information the Club needs about potential new member players. The Membership Secretary passes this information on to relevant Team Managers who then get in touch with the parent/carer/player. The Membership Secretary usually keeps a record of the outcome of the enquiry for future reference. Team Managers should always let the Membership Secretary straightaway if they have taken on a new player and provide the relevant documentation.

Summary Checklist for any renewal or new player

CRFC Registration Form:

- Is fully completed and signed
- Includes an up to date email address
- Payment supplied is as stated on the CRFC Registration form
- If payments by instalments are being used (cheque only), make sure there two cheques, one with the current date and one dated 31 January 20XX

WFL Registration envelope:

- Is completed in BLOCK capitals
- Is fully completed
- Is signed by Parent **and** Player
- Has 2 copies of up to date photo of player (not last season's) in required format (See WFL section above)
- Photos have player's name written on back
- If renewal – last season's ID card is enclosed
- If new player – proof of date of birth is enclosed

West Herts Youth League – online registration

- An up to date photo of the player has been emailed to you
- If new player – proof of date of birth has been emailed to you