

## Timetable - 2016-17 CRFC Membership Renewals and League Registrations

Date	What to be done	Who does it
18/4/17	WFL registration envelopes to Managers-	Scott Parker
19-23/4/17 (1.5 weeks)	Email to Parents/Players with CRFC Membership form	Liz Smale
	WFL envelopes to Parents/Players	Managers
24/4-21/5/17 (4 weeks)	WFL, WHYL and CRFC forms completed with photos and payments and returned to Managers	Parents / Players
22/5-28/5/17 (1 week)	Managers to check all documentation – see checklist overleaf - and pass everything over to LS	Managers
29/5-25/6/17 (4 weeks)	WFL and other documentation for each player checked and returned to Managers if needed.	Liz Smale / Managers
26/6-2/7/17 (1 week)	All U9s and above WFL envelopes signed off and submitted to WFL <sup>1</sup>	Scott Parker / Liz Smale
31/7/17	WHYL submission (online)	Managers
15/8/16	Latest date by which U8s registrations to be with WFL	Liz Smale

**WFL** – Watford Friendly League; **WHYL** – West Herts Youth League; **CRFC** – Cassiobury Rangers Football Club

<sup>1</sup> Early for us this year as Liz away for WFL latest submission date of 15/7/17 for U9s and above

## Membership Renewals Checklist: What Team Managers should obtain for each player

### ① CRFC's Registration Form

> The form should be fully completed and one filled in for each player, signed by parent/carer and player. LS will email the Registration Form and a covering letter to parents / carers setting out all the fees and payment information.

### ② League registration

> Watford Friendly League (WFL): ensure every team member completes a WFL envelope fully – including getting the player to sign it.

> If your team is playing in the West Herts Youth League (WHYL) registration is done online (Team Manager, Will Leyshon is font of all WHYL registration knowledge: willleyshon@hotmail.com)

### ③ Proof of player's date of birth

> If you have a player new to CRFC **or** is a member already but has not yet played in WFL or WHYL matches (eg, those in U8s team), make sure there is a photocopy of their birth certificate or relevant page from their passport which is attached to the CRFC registration form (WHYL) or placed in the WFL envelope.

> Include last year's WFL membership cards

### ④ NEW passport-type and size photos of each player

> For **WFL** we need **TWO** new passport-size photos - each child's name and team should be written on the back – please check this has been done before giving LS the registration documents

> For **WHYL**, for players in U12s and above, parents can email you a new photo of their child

> Please note: **last year's photos are not acceptable!** If you receive last year's photos give/send them back to parents / carers straightaway and ask for up-to-date ones. We can't submit League registrations for players without up-to-date photos. These are League rules we must follow.

### ⑤ Membership fee payment

> If paying by **internet banking**, check:

- Printout of payment is supplied
- Right amount has been paid

> If paying by **one cheque**

- Right amount has been paid
- Player's name and team is written on the back of the cheque

> If paying by **two cheques**

- Right amount has been paid, including the £15 administration charge
- One cheque is dated before 1/6/17 and one is dated 31/1/18
- Player's name and team is written on the back of each cheque

> If paying by **cash**

- Membership fees paid all in one go by this method is preferable.
- If paying by two instalments, same dates apply as for paying by two cheques and £15 administration charge must also be paid