



GUIDELINES FOR REGISTRATION FORM 2008 / 2009

Please understand the registration process is time consuming, the earlier you get your registrations submitted to us the better, do not leave it till the last 2 or 3 weeks to submit them. Last season over 25% of teams left it until the last few weeks to submit them, this resulted in those teams being unable to start the season for which they received a fine and lost the points for every game they did not play.

To try and get clubs to submit their registrations earlier we are adopting a new system whereby teams will be required to attend one of the registration nights [listed below] to submit their forms. On those nights the forms will be checked and given a priority service for those registrations and also any future additional cards they wish to add before season start.

No registration forms will be accepted through the post or hand delivered until after the registration nights i.e. from the 19th August onwards, after this date they should be posted to: Ian Brockman, 6 The Haven, Richmond, Surrey, TW9 4JR. Please note that any posted forms that are incorrect will be returned which will delay the process even further. Please read the guidelines and submit as early as possible.

Please ensure you follow the instructions below carefully

1. Photos should be **trimmed to fit within the black lines of the box**. This is vital to ensure the automatic scanning process crops the photo.
2. The photos submitted must also for fill the following criteria; **otherwise your whole team registration will be rejected.**
3. Recent (taken within the last six months); 35 millimetres (mm) high x 28 millimetres (mm) wide (please trim your photographs to meet this condition);
4. Printed on photo-quality paper (with no watermarks, embossing or printing on the photo); undamaged, for example, by creases from paper clips, of you on your own (no hats or scarves)
5. ; A close-up of your head only ;of you facing forwards, looking straight towards the camera ;of your full head without any head covering, unless it is worn for religious beliefs or medical reasons; and nothing covering your face.
6. Photos must be glued (not stapled) within the box corresponding to the players details i.e. Player 1 photo matches Player 1 details etc.
7. **Players' details must be printed in block capitals on the form, players will be only registered by their Full first name and Surname only as per proof of birth provided, no Shortened names i.e. Jim for James, Chris for Christopher etc**, this is a change from previous seasons in a attempt to stop players registering for more than one team with different versions of the same name & the player must sign to confirm their desire to play for your team. You cannot sign on their behalf.
8. Club / Team secretary must countersign the form to confirm details are correct. Please enter your Club name, team name & age group.
9. Proof of date of birth is required for each player being registered. This can be last years ID card or **photocopy only of birth certificate, passport or medical card only.**
10. Once completed, The forms Must be brought to one of the Registration nights at the times specified **together with proof of dates of birth & the correct payment.**
11. Each form is designed for up to 10 players – small sided teams may register up to 14 players and 11 a side teams up to 20 players, in both cases you would need to complete 2 team registration forms, **please don't forget to submit your online registration form for each team as well.**

COST OF REGISTRATIONS

	Pre 30/6	Pre 31/7	After 1/8
Mini Soccer	Free	£2.00	£5.00
11 A-Side	£2.00	£2.00	£5.00

DATES TO ATTEND

MONDAY 30TH JUNE	REGISTRATION NIGHT	7.00PM	9.00PM	CONF ROOM
MONDAY 14TH JULY	REGISTRATION NIGHT	7.00PM	9.00PM	CONF ROOM
MONDAY 21st JULY	REGISTRATION NIGHT	7.00PM	9.00PM	CONF ROOM
THURSDAY 31ST JULY	REGISTRATION NIGHT	7.00PM	9.00PM	CONF ROOM
MONDAY 18TH AUGUST	REGISTRATION NIGHT	7.00PM	9.00PM	CONF ROOM
MONDAY 28TH AUGUST	COLLECTION NIGHT	7.00PM	9.00PM	ESHER SUITE

TIMES TO ATTEND

<u>7.00PM</u>	<u>7.40PM</u>	<u>8.20PM</u>
ALL CLUBS A-G	ALL CLUBS N-Z	ALL CLUBS H-M

Please ensure you arrange to collect your REGISTRATION CARDS on the collection evening – **August 28th 2008 at Imber Court from 7pm onwards.**

If you have any questions regarding registration please contact me or the registration secretary Ian Brockman but please do not leave it late as you will lose the points for games you don't play and also be fined.
Kind regards, Frank Thompson [General Secretary]