

PLAY FOOTBALL ADMIN CHECKLIST

CLUB ADMIN

1. Have I updated my Organisation Details on Play Football, including Office Bearers?
2. If applicable, have I performed a Season Migration on Play Football?
3. Have I created/updated Signup forms & Products on Play Football?
4. If applicable, have I updated my Clubs Bank Account Details & completed the Online Payment Form?
5. Have I checked that all playing types are accurate on Products?
6. Have I made Signup forms & Products on Play Football 'active'?
7. Have I requested for my Signup forms & Products to be review by Football Victoria?
Have I emailed registrations@footballvictoria.com.au to check and approve our clubs Sign-Up forms and Products?
8. Have I advised participants that registrations are now open for my club?
9. If applicable, have players been assigned into a team?
10. Where applicable, have I downloaded and sent Player ID Cards to the teams Team Manager?
11. Before matchday, is the players status showing as 'active' on Play Football?

CLUB ADMIN: CHECKING PLAYER ELIGIBILITY

Prior to approving any players registration on Play Football, have I checked:

12. The participant registered to the correct Product?
13. The registered participants name is correct?
14. The registered participants DOB is correct?
15. If applicable, does the participant have an ID photo uploaded on Play Football?

16. Have I confirmed players eligibility to play for the club?

For players transferring from another club (Victoria/Interstate), that the player is de-registered from the previous club and eligible to register for my club?

With the registrations team at Football Victoria that the player transferring from the other club has been deregistered in accordance to the FFA National Registration Regualtions prior to registering to my club?

17. For any player who last played overseas/coming from overseas, have I checked the player has applied for an International Transfer Certificate (ITC)?

Have I confirmed with the registrations team at Football Victoria that the correct ITC process has been completed?

Where a club is unsure of a player's eligibility, it is the club's responsibility to check with Football Victoria the players eligibility for any competition.

FOOTBALL VICTORIA

Level 3, 436 St Kilda Road, Melbourne, VIC 3004
PO Box 7488, St Kilda Rd, VIC 3004

T: (03) 9474 1800 • **FACSIMILE:** (03) 9474 1899

W: footballvictoria.com.au • **E:** registrations@footballvictoria.com.au



PLAY FOOTBALL ADMIN CHECKLIST

WHAT HAPPENS IF MY CLUB HAS FIELDDED AN INELIGIBLE PLAYER?

1. FV INVESTIGATION PROCESS

1. FV may find unregistered or ineligible player(s) through random audits, daily processing or investigation upon notification.
2. Clubs may protest a match result due to player ineligibility within the time limit specified within the relevant rules for the particular competition, or if not otherwise specified, 10 calendar days.
3. Where FV requests a club to provide information in relation to their registration matters, a failure to comply within 7 days, or as otherwise reasonably requested by FV, will result in all of that Club's teams playing for zero points until the requested information is provided.
4. The investigation process is not subject to review or challenge, under the Grievance, Disciplinary and Tribunal By-Law or otherwise.

2. CONSEQUENCES OF FIELDING AN INELIGIBLE PLAYER

1. A club that fields player(s) that are Ineligible, as defined in clause 1.4.1(d) of the Rules of Competition, faces sanctions under clause 1.4.4 of that document.
2. These sanctions can include, among others:
 - (a) Score reversal or change to a 3-0 loss for each match in which ineligible player(s) were fielded;
3. These sanctions may apply even if the player(s) are fielded inadvertently or through an administrative or technical error.

All clubs should be aware that FFA regulations require strict penalties be imposed in the event that any ineligible player participates in an FV sanctioned competition. Penalties include, that the results of any match that a player has participated in will be a 3:0 defeat. This penalty is not determined under FV's GDT and cannot be appealed. The penalty cannot be negotiated or a different penalty (i.e a club requested fine) applied.

The penalty is administered by FV's Football Department.

Whilst players may register themselves on the National Registration System, the ultimate sign off and approval of a player's registration is held by the Club, when the administrator approves and activates the registration within the clubs Play Football account.

Should evidence be provided that a Club has fielded an ineligible player, FV's Football Department will provide the Club with an opportunity to provide their position on the allegation. Once FV's decision in relation to the matter has been determined, no further discussion will be entered into.

Please note: The overturning of results and subsequent (potential) loss of competition points may lead to a club not earning promotion, winning a Championship, being removed from a Cup Draw after progressing through to the next round or being relegated from a competition due to ladder position at the end of a season.

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