

## HHFC Player Registration – Parent Guide

This guide explains **how to register your child with Hilton Harriers FC**, what we need from you, and when your child is eligible to play.

### Step 1: Express Interest

- Complete the **HHFC Player Enquiry Form** (link provided by the club).
- Your enquiry will be passed to the relevant **Team Manager**.

### Step 2: Team Manager Confirmation

The Team Manager will:

- Confirm there is space in the squad
- Check your child's age eligibility
- Invite your child to training or a trial (if needed)

Once confirmed, the club will move you to the registration stage.

### Step 3: FA Number (FAN)

Every player must have an **FA Number (FAN)**.

- If not, you will be asked to create one via The FA system
- For **Under-16s**, the FAN must be created by a parent or guardian
- If your child already has a FAN please check the FA system details are correct:

FA Systems details MUST be completed:

- Full name and date of birth
- Nationality and gender
- Parent/guardian email and phone number
- Player photograph

### Step 4: FA Registration & Consent

- You will receive an **official FA registration email**
- Click the link and complete:
  - Player registration
  - Parent/guardian consent

This must be completed before your child can be registered with the league.

### Step 5: Club & League Registration

Once you've completed the FA form:

- The club completes the remaining checks
- Your child is registered with the correct team
- The league is notified

The Team Manager will confirm when your child is **eligible to play matches**.

### **Team Fees (Separate Process)**

- Team subscriptions are managed separately via **Team Fee Pay**
- Your Team Manager will provide payment details
- Any payment questions should be raised with the Manager or Treasurer

Registration and payments are linked but handled separately.

### **Re-Registration Each Season**

At the start of every season:

- You will be asked to **re-confirm details and consent** via The FA
- This is mandatory, even if your child played last season
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### **Transfers or Leaving the Club**

If your child:

- Moves to another club, or
- Stops playing for HHFC

Please inform your **Team Manager** promptly and return any club kit.

### **Safeguarding & Data**

- All personal information is stored securely on The FA system
- Hilton Harriers FC follows FA safeguarding and data protection rules