

HHFC Player Registration – Manager Checklist

This checklist is for **Team Managers** to ensure every player is correctly registered, compliant, and eligible to play.

Use it for **new players, re-registrations, and mid-season changes.**

FA Number (FAN)

- Player has a FAN
- If U16, FAN created by parent/guardian

Mandatory FAN details checked:

- Full name (matches birth certificate)
- Date of birth
- Nationality
- Gender
- Parent/guardian email address
- Parent/guardian phone number
- Player photograph uploaded

→ Chase parent for any missing or incorrect details

Registration Handover

- **Email** sent to Player Registration Lead confirming:
 - Player approved
 - FAN complete and accurate

(Do not promise match eligibility until confirmed)

Eligibility Confirmation

- FA registration invite completed by parent
- Player confirmed as registered by Registration Lead
- League registration confirmed

→ Only now is the player eligible to play matches

Team Fees (Separate Process)

- Player set up on Team Fee Pay
- Parent informed of payment expectations
- Any issues flagged to Treasurer

B. Annual Re-Registration (Start of Season)

- Squad list confirmed
- Parent has re-consented via FA
- Player details reviewed and accurate
- Player submitted to league

→ Chase any incomplete registrations early

C. Transfers or Players Leaving

- Parent/player has informed you
- Club kit returned
- Team Fee Pay updated / leaver request submitted
- Registration Lead informed

D. When to Escalate

Escalate **only if needed**:

- Age or eligibility disputes
- Transfer complications
- Safeguarding concerns

Escalation route: **Registration Lead → Club Secretary / Chair**

Manager Reminders

- You confirm football readiness and FAN accuracy
- Parents complete FA forms themselves
- No FA registration = no matches
- Registration and payments are linked but separate
- When in doubt, pause and ask

✓ Golden Rule

If it isn't confirmed in the FA system, the player is not eligible to play.