

## 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

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### Registration Handover

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

*(Do not promise match eligibility until confirmed)*

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### 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

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### Team Fees (Separate Process)

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

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## C. Transfers or Players Leaving

- ☐ Parent/player has informed you
  - ☐ Club kit returned
  - ☐ Team Fee Pay updated / leaver request submitted
  - ☐ Registration Lead informed
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## D. When to Escalate

Escalate **only if needed**:

- ☐ Age or eligibility disputes
- ☐ Transfer complications
- ☐ Safeguarding concerns

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

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## 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
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## Golden Rule

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