



Warrington & District Football League

“Points of guidance to Club Secretaries on Registrations”

In order to assist new Club Secretaries (and remind others) I have listed below the points of guidance when registering and transferring players.

1, Please ensure that you have in your possession all the necessary stationary (as per standing order No 19)

2, In order to assist the registration secretary you will be required to submit at least “TEN DAYS PRIOR” to the start of the season (S.O.No 17 Refers) sufficient registration forms to fulfill the clubs scheduled fixtures (a minimum of 11 forms Per Team) with these forms you should send your club roll duly completed.

I will complete the leagues part of the form as the “Actual Date of Registration” is when I have received and vetted the forms and not when either the player or club secretary signs them.

3, When signing a player please ensure that he is “NOT” already a registered player of another club within the league. IF IN DOUBT ASK ME!

4, Please ensure that the registration or Transfer forms are completed FULLY AND CORRECTLY –Failure to do so will mean that the form will be returned for correction and the player WILL NOT HAVE BEEN REGISTERED WITH THE LEAGUE.

The correctly completed forms must be with me by **10-00pm two days prior to the match.** (League Rule 8b refers)

A player should “NOT” partake in any game until you have received his registration receipt or you have confirmed his registration with the registration secretary. (S.O.No 18(b) refers.

5, Benevolent Fund: - The correct benevolent fund payment “**MUST**” always be forwarded with the players registration form. Failure to comply with this requirement will mean that the player’s registration will not be accepted by the league.

6, If Club Secretaries wish to have an agent to sign the registration forms on his behalf they must request the same in writing to the League or Registration Secretary for permission by the M.C

7, DO NOT RELY ON THE POST FOR YOUR LAST MINUTE REGISTRATIONS

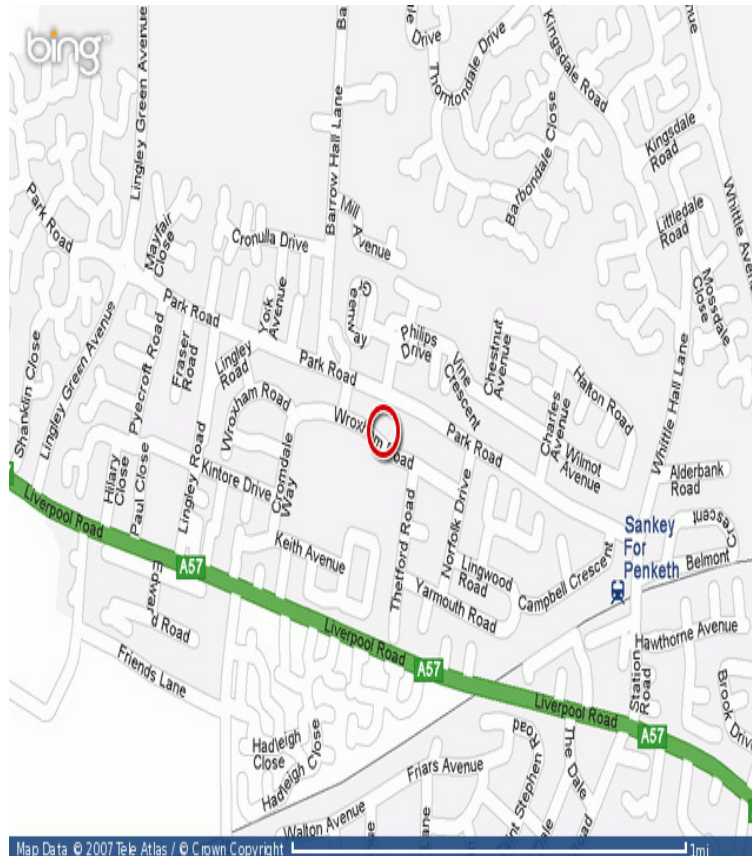
For personal delivery, **Please note that NO unannounced visits will be accepted, please call me prior to confirm you are dropping forms off** (A location map is enclosed) You will also need to contact me either by telephone or email on the following number 01925 728251 or 07932624891 or email to registrations@warringtondistrictfl.co.uk to confirm I have received your forms and they are in order.

8, Please do not put NOTES/COINS in with the forms only cheques and or postal orders made payable to Warrington & District Football League will be acceptable. Clubs wishing to speed up the process and get their receipts returned quickly should include a stamped addressed envelope with the forms.

9, MY Availability will be shown in the minutes and I politely request that you adhere to those times published

10, Registration evenings – I intend to hold one registration evening at the Roosters Club, this is so that you can bring all your completed forms in bulk. The date and time will be announced at the AGM meeting and will be included with the minutes.

Note: All the above are the main points to assist you and should be used in conjunction with the leagues Rule Book, Benevolent Rules and S.O.s



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