



Club Secretary:
Barry Wake



Registered under the Football Association's Child Protection Policy

www.whickhamfellsideyfc.co.uk

Club Management Committee:

President – Rob Hennessey, Chairman – Dave Nelthorpe (welfare officer), Secretary – Barry Wake, Treasurer/Vice-Chairman – John Clark, Football Development Officer – Peter Craddock, Registration Secretary – Steve Franklin, Kit and Equipment – Tony Smith, Watergate and Pitch Facilitator – Paul Johnson and Sharon Johnson, Asst. secretary – Paul Mitchell, Welfare Officer – Peter Richardson, Referees and pitch allocation – Barry Wake

Club General Committee All Team Managers and Assistants

DFA Affiliation No. **W-DUR4509**

Club registration and subscription payments – 2021/22

Policy Name: Whickham Fellside Youth Football Club (WFYFC) Registrations Policy.

Policy Version Number: Final 1_0a

Policy Effective Date: from 1st June 2021

Policy Owner: Registration and subscriptions Secretary

Policy Reviewer: WFYFC Management Committee

Review Cycle: Yearly

Purpose: This policy is to ensure that the club's registration and subscription payment process is documented and circulated round managers and parents/carers.

Registration and subscription process 2021/22 season

See **club website page** - [Register & Subscriptions | Whickham Fellside Youth Football Club \(whickhamfellsideyfc.co.uk\)](http://www.whickhamfellsideyfc.co.uk/register-subscriptions)

Registration and subscription policy 2021/22 season

1. Players' registration fees via the FA's Matchday app (using Paypal). There will be no other payment option. Players must select one of the PayPal payment options as their method of payment when registering.
2. If a player has outstanding subscriptions due from the previous season, these **MUST** be paid **BEFORE** the player can be registered for the upcoming season. This will be dealt with by the Registration and Subscription officer (Steve Franklin – registrations@whickhamfellsideyfc.co.uk) and/or the club secretary (Paul Mitchell – secretary@whickhamfellsideyfc.co.uk).
3. A player will be ineligible to play in and league matches or friendlies until the player is registered with the club and approval is granted by the club's Registration and subscription officer.
4. A player can play for a WFYFC Saturday and Sunday team under the payment option chosen by the parent/carer ie they won't be paying double.
5. If over 16, the players can have their own email address and make their own PayPal payments or the parent linked can do this as above.
6. Consent to register on and use the FA's Matchday mobile phone app to accept, confirm and setup the PayPal automated subscription payments (download on Android and apple app sites) as selected above for each child(ren) – Note that PayPal subscription is the **ONLY** payment option that the club will accept for this season. No exceptions to this as it causes additional and unnecessary club administration work.

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7. Ensure all subscriptions on paid in time and in full via the FA's matchday PayPal automated subscription. Subscriptions must not fall into arrears. Players whose subscriptions are in arrears will not be able to play in league matches and ultimately could be asked to leave the club.
 8. Permission to use of photos/videos/images containing your child(ren) or the player (if 16 or over) on the club's website, social media or within any club marketing literature – if you DO NOT consent for your child(ren)s/player (if 16 or over) image to be used, you MUST email secretary@whickhamfellsideyfc.co.uk with their name and the team(s) they play for to “opt out”.
 9. Accept WFYFC's registration and subscription 2021/22 policy in full (this document).
 10. Abide by the club's code of conduct 2021/22 policy – [Documents | Whickham Fellside Youth Football Club \(whickhamfellsideyfc.co.uk\)](#). Failure to abide by this (decision by the Executive Committee is final with no appeal), will result in the parent and player being asked to leave the club permanently,
 11. Club officials, team managers, assistants, players and match officials or anyone else playing for or providing a service for the club, will not be subjected to, or will tolerate, any form of physical, racist, sexist, gender or verbal abuse. Failure to abide by this (decision by the Executive Committee is final with no appeal), will result in the parent and/or player being asked to leave the club permanently – <https://www.thefa.com/get-involved/respect/play-your-part>

Outstanding subscriptions recovery process

1st month outstanding – referee parlance – “You will receive a speaking to” – Manager will chase up payment as will club officials via email and phone.

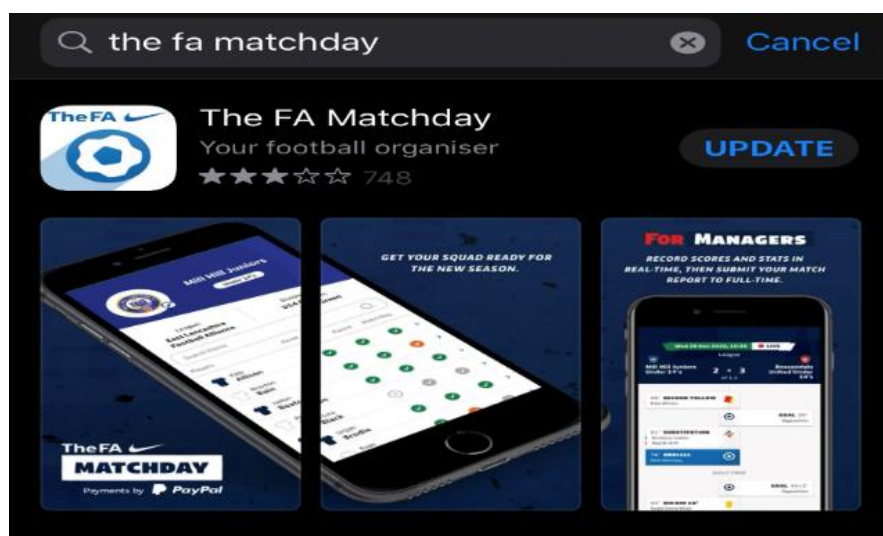
2nd Month outstanding – referee parlance – “First Yellow card” - Manager will chase up payment (again), as will club officials via email and phone.

3rd month outstanding – ref parlance – “2nd yellow and red card” – Club officials will chase up payment and failing to pay the outstanding subscription will result in the player will be asked to leave the football club. The player will be detached from the club and will be deregistered from the relevant leagues. The Player cannot re-join the club for the remainder of the current season. The player can only re-join for the next season if outstanding subscriptions from the previous session that were missed, are paid. Until these payments are received, the player will not be registered with the club or the leagues.

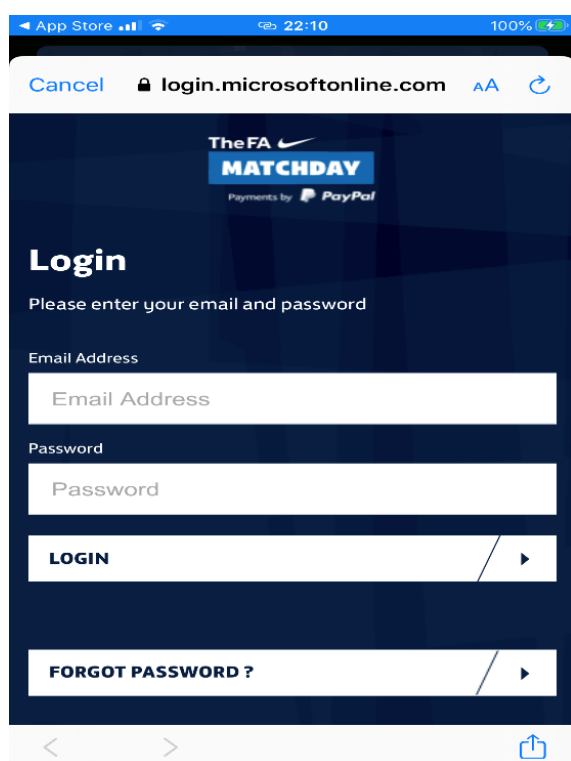
1. In the case of a family in financial difficulties, the Registration Secretary will agree a payment plan with the parent/guardian to suit their situation. These will be dealt with on a case by case basis.
2. Any disputes will be passed to the Executive Committee for review and final decision.
3. If a player wishes to leave the club, the registrations secretary, Steve Franklin (registrations@whickhamfellsideyfc.co.uk) and club secretary, Paul Mitchell (secretary@whickhamfellsideyfc.co.uk) must be informed via email via the parent/carer or the team manager.
4. By a player registering for a team at the club, it is a “MUST” that the full subscription fee for that season is payable whilst the player is registered for the club.
5. Failure to comply with the policy will result in sanctions imposed by the WFYFC Executive Committee.

June 2021

PARENTS/CARERS - What do they need to do by 1st July 2021 for U7-U11 teams or 1st September 2021 for U12 upwards?



DOWNLOAD THE FA'S MATCHDAY APP via the Apple and Google apps store.



GET LOGGED IN ASAP - If they already have registered for a FAN, the parent will be on the Whole Game System and linked to their child. Just login in to the app using the email address and password you used to get into the Whole Game System.

If you have forgotten the password, this can be reset.

If the parent/carer has not created a FAN, then a new account can be created by logging into the Matchday app. **Please use the email address that you have provided to the club on any registration documents, as this will then tie you Matchday app account with your child(ren) and their team(s).**

For any issues logging in, if you don't see the correct team or if you don't see any team, contact the Registration secretary (registration@whickhamfellsideyfc.co.uk) or the club secretary (secretary@whickhamfellsideyfc.co.uk). We will endeavour to get back to you as soon as possible, day to day personal commitments withstanding.

Also try this link for loads of useful frequently asked questions about matchday for managers and parents - <http://www.thefa.com/get-involved/matchday/faqs>

For all other issues, parents/carers should speak to their manager first as the manager will be able to see what payments are outstanding via the manager's matchday app. If the manager cannot resolve the issues, then the

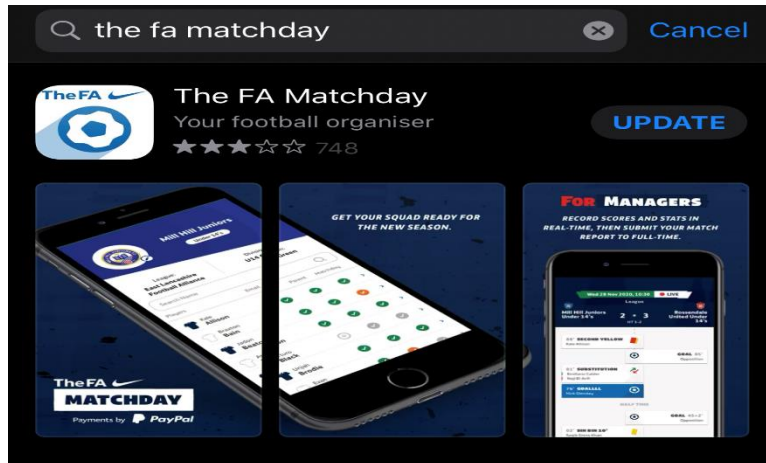
managers should contact the club's registration secretary, Steve Franklin (registrations@whickhamfellsideyfc.co.uk)

Monthly or annual autocollect and autopay - Simply activate PayPal's new subscription service, and every month PayPal transfers a flat fee from your players (option if 16+) or a parent/carer. It's a direct debit system in effect. Follow the link to watch a simple FA video showing how to set this up: <https://www.youtube.com/watch?v=oOPpp-JjGsE>

That's it!

Managers – What do they need to do?

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This policy clearly sets out the financial and playing eligibility punishments if player's subscriptions are not up to date. This policy is available on the documents page of the club's website.

IT IS THE MANAGER'S RESPONSIBILITY TO ENSURE THAT EACH PARENT/CARER IS AWARE OF THE CONSEQUENCES OF FAILING TO PAY THE SUBSCRIPTION COSTS. MANAGERS TO CIRCULATE THIS DOCUMENT VIA EMAIL/WHATSAPP AROUND THEIR PARENTS/CARERS ASAP.

Managers must read the policy on the management of Team budgets – available on the documents page of the club's website.

Matchday FAQs links and useful documents - [Register & Subscriptions | Whickham Fellside Youth Football Club \(whickhamfellsideyfc.co.uk\)](#)