PLAYER REGISTRATION POLICY

Purpose:

To provide current and future members of Altona Junior Football Club (AJFC) with clear guidelines on registration and how it links to being eligible for team selection and playing competitive football.

Types of Registration:

Both types of registration must be paid to play football with the AJFC.

1. **League registration -** Western Football Netball League (WFNL) registration provides player insurance and ensures injuries at training and/or games are covered.
   - The Fee ($) is determined by the WFNL (e.g. $30 - $50).
   - Paid through PlayHQ at the time of registration.
   - Must be paid to train and be eligible for team selection.

2. **Club registration -** Altona Junior Football Club (AJFC) registration provides club membership, jumper hire, use of equipment, and contributes to facilities, services (e.g. canteen), fundraising and WFNL associated costs. Registering with AJFC means you agree to abide by our policies and Codes of Conduct.
   - The Fee ($) is determined by the AJFC Committee (e.g. $300 - $400).
   - Paid directly to the AJFC by bank transfer or credit card.
   - Invoices are sent after families receive an offer to be on a team.
   - Must be paid to accept the offer and be eligible to play in Round 1[1] and beyond.

BANK DETAILS	
Account Name:	Altona Junior Football Club
BSB	633 – 000
Account Number:	119944569
Reference:	Name / Team e.g. K Smith U14

Registration to 'train-only' with the AJFC is not possible. Why? To safeguard the time and effort of our volunteer Coaches, Committee members and in fairness to the players who have paid fees and are competing.

[1] Refer to the WFNL website for season dates

Eligibility to Register:

YES	NO
✓ Meet the WFNL eligibility criteria. ✓ Agree to abide by the AJFC Codes of Conduct and policies. ✓ Agree to volunteer in game day roles.	× Registration previously terminated by AJFC × Failed to return or pay for a kept playing jumper.

Critical Information about Registration:

1. **Existing families** are given a time-limited **early preference** to complete league registration before the public offer for new members is released. Failing to respond (for whatever reason) means losing your early preference.
2. The link for league registration will be released to existing families in **priority order**.
   1st Performed a **significant volunteer role** in the previous season and those who have re-committed for the new season. This includes Committee Membership, Coach, Assistant Coach, Team Manager and/or Trainer roles. Also includes families who provided sponsorship.
   2nd Players in the Graded age group teams selected for a talent program (e.g. interleague) or received a team / club award for **high performance** in the previous season.
   3rd All other existing families, except those excluded.
3. Some existing families will be **excluded** from the early registration option due to their **conduct** in the previous season:
   - Involvement in issues that required volunteer time and effort to resolve
   - Received an official warning for behaviour non-compliant with the Codes of Conduct.
   - Did not meet the obligation to volunteer for game day roles
   - Late payment of club registration fees
4. The league registration process automatically allocates players to an **age group competition** based on their date of birth. This is why new players are asked to verify their date of birth. Families do not get to choose their age group competition. Requests can be considered in exceptional circumstances[2] but approval is not guaranteed.
   - For example, in 2027 players born between 1st January – 31 December 2017 are automatically allocated to U10 competition.
5. The registration link will remain open until **age group maximum limits** are reached. The number of permitted players in a Team is determined by the WFNL[3] and must not be exceeded.

[2] Types of requests are Dispensation, Exemption and/or Playing Up.

[3] 2026 WFNL Junior Football Competition Regulations – Permitted Team Numbers and Playing Numbers. Updated May 2026 Approved July 2026

- For example, U12 mixed can have 24 players in a team. If the AJFC aims for two teams the registration limit for U12 mixed will be 48 players. When 48 is achieved, no further registrations will be possible.

6. **Exceptions** to the maximum limits. The AJFC may choose to increase the limit for Graded age groups to attract the most talented and skilled local players. Alternatively, to form an additional team. Families who register during this period will be advised of the uncertain team situation.
7. The AJFC is not obliged to **offer** every league registered player a place on a team. Be sure to read and understand the **Team Selection Grading & Rotation Policy**. Parents / guardians of children in the Graded age groups are responsible for preparing their children that they may miss out.
8. Players in the Graded age group teams who were selected for a talent program (e.g. interleague) or received a team / club award for **high performance** will be **guaranteed an offer** in the subsequent season. They must still participate in grading for specific team selection.
9. League registration can be **reimbursed** by the WFNL if / when a player does not receive an offer or if they decide not to play.
10. Players who attend training without being registered will be **kindly asked to sit out** and only return after their parents / guardian have registered them. Why? Only league registered players will be considered for team selection.
11. New families can attend **1 trial training session** (e.g. organised via Registrar & Coach) when registration numbers have not reached maximum limits.
12. **Paying club registration** is the only way to confirm your child's place in the team they were offered. Failing to pay by the due date will result in the offer being withdrawn and diverted to a player on the waitlist[4].

Payment assistance options:

Available for the **club registration** fee only.

- Get Active Vouchers (GAV) – Families must send a *valid voucher code* to the AJFC Administrator (admin@altonajuniorfc.com.au) during the eligibility period set by the government and pay the difference before the due date.
    - Example: Club registration is $350 and the GAV contributes $200. This means the family pays $150.
    - Important: Families who provide an invalid voucher code or send the voucher code late (e.g. within 3 days of the eligibility period closing or after it has ended) will be responsible for paying the full amount.

[4] When a waitlisted player pays the club registration fee the offer is confirmed. The original player has 100% lost their place. If they then pay the club registration fee it will be reimbursed.

- Family Discount – Applies to families with 3+ children registered with AJFC. Families must contact the Treasurer (treasurer@altonajuniorfc.com.au) to request the family discount.
- Payment Plan – Available to any family. Contact the Treasurer (treasurer@altonajuniorfc.com.au) to arrange a payment plan. Payment plans must be finalised to be eligible to play in Round 1.

Registration Process Flow Chart:

Refer to the next page.

Grievances:

Any concerns about this policy should directed to a member of the Executive Committee.

Review and Compliance:

This policy will be reviewed every 3 years by the committee to ensure its effectiveness.

Non-compliance with this policy may result in appropriate action, up to and including removal from the position of authority within the club.

Registration Process Flow Chart:

