

# HARROW YOUTH FOOTBALL LEAGUE HARROW SOCCER COMBINATION (FA CHARTER STANDARD LEAGUES)

## PLAYER REGISTRATION SYSTEM / PROCESS SEASON 2019-2020

Following a number of successful seasons under our player registration system/process, we will be making some amendments to the system/process to make it more efficient and effective (within cost constraints) for all users.

### Key updates/reminders

1. *Under FA regulations, teams may not be called A/B/C, etc.*

*Therefore, the following will continue to apply:*

#### Identification – set (in that order)

*Red*

*White*

*Blue*

*Green*

*Yellow*

*Orange*

When registering your teams with Middlesex FA (or other County FA) – you should indicate and use the above identification (only). Where the club has only one team in an age-group then that team should also be identified as the 'Red' team.

Also - please remember that all U/12 to U/18 teams must be linked on The FA's systems to the 'Harrow Youth Football League'; and all U/7 to U/11 teams must be linked on The FA's systems to 'Harrow Soccer Combination'.

### Other matters

1. **All player registrations will be effected 'on-line' via our current systems.**
2. **For each team, clubs will input each player's details (full name/date of birth) and then attach a 'current' photo and evidence of date of birth.**
3. **Player photos - these must be 'current' (taken within 4-6 weeks prior to registering the player).**
4. **The photo – must be of 'passport style and quality and size' – so predominantly (70%) head and shoulders and (30%) upper body; in colour; and with a plain background.**

5. The best photo format to upload is jpg; but png would be acceptable.
6. Last season there were three main reasons why we had to reject a number of registrations and required them to be resubmitted:
  - Player photos were squeezed –they must be normal size
  - The evidence of date of birth was illegible (unreadable)
  - Quality of photos and not being correctly rotated
7. Please ensure that each entry is checked and confirmed, before pressing the ‘submit’ button; as, once submitted, it cannot be amended – so please be careful and accurate.
8. Once completed and submitted (and after some background validation checks have been made by the system) then the system will automatically allocate a valid player registration number.
9. After further checks, we will send to clubs a player laminate ID card.
10. Clubs will be able to register players each week up until the Saturday evening (prior to the Sunday match).
11. Transfer of players between clubs/teams and player de-registrations will all be actioned directly via and only by the League; with the key being that no action can be take until the laminate ID card in issue is returned to (and received by) the League/Combination.

**All of the above should be ready for release by:**

- (a) end-July (after the deadline for clubs entering teams to the League next season – namely 12th July); and
- (b) end-August (after the deadline for clubs entering teams to the Combination next season – namely 16th August).

*We will send further details to clubs in due course with full details, along an updated ‘User Guide’ as to how to register players, etc.*

*There will also continue to be an on-line ‘Support’ function available should clubs have any queries/issues.*

**We can also confirm that the League/Combination is GDPR (Data Protection) compliant.**

HYFL/HSC Management Committees  
June 2019

(hyfl139ab v2)