



# BLACKBURN RUGBY UNION

## FOOTBALL CLUB

*Established 1877*

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### PLAYER REGISTRATION AND FEES POLICY

The paramount concern of the registration process is to ensure that all players are registered with the club and RFU for the purposes of insurance and qualification for tournaments.

Fees and player subs are vital to enable Mini and Youth to fund operations. The vast majority of Mini and Youth funds are derived from subs. Currently gift aiding is used to make sub payments tax efficient, helping us hold down costs to parents. While the vast majority of parents pay subs via the gift aiding we can maintain our services. If however a significant number fail to do so the committee retains the right to reinstate subs as an obligation. These will inevitably be at a higher rate than the donation in order to compensate for the loss of tax recovery.

It is recognised that not all parents have the financial resources to pay fees. There are various government schemes to help children participate in sport by covering both the cost of fees and sporting equipment. If you wish to understand more please contact your child's coach, the Registration Officer or other officer of the committee who will be able to help you.

#### Player registration

1. Existing players must be re-registered each season to renew parental approval, insurance and RFU registration
2. Registration means the completing and returning the Mini and Youth Registration Form to the Registration Officer

#### Registration fees and playing subs

3. Prompt payment of registration fees and subs is expected for all players, as required in the code of conduct

#### Photos for Player Passports

4. All players are required to provide passport photos for the creation of, or renewal of 'Player Passports', these are to enable coaches to prove the identity of players prior to competitive fixtures

#### Existing Players Schedule

5. Parents are requested to return completed and signed register documents with payment during the first two weeks of September. During this period special arrangement will be made by the Registrations Officer to facilitate registrations.
6. For existing players registration and payment is required by the end of October at the latest. If payment is not received by this time, cases may be referred to the Committee for further action.

#### New Players Payments and Schedule

7. New players must register before playing competitive rugby.
8. Registration and payment of fees and player subs is expected within 4 weeks of joining a team,
9. Payment of the full registration fee is expected, regardless of the point in the season when the player joins.
10. If paying by Standing Order, set up the SO Mandate to start paying the month after first arrival at the club
11. If paying by cheque, pro rata the subs to the number of months left in the season of 8 months.

*Example based on 2009 fee and subs. A player joining in January, should pay £20 fees and for 4 months of subs out of an 8 month season = £32.50 in subs a total of £52.50*

#### Roles and Responsibilities

12. Coaches are responsible for promptly informing the Registrations Office of new starters, ensuring that parents understand their responsibilities under the policy and to ensure that parents supply the Registrations Officer with forms, monies and photos in a timely manner. The Registration Officer will help with this process as requested by the coach.
13. The Registration Office is responsible for
  - Communicating the registration policy and process
  - Making the 'Welcome Pack' and forms available to parents
  - Supplying coaches with RFU numbers, Player Passports and notifying them of the medical conditions of their players
  - Reporting to coaches and the Committee registration levels and those who are late payers
  - Ensuring that registration data is held in a way that complies with the clubs Data Protection and Safeguarding policies



**Mini & Youth Section**



Chair: T White Secretary: R Braithwaite  
Blackburn Rugby Club Mini & Youth Section Committee 2010