

SUMMARY OF THE REGULATIONS & OPERATING PROCEDURES FOR REGISTRATION OF PLAYERS.

This document summarises the main provisions of these Regulations & Operating Procedures for the guidance of Clubs, together with a cross-reference to the full Regulation.

The document does not summarise the Regulations and Operating Procedures relating to:
Clubs & Players in the Premiership and National Leagues (i.e. Levels 1 – 4 inclusive)
Contracted, Overseas, Foreign, Loan or Academy Players

Clubs should not rely on the summarised Regulation or Operating Procedure, but must refer to the RFU Handbook. Ignorance of the Regulation or Operating Procedure is not an excuse for a breach.

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NOTE: Effective Registration is referred to as Registration in this document.

NOTE: "The Committee" refers to the RFU or to the North Competitions Committee as appropriate.

(August 2008)

SUMMARY OF REGULATION RFU Reg'In

ELIGIBILITY TO PLAY IN AN RFU COMPETITION

- a) A player may play in an RFU Competition only when he holds Registration for that Club, except: 2.1
 - i) Where a Game Regulation provides otherwise
- b) A Club may only play in an RFU Competition using Registered Players, except: 2.2
 - i) where a relevant Competition Regulation provides otherwise

REGISTRATION 3

- a) A player will be Registered with a Club if:
 - i) He was registered at the beginning of the season
 - ii) Application for Registration has been made correctly and the Registrar has not intervened
 - iii) Application for Registration has been made correctly and the Registrar has accepted it

EVIDENCE OF REGISTRATION 5

- a) The Computer Listing held by the Registrar is the only admissible evidence of Registration

| | |
|---|----|
| NUMBER OF PLAYERS THAT MAY BE REGISTERED | 6 |
| a) No Club at Level 6 or above may register more than 70 players | |
| LENGTH OF WAITING PERIOD | 7 |
| a) A period not exceeding 7 days from the Registration Date for a player who is not registered | |
| b) 7 days for from Registration Date for a player who was registered with another Club | |
| DE-REGISTRATION | 8 |
| a) A player may apply to the Registrar, in writing, to de-register from a Club, provided that he has informed the Club | |
| b) A Club may apply to the Registrar, in writing or electronically, to de-register a player provided that it has informed the player, or has attempted to do so | |
| c) A Club may not withdraw an application for de-registration during the 7-day de-registration period. If another club applies properly during that period then such Registration will be effective with consequent de-registration | |
| LIMITS ON REGISTRATION | 9 |
| a) No player may be registered before his 17 th birthday | |
| b) No player may be registered with more than 3 Clubs in a season | |
| c) No player may be registered more than 3 times with any 1 Club in a season after the opening day of the season | |
| d) No player may be registered with more than 1 Club at any time | |
| LOSS OF REGISTRATION | 10 |
| a) A player will cease to be registered: | |
| i) When Registered with another Club | |
| ii) 7 days after applying for de-registration | |
| iii) On cancellation of Registration by the Committee | |
| iv) Where Regulation 12.1 applies | |
| v) Where a Club fails to comply with Regulation 12.4 and the information not disclosed would affect the Player's Registration status | |
| OPERATING PROCEDURES | 11 |
| a) Club must comply with the Operating Procedures (See later) | |
| FALSE INFORMATION AND RETENTION OF DOCUMENTS | 12 |
| a) If a Club supplies False or Misleading Information the application will be void | |
| b) A Club doing so is liable to disciplinary action | |
| c) A Club applying to register or de-register electronically must retain the original documents for at least 12 months | |
| d) Where a Club has registered a player and the information is altered, the Club must inform the RFU in writing within 14 days. | |
| EXPEDITED REGISTRATION | 13 |
| a) A Club may apply to register a player in less than 7 days | |
| b) Such Club may not apply electronically but must provide original documents; | |
| i) As required by the Operating Procedures | |
| ii) From the player's current Club agreeing to registration with the applying Club | |
| ii) Cheque for the payment due | |
| DISPUTES | 14 |
| a) Any dispute must be made to the Registrar in writing | |
| b) If such dispute is not resolved within 7 days, it may be referred to the RFU Chief Executive | |

No further grounds for complaint may be introduced

- c) The Club or Player may be required to pay costs

NORTH DIVISION REGISTRAR

Ken Russell,

c/o Russells News Agency,

PO Box 183,

Leicester LE3 8BZ

Tel: 0116 233 2200 Fax:0116 233 2204

E-mail:nicola-russell@rfumidlands.demon.co.uk

ON LINE REGISTRATION

- a) This is available as an alternative method of registration for:
 - i) Players not currently registered where Registration Form only is required
 - ii) Uncontracted players currently registered where no additional information is required
- b) Relevant information to enable use of the facility is on RFU Website ~www.rfu.com/clubs
- c) Registration Form must be signed by the player and retained for at least one year

OPERATING PROCEDURES

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General Procedures

- a) Documents must be fully and correctly completed and properly signed 2.1
- b) Documents must be submitted to Registrar by post except where application is made on-line in which case the documents must be retained for one year

Documents to be submitted

- a) Club wishing to register a player on-line and for the first time must: 3.1
 - i) Have Registration Form signed by player and on behalf of the Club
 - ii) Using Registrar's identification number or password, register on-line
- b) Club wishing to register a player registered with another Club on-line must:
 - i) Send a signed Transfer Form to that Club
 - ii) Retain a copy of the Transfer Form and Proof of Posting
- c) Club wishing to register a player by post must send: 3.2
 - i) Registration Form signed by player and on behalf of Club
 - ii) Stamped addressed envelope

- d) Club wishing to register a player registered with another Club must:
 - i) Send a signed Transfer Form to that Club
 - ii) Retain copy of Proof of Posting of the Transfer form
- e) Club wishing to register a player after the Transfer Deadline must provide evidence that the player's 17th birthday falls between the Transfer Deadline and the end of the season
- f) Club wishing to use Expedited Transfer must send: 3.8
 - i) Such documents as defined above by post or fax
 - ii) Original documents by Royal Mail Special Delivery if fax used
 - iii) Cheque for £45
- g) Club wishing to use Expedited Transfer for a player previously registered for that Club in that season must send: 3.9
 - i) Fee of £500 (which may be returned in certain circumstances)

GENERAL

- a) Club may not assume that an application for registration is effective until Computer Listing is received 6.1
- b) Should a player's current Club object to transfer (for reasons specified), such objection must be sent to the RFU Chief Executive in writing stating the reason, within 7 days 6.2
- c) An updated Computer Listing will be sent to a Club on request where a stamped addressed envelope is enclosed 6.3
- d) Registrar will post a list of registered players to all Clubs on or before 17th August 6.4
- e) Clubs subject to a limit of players that may be registered must reduce numbers by 15th August 6.5
- f) A player may have only one application for registration at a time 6.6
- g) A player may play for the Club for which he has registration until registration with a new Club is effective 6.7

CUMBRIA RUGBY FOOTBALL UNION LIMITED YOUTH PLAYER REGISTRATION

Every child that plays rugby in Cumbria should be Club and RFU registered.

- 1) The RFU states that players must be registered within 45 days of joining a Club.
- 2) Registration forms can be obtained from each Clubs Youth Registration Officer. Alternatively, contact the Youth Registrar at the Cumbria Rugby Football Union Office (01946 839316 / 07952 487684) or download from the R.F.U. Website at www.rfu.com/youthregistration
- 3) The signatures on the bottom of the form must be completed. Coaches and Club Registration Officers cannot sign on behalf of the parent or guardian. The third signature should be from the age group Coach or Club Youth Registrar although if this is blank, it can be signed for you by a CRU official. However this cannot happen unless the child and parent have signed the form. Forms that do not comply will be returned.
- 4) Two Passport size photographs must be accompany all forms. The Registrar will keep the original form and one photo (for the Registration Card). The Club will be issued with a copy of the form returned with the I.D Registration Card per player.
- 5) The RFU recommend re-registration of players should occur at the U13 and U17 age groups. Youth players are not automatically transferred across to their Clubs Senior registration list. Senior players only need to register to play in RFU Competitions (League / Cup) for example a 3rd / 4th team player does not need to register.
- 6) Evidence of a player's Effective Registration with a Club shall be the RFU Identity Number and registration card. Coaches should be aware that these should be available for inspection when requested.
- 7) Players may transfer from Club to Club – any players taking part in any CRU Cup Competition MUST be RFU Registered to the Club they are representing. Players must not be registered to more than one Club. A transfer only becomes complete upon receipt of a registration form for that player by the Cumbria RFU registrar. Information regarding the transfer should take place between Clubs concerned as a matter of courtesy.
- 8) Registrations received between 1st November and the final day of the season will incur a processing cost of 50p per registration. All stationary, postage & registration fees will be invoiced to the Club Registrar at the end of the Season. Registrations for the following season will be processed until all outstanding balances have been cleared. Cheques should be made payable to "Cumbria Rugby Football Union Ltd".

Youth Registrar & C.R.U. Administrator
Cumbria Rugby Union, Lakes College West Cumbria
Hallwood Road, Lillyhall, Workington, Cumbria, CA14 4JN
Telephone: 01946 839316 or 07953 487684 (Office Hours Only)
E-mail: cb-yregistrar-cumbria@therfu.com or