



BFQ Incorporated 2018 Team / Player Registration Procedures

The following is a list of Registrar requirements for teams / clubs playing in BFQ sanctioned matches:

- As an incorporated association, BFQ Incorporated has approved that each Club is entitled to two “members” with voting rights in the Association. Each club will be required to complete the **Club Member Nomination Form**, which must be signed by your sponsoring Church’s Pastor, Elder or Deacon. This form must be sent to the BFQ Secretary at secretary@bfq.org.au by 1 March 2018.
- Complete the **Team Nomination form**, which must be signed by your sponsoring Church’s Pastor, Elder or Deacon. This form must be sent to the BFQ Secretary by 1 March 2018.
- If your club is planning to play as a Squad, and access the Squad system, you must complete the **Squad Application form**, and submit this with your Team Nomination form. The Squad system ceases to operate on the 31st July each year, at which time final team lists are to be with the Secretary. (Penalties may apply for any lists received after 31st July).
- Every player you wish to register in your team / club must complete an individual **Player Registration Form** with all player details, signature, and dated. Any player under the age of 18 must have the Parent/Guardian consent section completed, signed and dated. These forms must be signed by the player before he/she takes the field for their first game. These forms must be received by the club within 5 working days of the player playing his or her first game and retained by the club for a period of two (2) years past the end of the season. (Penalties may apply for late registrations)
Important: Do not send these forms to BFQ unless instructed to do so.
- As a verification of player registration, BFQ requires that clubs enter player details from the completed **Player Registration Form** into the prescribed online system. BFQ will not consider the club to be in receipt of a duly completed form until this occurs.
- Team Managers may access the BFQ website www.bfq.org.au and find information regarding match results and tables.
- The BFQ Results Officer will only notify you when a player needs to serve any suspensions (ie either a red card or an accumulation of yellow card infringements), by means of an email or SMS text message.

- All team and player registration forms may be obtained by simply printing the form from the BFQ Website.

Please contact the BFQ Secretary to discuss any matters effecting player registration. The Secretary is able to give you ample advice on usage of the various forms.