



## Registration Guidelines 2008/2009 Season

### Stage 1

#### **Club/Team Application to GBHI Regional Leagues**

- Complete the “GBHI Club/Team Application Form”
- Complete a cheque made payable to the Region you are registering with
  - This is £25 per Team which you register, to a maximum of £100 per club
  - This is non-refundable (except in the event that the Club/Team application is not accepted by GBHI, or there are not sufficient teams in an age group to make a league viable, in which case it will be returned in full by the region)
- Send the completed Application Form and Cheque to the relevant Regional Secretary, with a copy to the GBHI Membership Secretary, PO Box 809, Lancaster, LA1 9EH
- The Regional Secretary will confirm receipt of the Application Form via e-mail
- Applications should be received by the Regional Secretary by 29<sup>th</sup> August 2008
  - Applications after this date may result in non-acceptance
- All Team Registration Forms must include a Non-Playing Coach and Manager.
  - The requirement for a non- playing coach and official is waived for senior teams, i.e a player with a coaches license is acceptable.

### Stage 2

#### **Team & Player/ Coach/Officials Registration**

- Complete the “Team Registration Form” for each team to be registered.
- Complete the “Player Registration Form” for each player to be registered.
  - Note, for players aged 16 who wish to play up to Seniors then the Player Consent Form must also be completed.
- Complete the “Coach Registration Form” for each coach to be registered.
- Complete the “Officials Registration Form” for each official to be registered.
- In each instance the following should be noted :
  - Two passport photographs are required, or one digital image
    - § **Computer prints on ordinary paper are not acceptable**
    - § **Digital images are preferred.**
  - The persons name and club should be written on the back of each photograph.
  - Digital images should be tagged with applicants name, and each team in a named folder submitted on CD or via email to memberships@gbhi.info.
- A copy of a birth certificate (or passport or photo driving licence) should be submitted with each

### Player Registration Form

- A copy of a coaching certificate should be submitted with each Coach Application at Level 1 or 2.
  - Associate Coach Applications are allowed for one season only, during which the Associate Coach must attend a Level 1 coaching course.
- No Coach or Official Applications will be processed without a CRB check having been completed, and therefore the applicants CRB reference number should be identified. CRB checks older than 3 years will have to be revalidated by the individual concerned.
- All Player/Coach/Officials Application Forms should be sent to the GBHI Membership Secretary at the address shown on the form.
- Cheques for the appropriate membership fee should be made payable to "GBHI"

## **GENERAL NOTES**

### **1. REGISTRATION FEES**

For the 2008/2009 season, the registration fees are as follows :

<u>Category</u>	<u>Fee</u>
• Players (all age groups)	
◦ First age group in each club registered	£15 per player
◦ Subsequent age groups (eg where a player is playing up	£5.00 per age group
• Coaches	£15 per person
• Officials	£15 per person
• Transfer Fee	£25 per player

Note; The Player/Coach/Official fees are all independent of each other, so if you register in each category then you pay the appropriate registration fee.

### **2. AGE GROUPS**

10 & under	=	Born 1998 or later
12 & under	=	Born 1996/1997
14 & under	=	Born 1994/1995
16 & under	=	Born 1992/1993
18 & under	=	Born 1990/1991
21 & under	=	Born 1987/88/89
Senior	=	Born 1986 or earlier
Vets	=	Born 1973 or earlier

### 3. NOTES

Players can now register for more than one club, however it must be at different age groups. The full fee of £15 must be paid for the first age group played in each club, and £5 for each other age group played for in that club. A card will be issued to a player for each club he plays for in the event he plays for more than one.

Example :

U16 playing up all age groups 3 clubs			
Age Group	Club 1	Club 2	Club 3
16U	15		
18U	5		
21U		15	
Snr			15
Total £	20	15	15
Grand Total £	50		

- a) Players may register to play for the next two age groups above their actual group. Players over the age of 16 may in addition play up to Senior age group. A fee of £5.00 is payable for each additional age group at which a player registers within the same club
- b) Where players have registered for more than one age group they should only appear on the Team form for their actual (or nearest) age group in each club. They need **not** appear on additional higher age group Team Forms. **The exception** to this is the case where a club enters two teams at the same age group. Here the full list of players for each team must be entered on the team Forms. Players cannot be listed for both teams. Transfers between these teams will be subject to the same fees and restrictions as between clubs
- c) There is no requirement for a team to include a minimum number of players of the particular age group entered. **However teams need to be aware that failure to provide a team at a scheduled league game will result in the imposition of a fine equivalent to their and the opposing teams match fees, which must be paid before the team can continue in the league. Commitments at other age groups or in other leagues will not be accepted as a reason for default.** Teams need to take this into consideration when making their entries
- d) No player who owes either equipment or money to GB Hockey Inline will be permitted to register. If equipment or money is owed by an existing member he/she will have their membership suspended until the outstanding debt is settled.
- e) Club Managers and Secretaries should photocopy all application forms before submitting, and to retain this copy for their club records. GBHI cannot accept responsibility for forms lost in the post.
- f) Membership cards will be issued to each registered member of GBHI, and all membership cards must be presented to the timekeeper 30 mins before the scheduled start time of each game for the members involved in that game (players/coaches etc), unless alternative arrangements are set out by the Region concerned.
- g) All correspondence and queries relating to membership will be sent to the Club Official, **whose name, address, phone number and email address must be clearly marked on the Team registration Form.** Please note it is the Club's responsibility to inform GB Hockey Inline **IN WRITING ONLY (e-mail or fax is also acceptable)** of changes to Club Personnel or their contact details. Unless confirmed in writing on official club notepaper and signed by another Club Official, all correspondence will be sent to the person named on the Team Registration Form. **Telephone messages of such changes are not acceptable.**

- h) Membership cards will be sent to the address and person named on the team registration form or the regional secretary.
- i) 7 working days must be allowed for cheque clearance and processing before a player is entitled to play. Queries should put be in writing only to GBHI Memberships.
- j) Transfers are only allowed until December 31<sup>st</sup> 2008 The Transfer Fee is £25. A Club may sign a previously unregistered (with GB Hockey Inline) player at any time but they may not play until their paperwork has been processed and their membership card is available. GBHI will endeavour to turn round transfer applications (and registration paperwork during the normal season) within 10 days, so clubs should note this when making the application.
- k) The Transfer deadline for 2008/09 is 31<sup>st</sup> December 2008. Managers should note that the minimum requirement for eligibility to play in the 2008 National Championships (if applicable) is that each player must play a minimum of 4 league matches at that age group.
- l) Only a maximum of **2** players may transfer from any one team to another team within the same age group in any one season unless their team is folding and their transfers will be dealt with under special conditions.

#### **4. INSURANCE PREMIUMS**

At the time of producing these guidelines, GB Hockey Inline have not had notice of the insurance renewal premium for the new season. The GBHI National Executive therefore reserve the right to levy a subsidy against each CLUB should there be an increase in the premium. This levy would be calculated on a pro-rata basis on the number of players a CLUB has registered in total at the time the levy is introduced.

GBHI  
May 2008