

## Western Knights Soccer Club Self Registration Guide

Please follow the following instructions to register online for our club:

### 1. Login:

1. a) Go to the MyFootballClub website: [www.myfootballclub.com.au](http://www.myfootballclub.com.au)
2. b) Click on "Player"
3. c) Select "Register"
4. d) Follow the prompts to proceed to login pages, find your FFA number and/or reset your password
5. e) Login using your FFA number and password:
  - **FFA Number:**
  - **Password:**

### 2. Start Registration

1. a) Once logged in, select "Make a Registration" or "Register Now"
2. b) Update contact details if necessary.
3. c) On the next screen, enter the club name: **Western Knights Soccer Club**
4. d) Select the Registration role as: **"Player"**  
***NB: If this is the first time you have registered to play football in Australia you will need to confirm whether you played in another country***
5. e) Select the correct Registration Package that applies for your registration. The teams we have are as follows:
  - 5s – 8s In-house - \$320
  - MiniRoos 9s – 11s - \$350
  - Juniors 12 - 15s - \$390
  - Equal Footingball Junior - \$250
  - Equal Footingball Senior - \$250
6. f) Click the **"Add Packages"** button.
7. g) Click the Next button at the bottom of the screen.
8. h) Read and acknowledge the Terms and Conditions then click Next.
9. i) Click on "Pay Now" to pay online with a credit card (VISA or MasterCard).  
***NB: Payment must be made before a registration can be accepted.***
10. j) Answer the questions on the final page and click the "Save All Answers" button.

Your registration has now been submitted. Make sure you have paid your fees and completed any necessary ID checks, etc.

### 3. Where do I go if I need help with my registration?

If you have any trouble with your registration you can use the following resources to help you.

- Visit the FAQ's page on the MyFootballClub website.
- View the Player Registration guides and videos which are on the Resources page of the MyFootballClub website.
- Call FFA Support Centre (02) 8020 4199 if you are having problems with your password to login.

## **ADDITIONAL INFORMATION**

### **1. REFUNDS**

Refunds will be considered in special circumstances only. Requests for refunds are to be made in writing to the Western Knights Junior Committee, who may approve a partial refund. A \$50 administrative fee is non-refundable. Once the club has registered a player with FFA, the FFA registration fee will not be refunded to a player unless it is first refunded by the FFA.

### **2. REGISTRATION FEES INCLUDE**

Playing kit (for In House only), Playing shirt (to be returned at end of season), Western Knights club membership, Football West registration fee, end of year function, medal and team photo, referee fees (U12 and above) and insurance. Coaching sessions during the week. Maintenance of grounds, club rooms and general running expenses. The Club is run on an entirely volunteer capacity, there are no paid positions within the Committee. For a breakdown on what fees cover please see the breakdown on our website ([www.westernknights.com.au](http://www.westernknights.com.au) - Juniors)

### **3. TEAMS AND AGE GROUPINGS**

Junior players will be placed in a team according to their year of birth. If your child wishes to play outside of their year of birth age grouping please contact the Committee. Requests will be accommodated if possible and appropriate, but no guarantees can be given at the time of registration. If insufficient numbers of players register for particular age groups, composite age group teams may be formed. In age groups where there are enough players registering to form more than one team, players will be graded in to teams. Depending on the age group/number of players, trials may be held, or grading may be less formal. Players are usually happier playing in their own ability level, however, if players wish to be in a team with friends, they will be placed in the team appropriate for the weakest player. The coach's/selectors decision regarding grading is final. Girls playing in mixed/boys competition may play "down" a year. Players must be available for training sessions and games. All junior games are played on Sundays, with the time varying week to week.

### **4. COACHES**

Coaches are needed for weekday training and Sunday games. We are endeavouring to engage professional coaches for all teams during the week, with parents required to take on the coaching of 5 – 11s games on Sunday.

### **5. MANAGERS**

Managers are required to manage each team and this responsibility will fall to parents. It is not a big job but an essential one to running the team. For all information relating to Team Managers please see our website or click [here](#).

### **6. CLUB SUPPORT AND COMMITMENT**

Parents / Guardians of junior teams **will be required** to assist with a variety of team duties on match days.

### **7. USE OF IMAGES**

Your child may be photographed or videoed during club activities. By registering you agree that images taken may be used for club and promotional purposes including, but not limited to, newsletters, newspapers and websites. Children will not be identified by name in images for circulation outside of the club without parental permission.

## **8. EMERGENCY TREATMENT**

By registering online you agree to allow the club to arrange any necessary emergency medical treatment, and agree to bear responsibility for any costs incurred.

## **9. CODE OF CONDUCT**

By registering online you agree to comply with the Club's code of conduct which can be accessed here:

<http://westernknights.com.au/useful--information/>

## **10. PRIVACY POLICY & USE OF PERSONAL DETAILS**

Personal information collected by registering online is for the purpose of membership/competition requirements and will not be released for commercial gain. Western Knights will use contact details provided to contact players/parents with club information (usually via email). Information may be directly from Western Knights or from club partners (eg, Football West). By registering you agree to receive club communication via email, text or other means as required.