

Memorandum



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To :	Regional and Other Associations, Regional Zone Reps	
Date :	31 January 2012	No : C-12-007
From :	Daniel Gibbons	
Subject :	Dual Registration Process	

To Regional & Other Association Secretaries,

The purpose of this memo is to ensure all Associations are aware of the dual registration process for 2012.

Players wishing to apply for dual registration exemption must complete the [Player Exemption Request Form](#).

The completed form is to be submitted to the appropriate Association for approval and then lodged to Football West for processing. The association should analyse the application and provide approval, based on the following factors:

- a) Would granting the request be beneficial to the player?
- b) Would denying the request be detrimental to either of the competitions in question?
- c) Would granting the request compromise the integrity of either competition?

Players that have been given dual registration approval must register to his/her dual registration club via the instructions contained in the attached guide.

Please note that in instances where a player is requesting to dual register between a club competing in a Football West metropolitan competition and a club in another Association, that player must first register with his/her metropolitan club. The player then seeks dual registration with his/her club in the other Association.

Please pass this information onto your clubs so they are fully aware of the dual registration process.

If you have any further questions please don't hesitate to contact me.

Yours faithfully,

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1. What is Dual Registration?

Dual registration is only granted under exceptional circumstances and permits the player to register and play with two clubs.

2. How does a player apply for Dual Registration?

The player and his/her club complete the Player Exemption Request Form available from the Forms & Documents page (under the Competitions menu) on the Football West website or by clicking the link below:

[Player Exemption Request Form](#)

3. If Dual Registration is granted how does the club register that player?

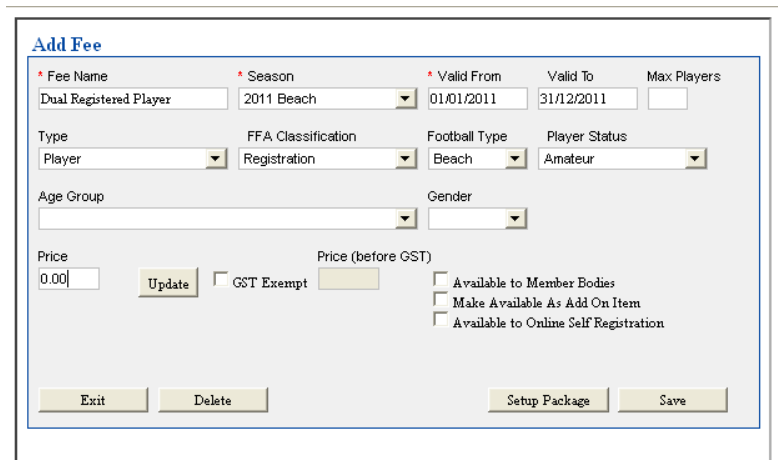
- The club sets up a 'Dual Registered Player' fee package on MyFootballClub
 - a. The package must use the 'Beach' football type
 - b. There is no requirement to package this fee with the FFA and Football West fees
- The club then registers the player via two methods:
 - a. Player logs into MyFootballClub to self register, OR
 - b. Player completes NRR11 Supplementary Registration form and Club registers player through MyFootballClub



See below: How to set up a Dual Registered Player fee

Add Fee

- **Fee Name:** Dual Registered Player
- **Season:** 2012 Beach
- **Type:** Player
- **Football Type:** Beach
- **Age Group:** Appropriate age group
- **Price:** \$0
- **Click Save**



4. What happens in regards to registration fees?

The player's FFA and Football West fees will be charged to his/her first club. No fees will be charged to the player's dual registered club.

A player must be 'Active' in MyFootballClub and have valid Proof of Registration to be eligible to play.