**BUCFC PLAYER PROCESS.**

The purpose of this process is to ensure a new player joining our club has all the appropriate paperwork in place to comply with SYFA /SWF rules and to ensure the necessary kit is given out as soon as possible. This process also ensures Club development managers are aware of new players and kit orders/player signings to SYFA /SWF are completed in a timely manner. There are 5 main areas to cover for a new player as explained below.

1. **ENQUIRY**

An enquiry is made by a player’s parent to committee, or coach, or secretary about their child joining a team. The team secretary confirms a trial date with the parents.

If player has been with club before and left club, The decision to allow player to re -join will be taken by the club Development Manager and Trustees, players can be refused entry on numerous points from failure of paying fees, to leaving club due to inappropriate behavior by player or parent decision by trustee is final on any decision made.

**2 CLUB WELCOME**.

Teams usually have a maximum number of players allowed. This is based on permitted ratios of coaches: players from SYFA/SWF, numbers of players permitted by leagues at games etc.

IF there are spaces in the team then the player is invited to attend Training

**The team secretary informs the Club development manager of the player attending training**  The team secretary will write the players’ name and emergency contact number on the team register. Player is then on a 2-week period.

This can be extended to coaches’ attention, and the Club development manager must be informed of the decision.

If the team is full then the player is added to the waiting list on the team register.

1. **CLUB REGISTRATION**

When the coach has decided that the player is joining the team the Team Secretary will notify the Club Development manager of the decision and Parent will be invited to join MY CLUB HUB (MCH) once parent has joined BUCFC chosen format to store all payment details and BUCFC consent forms and code of conducts.

Team secretaries must take all required emergency details from MCH and record them onto the team register. No full dates of birth are to be recorded, only the year of birth if required, to comply with child and data protection laws.

**4A REGISTRATION TO THE SYFA/SWF**

The Team Secretary can now arrange registration of the player with a Club Development officer. Please do this by text, as verbal communication is not the most reliable!

The Club Development manager will check the MCH Consent Form and Codes of Conduct are in place before SYFA /SWF paperwork is raised.

NO PLAYER WILL BE REGISTERED TO THE SYFA/SWF UNTIL MCH IS UP TO DATE.

The club Development manager will download the signing form from the SFA COMET System and give to the Team Secretary for the player and a parent/carer to sign and then return to Club development manager immediately.

If the parent does not turn up on the date given for signing, then a new date is required,

The team secretary must inform the Club development manager if the signing took place or was missing.

A player can play 5 league matches as a Trialist not in any cup matches except when informed by League Rules for competition.

Girls’ provision players can play for the boys’ section and girls’ section but must be registered with both organisations to play matches.

**4B DUAL CONTRACTS**

BUCFC will only work with Dual contracts where it’s in the best interest of BUCFC and has no impact on player participating with BUCFC or to progress player on the Football field.

**4C PLAYER APPROACHES AND PLAYER SUPPORT**

BUCFC As a club accepts Player approaches from other Football clubs If the approach is made in proper manner, Players Parents are informed in timely manner and coaches of team also.

Bucfc will work with all parties to reach an amicable arrangement for all involved.

Bucfc will not support the situation whereas the club is undermined or devalued and will not support players playing competitive football to the detriment of the parent club.

BUCFC will give full support to the players under guidance of SYFA SWF

1. **TEAMWEAR**

The Team Secretary will point new players’ parents to club shop where training kit can be ordered following club kit policy, a player will have 6 weeks to purchase training kit in full as this is compulsory for all players.

A match day strip and any other relevant team wear will be provided when available.

Any strips to be ordered must be notified by the Club development manager ASAP; please note delivery of strips from our supplier can take up to 4 weeks.

The match day strip and any other relevant team wear belong to the club and must be returned to the team secretary if a player leaves. The player will not be released by the club to play elsewhere until the strip has been returned. If the player leaves, we invite the Team secretary to send the player leaving form and to be returned to the club timely manner.

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**Feb 2025 Reviewed 2026**