



## TVCL16 – User Guide 6: Registrations – Categories 5 & 6

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### Introduction

This guide explains what happens with registration for the 2 classes of player who have to be approved each season before they are allowed to play in TVCL. *[The following are short descriptions and are explanatory rather than the full definitions – for these you must refer to the full Player Eligibility Rules and Procedures]*

- Category 5 – players 11 or 12 years old.
- Category 6 – overseas players who do not fall within any of categories 1-5.

In both cases and in outline:

- The club has to submit a Parental Consent and Waiver Form (for Category 5) or Overseas Player Registration Form (Category 6). These forms are available in the Documents section of the TVCL website.
- The form is submitted to and considered by the Player Eligibility sub-Committee (PESC)
- The player may not participate until PESC has approved and registered the player

#### 1. The Club

The club is responsible for initiating and completing these processes before the player is allowed to play in the TVCL. In each case an officer of the club will download the form, ensuring that the club name etc is added where appropriate before it is passed to the junior’s parent or the overseas player.

#### 2. The Parent/Player

- All requested information must be entered on the appropriate form before it is signed and passed back to the club. In the case of the parental consent form Part A must be signed by the parent or guardian

#### 3. The Club

***The player must not be selected until PESC approval has been received.***

- In finalising the form the club must take all reasonable steps to make sure that the information provided is correct. In particular:
  - The club must satisfy itself that passport etc details are stated correctly and that the form has been signed by the player or parent as appropriate.
  - The parental consent form must identify clearly the county or other squad for which the junior has been selected
  - Each form must be signed by an officer (Chairman / Secretary / Treasurer) of the club and, in the case of Part B of the parental consent form, this officer must **not** be the parent, guardian or some other close relative of the child
- The player should be added to the TVCL system (if this has not already been done),
  - The club user must be logged onto the club’s admin area
  - Go to ‘Registrations and select ‘Register Players’
  - An electronic copy of the form must be attached before clicking on the ‘Add Player’ button.
  - The registration will automatically be referred to PESC.
  - The player will be unapproved and will not appear on dropdown lists for the club until a decision has been made by PESC.

#### 4. PESC

Once PESC has considered the application and if it can be approved:

- PESC approves the player on TVCL16 and the player’s name will then appear on dropdown lists for matches after the effective date.
- PESC advises the club by email of the date from which the player is allowed to play for them.



## 5. Changes between Categories

Although this will be unusual there may be a change of category either to or from Category 5/Category 6. In such case the following will apply:

- a. An up to date Parental Consent and Waiver Form is to be uploaded with the notification of the change if the 'new' category is 5 (for Category 6 this will be an up to date Overseas Player Registration Form).
- b. In other cases the club should upload an explanatory note with the notification of the change. This may be in any normal computer format (e.g. a PDF or Word document).

## 6. RENEWALS

For both categories the player's status will need to be renewed annually.

**Procedure – 2017 & Later Years:** At present it is not possible to use the TVCL16 system to submit the forms for returnees via the website. Consequently the process for re-registering players who played in TVCL in 2017 is slightly different from the procedure for new players– see details below.

Although it is expected we will provide a similar process automatically in future years these notes will apply until further notice.

### (1) Category 5

For 2018 these will be junior players who were aged 11 or 12 years old at 31 August 2017. Only a small proportion of last year's 'crop' will fall within Category 5 again this year.

- Those Category 5 players who had reached age 13 by 31 August 2017 have been re-categorised and all should now appear as Category 1. Clubs need take no other action unless this category is inappropriate.
- The small 'rump' who were still under 13 in August 2017 have been marked as Unapproved and removed from the club's 'live' player list. If they are to play again in 2018 their club will need to obtain a new parental consent and follow the instructions at **(3)** (i) – (iv) below.

### (2) Category 6 (and other Overseas Players)

- These have been marked as Unapproved and removed from the club's 'live' player list. If they are to play again in 2018 the club will need to obtain a completed 2018 Overseas (Category 6) Player Registration Form (from the Documents section of the website) and follow the instructions at **(3)** (i) – (iv) below.
- Where a player who was in Category 6 in 2017 falls into a different category for 2018 (e.g. by virtue of continued residence) the club should submit details to PESC, again as in **(3)** (i) – (iv) below.

### (3) Submission to PESC

- i. Notify PESC **by email** to ([mikewoodwards@blueyonder.co.uk](mailto:mikewoodwards@blueyonder.co.uk)). The email should attach a copy of the completed form (or in the case of a change from Category 6 it should include a note of the circumstances). Additionally, at the same time the club should:
- ii. **Restore the player to the current player list** (via 'Reinstate Player' in the Registrations menu in the club admin area). **THIS IS IMPORTANT** as otherwise there will be a duplication of records, consequently the playing record will be split between the two and there will be a loss of continuity.
- iii. **PESC** will approve the application if this is OK and will change the player's status to 'Approved'.
- iv. The player is only allowed to play when confirmation of approval has been received.