

ENGLAND HANDBALL

Registration Information 2007/2008



Introduction

To play in official England Handball competitions you must be registered with the England Handball Association. Your registration also automatically qualifies you for registration with the British Handball Association. One of the main benefits of registration is liability insurance up to £5,000,000.

How to register

From season 2007/2008 there will be three ways to become a registered member of the Association.

1. **BY POST** - Your registration form and fee must reach the England Handball office by 12.00 pm on the Monday before you are due to play your match.
2. **BY E-MAIL/ON-LINE BANKING** – Your registration form and fee (on-line bank transfer) must reach the England Handball office by 12.00 pm on the Monday before you are due to play your match.
3. **ON-LINE** – This season most players will be able to register and pay on-line (through Pay Pal) right up until the start of the game they wish to play in. Players registering on-line must print out their e-mail confirmation and bring a photo identification card to enable them to play.

Club registration (Amended – 13/09/07)

Each team playing in England Handball competition must affiliate with England Handball. The fee for registration is £20 per team. Three team officials are required to register per team. The cost of registering these officials is £20 each, unless they are already registered members of the Association, in which case the officials' registration fee will be waived.

Completing the registration form

There is one form for all players to complete. Please complete the form as accurately and as fully as possible, ensuring that all the details you provide are correct.

All forms, including on-line forms, must be agreed and signed by a Club Official, who is responsible for ensuring that all information is correct.

Any fees for registration must be sent with the registration form, players are not considered registered until their fee has been paid.

Checking identification

This season, for the first time, we will require all **new** players registering with the Association to provide a copy of one form of identification with a photograph to the

England Handball office. This could be a copy of a valid passport, driving licence or photo ID card.

This information should be sent with each player's registration form. In the case of players registering on-line, players are required to mail this information to the England Handball office within two weeks of their registration.

England Handball may at any time in the season request a copy of their identification with a photograph from any registered member of the Association.

Eligibility to play

The England Handball office will produce a spreadsheet list of all players eligible to play every Wednesday at 12.00 pm. This information will be sent to all club secretaries and competition officials.

ONLY those players on this list and those players with a confirmation of their on-line registration will be permitted to play.

If a player's postal registration is not received on Monday 12.00 pm at the England Handball office before a match, players will not be permitted to play.

We advise club secretaries to check the registration list carefully each week to ensure that your players have been registered.

Registration cards

New registration cards will be issued to all players by the England Handball office each season. A database of photographs will be kept in the England Handball office. New players are required to provide one passport sized photograph with their registration form.

Teams are required to present registration cards at each match. Players without a registration card will be required to present one form of photo identification (passport, driving licence, ID card).

A £5.00 administration fee will be charged for issuing replacement cards if registration cards are lost or defaced.

On-line registrations

On-line registrations is being trialled for the first time by England Handball, to try and make it easier for clubs to register their players.

Players must be registered by a club official using the on-line registration system, this is important, because a club official must check that all the information provided to the Association is accurate and correct.

Players can register with the Association on-line up to the start of the match they wish to play in. They must, however, have a printed copy of the confirmation e-mail to be able to play.

Players not previously registered with the Association may register on-line. They are required to provide a copy of their identity either by post or e-mail within 10 working days of their registration or their membership will be suspended.

Players, who need to complete an International Transfer Form, may **NOT** register on-line. Registration forms and International Transfer forms must be sent by post. Fees can be sent by post or through on-line bank transfer.

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Registration Information 2007/2008 Procedure

1. Complete Club Registration Form



2. Complete Officials' Registration Form



3. Complete Player Registration Forms

Remember to send:

Copy of Photo ID for all new players

One passport sized photo for all new players



4. Complete any International Transfer Request forms



5. Calculate total fees and send to England Handball office together with all forms



6. England Handball office adds players to eligible player list and sends out registration cards

Remember:

If you have not received your registration card, you must produce photo ID to be able to play

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ON-LINE REGISTRATION Procedure

1. Club official goes to on-line registration page



2. Complete on-line form, upload photo if required,
make on-line payment using PayPal



3. Receive confirmation e-mail of registration, print out
e-mail as proof of registration



4. If a new player, send copy of photo ID to England
Handball office within 10 days

Remember:

Players requiring international transfer cannot register
on-line



5. Take print out of confirmation e-mail and player's
photo ID



6. England Handball office processes registration, adds
player to eligible player list and sends out registration
card.

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International Transfers 2007/2008



Introduction

The England Handball Association requires all players to comply with the International and European Handball Federations' regulations on transfer of players between federations. Please refer to the IHF and EHF regulations (available on the England Handball website) for further information and clarification.

Who needs to complete an international transfer?

All players registered with another handball federation at any time in the past 24 months must complete an EHA International Transfer form.

Transfer fees

A transfer fee is payable to both the European Handball Federation (for transfers within Europe), the International Handball Federation (for transfers outside of Europe) and also to the releasing federation.

These fees are as follows:

- Non-contract players, 150 Euro fee to releasing federation, 150 Euro fee to European or International Handball Federation.
- Contract players, 750 Euro fee to the releasing federation, 750 Euro fee to the European or International Handball Federation.

Releasing clubs may of course also demand their own fee for the transfer of contract players.

Administration fees

The club will also be responsible for paying administration fees to England Handball for the international transfer. This includes a £5.00 fee payable with the initial International Transfer request.

Bank fees for the international transfer of monies to the EHF/IHF and receiving federation will also be payable. Please ask the England Handball office further information on the level of these fees.

Contract players

Players are considered to be contract players for at least 12 months after their contract has expired, after this time they are considered to be non-contract players.

Students

There is no fee for students transferring within Europe when they are taking part in an international students' exchange programme. This **only** applies to students

transferring to a club outside of the English League Division 1. Students applying for an international transfer must also provide a student certificate or letter from their university to prove that they are eligible for this exemption.

Eligibility to play

Players are not eligible to play in England Handball competition until such time as international transfer clearance has been received by the England Handball office. This can take up to 30 days.

If you have not been registered with another federation in the past 24 months, you are free to play in English League competition, and do not need to complete a transfer form.

Failure to complete international transfer

Please note that failure to complete an International Transfer form when you are required to do so is likely to result in sanctions not only from the England Handball Association against individual players and their clubs, but could also lead to sanctions (fines and suspension) by the European and/or International Handball Federations.

The England Handball office will be carrying out random checks on new players registering with the Association to ensure that the rules and procedures for international transfer are adhered to.

Further information

If you are unsure of any aspect of the registration or international transfer process, please do contact the England Handball office for clarification. Guidelines and regulations will also be made available on-line via the England Handball website at www.EnglandHandball.com.

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Tel/Fax. 01706 229 354
E-mail: office@EnglandHandball.com
Website: www.EnglandHandball.com

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International Transfers 2007/2008 Procedure



1. New player requires international transfer



2. Complete Registration Form



3. Complete International Transfer Form, post to
England Handball



4. Office checks status of player with
releasing federation



5. Club informed of status and transfer fees



6. Club confirms transfer request and sends fees



7. Office begins international transfer process



8. Player eligible to play within 30 days