



**FOOTBALL
QUEENSLAND**

MyFootballClub Set Up 2018 Terms & Conditions

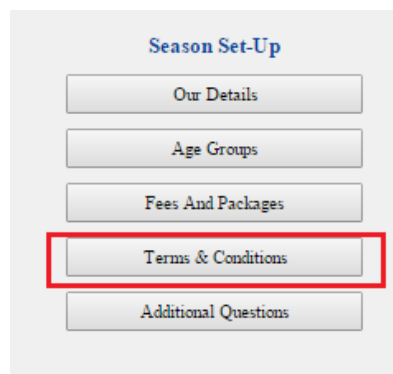


How To Set Up Terms and Conditions

Setting up Terms & Conditions Terms & Conditions (T&Cs) can be setup by Clubs and must be accepted through the registration process either when self-registering or through registration by registrar. FFA has standard T&Cs that cover player registration set up in the system. Clubs can upload T&Cs that cover areas such as grading policy, acceptance of social club membership etc. Once T&Cs are accepted by a player they are locked and cannot be changed until such time as the Valid to Date expires. T&Cs are made available to Players based on their age – either Youth (up to 18 years of age) or Senior (over 18 years of age).

Tips and Considerations

- We advise that you develop your T&C's in Microsoft Word and then cut and paste into the T&C's which will be highlighted in the steps below.
- Once you have created your T&C's in the system, and this has been registered against you by a player, you will not be able to edit the content of the T&C's. You will be able to change the Valid To and Valid From dates at any time.
- Please note you will have to create T&C's for junior separate to the T&C's for seniors. This can be the same set of T&C's.
- Note: Any links or URL's you wish to enter in your T&C's will be clickable as hyperlinks when surrounded by the syntax << ... >>



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Step 1 – Select Terms and Conditions

Terms & Conditions
Show All Records

	T & C Title	T & C Text	T & C Type	Role	Valid From	Valid To
Edit	FEES	Deposits have been p..	Junior	Player	01/01/2016	31/12/2016
Edit	Conduct & Club Expectations	Upon acceptance of y..	Junior	Player	01/01/2016	31/12/2016
Edit	Conduct & Club Expectations	Upon acceptance of y..	Junior	Player	01/01/2015	31/12/2015
Edit	Finance	Note all registratio..	Junior	Player	01/01/2015	31/12/2015

[Exit](#) [Add New](#)

Step 2: Review the Terms and Conditions Home Page

If your club has created T&C's in the system previously, they will appear in the table above. You will be able to use these T&C's again this season, however you will need to change the Valid From and Valid To dates in the T&C's. You cannot change the text. Click Save.

Edit Terms & Conditions

Title
Members Obligations

* "Fair play and fun will bring success to our community soccer club"

The Rangers Football Club is a rapidly developing community based sporting club. With this development and growth there is need to set guidelines for the behaviour that we believe will help us all to be part of our future success. In addition, as a sporting body affiliated to an association we are required to ensure that everyone behaves in an appropriate manner.

Therefore we are putting greater emphasis upon this aspect of the Club. We are clearly stating in our Mission statement that "having fun" and "fairplay" are central values for the Club. The two will always go hand in hand. We have also put together our own rules and Code of Conduct that we believe will help everyone to enjoy playing the game more than ever.

As part of the Registration procedure, players, parents and coaches are asked to agree to the Club rules and

Type: Role: * Valid From: Valid To:

Senior
Junior

[Save](#)

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Step 3: Click on the Add New button and complete the fields below

Or if you want to create new Terms and Conditions – see below. You can have different ones for Seniors and Juniors and you can also select the Role it applies to.

Add Terms & Conditions

Title
2018 Senior Terms and Conditions

* Valid From dd/mm/yyyy Valid To dd/mm/yyyy

Type Role

Senior
Junior

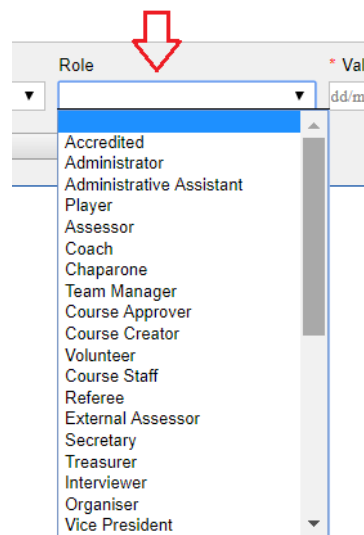
Save



Role

* Val dd/m

Accredited
Administrator
Administrative Assistant
Player
Assessor
Coach
Chaparone
Team Manager
Course Approver
Course Creator
Volunteer
Course Staff
Referee
External Assessor
Secretary
Treasurer
Interviewer
Organiser
Vice President



Step 4: Reviewing your T&C's

Your T&C's should now appear in the T&C's Homepage. Please review the T&C's and ensure they are correct. Note you can come back into the system and edit the T&C's. However once a registration has occurred you will be unable to change the content however you can change the Valid to and Valid

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From Dates. Click the Exit button, which is located at bottom of the page on the right. This will return you to the Club Homepage.

Finish

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