

# INFO SHEET

## The British Universities American Football League

Season 2011-12

### Team Information Sheet

### Registration Process

Page One

The League requires teams to register all their players, coaches and support staff with the National Governing Body.

The fee system is outlined in the Team Agreement Form which has been sent to every team prior to the season starting.

#### Key Contacts:

League Office: details on BUAFL website

#### Coaching Forms

A secondary copy of all coaching forms should be sent to:

BAFCA, C/o Flat 10, The Glen, 185  
Cranbury Road, Eastleigh, Hampshire,  
SO50 5TL

#### Alumni Forms

All Alumni forms should be sent to:

Andy Fuller, C/o Harris, Young and Beattie.  
1 Franchise Street. Kidderminster. DY11  
6RE

#### Rosters

Details on rosters are on a separate sheet

*This is subject to change should BAFA amend their rules and regulations.*

#### Registration Process

Outlined below is a step-by-step guide to registering players and coaches for the 2011-12 National Championships and for Alumni players who take part in Old Boy Games or similar.

All forms mentioned are downloads from [www.buafnl.net](http://www.buafnl.net) The download button is in the sitemap at the foot of the website.

#### Step One

All players, coaches and support personnel must fill in a copy of the **2011-12 League Registration Form**. This form is to be held by the Student Union (or other appropriate body) for their record keeping. Ideally each team will submit the forms in a ring binder or other suitable document holder to their Athletic Union President (or equivalent). These records can be updated as and when new personnel join the squad. A copy should be made of the Coaches' forms which should then be sent to the Coaches' Association (address on the side panel).

#### Step Two

Each team must complete the **2011-12 Registration Spreadsheet** with details of all players, coaches and support staff. This spreadsheet requires you to complete all sections with your full name i.e. Samuel as opposed to Sam. If you have played or coached in the National Leagues during 2011 then you should state which team you were part of under the appropriate heading.

We recognise that many coaches will not be students. Where a coach is not a student please leave the student ID Number / Course sections blank. All students MUST fill in their Student ID number and provide course details. Failure to do so will see them removed from the roster.

#### Key notes:

Where the spreadsheet states P,C,O this relates to your role. Are people players (P), coaches (C) or others (O)? Other relates to sideline support / first aid / trainer. If a person has multiple roles i.e. player and coach please put in both letters separated by a / i.e. P/C.

Course Titles can be abbreviated.

#### Step Three

All teams should email this document to [any.fuller@buafnl.net](mailto:any.fuller@buafnl.net) and [caleb.jackson@bafa.org.uk](mailto:caleb.jackson@bafa.org.uk) on the Wednesday prior to the start of the season (November 5<sup>th</sup> and 6<sup>th</sup>) then when new registrations are added thereafter. New registrations will be accepted up until Midnight on the Thursday prior to a game weekend. Once a player / coach has had their name submitted they will be charged.

Please also copy in your Athletic Union President (or equivalent) on this email for their records.

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#### Alumni Registrations

All players who take part in the sport must be insured.

Most students are insured through their Student Unions. However, many alumni players (Old Boys) do not have that opportunity.

With an increasing number of Alumni / Old Boy games planned it is vital that we can insure players appropriately.

We have created a form and a spreadsheet for Alumni players which will see them granted temporary membership of BAFA (limited to one week and to include one game) and ensure that they are insured.

#### Step One

All players should fill in a copy of the **2011-12 Alumni League Registration Form**. This form is to be submitted to the League Office (address on the side panel). A copy should also be provided to the Athletic Union for their records. Any Alumni coach should ensure BAFCA receive a copy of the form. The address is provided.

#### Step Two

Each team must complete the **2011-12 Alumni Registration Spreadsheet** with details of all players, coaches and support staff. This spreadsheet requires you to complete all sections with your full name i.e. Samuel as opposed to Sam. If you have played or coached in the National Leagues during 2011 then you should state which team you were part of under the appropriate heading.

#### Step Three

All teams should email this document to [any.fuller@buaf.net](mailto:any.fuller@buaf.net) and [caleb.jackson@bafa.org.uk](mailto:caleb.jackson@bafa.org.uk) on the Wednesday prior to the game.

When it comes to invoicing, the teams will be invoiced for the amount relating to Alumni players as part of our billing process. Therefore, all alumni should ensure that they pay the team the relevant fee.