



From the Office of
The Registration Secretary
14 Shearwater Drive, The Willows, Torquay, Devon TQ2 7TL
7th June 2015

The preferred method of sending photos is by e-mail.

The correct forms must go to the correct email addresses and/or postal addresses as mentioned on the bottom of each individual form. Only a pdf version of the document will be available and accepted. This must be printed, completed in ink and in CAPITAL letters and either scanned and emailed or posted to the correct address as noted on the bottom of each form.

If club secretaries choose to send hard copies of photos in the post, do not staple or paperclip them to the reg forms. Just write the players name and the club name on the back of ALL photographs and **leave them loose in the envelope**.

Do NOT send stamped addressed envelopes. I do not send ID cards out, they come from a different source. Please don't waste your money.

If photos are not in the format detailed below, **they will be rejected**.

Photos must be at least passport sized. **Photos must be taken against a WHITE background**.

Make sure photos are CLEAR, FULL FACED (not with the top of the person's head or chin cut off), HAT-LESS, NO SUNGLASSES, (even ones mounted on top of the person's head) and with the eyes open. The player should also have a SENSIBLE pose. Space should be seen above the players head and I should be able to see their shoulders.

When sending photos in the post, don't use a pen that will run onto other photos – indelible ink should suffice – make sure the ink is dry before stacking them one on one.

Please don't try to be helpful by cutting photos.

If e-mailing pictures as an attachment, please don't crop them – send them to me how they were taken.

I'll resize and crop them. Also, if technically gifted enough, can you rename the pictures with the player's names - in the format: John Smith NOT JOHN SMITH / SMITH JOHN / JOHN / SMITH/ John Smith - Shiphay FC.....just John Smith.

Please don't use nicknames to rename photos. You may know their pseudonyms - I DON'T.

Also, **please ensure I can READ the WHOLE form**. I have had SO many illegible forms in the past, it is frankly, unbelievable.

The form CLEARLY states use **CAPITAL LETTERS**. If **CAPITAL LETTERS** are not used, **forms will be rejected**.

Also, can Secretaries **make sure the family name (surname) and forename are written in the correct lines on the form**. In the past, this has proved to be a very difficult task for a lot of players & Secretaries to understand.

DON'T sign the form on the player's behalf – there is a reason the player must sign.

Once you have registered players, check your squad on the website. I may have made a spelling error or accidentally entered the wrong date of birth etc. PLEASE CHECK.

Check your club's contact e-mail addresses on the website please. This is my main source of contact and a lot are bouncing back. Tell me if they are wrong, I'll change them!

MAKE SURE YOU PUT ENOUGH POSTAGE ON THE ENVELOPES – I CERTAINLY WILL NOT BE PAYING ANY EXCESS CHARGES, THEREFORE, THEY WILL NEVER BE COLLECTED FROM THE POST OFFICE.

Please do not send photos and forms by Registered Post or Recorded Delivery. These need signing for and there isn't always somebody to sign for them. Regular first class post will suffice.

PLEASE CHECK ALL FORMS BEFORE SENDING THEM TO ME.

Lastly, in the first instance anyway, all registration queries should be directed to ME. If I cannot answer your question, I will point you in the right direction.

Thanks and sorry for all the moaning – I'm sure you understand!!

Warren McMahon
Registration Secretary