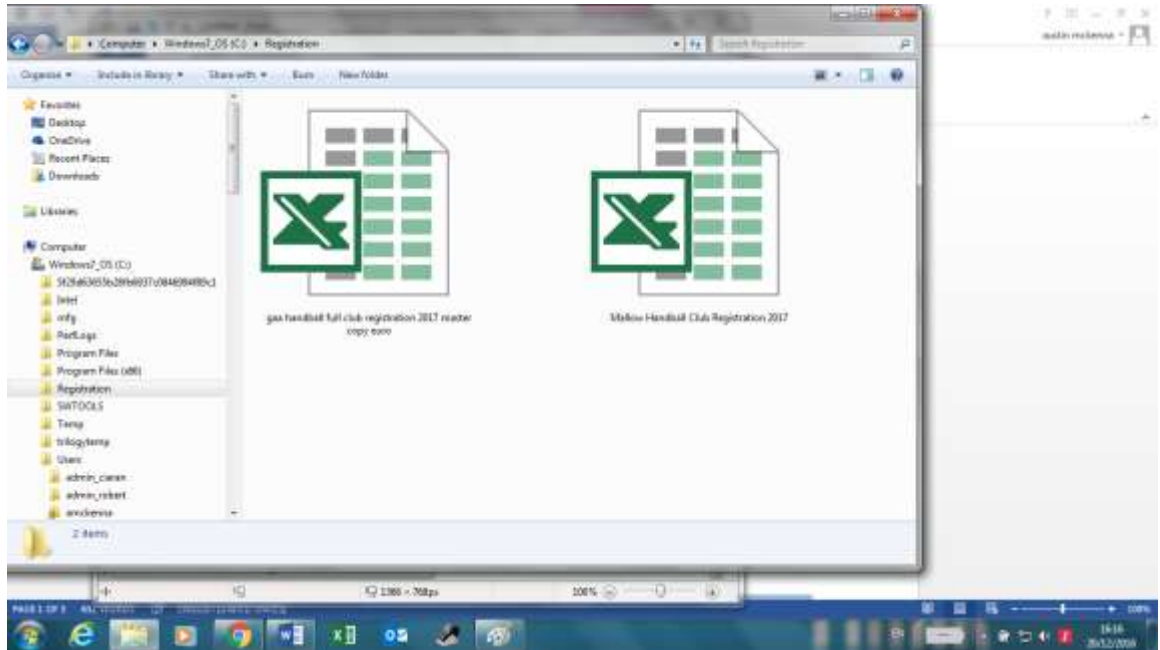


Instructions for completing 2019 Registration Forms

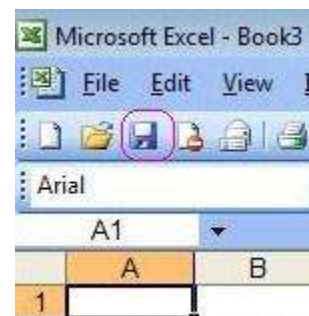
1. Create a Folder on your desktop called "Registration". Download the document and save it to your folder. Open the excel document.
2. Before entering any information click "Save As" and rename the document "Club Name Registration 2019" e.g. MALLOW HC Registration 2019. Save this to your folder. You now will have a copy of the original and a copy for your club in this folder. See below.



3. To enter text in a field, position your mouse over the field that you want to enter information in and left click to enter information here. When you are finished you can tab across using the tab button or click on the next cell you wish to complete.



4. Please fill in all fields fully. It is recommended to save your document as you go as this will prevent loss of data.



5. Sheet 1 – Membership & Fees

Fill in all details for your club in the spaces provided. When you have calculated the numbers of members enter them in the relevant spaces and press enter and the sheet will automatically calculate the amount due for 2019 registration.

complete in any club, county or inter-county competitions.

PLEASE NOTE THAT FORMS THAT ARE NOT FILLED IN COMPLETELY WILL BE RETURNED AND CLUBS WILL NOT BE REGISTERED UNTILL FORMS ARE RECEIVED COMPLETED IN FULL.

CLUB DETAILS & FEES

CLUB:

COUNTY:

CLUB MEMBERSHIP	Male	Female
Adult Members	<input type="text"/>	<input type="text"/>
Juvenile Members	<input type="text"/>	<input type="text"/>

CLUB COLOURS:

FEES ENCLOSED	€	Total
Adult Members 1-10	0 @ €15.00	€0.00
Adult Members 11-30	0 @ €12.50	€0.00
Adult Members 30+	0 @ €10.50	€0.00
Juvenile Members 1-19	0 @ €5.00	€0.00
Juvenile Members 20-39	0 @ €4.00	€0.00
Juvenile Members 40-59	0 @ €3.00	€0.00
Juvenile Members 60+	0 @ €2.00	€0.00
Player Injury Payment		€160.00
Total Payment Due		€160.00

Enter No of Adult members

Total amount due. This will automatically calculate as you fill in the fields.

6. Sheet 2 - Club Officers/Club Facilities.

Enter details of all officers in your club. **Remember to complete all fields.** Include at least 1 but preferably 2 venue officials (These will be the point of contact for all official fixtures held in your venue).

7. Sheet 3 – Adult

Make sure to fill in all fields fully. Incomplete forms will be returned for full completion.

8. Sheet 4 – Juveniles

Fill in all fields ensuring that Parent/Guardian information is filled in as indicated below.

No	Surname	First Name	Address 1	Address 2	Town	County	Gender (M/F)	D.O.B.	PARENT/GUARDIAN CONTACT DETAILS		
									Mobile	Home Tel	Email
	Fíorainm	Ainm	Seoladh 1	Seoladh 2	Bailte	Contae			Fón Fóca	Fón Fíca	Seoladh Idirlíne
1											
2											
3											
4											
5											
6											
7											
8											
9											
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27											
28											

Ensure Parent/Guardian info is filled in here.

9. Once you have reviewed the information and are happy that it is all correct save the file once more.
10. For GDPR compliant, please remember to password protect your file as per previous email and remember to send the Password in a separate email to the file.
11. Send the completed file to **membership.handball@gaa.ie and to your County Secretary and Provincial Council**
12. Forward cheque (made payable to the GAA) for amount indicated on form (see point 5 above) to **Club Registrations, GAA Handball Ireland, Croke Park, Dublin 3. Only forward amount due to Croke Park. Amounts payable to Provincial or County Boards can be sent directly to same.**
13. Once payment is received for the full amount owed, you will receive an email receipt confirming that you are now registered in full for 2019.
14. Make sure to keep your file in a folder and lock it with a password once you are finished. This file contains very sensitive information, so it is vital that access can only be gained by the relevant people.
15. Please note that only a Club Chairperson or Club Secretary can request club registration information once submitted (copies will also be available to relevant County and Provincial Secretary).
16. Additional Members can still be registered throughout the Calendar year of registration but the fee applicable will be the standard fee after the closing date of registration: ie. €20 per adult and €7.50 per juvenile member.
17. Please Note: Any Club who has not returned their fees for the 2018 Calendar Year Registration will not be approved until outstanding 2018 registration fees are paid in full.
18. GAA Handball Ireland will be carrying out checks on all registered members in respect of championships. In the event of a player competing in championships without been a registered member of a club, then proper disciplinary procedures as laid out by Central Council will apply.
19. Note: Only registered members of Full Registered GAA Handball Clubs can compete in championships and all county, provincial, national and international events. Members of Associate/School/College/Junior Club Registration schemes can enter in all National, Provincial and County Tournaments sanctioned under GAA Handball Ireland.

Please direct all Club Registration queries to

Email: **membership.handball@gaa.ie**

Phone +353 (0) 18658602