



## Transfer/Notice of Approach Fact Sheet

To assist club and team officials with understanding the key parts of this rule, we have provided a breakdown of the rule to help.

### The basics...

- Before any club or person can speak to a player who is registered to another club (on the same match day), a notice of approach must be submitted to the club secretary the player is known to be registered to.
- Once this has been done, the player can be spoken to on or after the eighth day and the player must be registered on or before the 21st day.
- You can only approach one player at the same club at any one time.
- You cannot approach another player in the same club within 28 days.
- 

### Things to be aware of...

- Even if a player approaches your club requesting to sign for you, you must follow the same procedure.
- A notice of approach should be sent if the two teams play on the same match day, even if the two teams are not competing in the same league.
- 

### Definitions

**Notice of Approach** – A notice of approach is a formal written approach which is made from the club wishing to register the player, to the club who currently holds the players registration, informing them of their intention to speak to the player about registering/transferring.

**Season** – The season runs from 1 July to 31 May.

**Illegal Approach** – An illegal approach is when a club or individual has contact, directly or indirectly, with a player prior to a formal notice of approach being submitted

- This written notice must be sent by special delivery or recorded post or a written acknowledgment otherwise obtained from the secretary or chairman of the player's current club (fax or e-mails may be used provided a receipt of acknowledgement is also obtained).
- You cannot approach a player more than once in the same season. (1 July to 31 May).
- No club, nor any person, during the period 1 July to 31 May, may approach, either directly or indirectly, any player of a club in member of Norfolk County FA or any other Association to play for another club without giving at least 7 days' notice, in writing, to the Secretary of the



club for which the player was last known to have played or for which the player was known to have signed a registration form.

•

Please be aware that written notice of approach must always be given between two clubs who play on the same match day, even if the two clubs do not compete in the same league.

### **Illegal Approach**

Any club wishing to make a protest of an Illegal Approach under Norfolk County FA Membership Rule 16 must do so within 14 days of the alleged illegal approach becoming known to them. The protest must be submitted in writing, together with any supporting evidence, to the following address:

Rachel Cossey  
Norfolk County FA  
11 Meridian Way  
Norwich  
Norfolk  
NR7 0TA

Alternatively, it can also be sent via email to [Rachel.Cossey@NorfolkFA.com](mailto:Rachel.Cossey@NorfolkFA.com). This protest along with supporting evidence shall be accompanied by a protest fee of £10. This fee will be returned if the protest is upheld.

The full FA Rule C2(a) is listed below:

**Norfolk County FA Membership Rule 16 and FA Rule C2(a) cover the regulations under which players may be approached during the playing season.**