

REGISTRATIONS BULLETIN, OCTOBER 2009

Registrations List – August and September 2009

The Monthly Registration List for August and September 2009 covering two months including the transfer window can be downloaded at www.TheFA.com/PlayerRegistrations

How To Reach Us at Wembley Stadium

Please ensure that you have fully updated your records as we have been based at Wembley Stadium for nearly three months.

Registrations Department, The Football Association, PO Box 1966, London, SW1P 9EQ. All recorded and special delivery items should also be sent to this address.

For deliveries by courier (tracking services) the actual address is Wembley Stadium, Wembley, Middlesex, HA9 0WS. Do not address letters/packages to be delivered by courier/hand to the PO Box number.

Telephone numbers (please telephone the Wembley switchboard and manually input the extension number you require).

Steve Rooke (Registrations Manager)	0844 980 8200 x 4966
Dawn Keleher (Assistant Manager)	0844 980 8200 x 4630
Lucy Hamshere (Registrations Officer)	0844 980 8200 x 4631
Rachel Foster (Registrations Officer/PBS Administrator)	0844 980 8200 x 4629
Christopher Hall (Registrations Administrator)	0844 980 8200 x 4852

Fax numbers

Premier League/Football League/Conference National: 0844 980 8214

Football League exclusive: 0844 980 0635

All other clubs (Conference South/North/National League System): 0844 980 0663

Foiled by Counter Action

Prompted by recent postal disputes and constant reviews to provide a more streamlined service we have decided, initially for a trial period, not to send Contract counterfoil receipts back to Clubs via post. Instead electronic acknowledgements for registration forms submitted for players will be sent via email. Not only will this speed up the process of notifying clubs that their players are registered, it will also save time and expense.

Therefore registration forms received by post at this office as from 1st September 2009 will be acknowledged by email to clubs having this facility. We will do this until further notice – naturally we welcome your observations.

Clubs faxing forms will still receive their email acknowledgement, but once originals have been received there will be no need for the slips to be sent out as they have already had confirmation that the player is registered. However, for peace of mind a short email will be sent to let them know the originals have arrived.

Trial Match Reminder

Please can all clubs refer to the specimen letter which should be used when allowing contract players to play trial matches for other clubs – domestic level.

SPECIMEN LETTER FOR RULE C.1(i)(D)

We hereby give permission under FA Rule C.1(i)(D) for the above named contract player to take part in no more than 2 matches for your club by way of a trial. Such matches to be within a period of 28 days and must not be for your first team.

We have received a number of letters recently where permission is given for one match only. Please can all clubs ensure that the correct letter is sent.

This note is repeated within the general notes at the end of this bulletin.

Work Permits

Work Permits

To be eligible to become a Sponsor and issue Certificates of Sponsorship to a player a Club must be in membership of the Premier League or the Football League.

Criteria for Players

The set football criteria for a player to meet when entering the country has not changed with the new system.

There are two levels of entry – Tier 2 and Tier 5. Clubs should note that entry under Tier 2 requires the player to be able to speak, read and write English at a basic level and if the player is from a non-English speaking country he will be required to achieve a pass in an English language test prior to his entry. In the event that the player does not have the level of English required, he will only be able to enter the country under Tier 5 for a maximum of 12 months at a time and will need to pass the English test within those 12 months to enable him to switch over to Tier 2 employment for the remainder of his contract.

Panel hearings

In the event that a player does not meet the set criteria, an appeal panel will be convened to consider the application. The panel will consist of representatives from the relevant football governing bodies together with three independent football experts. The panel's terms of reference are: (1) to consider whether the player is of the highest calibre and (2) to consider whether the player is able to contribute significantly to the development of the game at the top level in England.

Further details can be found on The FA's website:

www.TheFA.com/FARegulations

If you have any queries relating to work permits and the points based system, please contact Rachel Foster.

Visa Applications

We are receiving an increasing number of enquiries from clubs at Conference National level and below regarding players from non EU countries. Whilst applications for International Transfer Certificates will be processed in the normal way it is essential to note that players will need visas to enter the country.

This responsibility does not fall on the shoulders of the Football Association but non league clubs should research the matter and identify visa requirements through the Home Office/UK Border Agency websites (home page bia.homeoffice.gov.uk)

Agents' Regulations

All Premier League, Football League and Conference National clubs are bound by the agents' regulations. New information and revised forms have just been published. Please follow the attached links. Copies of the new forms are downloadable from the ICE system.

Can we make a special plea to our professional clubs to check that they have sent agents' forms to us with registration documents. Nil returns are also required and agents' forms need to be submitted with contract cancellation forms. Think agent!

Birth Certificates

There is absolutely no need to send an original Birth Certificate to us on first registration as a Contract Player or Scholar as a copy is acceptable. Clubs sending originals should note that we cannot be held responsible for their safe return.

Player History

When submitting Scholarship forms or first registration Contract forms it would be helpful if a covering note was included stating the length of time the player has actually lived in the UK as this will determine whether we activate the international clearance process. International clearance is required for all players aged 12 and over who are crossing borders including players arriving from other UK countries.

FIFA Article 19 – Clearances for Minors

We are still receiving registration documents and international clearance requests without the required proof that Article 19 is being complied with. This is often tracked back to Academy staff at clubs not checking with their club secretary/administrative staff to verify the appropriate paper trail.

We adopt the same principles irrespective of whether a young player simply wants to register as an amateur or whether he intends to sign for a professional club on Academy or Centre of Excellence forms, or as a Scholar or Contract player.

For players under the age of 12 who have lived permanently in England but who have a foreign place of birth and/or nationality no action is required. If the player came to England from abroad before he/she was 12 then the same applies. In both cases there are no hurdles in respect of registering and playing for a club.

It is vital that clubs familiarise themselves with FIFA Article 19 before starting the registration process.

International transfers are only permitted if the player is over the age of 18. The following three exceptions apply:

- The player's parents move to England for non football reasons
- The transfer takes place within the EC/EEA and the player is aged between 16 and 18 in which case the new club is obliged to carry out the following minimum requirements:
 - i) it shall provide the player with an adequate football education and/or training in line with the highest national standards
 - ii) it shall guarantee the player an academic and/or school and/or vocational education and/or training, in addition to his/her football education and/or training, allowing the player to pursue a career other than football should he cease playing professional football
 - iii) it shall make all necessary arrangements to ensure that the player is looked after in the best possible way (optimum living standards with a guest family or in club accommodation, appointment of a mentor at the club etc)
 - iv) it shall, on registration of a player, provide the relevant Association with proof that it is complying with the aforementioned obligations; or
- The player lives no further than 50km from a national border, and the club for which the player wishes to be registered in the neighbouring Association is also within 50km of that border. The maximum distance between the player's address and the club's headquarters/training centre shall be 100km. In such cases, the player must continue to live at home and the two Associations involved must give their explicit consent.

(The respective Leagues will satisfy themselves that the registration meets the travel criteria).

If a player comes to England from abroad on or after his/her 12th Birthday then International Clearance will be needed before the registration process can be started. In these circumstances it is expected that the player must have come here with his/her parents who have moved for non-football reasons.

When you request International Clearance you will also need to provide the following information to reinforce your application:

Residency

Confirmation of the date of parents/guardians leaving their country and whether the move is permanent or for a specified number of weeks, months or years and confirmation from parents/guardians that the move is being made for non-sporting reasons.

Full details of accommodation in England and evidence that a property has been purchased/rented or whether 'grace and favour' club accommodation has been provided. Supporting copy documents must be provided.

We will also need copies of at least two utility bills (council tax/gas/electricity/water/telephone/television licence) in the names of the parents/guardians to confirm that they are responsible for the upkeep of the address notified.

Status

We will need copy extracts from Passports confirming ID and details of any relevant entry visas/immigration restrictions relating to English residency and stay in England. This will be needed for the player and his/her parents/guardians.

Employment

Evidence will be required that parents/guardians have bona fide employment in England and we expect written proof from employers and a copy service agreement/contract of employment if available and confirmation of whether the employment is temporary/permanent or on a fixed term basis.

Additionally, National Insurance numbers should be presented for the player and his/her parents/guardians.

Education

A copy of a letter from a school/college/other educational establishment must be provided in the player's name to substantiate the request with an indication of the start date.

Terminating Dates for Non-League Contract Players

First Saturday in May, as follows

1st May 2010
7th May 2011
5th May 2012
4th May 2013
3rd May 2014

These dates MUST be adhered to.

For clarification, it is permissible to cease paying the player on the last scheduled fixture date of the season (e.g. Saturday, 24th April 2010) in which case, this must be reflected in the remuneration section of the contract.

This date would need to be inserted in the payment schedule with the actual Contract and G2 continuing to expire on the dates shown above.

General Notes

The Attention of Clubs is Drawn to:

Rule C.1(a)(i) and (ii))

(i) A Player under eighteen (18) years of age and in receipt of full-time education in accordance with the Education Acts may not enter into a contract of employment with a Club in membership of The Association or an Affiliated Association.

(ii) A Player under seventeen (17) years of age may not enter into a contract of employment with a Club in membership of The Association or an Affiliated Association, except as a Scholar as provided for by Rule C3.

Rule C.4(b)(iii)

It shall be deemed to be misconduct for any Club or Club Official to induce any player of school age registered with a separate Club or Centre of Excellence to leave school for the purpose of signing a contract of employment.

Rule C.1(i)(D)

Clubs should note the correct format for sending letters of permission in accordance with the above Rule, ie: allowing a player to go to another English club for trial matches.

The letter must be set out as follows:

Dear Secretary

Name of Player

We hereby give permission under FA Rule C.1(i)(D) for the above named contract player to take part in no more than two matches for your Club by way of a trial. Such matches to be within a period of 28 days and must not be for your first team.

Yours sincerely

cc: Football Association
Leagues Concerned

We have been receiving a large number of letters from Clubs giving permission for one match, then another letter at a later date giving permission for yet another match. Sometimes the period of 28 days has elapsed and we have to remind Clubs that the player cannot now take part in the second match.