The FA

WHOLE GAME SYSTEM

GRASSROOTS PLAYER REGISTRATION

Player Transfer Process



Player Transfers

This guide outlines the processes involved when transferring a player within Whole Game System Player Registration. Broadly there are two processes involved:-

Notice of Approach – This is served when any club approaches a player from another club, subject to the player being eligible to play for teams in both clubs on the same day, and means the club cannot continue with the process of approaching the player with a view to registering them until the Notice of Approach period has expired, or is waived.

Transfer Process – This takes place when the player is actually assigned to a team, and may involve either a transfer, or a dual registration. A transfer is subject to League Approval.

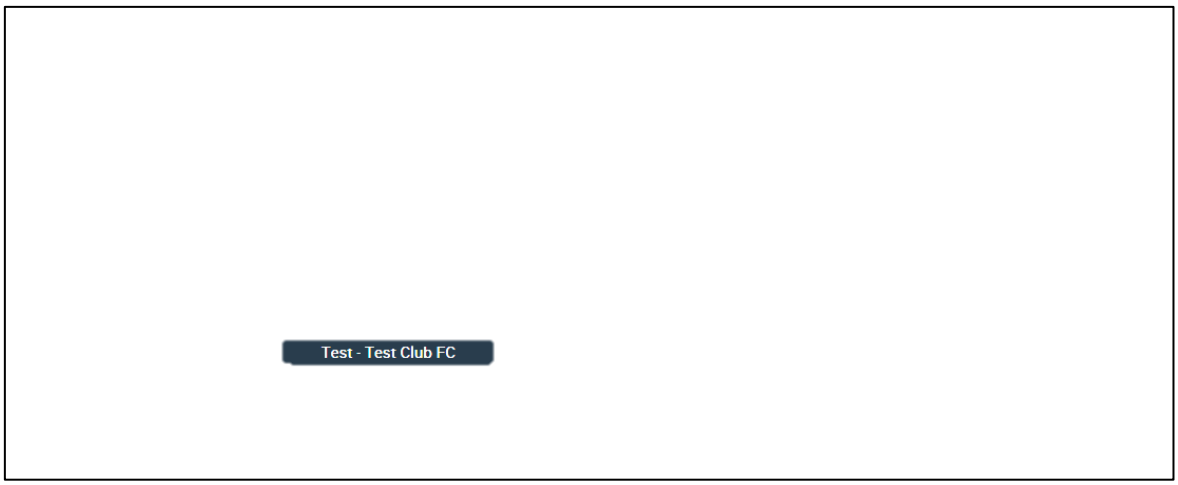
These are separate processes and Notice of Approach may be served without the process leading to a transfer.

Notice of Approach – served on existing club

From the Player Registration page click on the **Search for Player** button at the bottom of the page

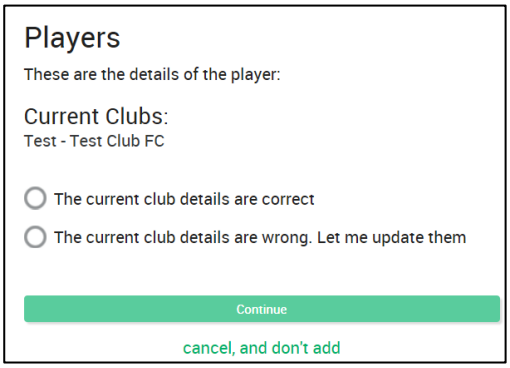


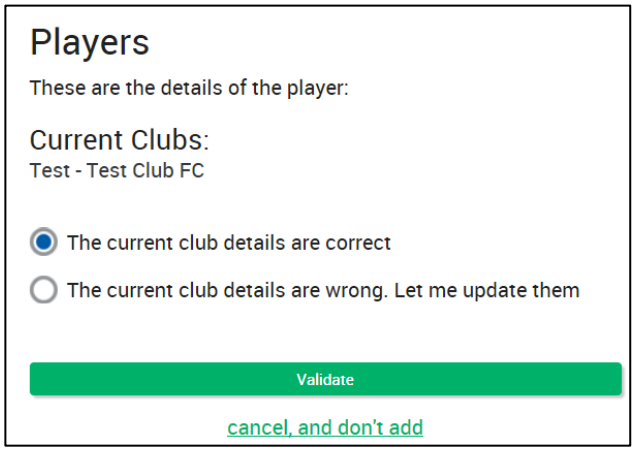
Enter player Full Name and DOB or FAN and DOB to search – if the system returns more than one matching player enter Postcode to refine the search result to obtain one matching player.



NB: If you still get more than one matching player this will be because of a duplicate record. You will need to contact your County FA who will be able to de-dupe the player before you can continue.

Once you have found the player, select Add Player – the system will ask you to confirm the player's current clubs, including the option to add details of any missing clubs.





Click on the option required.

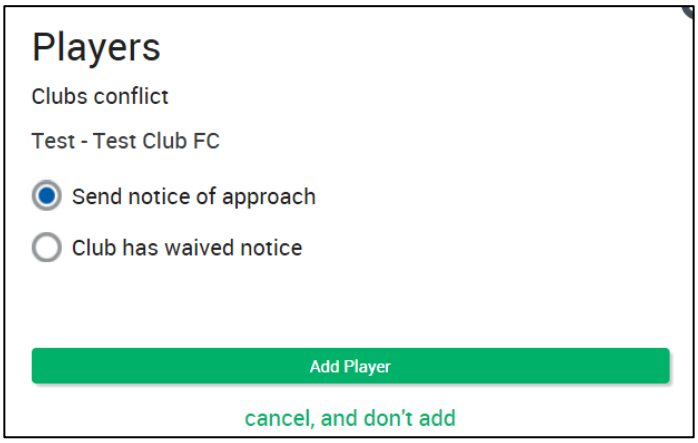
If you select that the **"details are correct"** – the system will ask you to confirm by clicking **"Validate"**.

If a player is being added to a club, and the player is already associated with another club (i.e. has consented to play for the club that season) then Notice of Approach MAY be generated.

Notice of Approach is applied if both clubs have teams on the same day of the week for which the player is eligible to play (e.g. the player could play for a team in each club on a Saturday, or a team in each club on a Sunday, or a team in each club in Midweek).

It is important to note that Notice of Approach is still applicable if the teams concerned are in different leagues, and is still applicable if the teams concerned are at different age groups, so long as the player concerned could play for those teams (e.g. if the player is aged 35, and Club A runs an open-aged team on a Saturday, and Club B runs a Veterans team on a Saturday, then Notice of Approach is applied). Equally, it is applicable even if the player does not intend to play for a particular team (e.g. if a club runs open-aged teams on Saturday and Sunday, then notice of approach would be generated if he was currently playing for a club on either Saturday or Sunday).

If a Notice of Approach is required then you will be provided with two options:



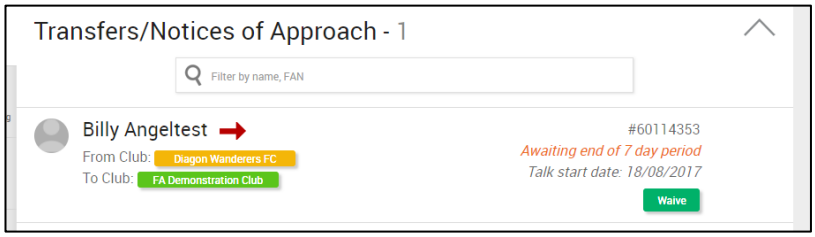
By selecting the top option, Send Notice of Approach, the notice of approach is served to the existing club, and you cannot contact the player for the next seven days.

By selecting the second option, you are confirming that the Club has waived notice and that you have written consent from the existing club to initiate talks with the player. The system will record this and the name and date of the person confirming – should there be a dispute on registration in the future you will be asked to provide proof that you had consent from the existing club to talk to the player.

Click Add Player and the Notice of Approach will be served and will appear in the "Transfers and Notice of Approach section in the Portal. The "awaiting end of 7 day period" indicates that this is a Notice of Approach and when the Notice of Approach will expire.



Once the Notice of Approach has been served, the club has to wait seven days for it to expire, unless the other club choose to Waive the notice of approach (i.e. confirm they are granting permission for the other club to approach the player). If the Notice of Approach is not waived, the club have to wait the seven days before they can approach the club. They cannot be prevented from approaching the player, but may have to wait seven days.



Once the notice of approach has been served or waived, the club who wish to approach the player will see the button to Add Player.



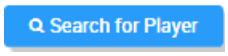
When the player is added, he/she is not removed from the other club – the player is now a Club-Player for both clubs and will be shown under Players.

Once a player has been added to your club, then you can add the player to a team – at this point the system will evaluate whether the player is a transfer or a dual registraion.

Notice Of Approach – Notice Waived

This section details the process when a club approaches a player, and has already spoken to the other club who have permitted them to approach the player. In this circumstance the club who create the Notice of Approach must be able to provide evidence of this permission if required to do so by their League or County FA.

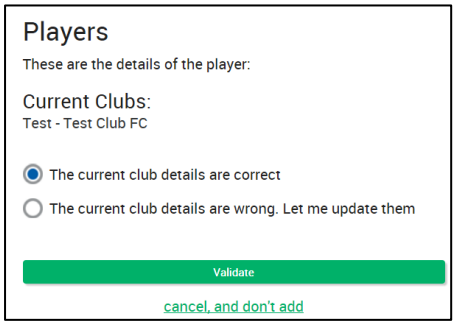
From the Player Registration page click on the **Search for Player** button at the bottom of the page



Enter the player's Full Name and DOB or FAN and DOB to search – if the system returns more than one player enter Postcode to refine the search result to obtain one player record.



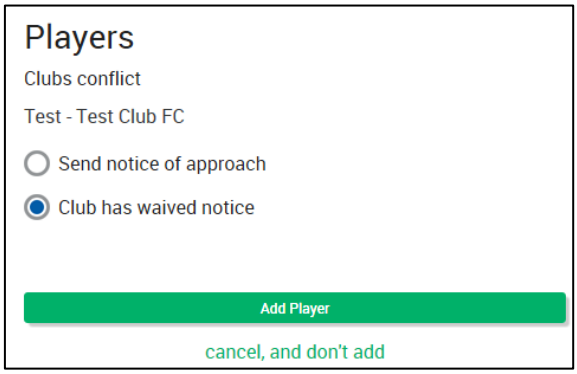
NB: If you still get more than one player you need to contact your County FA to de-duplicate the player before you can continue.



Click on Add Player – the system will ask you to confirm the player's current clubs, and whether there are any missing clubs which need to be added.

Click the option required. If you select details are correct – the system will ask you to confirm by clicking "Validate" .

If a Notice of Approach is required then you will be provided with two options:



If you have written evidence that the existing club have waived notice of approach, and given you permission to speak to the player immediately – select **"Club has waived notice"** and click on "Add Player".

As notice has been waived the player is added to your club.

The system will record this and the name and date of the person confirming – should there be a dispute on registration in the future you will be asked to provide proof that you had consent from the existing club to talk to the player.



Click on the Player Registration tile to see and manage the new player.

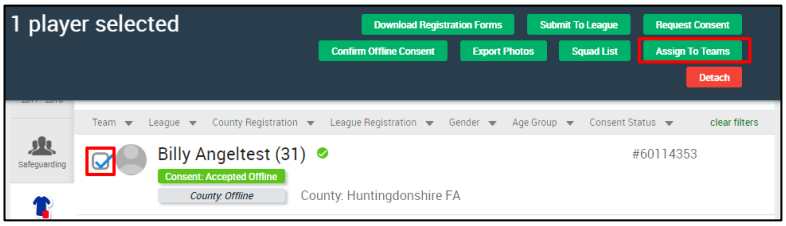
Transfer – Assign player to team

When assigning a player to a team, the system will evaluate whether a transfer is required or whether the registration is a dual registration.

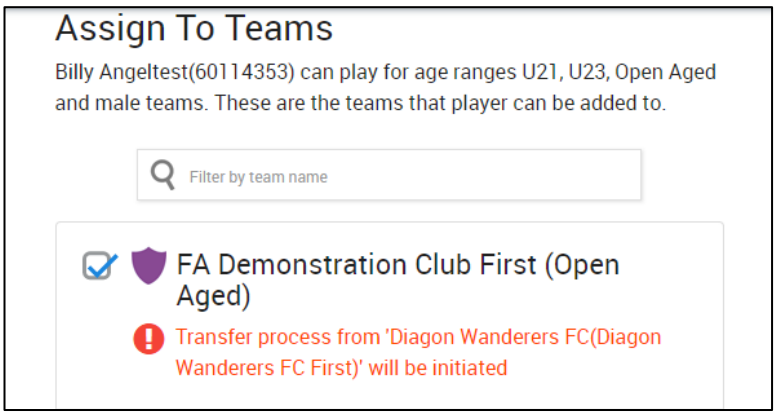
A transfer is required when a player is moving from a team in a league to another team in the same league and both teams play on the same day (Saturday team in the league to another Saturday team in the league) and within the same "competition" (i.e. if a league runs Open-Aged and Veterans divisions, then it is not a transfer if a player wishes to play for one team in an Open-Aged division, and another in a Veterans division).

Add Player to Team

Select your player and add the player to your team by clicking – "**Assign To Team"** button.



If a transfer is required (see above for the criteria involved in determining whether a transfer is generated).



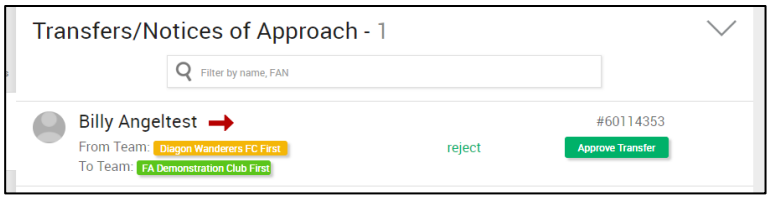
You will be shown a list of eligible teams and the system will highlight if this registration will actually be a transfer.

In this example, both teams play in the same league on the same day so a transfer will be required. On initiating the transfer, the player will re-appear under the transfer section.



The two clubs involved will see the transfer as being pending, and the league will need to approve the transfer from their equivalent transfer page, which includes the "Approve Transfer" button.

Once the transfer is approved, the registration for the existing team will be cancelled (though the player will not be detached from the club, as he may still play for them in a different league), and a new registration created for the team to which the player has transferred.



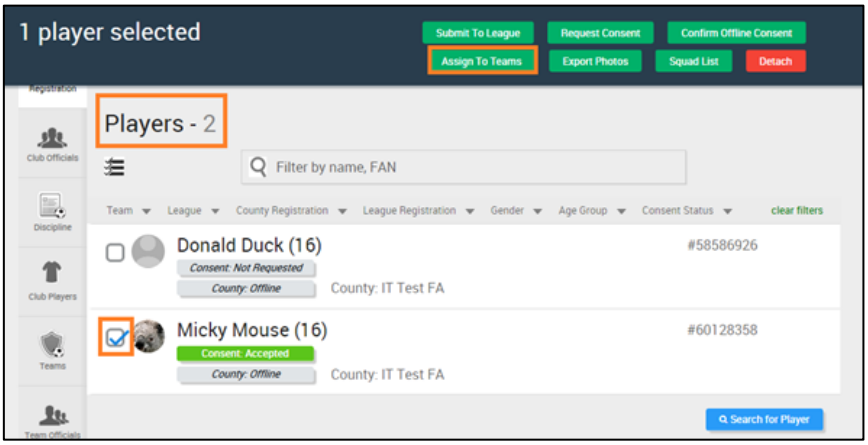
Transfer – Dual Registration – Assign Player to Team

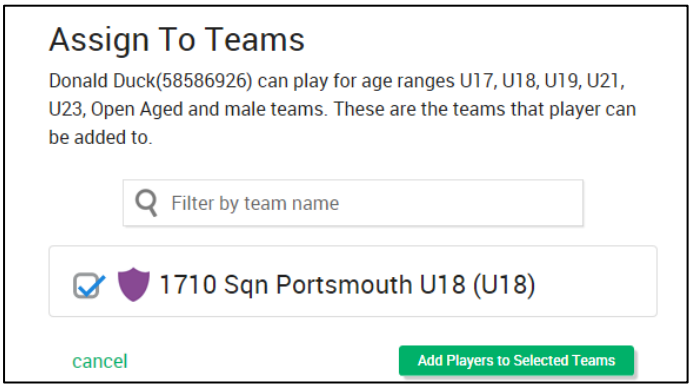
The player will be a dual registration if the player is moving from a team in the league to another team in the same league but the teams play on different days, or a player is registering for a team in a completely different league. (Example - A Player joining a team in a league who play on Sunday and is already registered with a team who play on Saturday in the same league – different days).

Go to your Player Registration tile.

Select the player select **"Assign to Team"** button.

You will see the following screen:-





In this example, the system has evaluated that no transfer is required – instead this will be a dual registration and the player is simply added to the new team in the usual way.

Click **"Add Player** to Selected Teams" button**.**

Select the Players section (Player Registration Page) to see the player.

Select the player by ticking the player record and then click **"Submit to League"** button.

