

Norfolk County FA

Transfer / Notice of Approach process



What is a Notice of Approach (NOA)?

A NOA is required if an individual wishes to play for another team within a league they are already registered to (when a transfer would then apply) or if they want to play for another team in a different league but on the same day of play as a team they are already registered to (dual registration) .

If a NOA generates on the Whole Game System (WGS) what are my next steps?

At this point you shouldn't take any further steps on WGS. You will need to contact the club secretary / secretaries for the club(s) the individual is registered to either via email or letter advising them that you want to put in a 7 day NOA.

Either on the 8th day, or earlier if the club secretary / secretaries they are already registered with waived notice, you can then proceed. How you proceed will depend on if a transfer is required or if it a dual registration.

What do I do if a transfer is required?

If the individual already plays for a team in the same league as the one you wish to register them for then a transfer will be required.

You won't need to take any further steps on WGS. Instead, either once the 7 days has expired or earlier if the club secretary / secretaries have waived notice, you will then need to contact the league that the transfer is within and they will advise you of the relevant form to complete and the fee that will be required. Once this is completed with the league they will confirm the transfer to us and we will update this on the system for you.

What do I do if this is a dual registration for two teams which play on the same day but in different leagues?

An individual is permitted to sign for two teams at different clubs providing this is within different leagues. As explained above if both these teams play on the same day then a NOA is required to be submitted by the second club to the club(s) the individual is already registered with before any further action is taken.

Either on the 8th day, or earlier if the club secretary / secretaries have waived notice, you can then proceed with the process on WGS by selecting the 'Club has waived notice option' which will allow you to continue with the process. Please ensure you have an email / letter from the club secretary / secretaries the individual is already registered with or the 7 days has expired before proceeding as when you select the 'Club has waived notice option' this will generate a notification to the secretary / secretaries they are already registered with.

If you are unsure why a NOA has generated please contact us at registrationqueries@NorfolkFA.com and we will be happy to assist further.

For further information or guidance please contact our Football Services Team
T: 01603 704050 (Opt.1 Ext.1,1) E: Support@NorfolkFA.com