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TRANSFER GUIDANCE

Guidance as to how transfers should be arranged and administered in the Essex and Suffolk Border League

1. Contact the Secretary of the Club/team you wish to transfer the player from. Ideally the first contact should be a conversation. Follow this up with an email which you should retain as this is the 7 day approach and the 7 days starts from this date. You can register the approach on WGS (you don't have to if you have other evidence of approach) but **MUST** make contact with the Club/team and not rely on WGS as the notification of approach.
2. Any monies owed by the player to the Club (in accordance with FA rules) must be paid before the transfer can proceed.
3. The 7 day notice of approach can be "waived" by the Club the player is currently registered with either by signing the form or by "waiving" the approach on WGS should you be able to agree this with the Club the player is registered with.
4. A Transfer Form **MUST** always be completed and submitted to the league, these can be found at <http://esblfootball.com/documents/>
5. The player and the Club requesting the transfer must complete and sign parts 1 and 2 of the form.
6. The Registration Secretary will take no action about transferring the player until the Transfer Form is received. Either part 3 of the form must be signed by the Club transferring the player from, or an email of authorisation from the Clubs Secretary must be attached to the form or sent directly to the Registration Secretary.
7. The Registration Secretary will approve the transfer and complete on WGS. Clubs **MUST** not play the player until the transfer is sanctioned on WGS or you have an email from the Registration Secretary confirming you are able to play him.
8. Remember you can only transfer one player from any Club with the 7 day approach. Should you want to take any other player/s from the same Club you will be required to give 28 days' notice, unless, otherwise mutually agreed.
9. Remember that if you are registering / transferring a player who is not already signed for a Club in the ESBFL but is signed for a Club in another league this is technically also a transfer and you would need to give notice on WGS – as detailed above the Club the player is registered with is able to "waive" this notice period.

BAR / ASW

09/06/2018