

The Club Portal (Whole Game System) is used for all registrations and transfers. FA guidance and support is available through this link [Full-Time : Grassroots Technology \(thefa.com\)](https://thefa.com/full-time-grassroots-technology)

REGISTRATIONS

All registrations, without exception, are done through The Club Portal (WGS). You need to ensure that the player actually wishes to sign on for your club and having evidence of this is useful. You will need the players name, date of birth, email address, postcode and a headshot photograph – if an up-to-date photo is not already on the system. If you know his FAN that is useful too. Find the player and attach him to your team(s). If you do not already have on line consent (which lasts for several seasons) you will need to obtain that from the player – the system sends an automated email which the player needs to respond to.

I would ALWAYS recommend registering the player for all the teams you have even if you don't think he will play for the other team(s). It can save an issue with registration irregularities later in the season!

Once you have on line consent and everything else is in order you can submit to the league. The registrations are looked at regularly and approved unless there are issues. Reason for not approving (or rejecting the request) include – no photograph, no on-line consent – off line may have been requested but this is not permitted in the league so will be rejected. The player is already signed by another club in which case it needs to be a transfer – cancellations can only be carried out if a player was registered in error before the start of the season (and needs to be cancelled by 31 July). Players who are suspended can register (or transfer) but of course cannot play whilst the suspension is in place. This also applies to players who owe club money – see the football debt recovery guidelines in the handbook.

You are able to sign players on at any time (up to the 1 April) and as long as they have been approved (or on match day if they have been submitted more than an hour before kick off) and are otherwise eligible, they will be able to play. **Please check before your games to ensure that they have all been approved and are eligible. IT IS THE CLUBS RESPONSIBILITY TO ENSURE THAT PLAYERS ARE REGISTERED AND ON THE FULL TIME (NOT MATCHDAY APP) SYSTEM BEFORE PLAYING THEM.**

Invoices for registrations (£1 each) will be raised annually after 1 April.

TRANSFERS (Rule 18H)

The process you need to follow for transfers is this:

Send an email (only) to the club giving 7 days notice of approach. You do not need to copy the league secretary in at this stage unless you want to - Alison Stanford – esblsec@icloud.com. Of course you can call the secretary of the other club, but the formal approach must be **evidenced** with an email – rather than text or WhatsApp message. The transfer WILL NOT be processed without the evidence of the email 7 day approach. The club should respond within the 7 days – if no response is made you can add the transfer to the system. If the other club responds to the email sooner than the 7 days you can progress the transfer on the system. **At this stage you must copy the league secretary either with the email from the club waiving the NOA or the evidence that you gave the NOA at least 7 days ago.** If the club has waived the NOA the transfer will be processed straight away and if not, it will be progressed on the system which gives the club 3 days in which to respond. If the player owes any money this should also be indicated – transfers will not be approved if there is an outstanding player debt to a club, see the debt recovery guidance. **YOU SHOULD NOT PLAY THE PLAYER UNLESS OR UNTIL HE IS SHOWING AS ONE OF YOUR PLAYERS ON YOUR FULL TIME PLAYER LIST.**

There is no requirement to wait 28 days for a second transfer between the same clubs where the player himself has asked to transfer.

Invoices for transfers (still £10 each) will be raised annually after 1 April – the transfer deadline.