



## Registration Procedure 2018-19

The registration period opens on the 1<sup>st</sup> July 2018 and closes on the 31<sup>st</sup> March 2019 at 5pm.

Registration or transfer forms must have been emailed to the Registration Mailbox for your division at least 4 hours prior to kick-off.

Registration email addresses for 2018-19 is [registrations@nwcfl.com](mailto:registrations@nwcfl.com)

### 1. Registering a Player

- a. Download a registration form from the League Website - [Click here](#)
- b. Complete the registration form electronically in **CAPITALS** or written in **BLACK INK**
- c. Ensure you enter your Club name and that there are no alterations.
- d. Enter the players full name, as per passport and/or birth certificate
- e. Enter the players last Club and any other Clubs that he may have played for during the season
- f. Ensure all sections of the form have been completed correctly.
- g. The player must sign the form and must agree to the League controlling and processing his personal data under the General Data Protection Regulations (GDPR)
- h. The form also requires a witness signature.
- i. Email the form as an attachment to the registration email address at least 4 hours before the game.
- j. Ensure the **Division name (Premier Division, First Division North or First Division South) and the players full name** is entered in the subject line of the email, failure to comply will mean the players registration will **not** be accepted.
- k. Please note that you must have 16 players registered 14 days before the start of the playing season.
- l. Note that clubs cannot submit bulk registrations this season prior to the start of the season – each registration must be sent by separate email.

### 2. How do I know he has been registered?

- a. You will receive an auto response to your email acknowledging receipt, please retain this receipt for your records.
- b. Once a player has been registered on our system, an automatic email will be generated by our system and will be sent to the Club Secretary only, not the person who has submitted the form.
- c. You can check on the website for the player's name via the club pages > squad list.
- d. You can ring the Registration Secretary on 07850 470306 and if he is not available send a text, as he is in work during the day Monday to Friday.
- e. Please note that it is the **full responsibility of the Club** to ensure that the registration form is correct. If there is a problem with the registration form then the player may be ineligible to play.
- f. If a form is incorrectly completed, then the registration will be processed on a 7-day temporary registration- clubs will need to submit the correct form within 7-days otherwise the player will be ineligible to play.
- g. It is better to register a player when the checks can be made rather than at the last minute.

### 3. What is International Clearance?

- a. A player who has played football outside of England, including Scotland, Wales, ROI and Northern Ireland, (but NOT the Channel Islands) will need to be checked with the FA that he is eligible to play in England. To do this, contact the FA and complete any relevant paperwork required by them.
- b. All none **Non-English Nationals** who have been in England since the age of 10, regardless of whether they have previously played in this Country, or not need to be checked for international clearance through the FA.
- c. Once the confirmation of international clearance is received from the FA, email it to the correct registration mailbox for your division. The player will then be eligible to play, as long as a player registration form has been accepted by the Registration Secretary
- d. You can always register a player (as above) whilst he is waiting for International Clearance to come through, as long as he **DOES NOT PLAY**.
- e. It is the club's responsibility to check for international clearance and you must receive confirmation from the FA Registrations department which you must retain for your records ([registrations@thefa.com](mailto:registrations@thefa.com))

### 4. What is a Contract Player?

- a. This is a player who is under contract to play and is paid.
- b. The relevant form can be downloaded from the League Website. [Click here](#)
- c. The contract must be lodged with the FA, using a downloaded form from their website.
- d. The contract, player registration form, player accident insurance notice and FA acceptance of the player's contract must be emailed to the Registration Secretary, in order for him to participate within the League
- e. Ensure the players name is entered in the subject line of the email, failure to comply will mean the players registration will **not** be accepted
- f. Clubs who register Contract players need to be registered for PAYE under HMRC rules.

### 5. Suspensions

- a. This information is available on the WGS
- b. You can check on the League website on the players page. This is automatically updated from the match report form and is also updated weekly from the information provided by the relevant County FA's.
- c. If in doubt **DO NOT** play the player until you have checked with the relevant County FA. Ring the Registration Secretary if unsure.
- d. Please note it is the Clubs responsibility to ensure the player is not under suspension before playing him.

### 6. 7 Day Notice of Approach

If you wish to sign a player who is registered with another Club, but **NOT** a contract player, then the following applies:

- a. Email the Club Secretary a 7 day notice of approach letter. (I advise you that I intend to approach Mr. B Bloggs with a view to securing his signature for our club, 7 days from the date of this email.) along with a copy to the Registration Secretary,
- b. On the 8<sup>th</sup> day after sending the approach request, you may approach the player.
- c. If you decide to sign the player then you must complete a transfer form, this can be downloaded from the League Website and email this to the Registration Secretary.
- d. Ensure the players name is entered in the subject line of the email, failure to comply will mean the players registration will **not** be accepted
- e. You do not have to complete a new registration form.
- f. You must sign the player within 28 days of the date of the 7 day notice of approach.
- g. You can only approach a player from the same club 28 days after a 7 day approach.

- h. You may not approach the same player twice in a season.
- i. You can only approach one player from the same club at a time.
- j. You can only approach two players from the same club during the same season.

## **7. Transfer Form**

- a. The relevant form can be downloaded from the League Website. [Click here](#)
- b. Section 1 is for the player to complete, section 2 is for the new club to complete and section 3 is for the club the player is coming from to complete.
- c. The completed form is to be emailed to the Registration Secretary
- d. Ensure the players name is entered in the subject line of the email, failure to comply will mean the players registration will **not** be accepted
- e. The club that the player is coming from must sign the form upon receipt from the approaching club and return it back to them (within 24 hours). If the club do not agree with the transfer, then the matter must be taken up with your respective County FA along with the reasons for your refusal to complete the form. The Registration Secretary must be copied into the communication
- f. Please be aware that the only reason acceptable for not completing the transfer form is, if the leaving player holds a financial obligation to the club.
- g. Hallmark Security League will not take lightly to any club dragging out the completion of the transfer paperwork without a legitimate reason. Any club deemed to do so, may find the matter being dealt with by the League Discipline Committee as a failure to attend to the Business of the League.

## **8. Cancellation Form**

- a. To cancel a player's registration you must complete a player cancellation form, this can be downloaded from the League Website. [Click here](#)
- b. The completed form is to be emailed to the Registration Secretary, with the players name in the subject line of the email.

## **9. DATA Permission**

- a. All Club personnel who wish to enter the dugout/technical area throughout the season must complete the [DATA permission form](#) and submit it to the Registration Secretary, along with a completed [DATA registration form](#).
- b. If a member of the technical area wishes to participate on the field of play, then a registration form must also be completed and emailed to the Registration Secretary as per item 1 on this procedure.
- c. Please ensure that any DATA forms and registration forms are sent on two separate emails
- d. It is an FA requirement that all First Aid qualifications are captured this season so all qualifications must be listed for any medical staff on the DATA registration form.

## **10. Name Changes**

- a. When a player, for whatever reason decides to change his name, he must immediately inform the Registration Secretary. This must be done in writing, and the following included:
- b. His permission for the information, to be passed to the FA and County FA. So that it can be entered on to the database.
- c. Proof of the name change showing the date it happened.
- d. Non-compliance may lead to the player not being insured and classed as an ineligible player.

## **11. Data Protection**

- a. Details of players will only be given to the Secretary or Chairman of the Hallmark Security League, the County FA and or the FA by request.

- b. The registration forms and team sheets are destroyed immediately after the AGM each year.

## 12. Procedure Acknowledgement

- a. To avoid any confusion surrounding the registration process a procedure has been detailed as above. All clubs must complete the declaration below to confirm that they fully understand the registration procedure.

Please note that no registrations will be accepted prior to this form being read, fully understood and the below declaration signed by the Club Secretary and Club Chairperson

**I (Club Secretary Name)** -----

**And**

**I (Club Chairperson Name)** -----

**Of (Club name)** -----

Have read and fully understand the registration procedure for 2018/2019 noted above.

We are aware that the above procedure must be followed at all times and that failure to follow the registration procedure, may lead to any player not being eligible to play for our club.

We are aware that as Club Officials it is our responsibility to share the above procedure with any Official within our club who may be authorised to complete and submit a registration form to the Registration Secretary.

**Secretary Signature** -----**Date**-----

**Chairperson Signature** -----**Date**-----

**Registration Secretary, Rob Goodwin-Davey**

**Mobile no: 07850 470306 Email: [rob.goodwin-davey@nwcfll.com](mailto:rob.goodwin-davey@nwcfll.com)**

**Registrations email address**

**[registrations@nwcfll.com](mailto:registrations@nwcfll.com)**