



# The North West Counties Football League

## Registration Procedure 2024-25

The registration period opens on the **1<sup>st</sup> July 2024 and closes on the 31<sup>st</sup> March 2025 at 5pm.** (Subject to emergency ruling)

Please note that the eligibility of a player rests with the Club who should conduct due diligence on all players before submitting a registration form.

It is recommended that any player new to your club should be checked via your County FA for any suspensions that may be carried over from last season. It is also recommended that any player who has previously played for a club abroad submits a copy of their International Clearance Certificate with the registration. If a player does not have one, please contact the FA Registrations Department for clarification. Any loan or work experience players must have the FA approval with the registration form.

### **The onus is on the Club.**

Registration and transfer forms must have been emailed to the Registration email address at least 4 hours prior to kick-off.

Registration email address for 2024-25 is: [registrations@nwcfl.com](mailto:registrations@nwcfl.com) All forms can be downloaded from the League website [here](#)

### **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. It is important that all players have a valid email address otherwise the registration will be rejected.
- h. 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).
- i. The form also requires a witness signature.
- j. For safeguarding reasons, all registrations for players under 18 must be accompanied by a completed parental / guardian consent form. This form must be submitted with the players registration form – [Click here](#)
- k. Email the form as an attachment to the registration email address at least 4 hours before the game.
- l. Ensure the **club name 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.
- m. Please note that you must have 16 players registered 14 days before the start of the playing season (Saturday 13<sup>th</sup> July 2024).
- n. Note that clubs cannot submit bulk registrations 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 and the player, 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 phone 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 **responsibility of the Club** to ensure that the registration form and all supporting documentation if appropriate is correct. If there is a problem with the registration form or supporting documentation, then the player may be **not** be eligible to play.
- f. If a form is incorrectly completed (has minor errors,) then the registration will be processed on a 7-day temporary registration at the sole discretion of the Registration Secretary - clubs will need to submit the correct form within 7-days otherwise the player will **not** be eligible to play.
- g. If any form is submitted without the player ticking the General Data Protection Regulations (GDPR) box, the registration will be rejected.
- h. 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 or the Isle of Man) will need to be checked with the FA that he is eligible to play in England. To do this, complete the ITC form on the FA website and submit which can be found [here](#). You will also need to submit a copy of the Players ID along with the form.
- b. All **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 Registrations Department who refer this to the Home Office for immigration checks.
- c. Once the confirmation of international clearance is received from the FA, email it to the correct registration mailbox for your division with the registration form. The player will then be eligible to play, as long as a player registration form has been accepted by the Registration Secretary.
- d. It is the club's responsibility to check for international clearance and you must receive confirmation from the FA Registrations Department which you must also retain for your records. See FA Player Status (below) for more details.

### 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 Registrations Department, using a downloaded form from their website.
- d. The contract, player registration form, player accident insurance notice (if appropriate) and FA acceptance of the player's contract must be emailed to the Registration Secretary, in order for the player 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 and NI 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. Phone the Registration Secretary if unsure.
- d. Please note it is the Clubs responsibility to ensure the player is not under suspension before playing him.
- e. It is also the Clubs responsibility to keep an accurate record of players cautions and dismissals. **DO NOT SOLEY RELY ON ANY OTHER SYSTEM.**

### 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 if registered for a club in this League, complete a transfer form, this can be downloaded from the League Website and email this to the holding clubs secretary for completion of the clubs section, on receipt of the form back from the holding club forward it as per the registration procedure. If the player is registered with a club in another League, the submit a normal registration form.
- 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 for a transferred player.
- 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 players from the same club at 28 day intervals during the same season, unless mutually agreed otherwise and written agreement from both clubs is submitted to the Registration Secretary.

## 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. The North West Counties 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. Termination of a player's contract

- a. Following a club or player's notice to serve 14 days' to terminate a contract, should the Club or Player not agree with the termination then they would be required to appeal to the Member League within 7 days of the notice. This is in line with clause 17 of the player contract:

*17. If a club or player has committed a serious or persistent breach of the terms and conditions of this Agreement, the Club or Player may terminate this Agreement on giving 14 days' notice to the (Club to player or Player to Club) and to The Association and to the League(s) in which the Club's first team participate. The Club or Player shall have the right of appeal as set out in Clause 16(a) mutatis mutandis (exercisable within*

*7 days of the receipt by the Club or Player of such notice from the Club or Player) and the Club or Player as the case may be shall have a further right of appeal as set out in Clause 16(b).*

*16(a). (a) Either may appeal to the Management Committee of the more Senior League of which the Club is a member who shall hear the appeal within 14 days of receipt of the notice of appeal. Please note the appeal fee as per the fees tariff.*

*16(b). either the Club or the Player may appeal against the decision of the Management Committee to the League Appeals Committee as defined in the Rules of The Association and such appeal shall be made in accordance with the Rules of the said League. The Club may at its discretion waive its right under this Clause and take action under the provisions of Clause 18.*

- b. If the League have not received a notice within those 7 days, the player's contract will terminate after the 14th day.

## **10. DATA Permission**

- a. All Club personnel who wish to enter the dugout/technical area throughout the season must complete the [DATA authority 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 Medical/First Aid qualifications are captured on the DATA registration form so all qualifications must be listed and copy of the relative certification forwarded with the DATA registration form. (Please note that this information is also a requirement under the terms of the League Insurance scheme).
- e. This season The FA require clubs to have at least one First Aider having a valid Emergency First Aid in Football (EFAiF) qualification as per standardised rule 25.

## **11. 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.

## **12. Data Protection**

- a. Details of players will only be given to the Secretary or Chairman of the League, the County FA and or the FA by request.
- b. The registration forms and are destroyed immediately after the AGM each year.

## **13. Signatures**

- a. Player registration forms should be signed by the player in person. Electronic signatures will be rejected.
- b. Witness signatures should also be signed in the presence of the player to witness it is a true and correct registration. Electronic witness signature will be rejected.

## **14. Procedure Acknowledgement**

- a. To avoid any confusion surrounding the registration process the procedures have been detailed as above. All clubs must complete the declaration below to confirm that they fully understand the registration procedures.
- b. Club Chair's have the responsibility to ensure that all persons submitting any registration form is fully aware of the above procedures.

## **15. Customer Service Platform for FA Player Status**

- a. The FA Player Status team manages the administration of registration-related queries and submissions through [playerstatus.thefa.com](https://playerstatus.thefa.com). This dedicated customer service platform includes an extensive self-help portal, allowing clubs to access guidance on common queries or submit a ticket for personalised assistance.
- b. The FA team handles a large number of enquiries across various areas and stakeholders, which can present challenges in managing volumes and ensuring swift resolution and ownership of issues. The customer service platform expedites the team's query handling processes while empowering clubs with self-service capabilities to swiftly address their concerns and reduce unnecessary traffic.
- c. Instead of sending emails to [registrations@thefa.com](mailto:registrations@thefa.com), clubs should submit a ticket via the platform. This streamlines the query submission process, ensuring prompt routing to the appropriate team member for resolution based on the information provided. This approach guarantees timely and accurate responses within a traceable timeframe, with all tickets subject to target processing times.
- d. This platform enables the Player Status team to deliver quicker and more effective service. Clubs will receive a satisfaction survey upon resolution of their issues, and clubs are encouraged to complete it to help the FA continue enhancing the handling of queries.