



Transfer Protocols – Operational Guidance

Supplementary guidance to FA Standard Code of Rules 18.(H).(v)

1. Introduction

This document sets out the **operational process** for completing a player transfer within the Western Counties Floodlight Youth League (WCFYL). It supplements, but does not override, the **FA Standard Code of Rules** relating to **Notices of Approach (NoA)** and player movement.

All club officials involved in registrations and transfers should familiarise themselves with the steps below to ensure transfers are completed correctly and without delay.

2. Notice of Approach (NoA) Requirements

If a club wishes to sign a player who is **already registered with another club**, the first step is to issue a **Notice of Approach** to the player's existing club.

2.1 Issuing a Notice of Approach

- A written NoA must be sent to the existing club in accordance with FA protocols. A suitable email template is included below:

NOTICE OF APPROACH – TEMPLATE

Subject: Notice of Approach – *[Player Name]* (WCFYL)

Dear *[Secretary / Club Official]*,

In accordance with the FA Standard Code of Rules, this email serves as a **formal Notice of Approach** for **<Player Name>**. I would be grateful if you could acknowledge receipt and advise whether **<Current Club>** are willing to waive the 7-day notice period.

Kind regards,

[Name] | [Role] | [Club Name]

2.2 Waiving the 7-Day Period

- Upon receiving the NoA, the existing club may:
 - a) waive the 7-day approach period, or
 - b) decline to waive, in which case the full **7 days must elapse**.
- The existing club is under no obligation to grant a waiver.

2.3 Approaching the Player

A club **may only approach the player** when:

- the existing club has **formally waived** the 7-day period, or
- **7 full days have passed** since the NoA was issued.

A club must never approach a player before one of these conditions is met.



3. Registering the Player – Transfer Process

Once eligible to speak to the player, the new club may invite them to complete the **WCFYL Player Registration Form**.

Within the form, the player will:

- confirm that they are **transferring from another club**, and
- state the name of their existing club.

This information ensures that the transfer workflow is correctly triggered.

4. Actions for the Club / U18 Secretary Following Form Submission

The standard registration workflow is modified for transfers. The secretary should check the following:

4.1 Email Notification

Upon form submission:

- The club/U18 secretary receives an email.
- The email will clearly indicate that this is a **Transfer**, not a new registration.
- The **current club** will be **CC'd** automatically.

4.2 Club Portal – Adding the Player

When adding the player in Club Portal:

1. The system will alert that the player is **already registered elsewhere**.
2. The secretary must tick the confirmation box stating they have followed the NoA protocol.
 - This must **only** be ticked if:
 - the 7-day period has expired **or**
 - the existing club has **waived** the period.
3. Continue the usual registration steps.
4. Press **“Submit to League”** to forward the registration in the system.



5. Emailing the Transfer Pack to the Registration Officer

After submitting through Club Portal, the secretary must forward the original form-submission email to the League Registration Officer:

Email: tony.crook1@btinternet.com

The following **three additional transfer requirements** must be included:

5.1 Transfer Fee

- Pay the £25 transfer fee to:
Western Counties Floodlight Youth League
Sort Code: 30-91-91
Account Number: 40038260
- Confirm in the email that payment has been made.

5.2 Attach the Notice of Approach Correspondence

- Include **all NoA email(s)** showing:
 - The NoA was issued
 - The date/time
 - Any waiver response (if applicable)

5.3 CC the Existing Club

- The existing club must be copied into this email to maintain transparency of process.

The League's Registration Officer will complete the transfer after verifying all required documentation and payments.



6. Notice of Approach – Additional Rules & Timelines

The following rules apply in addition to the above workflow and form part of FA Standard Code of Rules:

6.1 21-Day Registration Window

- After issuing a NoA, the new club has **21 days** to complete the registration.
- If the player is **not** registered within 21 days:
 - The player **may not be approached again for 28 days** from the expiry of the 21-day window.

6.2 Limits on Approaches to the Same Club

- A club may **not approach the same club for another player** until **28 days** have passed from the first NoA.
- A club may make **no more than 2 Notices of Approach to the same club within a season.**

7. Completion of Transfer

The transfer is considered complete only when:

- The Registration Officer has validated all paperwork
- Fee payment is confirmed
- The correct NoA process has been followed
- The player appears registered with the new club in Club Portal

Until this point, the player **remains registered** with their existing club and **cannot** play for the new club.



8. Summary Checklist

For the New Club

- ✓ Issue NoA to existing club
- ✓ Wait for waiver **or** 7 days
- ✓ Invite player to complete WCFYL Registration Form
- ✓ Add player to Club Portal (tick NoA compliance box)
- ✓ Submit to League
- ✓ Forward transfer email:
 - Pay £25 fee
 - Attach NoA correspondence
 - CC existing club

For the League Registration Officer

- ✓ Validate NoA compliance
- ✓ Verify payment
- ✓ Approve transfer in Club Portal
- ✓ Confirm registration completed