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**L&SERWFL Guide to Registering Players**

To register a player for the 2015/16 season there will be two types of registration.

1. **For a player that did NOT register in the L&SERWFL for your club last season, the following must take place.**
* A fee of £5 per player must be paid.
* The player’s details must be entered onto Full Time by a team administrator.
* A correctly completed registration form received by the registration secretary.
* A completed clear Clearance certificate received or an e-mail from a recognised officer of the player’s previous club clearing the player to sign for a new club received by the Registration Secretary.
* International Clearance granted by the FA if required.
* **If registration sent by post -** For a new player - two passport-sized photographs, duly endorsed on the reverse by the player and an Officer of the Club, recognized by the League.

**Photo’s must be clear, a good likeness and of passport quality.**

* **If sent by e-mail -** A passport type photograph, sent from a recognised e-mail address for the club, in a suitable format that can be opened by the registrations Secretary.
1. **For a player registered for your club in the L&SERWFL last season.**
* A fee of £5 per player must be paid.
* A completed tick box form issued by the registrations secretary returned with a tick requesting the player’s re-registration. Or if just single player then an e-mail to the registrations secretary giving the players full name and registration number requesting her re-registration.
* The club must still have a photo card for the player which must still be of a good likeness, or a current photo will be required for a new photo card.
* A team administrator must ensure the player’s details on Full Time are up to date.
* The signature of the player must not have changed.

**Confirmation of a player’s registration will be given on Full Time. If her name is not listed as an active player she is NOT registered.**

**International Clearance –** If the last team a player played for was not in England then International clearance must be applied for from the FA, details are available from your registrations or league Secretary.

**FA Regulations on Player without Contracts.**

PLAYERS WITHOUT WRITTEN CONTRACTS

2 (a) *Regulations Concerning Approaches*

Players who are not under written contract to a Club may be registered with a

number of Clubs at any time, subject to the following provisions and those of the

Competitions in which they play:

 (i) Competitions sanctioned by The Association under regulation 3 of the

“Regulations for the Sanction and Control of Competitions” may make

their own regulations for the approach of Players between Clubs of the

Competition;

(ii) during the current season4 any Club wishing to approach a Player known

to be registered with or having played for any other Club must give to

the secretary of each such Club, seven days’ formal written notice of the

intention to approach the Player;

Formal written notice of approach need be given by:

(A) a Saturday Club only to all Saturday Clubs;

(B) a Sunday Club only to all Sunday Clubs; and

(C) a midweek Club only to all midweek Clubs;

(iii) the written notice must be sent by special delivery or recorded post, or

a written acknowledgment otherwise obtained from the secretary or

chairman of the Club approached. Facsimile or e-mail transmission may

be used provided a receipt of acknowledgment is also obtained;

(iv) following the date of posting of the written notice of approach, or receipt

of an acknowledgment:

(A) the Player may be registered on or after the eighth day; and

(B) the Player must have been registered on or before the 21st day;

(v) the approaching Club: (A) may not approach the same Player a second

time in the same playing season; (B) may approach only one (1) Player

at a Club at any time subject to Rule C2(a)(ix) below; and (C) may not

approach another Player at the same Club within 28 days of an earlier

notice of approach or acknowledgment;

(vi) if an approach is made by a Player to another Club during the current

season5, that Club shall give the Club(s), for which the Player is known to

be registered or has played, seven days’ notice of approach as set out in

Rule C2(a)(i) to (v) above before registering the Player;

(vii) a Club which is the subject of a complaint alleging failure to give notice

in accordance with this Rule may be subject to a charge of Misconduct

pursuant to Rule E1(b);

(viii) a Club proved to have breached the provisions of this Rule may have its current registration of the Player cancelled and be subject to such other penalty as The Association or appropriate Affiliated Association deems appropriate, in accordance with relevant regulations of The Association from time to time in force; and

(ix) during the current season6 a maximum of two Players may be approached

in the manner described above if invited to trial at a licensed academy or “Centre of Excellence” of The Association, The FA Premier League or The Football League.

(b) *Conditions*

(i) All payments made to Players must be made by the Club and fully

recorded in the accounting records of the Club.

(ii) All salaried payments must be subject to PAYE and National Insurance.

4 A current season runs from 1 July to the following 31 May.

(iii) Any Player’s paid expenses must be reimbursed via an expense claim

form. The Club must retain all expense records in a format acceptable to

the HM Revenue and Customs.

(iv) A currently registered Player shall not be allowed to register with another

Club without first satisfying the Club Officials of the intended Club that

all reasonable financial and other liabilities have been discharged to the

Club or Clubs with which the Player is or was known to be registered in the

current7 and previous playing seasons.

(v) A Player approached on or after 1st May in the current season8 may not

play in competitive football for the Club making the approach until the

commencement of the following season.

(c) *Service Players*

(i) While serving in any branch of Her Majesty’s Regular Forces, a Player may

not hold a contract of employment with any Club under the jurisdiction of

The Association and/or an Affiliated Association.

(ii) Neither a Club nor any person may attempt to induce a Player of a Club

of any branch of Her Majesty’s Regular Forces to play for another Club

during the current season9 without at least 14 days’ written notice of

approach – in the case of the Army to the Secretary of The Army Football

Association, the Royal Navy to the Secretary of The Royal Navy Football

Association, and the Royal Air Force to the Secretary of The Royal Air

Force. The notice must be forwarded by special delivery or recorded

post, or a written acknowledgment otherwise obtained. Facsimile or

e-mail transmission may be used provided a receipt of acknowledgment

is also obtained.

(iii) Players are required to inform civilian Clubs of their rank and service

number, which information must be stated on league or other registration

forms.