



WHOLE GAME SYSTEM

GRASSROOTS PLAYER REGISTRATION

Player Transfer

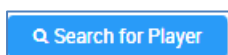


Player Transfers

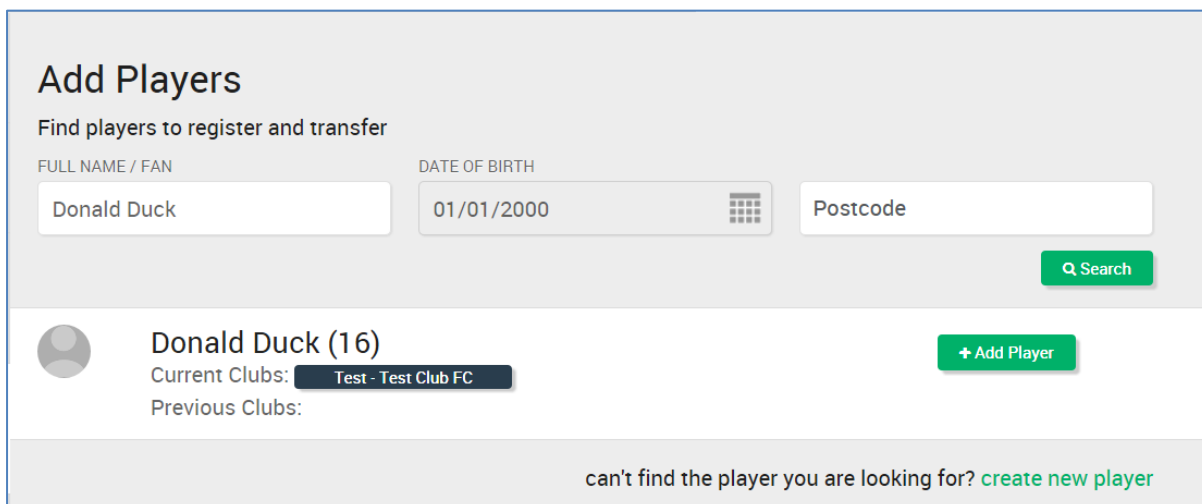
This guide outlines the processes involved when transferring a player within Whole Game System Player Registration. Broadly there are two processes involved:- Notice of Approach (which must be served when any club approaches a player from another club) and the transfer process (which takes place when the player is actually registered to play for a team, and may involve either a transfer, or a dual registration).

Notice of Approach – served on existing club

From the Player Registration page click on the **Search for Player** button at the bottom of the page



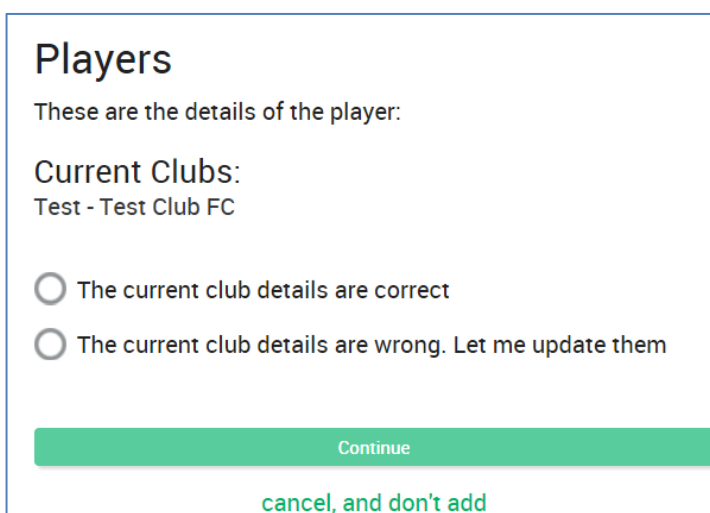
Enter player Full Name and DOB or FAN and DOB to search – if the system returns more than one matching player enter Postcode to refine the search result to obtain one matching player.

A screenshot of the "Add Players" search interface. At the top, it says "Add Players" and "Find players to register and transfer". Below this are three input fields: "FULL NAME / FAN" containing "Donald Duck", "DATE OF BIRTH" containing "01/01/2000", and "Postcode". A green "Search" button is to the right. Below the search fields, a player profile is shown for "Donald Duck (16)" with a grey profile picture. Underneath, it lists "Current Clubs: Test - Test Club FC" and "Previous Clubs:". A green "+ Add Player" button is to the right of the player name. At the bottom of the interface, there is a link: "can't find the player you are looking for? create new player".

NB: If you still get more than one matching player this will be because of a duplicate record. You will need to contact your County FA who will be able to de-dupe the player before you can continue.

Click on Add Player – the system will ask you to confirm the player's current clubs, including the option to add details of any missing clubs.

Click the option required.

A screenshot of a confirmation dialog box titled "Players". It says "These are the details of the player:" followed by "Current Clubs: Test - Test Club FC". Below this are two radio button options: "The current club details are correct" and "The current club details are wrong. Let me update them". At the bottom, there is a green "Continue" button and a link "cancel, and don't add".

Players

These are the details of the player:

Current Clubs:

Test - Test Club FC

- The current club details are correct
- The current club details are wrong. Let me update them

Validate

[cancel, and don't add](#)

If you select that the “**details are correct**” – the system will ask you to confirm by clicking “**Validate**”.

Notice of Approach is required when one club approach a player who is already playing for another club.

If a Notice of Approach is required then you will be provided with two options:

By selecting the top option, Send Notice of Approach, the notice of approach is served to the existing club, and you cannot contact the player for the next seven days.

By selecting the second option, Club has waived notice, you are confirming that you have written consent from the existing club to initiate talks with the

player. The system will record this and the name and date of the person confirming – should there be a dispute on registration in the future you will be asked to provide proof that you had consent from the existing club to talk to the player.

Players

Clubs conflict

Test - Test Club FC

- Send notice of approach
- Club has waived notice

Add Player

[cancel, and don't add](#)

Click Add Player and the Notice of Approach will be served.

Add Players

Find players to register and transfer

FULL NAME / FAN

Donald Duck

DATE OF BIRTH

01/01/2000



Postcode

Search



Donald Duck (16)

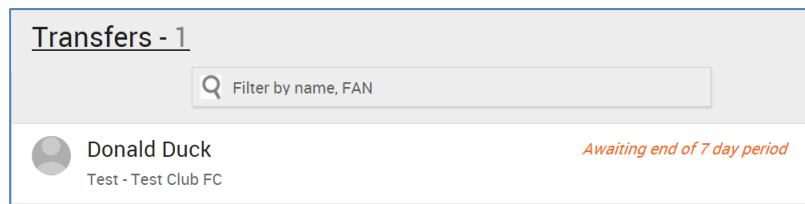
Current Clubs: Test - Test Club FC

Previous Clubs:

Transfer Requested

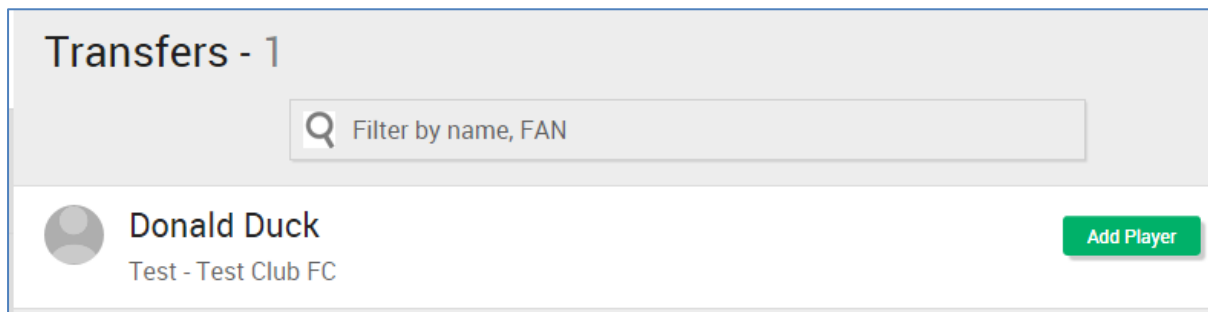
Click back to your Player Registration Tile > Transfers.

The player will remain in this state until the seven days notice has been served.



The screenshot shows a header 'Transfers - 1' with a search bar 'Filter by name, FAN'. Below is a player card for Donald Duck, Test - Test Club FC, with a red status message 'Awaiting end of 7 day period'.

Once the notice of approach has been served – you will see the Add Player button.



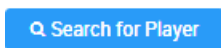
The screenshot shows the same player card for Donald Duck, but now a green 'Add Player' button is visible in the bottom right corner.

Click Add Player to add the player to your Club. The player will now be shown under Players.

Once a player has been added to your club, then you can add the player to a team – at this point the system will evaluate whether the player is a transfer or a dual registration.

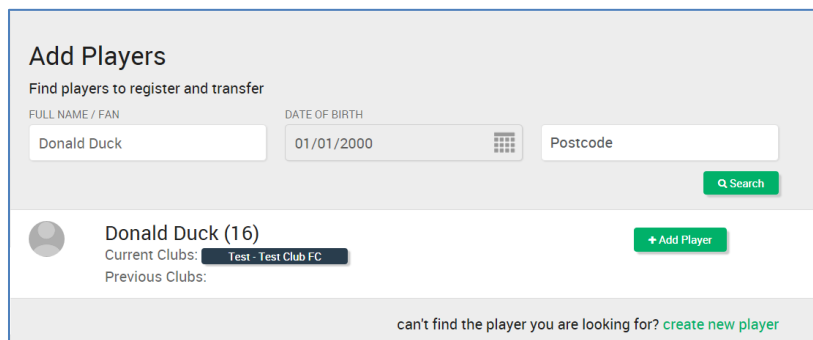
Notice Of Approach – Notice Waived

From the Player Registration page click on the **Search for Player** button at the bottom of the page



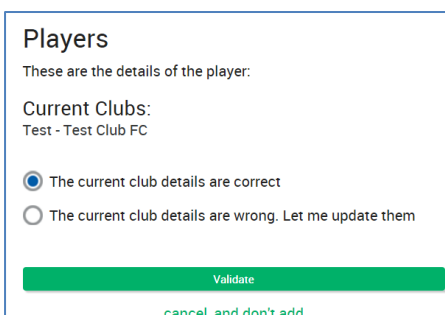
A blue button with a magnifying glass icon and the text 'Search for Player'.

Enter the player's Full Name and DOB or FAN and DOB to search – if the system returns more than one player enter Postcode to refine the search result to obtain one player record.



The screenshot shows the 'Add Players' section with search criteria: Full Name / FAN (Donald Duck), Date of Birth (01/01/2000), and Postcode. A search button is present. Below, the results show Donald Duck (16) with current clubs 'Test - Test Club FC' and an 'Add Player' button. A footer message says 'can't find the player you are looking for? create new player'.

NB: If you still get more than one player you need to contact your County FA to de-duplicate the player before you can continue.



The screenshot shows a 'Players' dialog box with the text 'These are the details of the player:'. It lists 'Current Clubs: Test - Test Club FC' and two radio button options: 'The current club details are correct' (selected) and 'The current club details are wrong. Let me update them'. At the bottom are 'Validate' and 'cancel_and_don't_add' buttons.

Click on Add Player – the system will ask you to confirm the player's current clubs, and whether there are any missing clubs which need to be added.

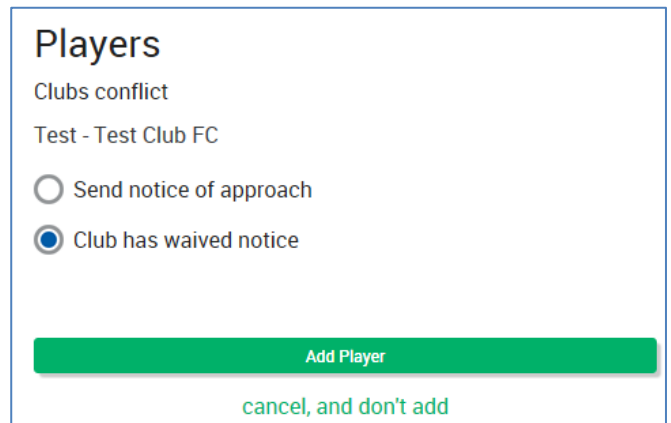
Click the option required. If you select details are correct – the system will ask you to confirm by clicking "Validate" .

If a Notice of Approach is required then you will be provided with two options:

If you have written evidence that the existing club have waived notice of approach, and given you permission to speak to the player immediately – select **“Club has waived notice”** and click on **“Add Player”**.

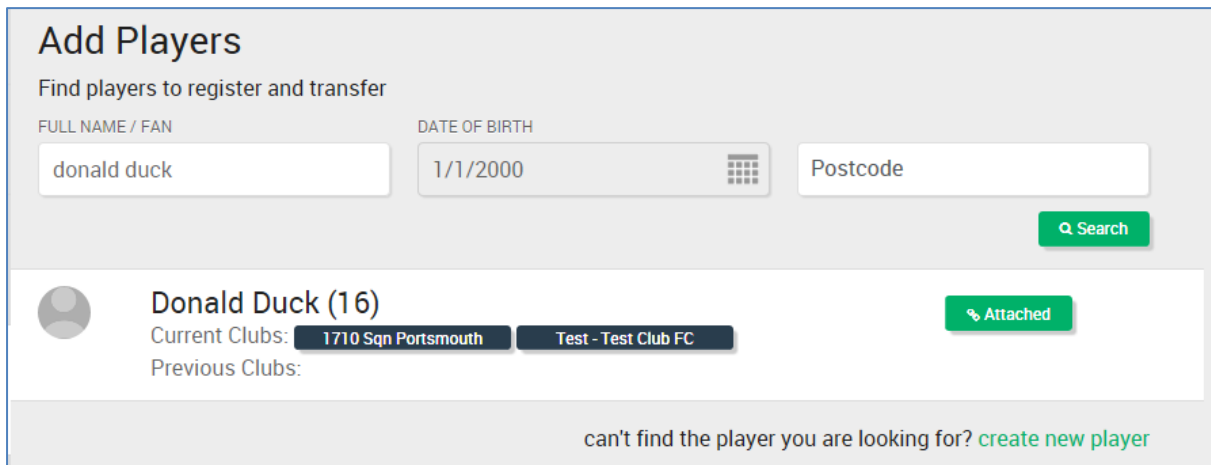
As notice has been waived the player is added to your club.

The system will record this and the name and date of the person confirming – should there be a dispute on registration in the future you will be asked to provide proof that you had consent from the existing club to talk to the player.



The screenshot shows a dialog box titled "Players" with the following content:

- Clubs conflict
- Test - Test Club FC
- Send notice of approach
- Club has waived notice
- [Add Player](#) (green button)
- [cancel, and don't add](#) (green text)



The screenshot shows the "Add Players" form with the following content:

- Add Players**
- Find players to register and transfer
- Search fields: FULL NAME / FAN (donald duck), DATE OF BIRTH (1/1/2000), Postcode
- [Q Search](#) (green button)
- Player profile for **Donald Duck (16)** with a profile picture icon
- Current Clubs: **1710 Sqn Portsmouth**, **Test - Test Club FC**
- Previous Clubs:
- [Attached](#) (green button)
- Footer: can't find the player you are looking for? [create new player](#)

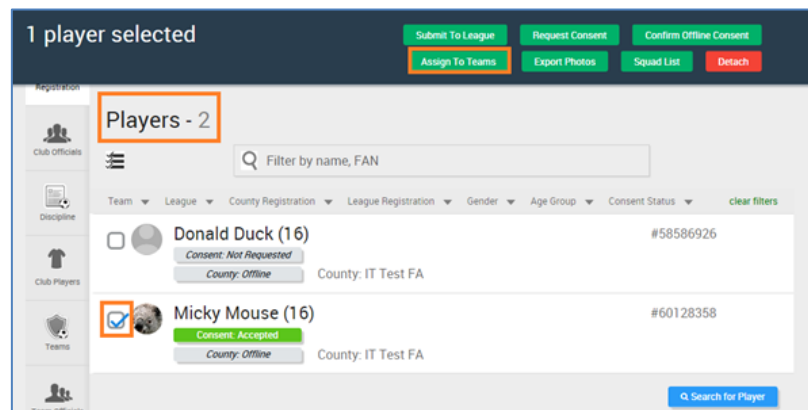
Click on the Player Registration tile to see and manage the new player.

Transfer – Assign player to team

When assigning a player to a team, the system will evaluate whether a transfer is required or whether the registration is a dual registration. A transfer is required when a player is moving from a team in a league to another team in the same league and both teams play on the same day (Saturday team in the league to another Saturday team in the league).

Add Player to Team

Select your player and add the player to your team by clicking – “Assign To Team” button



Assign To Teams

Micky Mouse(60128358) can play for age ranges U17, U18, U19, U21, U23, Open Aged and male teams. These are the teams that player can be added to.

Filter by team name

1710 Sqn Portsmouth U17 (U17)
! Transfer process from 'Test - Test Club FC(Test - Test Club FC U17 5th)' will be initiated

cancel

Add Players to Selected Teams

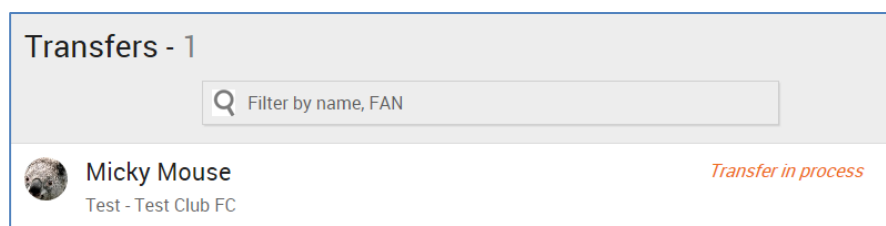
You will be shown a list of eligible teams and the system will highlight if a transfer is required (in red).

Click “Add Player to Team” button

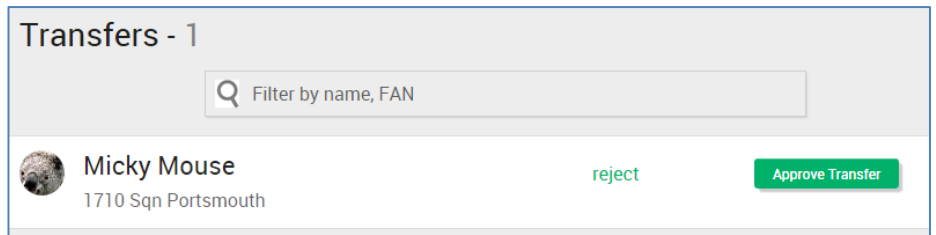
In the above example, both teams play in the same league on the same day so a transfer will be required.

On initiating the transfer, the player will re-appear under the transfer section.

The initiating club will see:-



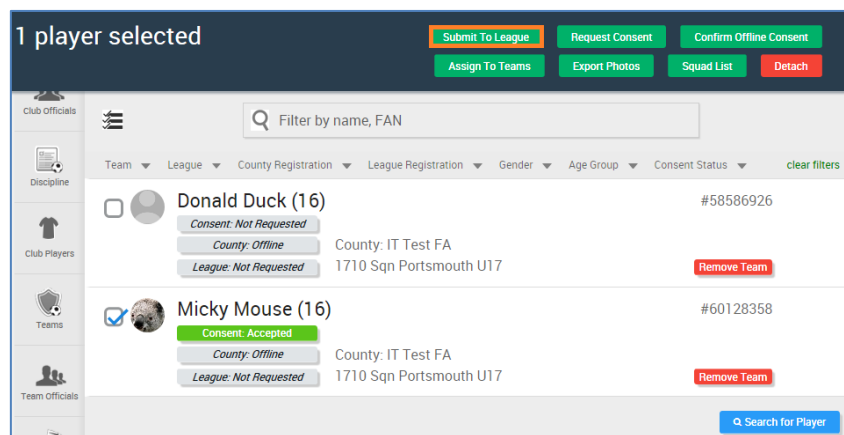
The existing club will see:-



The existing club have to click the **“Approve Transfer”** button to complete the transfer. On clicking approve the new club will see the player under their Players list and can then submit the player to the league for registration in the usual way.

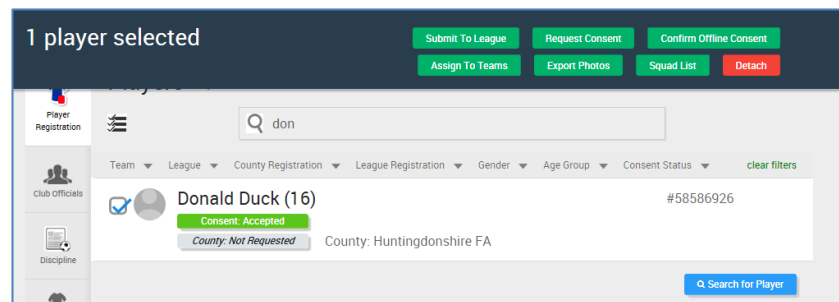
New Club – Submit Player to League

Once the player has been transferred, the new club **MUST** register the player with the League before the player can start playing for the team.



Existing Club - Detach Player

Once a player has been transferred, the existing club will still see the player listed as a Club Player – if the player is not involved with the club any more – the existing club should click the **“Detach”** button to confirm the player no longer has an association with the club.



Transfer – Dual Registration – Assign Player to Team

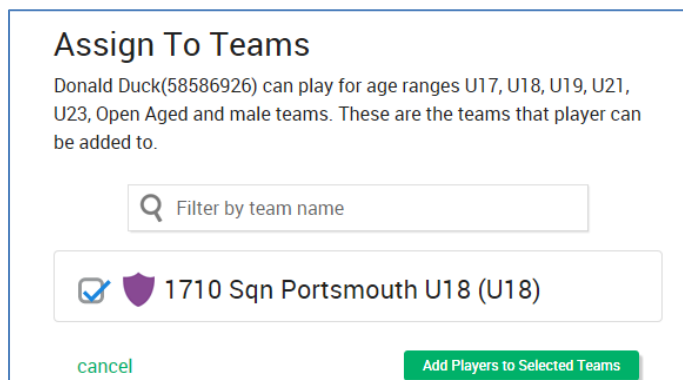
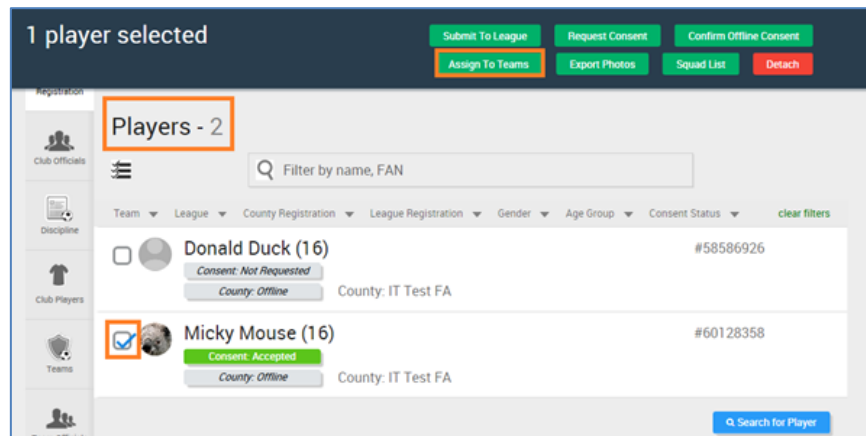
When assigning a player to a team, the system will evaluate whether a transfer is required or whether the registration is a dual registration.

The player will be a dual registration if the player is moving from a team in the league to another team in the same league but the teams play on different days, or a player is registering for a team in a completely different league. (Example - A Player joining a team in a league who play on Sunday and is already registered with a team who play on Saturday in the same league – different days).

Go to your Player Registration tile.

Select the player select “Assign to Team” button.

You will see the following screen:-



In this example, the system has evaluated that no transfer is required – instead this will be a dual registration.

Click “Add Player to Selected Teams” button.

Select the Players section (Player Registration Page) to see the player.

Select the player by ticking the player record and then click “Submit to League” button.

