

## **OPERATIONAL GUIDANCE NOTES**

### **PLAYER REGISTRATION AND TRANSFER PROCEDURES**

*We set out below a summary of the Harrow Youth Football League and Harrow Soccer Combination (herein referred to as the 'League') player registration and transfer procedures for season 2018-2019.*

*Further details are given in the User Guide (which must be read in conjunction with this summary note); along with the League / Combination Rules.*

#### **Player Registration**

Registration of each of your players (for each team), must be done through the website:

[www.hyfl.website](http://www.hyfl.website).

On the page for player registration, please enter (completely and accurately) the player's full first name and surname, along with their date of birth. Also, please upload/attach (the best photo format to upload is jpg; but png would be acceptable) the following to the database (a) a current (taken within 4-6 weeks of registration) passport-sized photograph of the player, that meets the minimum quality standards (and in portrait format) as given in the User Guide. The photo MUST be of passport style and quality and size – so predominantly (70%) head and shoulders and (30%) upper body, in colour and with a plain background; and (b) evidence of the player's date of birth – such as the birth certificate, passport, or other official document (i.e. last season's player laminate ID card). Once this is done and you seek to submit the registration, you will be asked to confirm that all the data entered is complete and accurate. Certain checks will be undertaken by the system and if all of them are passed then a player registration number for the season will be automatically generated by the system.

Only upon the completion of all the above-mentioned procedures and the issuance of a valid player registration number, will the player be a duly registered for your club/team. Clubs may register players up until Saturday-midnight for the Sunday match.

The maximum number of players who can be registered at any point of time per team, is 20 (25 for U/17 and U/18 age groups).

The final date for registering/transferring players is 28th February 2019.

Once a player is validly registered, clubs will have the facility to print a detailed report of the player, comprising all the entered personal details, the uploaded photograph and the registration number from the system.

A personalised player laminate ID card will be issued by the League to clubs for each registered player.

*A player can register only for one club/team at a time, for any one Sunday competition across England.*

### Cancellation of Player Registration

A club may seek to cancel a player's registration, at any time, by notifying the League AND returning the player laminate ID card to the League. Upon the receipt of these, the League will then cancel the registration on the system, and notify the club of such action. Until all of these procedures are completed, the player shall remain a registered player for that club.

### Player Transfers

A club/team may seek to transfer a player to them by first writing to the club with whom the player is current registered (copying in the League too) and asking for permission for the said player to be transferred. The League after receipt of such permission AND receipt of the player laminate ID card being returned to and being received by the League, will effect the transfer and update the system (taking the player off the old club's/team's record and adding the player to the new club/team's record). Until all of these procedures are completed and the League has provided a written confirmation to the clubs/teams concerned of such actions, then the player shall not be considered to be transferred and shall remain a registered player for his old club/team. This procedure also applies to the transfer between teams within the same club.

For teams playing in the U/7 to U/11 age-groups only: transfer of players between teams within the same club are limited to two occasions/transfers (per player) during the season.

### Match Day Requirements

All player laminate ID cards MUST be made available by both teams at all matches. In cases where such cards have not yet been received by the club, a printed copy report (downloaded from the system) of the details of all registered players MUST be available at all matches. For the avoidance of doubt, electronic copies of such cards/reports via computer, iPad, iPhone, etc. is NOT acceptable.

All clubs/teams must check their opponent's cards/report at all matches in the League.

If a club/team fails to provide the cards/reports at the match, the game shall still take place. However, the club/team in default shall arrange for each player to write his/her name on a piece of paper along with their date of birth, in the presence of the opposing team. The opposing team must then submit this to the League for checking.

Please read the League / Combination Rules in detail; which in the case of any inconsistency shall fully apply. Please also read the User Guide which provides further details for assistance.

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