

## **HARROW YOUTH FOOTBALL LEAGUE & HARROW SOCCER COMBINATION**

### **(FA CHARTER STANDARD LEAGUES)**

### **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 2021-2022.*

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

#### **General**

All teams MUST be classified as Red/White/Blue/Green/Yellow/Orange/Purple (in that order).

When registering your teams with Middlesex FA (or other County FA) – you should indicate and use the above identification (only). Where the club has only one team in an age-group then that team should also be identified as the 'Red' team.

Also - please remember that all U/12 to U/18 teams must be linked on The FA's systems to the 'Harrow Youth Football League'; and all U/7 to U/11 teams must be linked on The FA's systems to 'Harrow Soccer Combination'

#### **Player Registrations**

Registration of each of your players (for each team), must be done through the League's website: [www.hyfl.website](http://www.hyfl.website).

We strongly recommend that you use 'Google Chrome' as the internet browser to enter the system.

On the page for player registration, please enter (completely and accurately) the player's full first name and surname (no middle names or initials), along with their date of birth (these must agree 'exactly' to the proof set out in (b) below).

Also, please upload/attach (in .jpg) the following to the database (each document should not exceed 1Mb in size):

(a) a current (taken within 4-6 weeks of registering the player) 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 head and shoulders only, in colour and with a plain, light background (no glasses or hats).

Please make sure that the photo is the right way up and the right size (rotate as necessary) and also that it is not squeezed in terms of size.

(b) evidence of the player's date of birth (in 'landscape' format) – such as:

(i) copy of last season's player laminate ID card ('not' the system print out) – this is the preferred document please; or

(ii) passport (details/photo page 'only' - not the facing page) the top and bottom of the page must be fully legible; or

(iii) birth certificate (certified copy - only with the name/date of birth is required; not the full document); or

(iv) other official document (as agreed in advance with the League).

Please ensure that the document uploaded is legible (and rotated) – i.e. the name and date of birth can be easily read.

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 – please do double check before you press the submit button - as once done you 'cannot' amend/edit it.

Certain initial validation 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, the player will be duly registered for your club/team.

Clubs may register players up until Saturday-midnight for the Sunday match. Players cannot be registered on a Sunday during the course of the season.

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 2022.

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 subsequently be issued (after further validation checks) by the League to clubs for each registered player.

***A player can register only for one club and 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 remains 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.

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 and requirements.

We can confirm that the League/Combination is GDPR (Data Protection) compliant; please refer to the Privacy Notice on the website.

*Issued – August 2021 - (v5)*