



SWF Registration Procedures 2018

The following pertains to players registered to Full Member & Associate Member Clubs

The Players Register shall close on **15th October** in each season.

1. A player may only register for one club unless she plays for her school, university or Scottish Youth Football Association club (SYFA).
2. A player registered with the SYFA can participate in Scottish Women's Football fixtures, as long as she has completed the 'SYFA/SWF Registration Form' and has received confirmation from SWF of its receipt.
3. Players may be registered with a maximum of three clubs during one season. During this period, the player is only eligible to play competitive matches for two clubs. As an exception to this rule is a player moving between two clubs belonging to associations with overlapping seasons (i.e. start of the season in summer/autumn as opposed to winter/spring) may be eligible to play in official matches for a third club during the relevant season, provided she has fully complied with her contractual obligations towards her previous clubs. Equally, the provisions relating to the registration periods (Article 6) as well as to the minimum length of a contract (Article 18 Paragraph 2) must be respected. (*FIFA Regulations on Status and Transfer of Players*).
4. A player shall not be eligible to play on a fourth occasion for the same club without having signed and submitted the relevant official Registration Form(s) before playing.
5. A club may not play more than three unsigned players in any such match. Unsigned players must be marked as trialists on the teamline.
6. Players who participate without having been signed and registered in accordance with this rule will be subject themselves and the club with which they played, to Disciplinary action.
7. Registration Forms shall be binding on the amateur player and the club until 30th November in the season for which the player is registered unless cancelled at an earlier date.
 - (a) Clubs are responsible for ensuring that all players signed by them comply with the SWF current date of birth requirements for their specific age-groups.
 - (b) They should also ensure that the player is free from any debt accumulated at her previous club, and has handed back all kit.
 - (c) If applicable, the club must ensure that the player has International Clearance before signing and playing in an official match excluding friendlies SWF should be advised in writing in advance of a friendly fixture if you intend to list a player who is awaiting or requires international clearance to play in an official match.
 - (d) An amateur players registration may be cancelled by the club online.
 - (e) The cancellation of a professional player's registration requires the written consent of both parties (club & player).

N.B. During the playing season, at dates out with those stated in these procedures, no approach may be made to a registered player of a club, without prior permission received in writing from her current club secretary as per SWF's Player Approach Policy.

8. A player shall only play for the club for which she is registered, except as otherwise permitted in these regulations.

(a) A player having signed a Scottish FA Recreational Registration Form or playing in a match for a member club shall be subject to the Articles, Rules and Registration procedures of the Scottish FA where applicable and also the Articles, Rules, Policies, Regulations and Registration procedures of SWF.

(b) The club shall ensure that all details of a player have been updated on the National Registrations system. When signing a new player all details required must be inserted into the National Registrations system.

(c) Any changes, e.g. to name / address, etc. must be updated on the system by the club as they occur throughout the season.

9. The club concerned shall ensure that all details have been inserted before a player signs a Registration Form. The player at the time of signing a Registration Form must also personally insert the date of signing.

(a) The paper copy of the registration should be sent to Scottish Women's Football by post, or scanned and e-mailed, within seven days of the date of signing by the Club Secretary and Witness. (Saturday/Sundays excluded). A player is not eligible to play until their registration has been approved on-line by SWF.

(b) The signing of a Registration Form by a player of 15 years of age or under **must** be witnessed by a parent or guardian.

10. Players must be registered 24 hours before participating in any authorised SWF matches.

11. A player registered as a professional may not re-register as an amateur until at least 30 days after her last match as a professional and until re-instated back to amateur status which requires an application to be made to the Scottish FA.

From 1st January 2018, the use of FIFA's international transfer matching system (ITMS) is mandatory for all international transfers of professional players. The Scottish FA will provide appropriate training to clubs on the use of this system.

Transfer windows for the 2018 season are:

1st December 2017 – 23rd February 2018

1st July 2018 – 31st July 2018

12. Failure to adhere to the registration procedures will result in the responsible parties being dealt with by the relevant Committee, and any Registration being declared null and void.

13. From 1st November onwards, in each year Clubs can re-sign their existing players for the ensuing season, provided they are otherwise eligible to do so.

14. From 1st December onwards, in each year Clubs can sign players who have been registered with any SWF Affiliated club in the previous Season, but who are not currently registered to any SWF Affiliated Club for the ensuing season, provided she is otherwise eligible to do so.

15. Clubs officially intimating their resignation during the season shall forfeit the right to have first call on any player they may have had registered during the season they ceased to function.

16. The cancellation of a player's registration will be effective from the date on which it is cancelled by the club on the system, or as detailed at 21. Under no circumstances should a club 'back date' the cancellation of a

player's registration without prior approval of SWF.

17. When a player and a club for which she is registered are unable mutually to agree to the cancellation of her registration, the player may apply in writing to Scottish Women's Football to have her registration cancelled.

(a) In such circumstances, the registration shall be cancelled when a period of 14 days have elapsed from the date such application was properly lodged and provided that the Association is satisfied that the player has met all her commitments to the club.

(b) If the Association is not satisfied it will carry out an investigation. The player will only be eligible to participate again in football after receiving written notification from Scottish Women's Football

(c) A player may only have her registration cancelled in such a manner, once per Season.

18. Players who move club shall be required sit out any suspensions gained when moving to any club affiliated to Scottish Women's Football. Therefore they may not play until the suspension has been cleared and is has been noted on the team line.

19. Players of clubs which fold or cease to exist during the currency of a player's match suspension may register with a new club, as per these regulations. Any cautions or suspensions previously held shall be effective with the new club.

20. The Board shall have the power to cancel registration of players in cases of clubs to which they are registered becoming defunct.

(a) Players of a defunct club will be permitted to register for another club subject to the registration rules.