



## **SWF Board Policy over Player Approaches**

### **Player Registration**

Players registered with a Club for a playing season remain registered with the Club until 30<sup>th</sup> November after the playing season finishes unless the registration is cancelled prior to this.

**There is only one acceptable method to make an enquiry to a Club about a player registered with them and that is in writing from a Club Official.** The Club that holds the registration then must inform the player and their parents to see whether there is any desire to take the enquiry further.

### **Specifically Not Allowed:**

- Approaches to players and or parents first
- Approaches to Clubs and Players and or parents simultaneously
- Approaches by Clubs to players and/or parents using coaches, volunteers, school teachers, players or parents or anyone else as proxies

### **Lodging a complaint**

Where a Club wishes to report an Illegal Approach to one of their players, they should formally communicate this to SWF and evidence their complaint using the SWF Breach of Policy form. Evidence including photographs and/or statements from relevant personnel are strongly advised to support the complaint. The complaint shall follow SWF's Complaint Handling Process.

**Note:** Approaches made over 4 weeks prior to lodging the complaint shall not be investigated.

### **Penalties**

- Should it be proved that an illegal approach has been made, the current level of fine for a first offence is £250. Multiple approaches or repeated offences are liable to be fined at an escalated scale and further action taken against the Club and individuals concerned.
- Where an approach has been made by an official or coach working in a community programme, school of football, sports academy, development, regional or national squad or any other event run or part run by the Scottish FA, Scottish Schools or any national association the Board of SWF will inform our partner associations and expect disciplinary action to be taken.
- If a club fails to advise a player or their parents of an official approach from another club then they will be subject to SWF's Disciplinary Procedures

### **Player Registration Cancellation**

- A player wishing to be de-registered should firstly approach their Club and ask for this to happen. The Club can cancel a player's registration on their own through the online system.



- Where a Club refuses to release a player, the individual (or their parent/guardian) may request, in writing, at any time that SWF cancel their registration. This application triggers a 14 days' notice period during which SWF will:
  - Advise the Club of the application and request an explanation for refusing the players request;
  - Encourage the Club to release the player prior to the 14 day deadline if there is no valid reason for with-holding cancellation;
  - Release the player automatically after the 14 days period is over
- Valid Reason for refusing to release a player may relate to issues over
  - Where the parent Club has lodged a complaint over an Illegal Approach of the Player by another Club
  - The above reason may not be sufficient to stop the automatic release of a player, however, they may be sufficient for SWF to stop the player from registering for another Club

#### **Registered Players or their Parents approaching other Clubs**

- It is the duty of the Club that has been approached to check whether the Player is currently registered with another Club before taking part in any Club activity
- It is the responsibility of the approached Club to write to the Club of the registered player for written permission to allow the player to take part in any activity or for further discussions to be held with the player or parent about joining the Club.

Note: Clubs should request special permission to allow the player to trial at training sessions if they desire, in addition to the request to speak to the player/player's parent/guardian. A club failing to perform the above duty leaves the Club open to potential disciplinary action.

- A Club failing to perform either or both of the above duties leaves the Club open to potential disciplinary action for making an Illegal Approach.