



SWF Registration Procedures

SEASON 2022/23 (Performance Arm) & SEASON 2022 (Regional Arm)

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

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

The Players Register shall close on **18th April** in each Performance* 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 SYFA can participate in Scottish Women's Football fixtures, as long as she is dual registered with both associations via the [National Registration site](#).
3. Please note that the following restrictions refer to movement between senior, Performance teams **only**. Players may be registered and assigned with a maximum of three different SWF performance teams during one season. During this period, the player is only eligible to play competitive matches for two different, first-team performance teams. For the avoidance of doubt, a player moving between two clubs and being assigned to a team belonging to a different playing season (i.e. Performance (start of the season in summer/autumn) moving to Regional (start of season in 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*). Note – the SWF Board reserve the right to review and determine eligibility where there is ambiguity or exceptional circumstances presented
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.

Regional*: Scottish Women's Football League, Scottish Women's Football League Cup, Scottish Women's Football Highlands & Islands League, Scottish Women's Highlands & Islands League Cup, Scottish Women's Football Regional Youth League, Scottish Women's Football Regional Youth League Cup & Scottish Women's Football Youth Cup/Challenge Cup

Performance*: Scottish Women's Football Premier League, Scottish Women's Football Premier League Cup, Scottish Women's Football Championship, Scottish Women's Football Championship Cup, Scottish Women's Football National Performance League and Scottish Women's Football National Performance League Cup

6. Players who are listed on the teamline 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 **Regional** season for which the player is registered unless cancelled at an earlier date.

Registration Forms shall be binding on the amateur player and the club until **30th June** in the **Performance** season for which the player is registered unless cancelled at an earlier date.

(a) Clubs should ensure that registered players are assigned to their primary team on the [Scottish Women's Football Administration site](#).

(b) 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.

(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. The Scottish FA shall not request International Clearance for a player to play only as a trialist. The player must register for the club after clearance has been received.

(d) An amateur player's registration may be cancelled by the club on the [National Registration System](#).

(e) The cancellation of a professional player's registration requires the written consent of both parties (club & player). This is also to be lodged with SWF and the Scottish FA Registrations Department.

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

(a) A dual registered player having signed for an SYFA member club 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.

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9. The club concerned shall ensure that all details have been inserted before a player or parent/guardian signs a Registration Form. The player or parent/guardian, at the time of signing a Registration Form, must also personally insert the date of signing.¹

(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. A player is not eligible to play until their registration has been approved on the [National Registration system](#) by SWF.¹

(b) The Registration Form of a player of 15 years of age or under **must be signed by a parent or guardian.¹**

¹ **Due to the COVID-19 pandemic, and for as long as physical distancing guidelines are set by the Government, club officials should follow the amended procedure for completing a Registration Form [here](#)**

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 Season 2021/22 are:

9th June 2021 – 31st August 2021

1st January 2022 – 31st January 2022

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 Regional* players for the ensuing season, provided they are otherwise eligible to do so.

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

14. From 1st December* onwards in each year, Clubs can sign Regional* 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.

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Performance*: Scottish Women's Football Premier League, Scottish Women's Football Premier League Cup, Scottish Women's Football Championship, Scottish Women's Football Championship Cup, Scottish Women's Football National Performance League and Scottish Women's Football National Performance League Cup

From **1st July** onwards in each year, Clubs can sign Performance* 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.

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](#).

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 [National Registration system](#). 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 or parent/guardian may apply in writing to Scottish Women's Football to have her registration cancelled (except in the case of a professional player).

(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.

(b) 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.

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.

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