

## SWF Registration Procedures

### SEASON 2023-2024 (Performance Arm) & SEASON 2024 (Regional Arm)

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

The Players Register shall close on **15th October** for players registering to the youth leagues 14-18 age groups including Youth Performance League, and Highlands and Islands League.

The Players Register shall close on **14<sup>th</sup> of April** for players registering to Championship and League One clubs.

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. 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.
4. A club may not play more than three unsigned players in any match. Unsigned players must be marked as trialists on the teamline. In the youth regional leagues, youth performance leagues and highlands and islands leagues games unsigned players cannot be fielded after the registration deadline-15<sup>th</sup> October.
5. 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.
6. Registration Forms shall be binding on the amateur player and the club **until 30<sup>th</sup> November** in the **Regional** season for which the player is registered unless cancelled at an earlier date. In the event of a season being extended due to unplayed fixtures this date may be extended.

Registration Forms shall be binding on the amateur player and the club until **30<sup>th</sup> June** in the **Performance** season for which the player is registered unless cancelled at an earlier date. In the event of a season being extended due to unplayed fixtures this date may be extended.

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

7. 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 or SWPL 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.

8. 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.

**(a) The registration should be submitted to Scottish Women's Football, 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.**

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

9. Players must be registered and approved by SWF on the National Registration System by close of play on the preceding Friday to a fixture to be considered eligible to participate.

10. 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.

**11. 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.**

**12. 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.**

**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](#).**

13. 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.

14. 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.

15. 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.

(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 notification from Scottish Women's Football

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

16. 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.

17. 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.

18. Any club that ceases to exist shall have all of its players membership(s) cancelled within 14 days of notice.

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

**Regional\*:** 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 Challenge Cup and Scottish Cup, Scottish Women's Football Youth Performance League and League Cup.

**Performance\*:** Scottish Women's Football Championship, Scottish Women's Football Championship and League One Cup, Scottish Women's Football League One, Scottish Women's Football League(s), Scottish Women's Football League Cup and Plate.