



## Procedure for Signing on Players

1. Make sure you are aware of qualification of players, signing on and transfer procedures relevant to the League you are entered into. (Particularly with regard to Notice of Intention to Approach.) Breach of rulings can involve the FA and are costly to the Club. If you require any information ask Secretary.
2. All players to be signed on using relevant League signing on forms provided by the Secretary.
3. When registering players for the first time a copy of their Birth Certificate or NHS Medical Card and passport photo (signed on the back by player) are required.
4. All players must have a Medical Form. Completed by a parent/guardian if appropriate.  
It is the Managers responsibility to ensure this form is in his possession before the player is allowed to participate in training or matches.  
(The medical form contains information necessary in the event of an emergency and should be available at all times.)
5. All players, and parents if appropriate, must receive a copy of the relevant Codes of Conduct. The reply slip must be signed to confirm acceptance of conditions.  
It is the Managers responsibility to ensure the reply slip is in his possession before the player is allowed to participate in training or matches.
6. All Managers must complete a register of players and pass it to the Secretary as soon as possible. (This is an important document as it validates the player's cover under our insurance policy.)  
It remains the Managers responsibility to ensure the register is kept up to date.