**SCEFL Transfer Process**

In line with League rules and FA regulations the following process should be followed:

* For ALL transfers to other Saturday Clubs the 7-day notice of approach MUST be followed. Such notice is also required before any ‘dual’ registration with a team either outside the SCEFL, or between a 1st team and U23 within SCEFL out of courtesy.
* The registration Officer ([registration@scefl.com](mailto:registration@scefl.com)) must be copied into any such notice of approach by the approaching club.
* The releasing club MUST acknowledge receipt of such a notice and copy in the registration officer.
* The releasing club may waive the 7-day notice and allow a player to be spoken too earlier than the 8th day, BUT it is at their discretion.
* On the 8th Day whether or not acknowledgment of receipt has been received the approaching club MAY approach the player.
* League rules (6.5.2) mean that a transfer form must be completed by the player and both teams and supplied to the League before any such transfer can take place.
* Only when the transfer form has been received by the registration officer should the request be made via the WGS and online portal. Until such time as the form is received then the player will not be allowed to transfer to the approaching club.
* A transfer cannot and will **not** be held up by monies, kit or equipment allegedly owed to the releasing club.
* The Registration officer, with support of the League Board, has the right process the transfer if the releasing club is not following due process and dealing with League business from the 8th day.

Transfer Form / registration stages – should the player want to move.

* Approaching club to start the process on the 8th Day (or earlier if dispensation given) by completing their section of the form, player signature and forward onto the releasing club.
* Releasing club complete their section of the form and then forward onto the league, cc’ing the approaching club and the registration officer.
* The approaching club add in the player to the WGS for registration.
* Registration officer to approve.