

BAFA National Leagues



How to transfer

Overview and essential information

National League Transfers are processed through the National Leagues registration system and apply to all players, coaches and staff members. Club admin will receive an email alert when a member requests a transfer, either in or out the club. Please check that your profiles are updated and that the correct email address has been entered to avoid any delays.

Deadlines

Please be aware that transfer deadlines still apply and that requests must be **completed** by 10pm on Tuesday evenings for you to be eligible to be involved in the coming weekend's fixture. This means approved by both the club the member is leaving, and the club the player is joining. As a final step, all transfers require approval by BAFA before a member will be added to the roster of their new club. This will only be done after the 10pm Tuesday deadline has passed.

When a transfer ISN'T needed

All members should only have one profile. If you are registered to one team but wish to play another format of football for another club – for example you're registered to a kitted team but also wish to play flag for another club, or vice-versa please contact registrations@britishamericanfootball.org to discuss if this is possible and to be added to the appropriate club team. Please also contact Registrations should you need additional teams (within same club) added to your profile. For example, coaches who coach Senior and Junior age groups or players who compete in both Opal and Sapphire women's football. Junior players moving up to senior football within the same club also don't need to request a transfer, nor do university football players.

Your membership moves with you – do you need to register first?

Note – when a transfer is underway, profiles will be locked, and you will be unable to purchase a membership until completed. We recommend purchasing your membership first before requesting your transfer if you wish to practice with your new team until you are moved to their roster. Your membership will move with you to your new team on successful completion of your transfer.

Women's Opal and Sapphire specific transfer rules

Women's Opal and Sapphire football, teams may transfer in a maximum of three players who were registered with another Opal or Sapphire team for the previous year's series. There are exemptions to this where players have legitimately relocated to a new area or where teams did not exist or compete at that time. Please contact registrations@britishamericanfootball.org if you need guidance.

Club admins – make sure you follow the correct process

Note - we remind club admins that all players, coaches and staff must go through the correct transfer process if moving clubs and should NOT set up a new, additional profile to register for your club if they have previously been part of another club. If someone joining your club has previously belonged to another BAFA club before 2012, pre-dating the online registration system, please email registrations@britishamericanfootball.org for guidance.

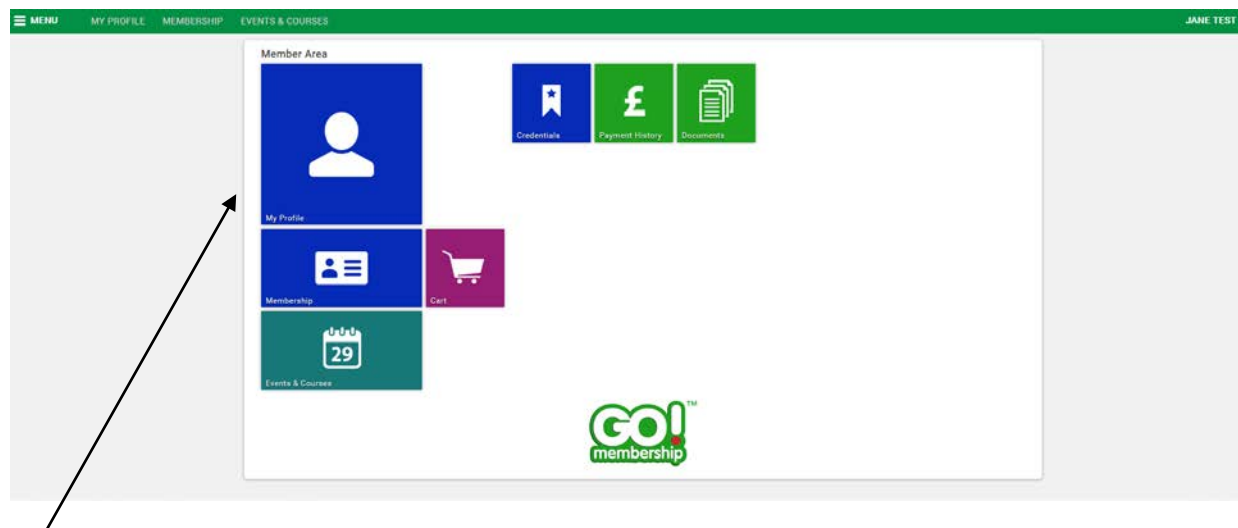
Please contact Gary.Lee@britishamericanfootball.org or registrations@britishamericanfootball.org should you need any clarification on the transfer process.

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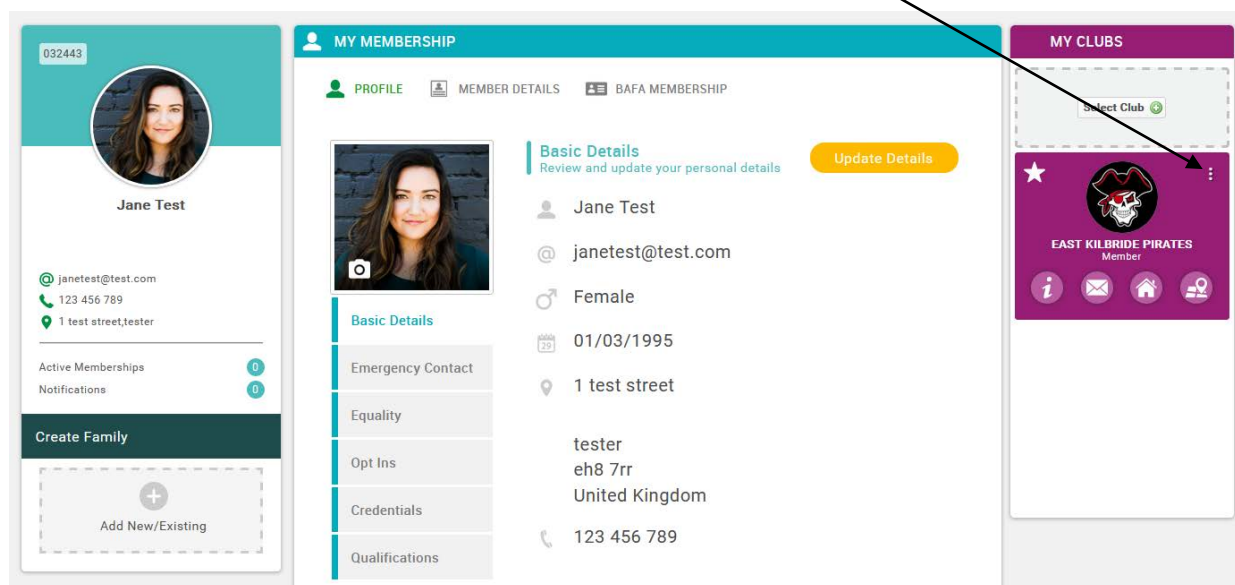
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Log on to your Azolve account bafa.azolve.com



Open your profile.

On the right-hand side, in the purple box is the name of your club. Within this box there are three dots. If you hover over these dots an option to transfer will appear.

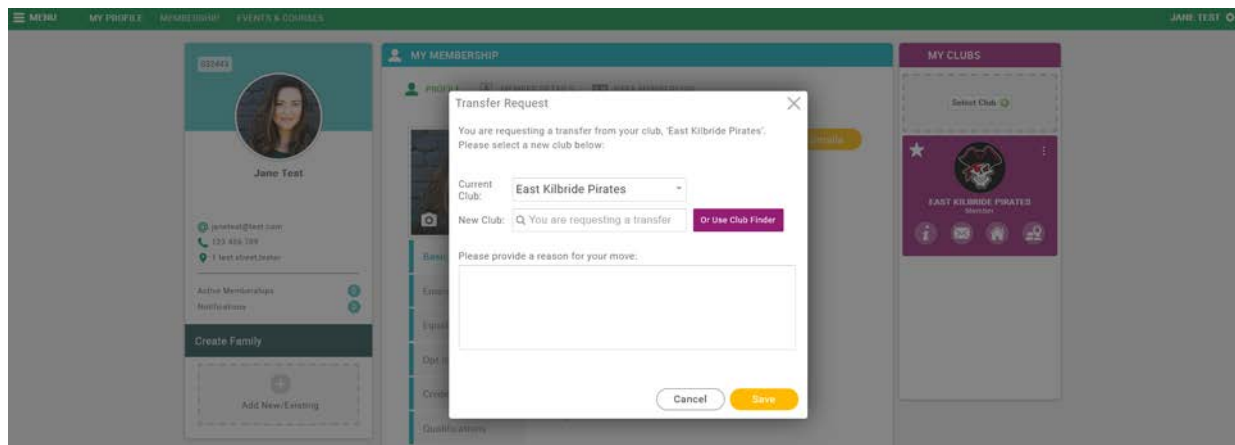


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Selecting this option will bring up the following screen:

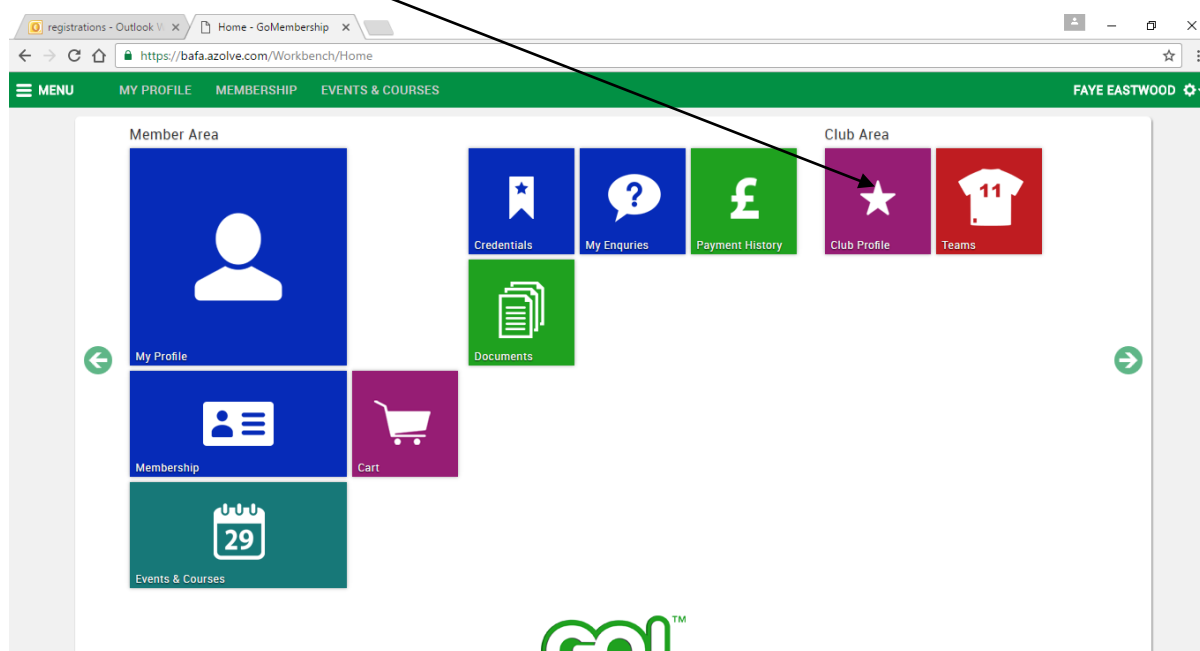


Please enter the name of the club you want to transfer to, and a reason for the move.

You will then see a notification within the purple box that transfer is pending. A notification will then be sent to the club that you are leaving, the club that you wish to join and also to BAFA registrations and BAFA transfers and debtors manager. All of these need to approve the request. If all agree then registrations will action the transfer.

Club admins - how to approve/reject a transfer request

Log on then select Club Profile from the home screen.



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Select Club Members

The screenshot shows the 'Club Profile' page for 'Welwyn Hatfield Mosquitos'. The navigation menu at the top includes 'MENU', 'MY PROFILE', 'MEMBERSHIP', and 'EVENTS & COURSES'. The user 'FAYE EASTWOOD' is logged in. The 'CLUB MEMBERS' tab is highlighted with a red arrow. The page displays club details such as 'Members Club', 'Hertfordshire Sports Village de Havilland Campus Hatfield AL10 9EU', and 'United Kingdom'. A search bar and 'Add New Member' button are visible on the right side of the page.

Then click on Membership

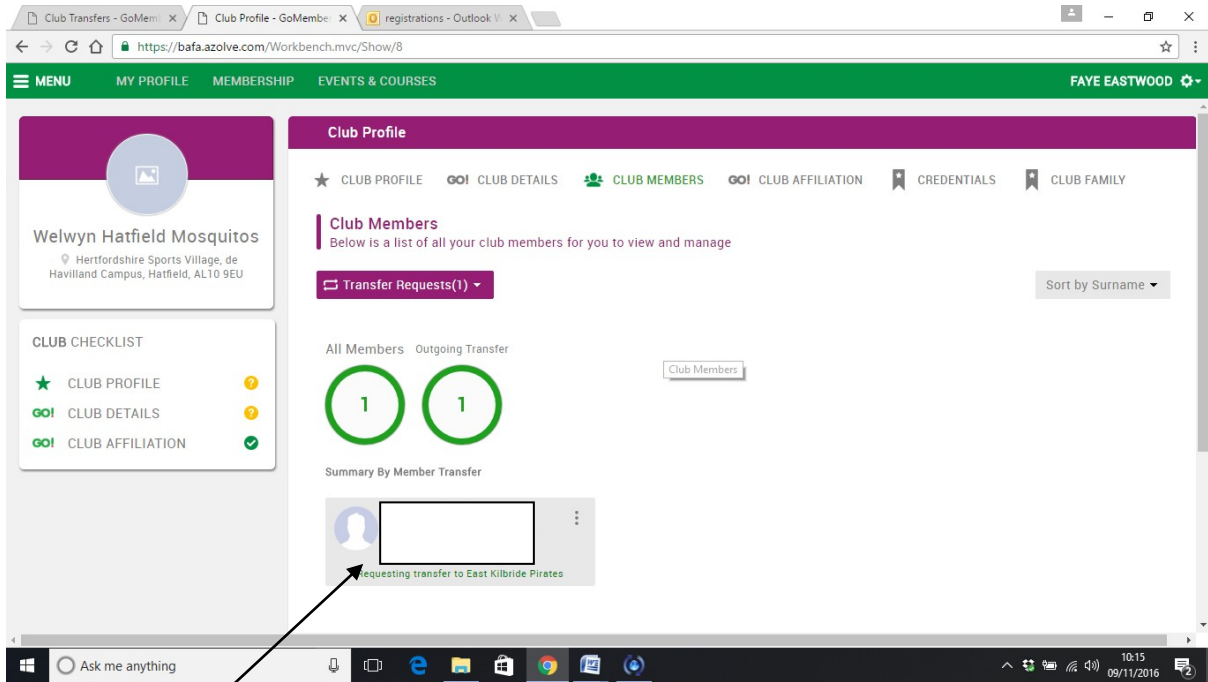
The screenshot shows the 'Club Members' page for 'Welwyn Hatfield Mosquitos'. The 'CLUB MEMBERS' tab is selected. Below the tab, there is a search bar and a 'Sort by Surname' dropdown. The 'Membership' dropdown menu is open, showing options for 'Membership', 'Transfer Requests(0)', and 'Other'. The 'Membership' option is highlighted with a red arrow. Below the dropdown, there are three circular statistics: 84 (Membership), 83 (Transfer Requests), and 1 (Other). The page also displays a list of club members with their names, photos, and status (e.g., 'Lapsed', 'Registered').

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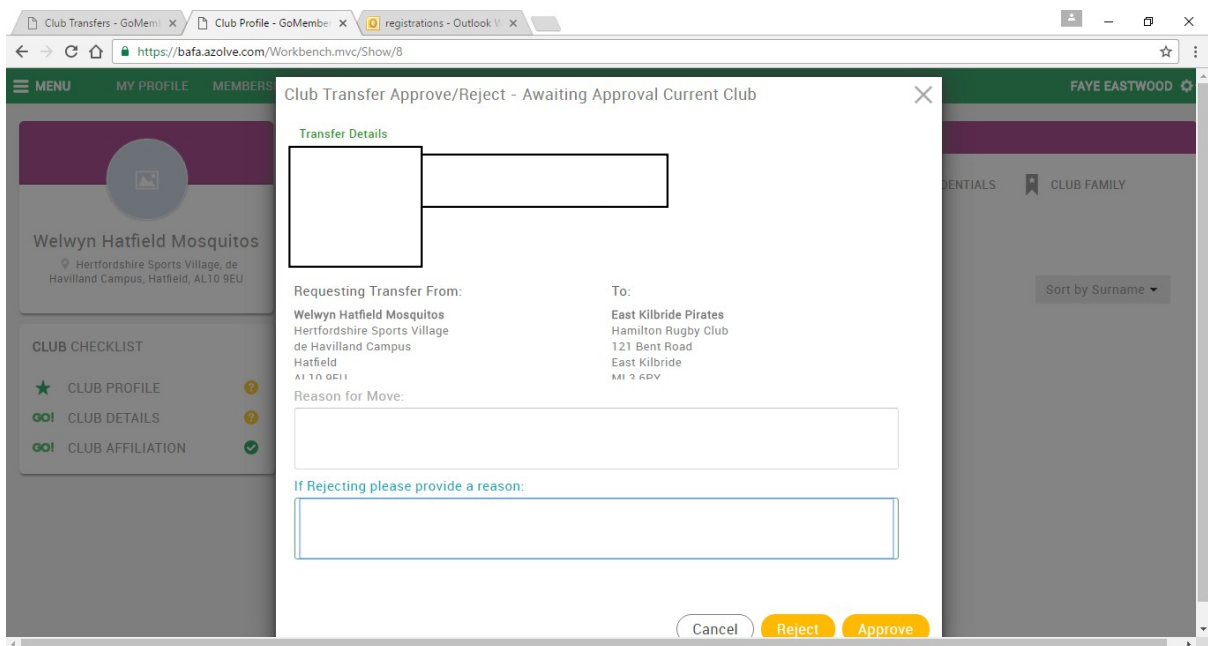


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A drop down list will appear that will show any transfer requests. Click this. Your page will now look like this:



Click the members card to open.
You will then be shown the players details and reason for transfer request.



If you are rejecting you MUST provide a valid reason for this and be able to submit proof of any debts when asked for the the BAFA transfers and debtors manager as per Rules and Regulations. You can at this point select either Reject or Approve.