

# BAFA National Leagues



## Submitting and approving transfer requests

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### 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 to their own email 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 we have a weekly transfer deadline and all transfer 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 women's contact team for one club, and want to play adult contact football for another club, contact [registrations@britishamericanfootball.org](mailto: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 U19 age groups or players who compete in both women's and mixed adult contact football. U19 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.

### 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](mailto:registrations@britishamericanfootball.org) for guidance.

Please contact [Gary.Lee@britishamericanfootball.org](mailto:Gary.Lee@britishamericanfootball.org) or [registrations@britishamericanfootball.org](mailto:registrations@britishamericanfootball.org) should you need any clarification on the transfer process.

# BAFA National Leagues

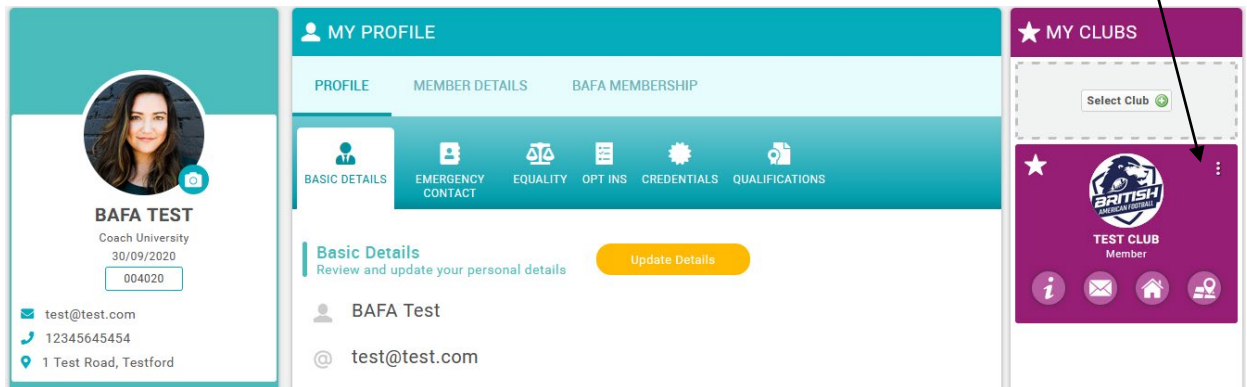


## Submitting and approving transfer requests

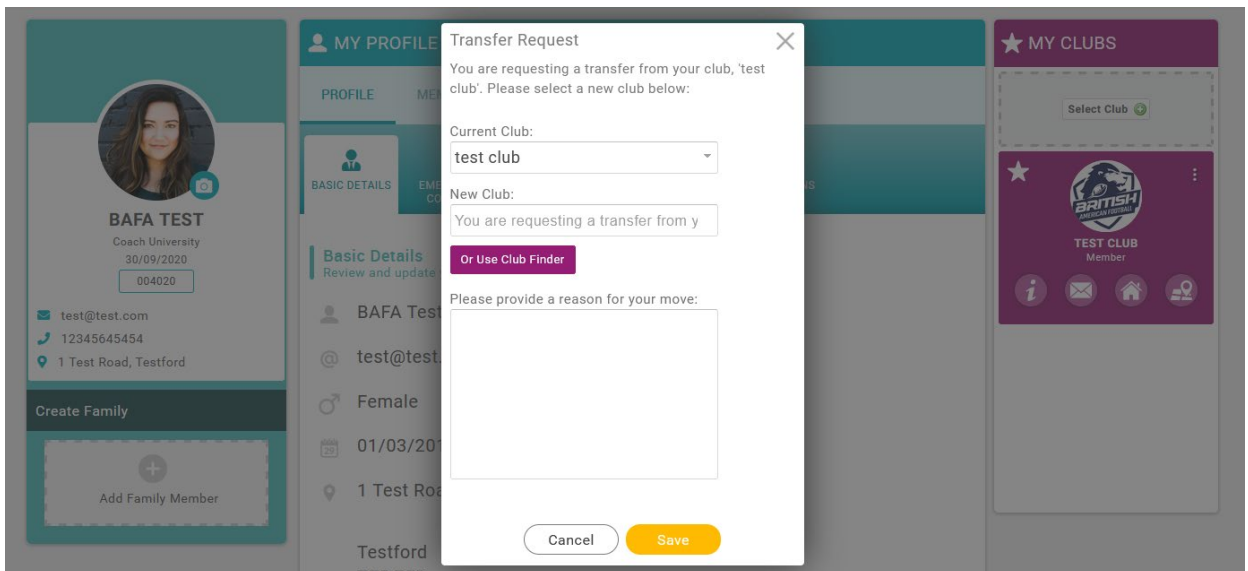
**Note – this is best done on a laptop or desktop. Users on mobile devices will see a slightly different, mobile optimized, set of screens but the steps and process remain the same.**

Log on to your account on Just Go and click on 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.



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.

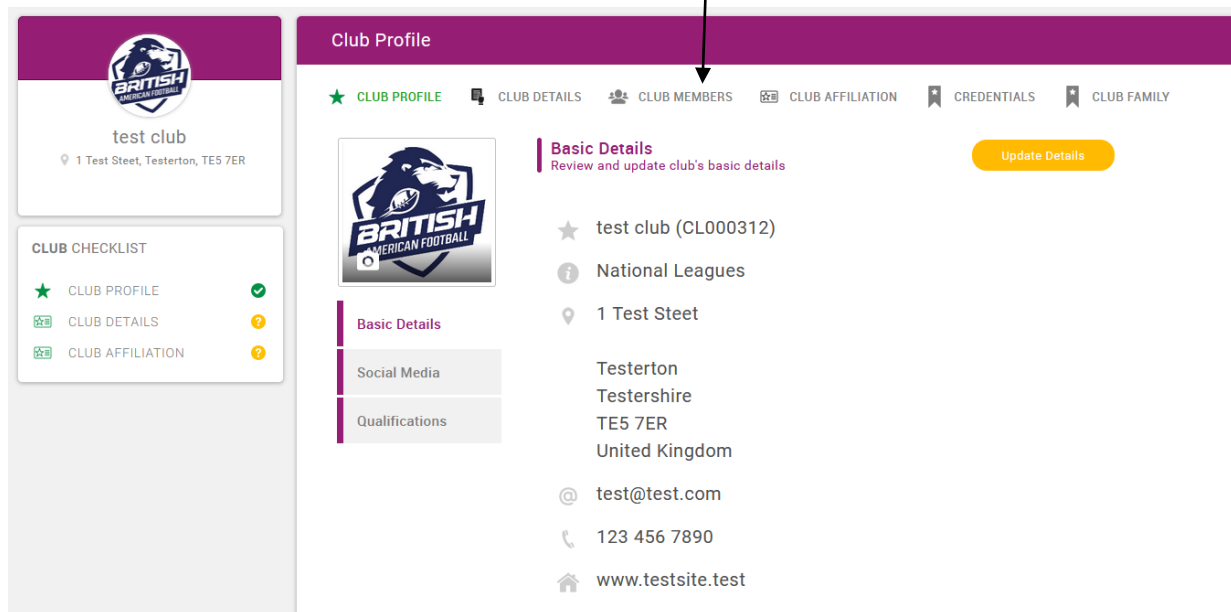
# BAFA National Leagues



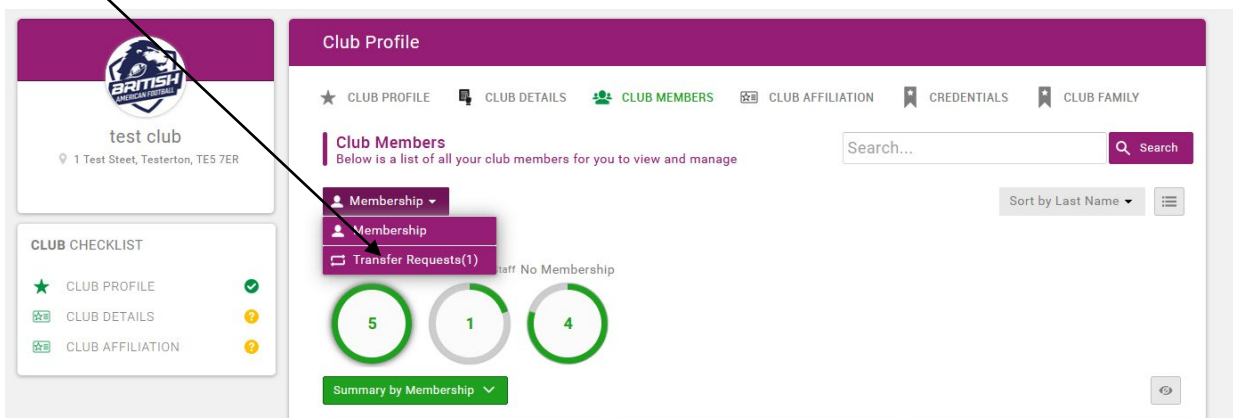
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### Club admins - how to approve/reject a transfer request

Log on then select your club profile tile, and then club members.



Click on membership, and any transfers you have pending will be visible in the drop down box. Click on this.



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Click on the three dots next to the player to approve or reject their 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 by the BAFA transfers and debtors manager as per Rules and Regulations.

The screenshot displays the 'Club Profile' interface. On the left, there is a sidebar with the club logo, name 'test club', and address '1 Test Steet, Testerton, TE5 7ER'. Below this is a 'CLUB CHECKLIST' with three items: 'CLUB PROFILE' (checked), 'CLUB DETAILS' (warning), and 'CLUB AFFILIATION' (warning). The main content area is titled 'Club Profile' and includes navigation tabs for 'CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CLUB AFFILIATION', 'CREDENTIALS', and 'CLUB FAMILY'. The 'CLUB MEMBERS' tab is active, showing 'Club Members' and a list of 'Transfer Requests(1)'. A 'Sort by Last Name' dropdown is visible. Below the transfer requests, there are two circular progress indicators for 'All Members' and 'Outgoing Transfer', both showing '1'. A 'Summary By Member Transfer' section shows a card for 'BAFA Test' with contact information and the status 'Requesting transfer to Free Agency'. A black arrow points from the text above to the three-dot menu icon next to the BAFA Test card.

**Please note – you have five working days to approve or reject a transfer. If you do neither, it will automatically be approved after this point.**