



## Yarra Junior Football League – Player Transfer Form

### Instructions to Clubs

This form is to be used to transfer all players into your club.

It is the responsibility of the club to ensure that all steps in the Transfer Process are followed.

No club is permitted to apply for an online transfer until the Player Transfer Form is completed and signed.

### Player Transfer Process

1. Player Transfer Form is to be completed and signed in full and Proof of Age documentation provided
2. Registrar is to complete and sign Club Section of form
3. Registrar is to Request a Transfer online through the FootyWeb System
4. The player's original club will have six working days to approve or deny the transfer
5. Transfers may only be denied where the player
  - a. Owes the club money (e.g. unpaid registration fees) or
  - b. Has club property (e.g. an unreturned jumper)
6. Once a transfer has been approved, the player and your club will receive an email advising of such
7. The player will also receive an email with a link to your club's Online Registration Form to enable them to register
8. Once the online registration form is completed, the transferred player will be listed as a pending registration awaiting final approval – the Registrar should approve the pending registration to make the player active in the club
9. When approval is given, the registrar is required to
  - a. Ensure that the player's online details are accurate to those in the Player Transfer Form (e.g. correct address, contact details)
  - b. Scan the Player Transfer Form and Proof of Age documentation and upload them to the document section of the player's Online Record
  - c. Retain hard copies of all documents in the event of a dispute relating to the Player Transfer



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## Player Personal Details

First Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender: (please tick) Male

Female

## Address and Contact Details

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone (Home): \_\_\_\_\_

Phone (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_

## Previous Club Details

Previous Club: \_\_\_\_\_

League: \_\_\_\_\_

Season last played: \_\_\_\_\_

Are you currently under disqualification from any League or Club?

Yes

No

Do you owe your previous club money or any item of property?

Yes

No



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### Declaration

I declare that the information contained in this document is, to the best of my knowledge, true and correct.

Full name of Parent / Guardian: \_\_\_\_\_

Signature of Parent / Guardian: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full name of Player: \_\_\_\_\_

Signature of Player: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Club Use Only

**To be completed by the Club Registrar of Secretary**

Proof of age document obtained

Online transfer submitted

Pending Registration approved

Name of Club Official: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Position Held: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Finalised: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please scan this document, along with the Proof of Age and upload to the document section of the player's record