



# Malpas & District Junior Football Club



Grounds: Malpas Sports Club, The Oxhays, Wrexham Road, Malpas, Cheshire  
Bishop Heber High School, Farndon Community Field  
[www.malpasfc.co.uk](http://www.malpasfc.co.uk)

## Transfer and Signing Policy 23/24

The purpose of this policy is to ensure that the internal transfers and signings of players between teams of the same or different age groups is undertaken with the best interests of the player in mind. The Club will only allow transfers / signings once it can be demonstrated that due regard to the requirements of the player have been considered; and that all necessary steps to ensure the principles of inclusion and the welfare of the player involved have been taken. The Club require that all parties involved in transfers / signings communicate clearly; that this is timely; and that there is transparency for all regarding decisions made.

This Policy is to be read in conjunction with the following Club Policies:

- Code of Conduct
- Safeguarding Children Policy
- Equal Opportunities Policy
- Anti-discrimination Policy

### Guidance

Step 1: Transfer of player between separate teams within the Club should be initiated by a coach; the coach should discuss and agree the transfer with the coach of the team which the player will leave / go to. The coaches should check that the team that the player will be moving to is suitable for their future developments (things to consider include perceived team / player ability level; number already registered within the team; likely playing time; likely position availability).

Step 2: If both coaches are in agreement to the transfer; and there is consensus that it is in the best interests of the player, then the coach who initiated the transfer should approach the parent / carer (and player\*) to discuss the possible transfer. The coach should check with the parent / carer (and player) and explain any implications identified with the transfer (including changes in perceived ability level; likely playing time; likely position availability; changes to training and match timings / requirements (including additional costs e.g. astro hire). The transfer must not proceed unless the parent / carer (and player) are in agreement.

Step 3: If the coaches and the parent / carer (and player) are all in agreement, then the coach who initiated the transfer should approach the Club Welfare Officer to advise them of the situation and their intentions. The Club Welfare Officer will only endorse a formal transfer to the league if the coach can demonstrate that all relevant issues for the player's welfare have been fully considered by the coaches, parent / carer (and player) and that the transfer is in the player's best interest. The Club Welfare Officer may consult with either coach involved, the parent / carer; the player or other members of the Club Committee before endorsing the transfer. The Club Welfare Officer will inform the coach of their decision; and if they are in agreement will ask the Club Secretary to complete and submit the transfer to the league.

Step 4: As a condition of Step 3 - All Malpas & District JFC playing kit must be returned (unless personally purchased) and subscriptions must be up to date. There is no automatic entitlement to refund of annual subscriptions where a transfer is requested.

Note 1: In the case of a parent instigating a transfer request, the Coach receiving the request should initiate the process at Step 1.

Note 2: The sustainability of each team / squad in the Club is a priority for the Committee. Therefore, internal transfers will only be supported if they can be achieved without negatively impacting the viability of either of the two teams involved.

Note 3: Coaches should not approach a player or parent of another team with a view to directly instigating a transfer.

Note 4: Where it is not possible to achieve consensus between the coaches of each team, the matter must be referred to the Committee for mediation and if required adjudication.

Note 5: Whilst it is permissible for a player to play in a team one year higher than their qualifying age, such arrangements will only be supported where the conditions in Step 2 can be met and no player of the correct age group is otherwise displaced and/or there is no available team at the player's actual age.

\*Requirement to involve player in such discussions will depend on their age. Further guidance on this can be provided on a case by case basis by the Club Welfare Officer.

Signed .....Andrew Harradine..... Chairman .....  
Hannah Adamson..... Club Welfare Officer

Agreed Date: 1<sup>st</sup> September 2023  
Review Date: 31<sup>st</sup> August 2024

