

IRISH FOOTBALL ASSOCIATION – GUIDANCE NOTES

TRANSFER OF A PROFESSIONAL PLAYER (PS03)



Relevant Section / Clause	Guidance Note
<p align="center">General</p>	<ul style="list-style-type: none"> • All fields are mandatory. No fields should be left blank. If something is not applicable, please indicate with N/A. Please ensure all information is current and accurate. • A Standard Professional Contract (PS01) should also be completed by the players new club and uploaded to Comet with this Transfer of a Professional Player (PS03) Form. • Completion of Section 2 of the PS03 Form by Club A signifies that the requirement for a Cancellation of Professional Registration Form is not required. • This PS03 Form must be uploaded to Comet as the Contract Termination document.
<p align="center">Section 1 Player Information</p>	<p>Insert the Player's:</p> <ul style="list-style-type: none"> • Full Name • Home Address • Place of Birth (Town/City and Country) • Date of Birth • Email Address or Email of Parent /Guardian if the player is U18 <i>(not the club or club representative's email address)</i> • Club the player was last registered with and the Country the club is based in • Club the player last played for and the Country the club is based in • National Insurance number
<p align="center">Section 2 Transfer Information</p>	<p>Insert:</p> <ul style="list-style-type: none"> • 'Club A' Name – the club the player is moving from • 'Club B' Name – the club the player is moving to • Date of Transfer (DD/MM/YYYY) <p><i>'Club B' is required to confirm if any Fixed, Conditional Transfer and/or Sell-On Fees have been agreed between Club A and Club B by ticking the relevant box. Any Transfer Details must be uploaded onto Comet using the Transfer Details Dialog Box Transfer of a Professional Player</i></p> <p><i>The purchasing club is required to confirm if all Fixed, Conditional Transfer and/or Sell-On Fees have been uploaded onto Comet.</i></p> <p>Failure to upload Transfer Agreements onto Comet will result in the Players Registration not being approved</p>

Relevant Section / Clause	Guidance Note
<p>Section 3</p> <p>New Club Information</p>	<p>Insert the Club's:</p> <ul style="list-style-type: none"> • Name • Club's registered name (as registered at Companies House, if applicable) • Club's registration number (as registered at Companies House, if applicable) • Club's registered address (as registered at Companies House, if applicable) <p><i>If the club is not registered at Companies House these sections should be completed with N/A and not left blank.</i></p> <ul style="list-style-type: none"> • Name of Club's Home Ground and Full Address • Name of Club's regular Training Ground and Full Address (if different from Home Ground) <p><i>If the club has no regular training ground, or the training ground is the same venue as the Home Ground these sections should be completed with N/A and not left blank.</i></p> <ul style="list-style-type: none"> • Name and Job Title of Club Representative • Email Address of Club Representative <p><i>The Club Representative should be an authorised signatory as lodged with the Irish FA or member league (e.g. Club Secretary or Director) who is responsible for administering the contract and receiving notices regarding the contract.</i></p>
<p>Section 4</p> <p>Licensed FIFA Agent Engagement</p>	<p>Indicate by ticking the relevant box to confirm if a licensed FIFA Agent was engaged in the negotiating or concluding of this contract.</p> <p>Insert:</p> <ul style="list-style-type: none"> • Name of Agent representing Club and/or Player • FIFA Agents Licence Number(s) for same • Agents Signature(s) for same <p><i>If there is no Agent(s) representing either the Club and/or Player, please indicate with N/A. Do not leave fields blank.</i></p> <p><i>Section 8 of the Irish Football Association National Football Agents Regulations for Northern Ireland states 'Any relevant transfer or employment agreement in a Transaction that is concluded following the provision of Football Agent Services shall specify the Football Agent's name, their Client, their FIFA licence number and their signature.</i></p> <p><i>Under FIFA Football Agent Regulations (FFAR) only licensed natural persons can perform football agent services.</i></p> <p><i>Clubs and players must not engage or remunerate any person for the provision of football agent services unless that person holds a valid licence. Clubs should verify that any individual acting as, claiming to act as, or carrying out the role of a football agent holds a valid FIFA licence prior to the commencement of any negotiations. Any breach of these requirements may result in sanctions, including fines and, sporting sanctions</i></p>
<p>Sections 5, 6, 7 & 8</p> <p>Signatures</p> <p><i>The Contract can be signed electronically using a recognised 3rd Party provider (e.g. DocuSign)</i></p>	<p>Club Representative Signature</p> <p><i>Authorised signatory to sign on behalf of Club A and Club B (New Club). Club B is to ensure that the Witness is a third party i.e. not the same person as either the Club A Representative or the Player.</i></p> <p>Player Signature</p> <p><i>Player to sign.</i></p> <p>Parent / Guardian Signature</p> <p><i>If the Player is Under 18, the Players parent or guardian must also sign the Contract and complete this section.</i></p>

A Standard Professional Contract should now be completed by Club B (Players New Club) and uploaded onto Comet along with the Transfer of a Professional Player (PS03) Form.

Club A will not be required to provide any information or signatures to the Standard Professional Contract that will be completed and submitted by Club B (Players New Club).