

# IRISH FOOTBALL ASSOCIATION – GUIDANCE NOTES TEMPORARY TRANSFER (LOAN) OF A STANDARD PROFESSIONAL CONTRACT (PS02)



Relevant Section / Clause	Guidance Note
<b>General</b>	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.
<b>Section 1 Player Information</b>	<p><b>Insert the Player's:</b></p> <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Home Address</li> <li>• Place of Birth (Town/City and Country)</li> <li>• Date of Birth</li> <li>• Email Address or Email of Parent /Guardian if the player is U18 <i>(not the club or club representative's email address)</i></li> <li>• National Insurance number</li> <li>• Parent Club Contract End Date</li> </ul>
<b>Section 2 Loan Parties and Duration</b>	<p><b>Insert:</b></p> <ul style="list-style-type: none"> <li>• 'Club A' Name – the club the player is moving from.</li> <li>• 'Club B' Name – the club the player is moving to.</li> <li>• Loan Start Date (DD/MM/YYYY)</li> <li>• Loan End Date (DD/MM/YYYY)</li> </ul> <p><i>The Professional Game Player Registration Regulations state that:</i></p> <ul style="list-style-type: none"> <li>• A player's loan period must not exceed the period of the player's registration with his parent club.</li> <li>• A loan agreement may be concluded for a minimum duration of the time between two registration periods and a maximum duration of one year.</li> <li>• The end date shall fall within one of the registration periods of the association of the former club.</li> </ul>
<b>Section 3 Loan Agreement</b>	<p><b>Confirm by ticking the relevant box, if:</b></p> <ul style="list-style-type: none"> <li>• There is any other Loan Agreements in place between the clubs in respect of the loan of the player.</li> <li>• Any additional Loan agreement has been uploaded onto Comet.</li> <li>• There is an option in place to recall the player during the next registration window (subject to any applicable league-specific recall regulation).</li> </ul> <p><b>Loan Agreement</b></p> <p><i>Both clubs must enter into a formal Loan Agreement clearly setting out the detailed terms and conditions of the loan arrangement. An illustrative example of a Loan Agreement is available on request from the Irish FA Player Status Department, however clubs should adapt or revise this template to suit their specific requirements.</i></p> <p>The completed agreement must be signed by both clubs and uploaded to Comet at the time of player registration.</p>
<b>Section 4 Remuneration</b>	<p><b>Insert:</b></p> <ul style="list-style-type: none"> <li>• The Gross Amount that the Parent Club (Club A) has agreed to invoice Club B <i>(choose either weekly or monthly).</i></li> <li>• The period during which Club A will invoice Club B.</li> </ul>

Relevant Section / Clause	Guidance Note
<p><b>Section 5</b></p> <p><b>Contractual Performance Bonuses &amp; Incentives</b></p>	<p><b>Insert:</b></p> <ul style="list-style-type: none"> <li>• <b>Any Contractual Performance Bonus Terms and/or Incentives (Club B) (e.g. Goal Bonus, Appearance Bonus, Clean Sheet Bonus)</b></li> </ul> <p><i>Clubs should ensure that the wording is clear to both Player and Club. For example, an individual appearance bonus should be clear to confirm if it includes ‘starts’ as well as ‘substitute’ appearances, or whether a certain number of minutes need to be played for an appearance to trigger the bonus.</i></p> <p><i>It should also be clear to state whether the appearance bonus applies to 1st Team appearances only.</i></p> <p><b><i>The type, details, and amount of any bonus or incentive, together with the date on or before which payment is due, must be clearly specified.</i></b></p>
<p><b>Section 6</b></p> <p><b>Contractual Benefits</b></p>	<p><b>Insert:</b></p> <ul style="list-style-type: none"> <li>• <b>Any other benefits, rights or provisions to be provided to the player whether or not they have a financial value (Club B) (including, for example, accommodation, a car or car allowance, access to Club facilities or services).</b></li> </ul> <p><i>Clubs should ensure that the wording in each relevant box is clear to both Player and Club and that the financial cost to the club per month/year is stated.</i></p> <p><i>For example, if accommodation will be provided, it is not sufficient to state only “Yes.” Details of the accommodation, its monetary value (normal market rental value), and whether any part of the cost (such as a contribution towards rent or payment of utilities) is to be met by the Player must also be clearly stated.</i></p> <p><i>The benefit, rights or provisions included in this section will be contractual, which means that the Player will be entitled to them for the duration of the contract.</i></p>
<p><b>Section 7</b></p> <p><b>Licensed FIFA Agent Engagement</b></p>	<p><b>Indicate by ticking the relevant box to confirm if a licensed FIFA Agent was engaged in the negotiating or concluding of this contract.</b></p> <p><b>Insert:</b></p> <ul style="list-style-type: none"> <li>• <b>Name of Agent representing Club and/or Player</b></li> <li>• <b>FIFA Agents Licence Number(s) for same</b></li> <li>• <b>Agents Signature(s) for same</b></li> </ul> <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><b><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></b></p>

Relevant Section / Clause	Guidance Note
<p><b>Section 8</b></p> <p><b>Parent Club Signature</b></p>	<p><b>Parent Club Representative Signature (Club A)</b></p> <p><i>Authorised signatory to sign on behalf of the parent club.</i></p> <p><i>Section 8 can be signed electronically using a recognised 3rd Party provider (e.g. DocuSign)</i></p>
<p><b>Sections 9 ,10 &amp;11</b></p> <p><b>Declarations and Signatures</b></p> <p><i>The Contract can be signed electronically using a recognised 3rd Party provider (e.g. DocuSign)</i></p>	<p><b>Loan Club Representative Signature (Club B)</b></p> <p><i>Authorised signatory to sign on behalf of the loan club.</i></p> <p><i>Club is to ensure that the Witness is a third party i.e. not the same person as either the Parent Club Representative or Player.</i></p> <p><i>By signing this section, the Club Representative is agreeing to provide an electronic copy of the completed PS02 Form to the player by email. Please ensure that the electronic copy provided to the player is the version that has been approved by the Irish FA and Confirmed on Comet.</i></p> <p><b>Player Signature</b></p> <p><i>Player to sign.</i></p> <p><i>By signing this section, the Player is agreeing to ensure they can receive an electronic copy of the completed PS02 Form from the club by email. Please ensure that the electronic copy provided by the club is the version that has been approved by the Irish FA and Confirmed on Comet.</i></p> <p><b>Parent / Guardian Signature</b></p> <p><i>If the Player is Under 18, the Players parent or guardian must also sign the completed PS02 Form and complete this section.</i></p>