



Player registration basics

The following notes are guides to registering your players for the 2026-27 season.

QUESTIONS OR SUPPORT

If you have any questions, please contact Debbie Moore, League Registrations Secretary at registrations@oyfl.uk

Full guidance on registering player on Club Portal can be found here:
<https://grassrootstechnology.thefa.com/support/solutions/folders/48000693860>

1. Access

Registrations are done via the Club Portal (<https://clubs.thefa.com>).

Club officials that have access to do player registrations are:

- Chair
- Secretary
- Treasurer
- CWO

Anyone else that needs access to do player registrations should be set up in your club officials list as:

Player Registration Officer

Note that anyone given this role will be able to access all the registrations for a club.

2. Housekeeping

Before starting on registrations

- ensure your teams are assigned to the OYFL for the new season
- detach any players that have left your team/club, as they may be registering elsewhere
- remove players from any team that has folded (if they are still listed)
- remove players from any team for which they will not be playing in the new season (if they are switching teams within the club)

REMEMBER

Only submit registrations for players that have confirmed they are playing for you this season. Do not assume everyone from last season will be joining and do not send in everything without checking.

3. Requirements

To register a player in the OYFL, their registration record must have:



✓ FAN – FA number	if the player has never been registered, this will be generated when you set up a new player record. If they have played before, then they should have a FAN
✓ Player name	please make sure this is spelt correctly (we have noticed some problems in the past, such as middle names included with the last name)
✓ Passport-style photo	photo should be just the head and shoulders of the player, facing forwards, no hats, no sunglasses, no other people in photo, no scans of passport pages! For those registering at U10, U13 and U17 each season, a new photo is required
✓ Date of birth	please make sure this is checked against ID and is correct
✓ Full address	including postcode
✓ Gender	male or female
✓ Consent to play for your club	this can be online (which is valid for five years) or offline (which must be done each season). Online consent will need a connected parent/carer FAN record for those under the age of 16.
✓ ID verification	club official must verify the player's date of birth by seeing one of the following: Birth certificate Passport Medical Card School ID Driving Licence (U21s only)
✓ Email address, or	for players aged 16 and above
✓ Connected parent/carer FAN record	for players aged 6-15 – do not use a manager/coach for this (unless, of course, they are the parent/carer of the child)
✓ Nationality	

When adding a new player to your club list, please remember

- Check if they have played for another club previously – if yes, use their FAN to search for them (NB it is possible some players may have more than one FAN due to entry errors – these can be merged by the County FA).
- Check the spelling of the player's name is correct (there are examples of player names entered incorrectly which means they may not come up in searches).
- Check their date of birth – again there have been a few errors in data entry which may cause a search not to find them (County FAs should be able to help on this).

If you have a problem finding a player but you know they should be in the system, please check the details carefully and contact your County FA for assistance.

4. Minimum squad numbers

Each team must register at least the minimum number of players one week before the start of the season (please do not leave it until the last minute).

3v3	3 players
5v5	5 players
7v7	7 players
9v9	9 players
11v11	11 players

5. Maximum squad numbers

At any one time, a team can register a maximum number of players as follows:

3v3	14 players
5v5	14 players
7v7	14 players
9v9	18 players
11v11	21 players
U17-U21s	25 players

6. Dual registration

THE OYFL have adopted the FA rule around Dual registration.

A Player is only permitted to register for more than one Club provided that the Team(s) in which the Player plays in are not in the same age group.

7. Cancellation requests

If you need to cancel a player registration, please follow the process below.

- Go to your All Players tab in Club Portal
- Search for the player you want to cancel using the filters
- Click on the player, and then on the Registrations tab within the player record
- Using the tick box on the left hand side, select the registration to be cancelled
- Click Cancel Registration button

- Click Start Cancellation button in the resulting pop-up window
- In the next screen, select the reason for cancellation
- Then press the Submit to League button
- Click Confirm in the resulting pop-up window

If you submit a registration in error and it is still pending League approval, you can cancel it using the process detailed at

<https://grassrootstechnology.thefa.com/support/solutions/articles/48001191748-how-to-cancel-a-pending-action>

8. Dispensation

A player may be able to obtain FA dispensation to play down a year. If you have a player that you think should have dispensation, please contact your County FA for assistance.

Dispensation can be granted for the following reasons:

Any child who:

- has a disability; or
- has a significant physical developmental delay (SPDD); or
- has mental health or chronic illness
- is schooled no more than one year behind their prescribed age group, and would be placed at a substantial disadvantage if required to play in their prescribed age group.

NOTE

Player dispensation lasts for just one season, so it must be renewed each season.

The application process is now done by the parent/carer of the child via the FA My Account <https://myaccount.thefa.com/>

And a guide to dispensation and further information on the application process can be found at <https://grassrootstechnology.thefa.com/support/solutions/folders/48000693855>

9. Transfers (club to club)

The approaching club must follow the transfer process. There is no form and no transfer fee.

Step 1 – Notice of Approach

The approaching club must send a 7-day notice of approach via email to the current club stating that they would like to approach the player with a view to transferring him/her to their club, with a copy to the League Registrations Secretary.

Waiver 1 – the current club can waive the 7-day notice of approach period if they wish by replying to the approaching club via email and submitting a cancellation request for their current registration for the player. If the current club does waive the 7-day NOA and the cancellation is processed by the League, then the approaching club can submit a registration for the player and it will be approved within 24-48 hours as would happen with a standard registration.

Step 2 – Submission

On Day 8, the approaching club can submit a registration request to the League via the player registration system to register the player which will trigger the transfer process.

Step 3 – League starts transfer process

The League will confirm the start the transfer process in the Player Registration system, which will alert the current club that the process has started.

Step 4 - Objection Window

When the League starts the transfer, this triggers a 3-day objection window during which the current club can lodge an objection to the transfer. This should be done by emailing the League Registrations Secretary to state the reason for objecting (note that non-return of kit is not a reason for objecting to a transfer, though we would expect a player leaving to return their club kit).

Waiver 2 – If the current club don't waive the 7-day notice of approach period, they have the option to waive the 3-day objection window by submitting a cancellation request. If that happens then, as above, the cancellation will be approved and the new registration will be handled as a standard registration.

Step 5 – Transfer approved/rejected

Approval – after the 3-day objection window is over, the League will complete the transfer process, assuming there is no objection, and the player's registration to the current club will be cancelled and the one for the approaching club will be approved.

Rejection – if there is an objection to the transfer, for example the player has decided not to change clubs, then the League will reject the registration submission after speaking to both clubs or make a decision on whether the objection is valid.

Important Notes

- If a player is transferred, they cannot be subject to another transfer for a period of 28 days following the date of the previous transfer, except by special permission of the League.
- If an approach is rejected, the approaching club cannot approach the same player a second time in the same season.
- An approaching club cannot approach another player in the same team at the same time unless there are exceptional circumstances, e.g. twins playing in the same team.
- An approaching club cannot approach another player in the same team for a period of 28 days after an earlier notice of approach.

12. Registration deadline

REGISTRATION DEADLINE

The deadline for registration for the 26/27 season is March 31st 2027.



DOCUMENT CONTROL

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