**Procedure for Signing & Releasing of Players**

**Signing Players**

1. Team Manager ensures players parent/guardian registers the player with the Academy online at <https://member.clubforce.com/gfacademy> *(ensure all permissions are sought from players previous club if applicable before player attends training or games)*
2. Follow up with Academy Manager Stephen Lowry to ensure player gets registered or transferred on the IFA Comet system **before** they make their debut for the club.
3. Contact League Secretary to obtain players League ID Card.
4. Contact Academy Manager for training & match kit orders.

## Releasing Players

1. Team Manager informs Academy Manager Stephen Lowry of intention to release player or players desire to leave club.
2. Academy Manager completes necessary checks on player’s status with regards to outstanding fees and kit returns.
3. Academy Manager authorises or declines release.
4. If/when release is authorised, the player is removed from the club database and dues system.
5. Players new club submits transfer request on IFA Comet system if applicable.