



*“the game before all”*

## **Procedure for Internal Signing & Releasing of Players**

### **Signing of Players**

1. Team Manager or admin person ensures players parent/guardian registers the player with the Academy online at [www.glentoranfcacademy.com](http://www.glentoranfcacademy.com) on the Registration page of the site

### **Releasing of Players**

1. Team Manager informs Academy Director of intention to release player
  - Academy Director completes necessary checks on player's status
  - Academy Director authorises or declines release
  - Team Manager, if/when release is authorised, informs [info@glentoranfcacademy.com](mailto:info@glentoranfcacademy.com) of the release so that the player can be removed from the database and dues system.
  - Committee admin archive the release for future reference if needed
  - Manager contacts parent and arranges to sign league forms etc