



# Leicester & District Mutual Football League Player Registration Handbook

# PLAYER REGISTRATION

## Photo Requirements

- This should be a current passport quality photograph.
- Taken against a pale background.
- Not older than two years – have been taken after 1 May 2024 for U8s and U10s. U7s and U9s – have been taken after 1 May 2025
- There should be no one else in the photo – not part of a group photo.
- No hats, caps, or sunglasses (unless for religious reasons).
- When uploading an image to the competition portal, ensure the head shot fills the space provided.
- Photos will be rejected if they are too far away and facial features aren't clearly identified.
- A player not registered is not permitted to play (SCOR(Y) 18n).



## Registration

There are no fees for player registration.

Players can be registered until the last day of the season.

Players must be entered and submitted to the League for registration three clear days before the next fixture, i.e., received on or before the Wednesday to play in a fixture on the following Sunday.

There is no limit to the number of players that can be registered to a team, but for match day squads only 10 players can be taken to an U7s and U8s fixture and 14 players for U9s and U10s.

It is the club's responsibility to confirm as correct, the following:

- Player's date of birth
- Parent / guardians consent to participate
- A current true likeness passport quality photograph

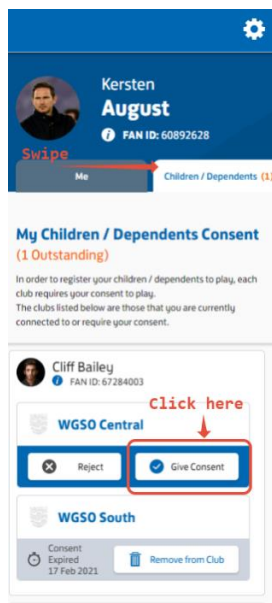
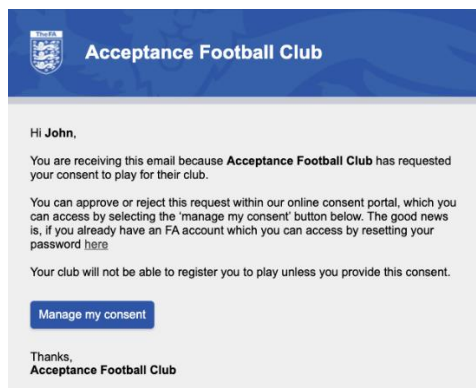
FA guides for player registration can be found at:

<https://grassrootstechnology.freshdesk.com/support/solutions/48000265985>

## Online Consent

In recent years The FA has changed the way players are registered. Online consent ensures transparency and compliance with grassroots football regulations and gives the parent or guardian flexibility to provide permission for their child/children to play for a team or club. The parent or guardian can also cancel the consent request.

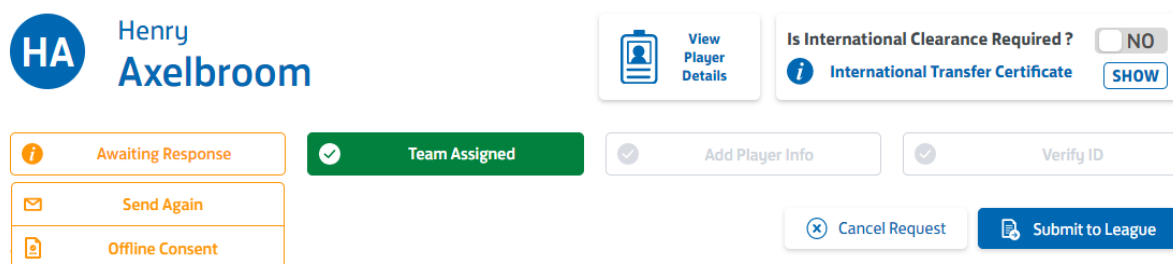
Consent is requested via a link in an email associated with the players parent or guardian. The email you receive will be something like this.



This is the screen where the parent or guardian gives their consent.



Below is what the club sees with a players registration progression:



If parent / guardian has problems giving online consent, it can be done via this link.  
<https://players.thefa.com/#/manage/me>

### For Secretaries: Changing from “Offline consent” to “Online Consent”

On your desktop, viewed from the pending actions tab on the club portal you can see if a player has “offline consent” (green tab on the left).

Go to the 'All Players' tab and find the player, check the box next to their name and click "add to team".

Click a team the player is already signed for; this generates the registration form again.

Then, click on the "consent button" – this will give you the option to click "Online Consent".

After clicking "Online Consent" please click "Confirm" which will release an email to the parent or guardian email address allowing them to confirm they consent to play for your club.

<https://grassrootstechnology.freshdesk.com/support/solutions/articles/48001178553-player-parent-guide-to-online-consent>

<https://grassrootstechnology.freshdesk.com/support/solutions/articles/48001173559-how-to-change-consent-from-offline-consent-to-online-consent->

### **Offline Consent**

By confirming offline consent, you are declaring that you have signed permission from the player (or parent / guardian if the player is under 16) stating that the player wishes to play for the club this season and can provide evidence if requested by the league.

After clicking "confirm" the consent box will turn green, clicking on the consent will show a drop down of whom the consent was confirmed by alongside a timestamp.

### **Dual Registration**

Please note that in the case of *dual registration* a Notice of Approach is required (on the League admin system), it is important to notify both the current club and league. In the 'notes' section, mention that it is *dual registration* and **not** a *transfer*. It also gives the current club the opportunity to notify you or us if they have any concerns to raise.

Please refer to the League Member Rule 1b, (i), (ii), and (iii) and (SCOR(Y) rule 18E, (i), (ii), and (iii).

There is no charge for dual registration.

### **Moving Players between Teams**

When moving players within the club from one team to another, add the new team to the players profile, advise the Registration Secretary which new team the player is to be registered to, and they will complete the move and registration.

### **De-Registering / Cancellation of a Player**

When a player leaves a team or club their registration needs to be cancelled on the competition portal for league approval.

When a player is de-registered from a team or club, they are unable to play for seven days.

Do not de-register a player if they are changing teams within the club. See above

## Player Transfer

### Notice of Approach

Club Secretary logs onto the League club admin area at <https://www.ldmfl.leaguesystem.co.uk/procedures/club/index.php> and using the 'Player Transfer Request' tab at the very top of the screen (see screen print below), create a new 'Notice of Approach' request using the system generated form, providing the player name and the club/team. The form and subsequent emails are written in the correct format to comply with FA regulations and ensure that everything is completed correctly.

The screenshot shows the LDMFL website interface. At the top, there's a navigation bar with 'LDMFL', 'Home', 'Guidance', 'Player Transfer Request', 'Website', and 'Log-out'. Below this is a header for 'Test Club' (Leicester & District Mutual Football League 2023/2024 Season) with a message: 'To update/add your club logo, please send an email to james@helpwithit.co.uk, attaching your logo.' The main content area has five tabs: 'Club Information', 'Team Information', 'Fines/Charges & Invoices', 'Agreements', and 'League Application'. Each tab has a description and a 'View Detail' link. Below the tabs is a breadcrumb trail: 'Approach / New Notice of Player Approach'. The main form is titled 'Notice of Player Approach Request (Test Club) September 2023'. It contains several fields: 'Club Name' (a dropdown menu), 'Team Name' (a dropdown menu), 'Players Name' (a text input), 'Players FAN' (a text input), 'Team Name' (a dropdown menu), and 'Information' (a large text area). At the bottom of the form are two buttons: 'Confirm Approach Request' and 'Close'.

The Notice of Approach is auto emailed to the secretary of the served club (with a copy to the serving club and League Registration Officer), requesting they log onto their club portal.

The served club updates the notice with the options provided within their club portal – Waive 7-day period, Not Waive or Transfer Refused.

When the served club updates the notice with the options, then the system will notify the serving club and league registration secretary of their response by email.

After a 7-day waiting period or if the approach is waived, the club needs to add the transfer onto the competition portal and submit it to the league for approval. An invoice will be issued for the transfer fee; the transfer will only be completed after the invoice has been paid.

Transfers are £5 per player when moving from one club to another club.

There is no charge for a player moving from one team to another within the same club, but the players registration must be cancelled for one team and added as a new registration for the other team.

Players can be transferred until the last day of the season.

## **Squad List**

You need a squad list to take to games which will provide proof that your players are registered.

Squad lists are not found on the Matchday app or Full-Time, the squad list is exported and downloaded directly from the club's portal as detailed in the link below. Squad lists show the photo, name and date of registration for your registered players and manager/coach names.

- Login to clubs.thefa.com
- Click the "All Players" tab
- Click "export" then "squad list" (or "More" tab if this doesn't show)
- Select the team you wish to produce the squad list for, then click "Download squad list"
- A message will be displayed informing you that the download is being prepared and you will receive an email when completed
- You will receive an email when the download is ready, and it will appear in the My Downloads section under My Club > Documentation > My Downloads
- Click on the Download Icon in the Actions column
- The Squad List will now appear in the My Downloads folder on your system.
- A new squad list must be downloaded following any changes to your team.

The squad list can be a printed or electronic format.

Teams failing to provide this information are to be reported and are liable for a maximum fine of £100.00.

If a team attends a fixture without this information the fixture will not take place, and the team will be charged for failing to attend a fixture under (SCOR(Y) Rule 20 E(i) & E(iii)).

<https://grassrootstechnology.thefa.com/support/solutions/articles/48001146406-download-a-squad-list>

## **Team Officials**

We would like to request that all team officials photos should be shown on the squad list (up to three team officials). Team officials can update their own photo, from the 'My Account' section upon logging into [myaccount.thefa.com](https://myaccount.thefa.com).

We will be looking to add this as a league member rule in the future.