



# NATIONAL FOOTBALL ASSOCIATION OF SWAZILAND (MEMBERS OF FIFA, CAF & COSAFA)

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To Members of the NFAS

Circular No. 106

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## Registration of Players and Clubs for the 2017/2018 Football Season

All registration offices of the Members of the National Football Association of Swaziland (NFAS) and football clubs are hereby informed that the two Registration Periods for the forthcoming 2017/2018 football season shall be as follows:

### ***First Window Registration Period***

The first window registration period, being the main period for registration for the season, commenced on **Monday, 10<sup>th</sup> July 2017 and will close on Friday, 22<sup>nd</sup> September 2017**. Players who may qualify to be registered outside the First Window Registration Period shall have registered by the 20<sup>th</sup> October 2017, at the latest.

In view of the first window registration period and in terms of the provisions of the FIFA Regulations for the Status and Transfer of Players, on the authority of the NFAS as a member association of FIFA, relating to this subject and to safeguard the integrity of competitions under the auspices of the NFAS, *no player shall be allowed to register after the 20<sup>th</sup> October 2017, even if the player qualifies to be registered outside the first window registration period. This implies that the final date for registration of players, even if they meet all the criteria to be registered outside the first window registration period shall be Friday, 20<sup>th</sup> October 2017; unless on account of the exceptional circumstances outlined in this circular, under the section exceptional circumstances for the registration of a player or players outside the registration window period.*

### ***Second Window Registration Period***

The second window registration period shall commence on **Tuesday, 8<sup>th</sup> January 2018 and close on Friday, 2<sup>nd</sup> February 2018**. Like in the case of the first window registration period, *no registration of players shall be allowed after Friday, 2<sup>nd</sup> March 2018, even if the player qualifies to be registered outside the registration period; unless on account of the exceptional circumstances outlined in this circular.*

## **Registration of Football clubs**

New clubs are still not allowed to register as per the directive of the NFAS at the instance of the abolishment of sister teams or clubs under a common ownership. Only applications by zones may be allowed and such applications must be sent to the office of the NFAS and in this respect NFAS reserves the right for granting membership to a league or new club to participate in competitions under the auspices of the NFAS. *This also applies to clubs that may wish to apply for change of names, whose approval shall only be the preserve of the NFAS.*

Members are further informed that registration of football clubs shall only be confined to within the first window registration period, i.e. in the 2017/2018 football season; from 10<sup>th</sup> July 2017 until the eve of the first weekend of commencement of the 2016/2017 first competition, in question, but not later than the 31<sup>st</sup> August 2017 (*even if the first competition in that particular region is scheduled to commence after the 31<sup>st</sup> August 2017.* No club shall be allowed to register for the current season after this period; unless on exceptional cases prescribed in this circular.

### ***Exceptional circumstances for the registration of football clubs outside or later than stipulated period***

As a principle, all football clubs must have registered or affiliated before the first official match under that league or regional association, as regulated in this circular. In exceptional cases, where a football club would be having a case within the NFAS, Regional Football Association or League or judicial structures of the NFAS, that affects its status in terms of the league in which it has to register, such a club shall be required to pay its affiliation, membership or subscription fees to allow it to be a member of the respective football league for the current season, in observance of the timeframes given in this paragraph. Once the case has been resolved or concluded; the club shall therefore be expected to settle the rest of the fees, as applicable to the league in which it has to register in terms of the decision.

Cases of football clubs that may attract such exceptional considerations on registration are cases that must have been lodged with the NFAS secretariat for an address or onward reference to the applicable football judicial structures in terms of the Statutes, within the time frames stated in this paragraph i.e. by the Friday of the week leading to the weekend or eve (*where a competition commences during weekdays*) of the first date of commencement of the first competition, in question, but not later than the 31<sup>st</sup> August 2017, even if the first competition in that particular region is scheduled to commence later than the 31<sup>st</sup> August 2017 (*i.e. by close of business on the last day*). This also applies to cases that would have already been in procession at the abovementioned bodies, which would have not been concluded by the closure of the football club registration period. In such circumstances, the abovementioned bodies will stipulate the latest date for the implementation of that specific football club registration. Where such a date would have not been stipulated, the registration shall be concluded within three (3) working days of receipt of the written decision.

*A club that does not conform to the above, shall not be allowed to register and shall have lost its membership to its association or league and ultimately the NFAS. Such clubs may be re-admitted upon re-applying for membership with the member association or league, which shall be approved by the NFAS, subject to club licensing and registration regulations that may be prevalent at that particular period.*

## **Registration of Players**

*All clubs in the country shall be allowed to register up to a maximum of 30 players, inclusive of up to a maximum of 5 international players. All registrations are therefore to be concluded in conformity with the applicable registration regulations; the regulations for the status and transfer of players; this circular; the NFAS statutes and associated regulations, decisions and directives.*

### **Exceptional circumstances for the registration of players outside a window registration period**

As a principle, any registration activity for players, after the closure of a window registration period, shall thereafter recommence when the next window registration period opens; unless in exceptional circumstances, where a football club or player would have lodged a case within the NFAS Players Status Committee or NFAS secretariat or a case in the judicial structures of the NFAS, that affects the status of the player in terms of the football club in which the player has to register. In such a circumstance or circumstances, and once the case has been resolved/decided/concluded, the player in question will be allowed to register with the football club, favored by the decision of the bodies mentioned in this paragraph.

*Cases of players that may attract such exceptional considerations on registration must have been lodged with the NFAS secretariat for an address or onward reference to the NFAS Players Status Committee or the NFAS judicial structures before the closure of the registration period in question (i.e. by close of business on the last day of registration). This also applies to cases that would have already been in procession at the abovementioned bodies, which would have not been concluded by the closure of the registration period. In such circumstances, the abovementioned bodies will stipulate the latest date for the implementation of that specific player registration. Where such a date would have not been stipulated, the registration shall be concluded within three (3) working days of receipt of the written decision.*

### **Registration for Premier League Clubs**

All football players and football clubs of the PLS are expected to conform to all requirements for the registration and transfer of their players as articulated in this circular and in the registration regulations for the current 2017/2018 football season, including the conformity to club licensing requirements which are now mandatory in terms of the Sporting; Infrastructure; Administrative and Personnel; and Legal Criteria outlined with the Club Licensing Regulations. No player or club shall be allowed to register without satisfying these Club Licensing requirements.

*In addition to the above, it shall be mandatory for all clubs playing football in all competitions within the territory of the NFAS, irrespective of league, to lodge Legal or Validated Declarations in respect of their Participation in Local competitions and associated activities; in international competitions; and other football activities, locally and internationally as well as the ownership and control of the clubs in question. A club that fails to produce this declaration shall not be allowed to register.*

*The summarized requirements for the registration of players and clubs of the PL in the 2017/2018 Football Season are therefore as follows:*

- Registration Forms (*duly completed*)
- Domestic Transfer Certificates (*where applicable*)
- International Transfer Certificate (*where applicable*)
- Player's Contract
  - *duly signed and initialed on every page,*
  - *with the signatures and initials of the player and club's official mandatory*
  - *where a recognized player's agent is involved his/her signature and initials must be accordingly included*
- Club License for 2017/2018 Football Season
  - *Fulfilment of Club Licensing requirements (as articulated in Club Licensing regulations and for this purpose each club shall apply with the NFAS secretariat and upon fulfillment of all requirements will be granted a Club License for the 2017/2018 Football Season)*
- Coaches licenses (*in accordance with the Coach Licensing System for 2017/2018 season*)
  - *In the case where a club has terminated the services of a coach within the season or once the season has started the acting or new coach shall not be allowed in the Technical area unless having fulfilled all the requirements of the coach licensing system.*
- Work permit (*where applicable*)
  - *A player's work permit application shall not be made with the NFAS unless all the documents required for the registration of the player and the club have been fulfilled.*
- Loan Agreements (*where applicable*)
  - *For loaned players*
  - *Duly signed by all parties to the loan agreement*
  - *Must be attached with the Transfer Certificate of the player in question*
- Other documents which form part of the agreements towards the transfer of a player must also be attached with the above registration requirements

### ***Deregistered players***

In the case where a club decides to deregister a player who is surplus to requirements, such a player shall in terms of registration regulations be classified under free agents and shall be allowed to join a club of his/her choice.

*The only exception to these are players who are deregistered with respect to long-term injuries; players who have been proven to have retired from football; players who for various reasons have left the country, all of whom, if they were available could be utilized by the club.*

## ***International Players***

All international players shall be registered in terms of the Regulations for the Status and Transfer of Players as articulated by FIFA as well as other regulations they may be applicable in terms of the FIFA, CAF, and/or NFAS Licensing programmes and laws of the country. No player shall be registered without having satisfied these regulations.

All international players playing football at the Premier League and National First Division League, shall over and above the applicable registration requirements, be employed on contract, a copy of which shall be submitted to the registration office of the NFAS before such a player can be registered. No international player shall be allowed to register with any of the above mentioned leagues without having satisfied the requirement of a written contract. This written contract shall be authentically signed and initialed on every page by authentic officials of the club and such contracts shall be co-signed and initialed with the player. If a recognized players' agent is involved he/she shall also be required to be signatory to the contract alongside the player in question.

As a principle, the player's signature shall always be available.

## ***Statistics of registered clubs and players***

In view of the fact that registration in the first window period shall close on the 22<sup>nd</sup> September 2017, all registration offices shall be expected to forward to the NFAS a detail of clubs under their membership by name and league to which they affiliate, a detail of which shall have reached the NFAS office by the 31<sup>st</sup> October 2017, at the latest.

Also included in these statistics will be the number of players with respect to each league level, i.e. Premier League, National First Division league, Regional Super League, Promotional league and the lower league together with the number of international players under registration.

## ***Medical examination of players***

All players in the PLS shall not be allowed to register without having undergone a medical examination from recognized Medical practitioners or institutions of the country. In this respect clubs shall be expected to over and above other registration requirements produce a Medical Certificate qualifying the player to be medically fit to play football in the current season. Further regulations may be expected in view of international changes on the subject. Other member leagues should also encourage their clubs to have their players medically examined too.

## **Electronic registration and FIFA Connect**

All registration for football clubs and players at the Premier League, National First Division League and Super Leagues shall be done electronically through the FIFA Connect Platform as shall be presented by the NFAS Licensing Office. In this regard, all clubs are expected to timeously prepare for the registration of players under this platform. This will include the registration of the U20 and U17 teams' players, mandatory for all the clubs of the Premier League.

## Registration fee for players and clubs under the FIFA Connect Platform

The registration fee per player playing in a **National First Division League and Premier League shall be E100.00 (One Hundred Emalangeneni Only per player)**; whilst those campaigning in the **Regional Super leagues' clubs shall be E50.00 (Fifty Emalangeneni Only per player)**. Registration fees are payable with the NFAS Finance Office after which a club will be accorded a receipt that will allow the player(s) in question to be registered and/or the collection of playing licenses. No other arrangement shall be acceptable. It is therefore, important for clubs and membership to observe this directive.

### Important to note

1. *For international players; only registrations whose applications shall be lodged with the NFAS office, before or on the last day of a window period, shall be allowed to register outside that window registration period, owing to the processes involved in acquiring other essential and relevant documentation, a situation which is also provided for in the FIFA Regulations for the Status and Transfer of Players.*
2. *No extension to the registration periods shall be allowed, hence it is expected that all registrations and/or applications should have been concluded by the last day of the registration window period, unless they qualify to be registered under exceptional cases as articulated in this circular and regulations that may be provided to this effect.*
3. *Registration offices are therefore expected to strictly abide by these regulations and timelines. Clubs are therefore expected to plan in advance for these registration periods to avoid instances of failed registration caused by failure to conform to the regulations and timelines.*
4. *The NFAS Licensing and International Affairs Office will provide the operational requirements and training in scheduled dates; which must be strictly observed by all football clubs and their respective registration offices for the realization of a smooth and adequate registration process.*

Your usual good cooperation is solicited.

Yours in Football,  
**National Football Association of Swaziland,**  
MBABANE, H100

  
**Frederick Mngomezulu**  
Chief Executive Officer



Copy to:

- Licensing, and International Affairs
- Players' Status Committee
- Disciplinary committee
- Appeals Committee
- NFAS Finance Department