Engage an amateur player permanently

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This instruction type applies to the international transfer of players who will be registered as an amateur with the new club.

The information must be entered in ITMS as accurately as possible and the necessary mandatory documents must be uploaded by the engaging party (cf. art. 2 par. 3 of Annexe 3 of the Regulations on the Status and Transfer of Players, hereinafter “the Regulations”). For more information on the mandatory documents, see the section “Instructions on uploading transfer documents”.

When a player is being registered with an association as an amateur, a registered TMS user from the engaging club must enter the appropriate transfer instruction in ITMS. For clubs that do not have access to TMS, the relevant association will need to enter international transfer instructions for amateur players on behalf of its affiliated clubs.

In order to enter the transfer of an amateur player, navigate to the “Transfers” tab, click on “Engage player” and then select “Amateur permanently” (or “Engage amateur” for associations).

Club view:

Association view:

“Player and club” section

"Player"
The details of the player involved in the transfer must be disclosed. To do this, search for the player you wish to engage by typing his name or TMS player ID. If he is in the database, his name will appear in the drop-down list. In order to avoid duplications of players, please ensure that you use the correct spelling of the player’s name (as stated in the player’s proof of identity), nationality (or nationalities) and date of birth (cf. arts 4 par. 3 and 9.1 par. 2 of Annexe 3 of the Regulations). For more information on how to search for, create and edit players, see the section “Searching for, creating and editing players”.

If you cannot find the player in the database after a thorough search, you can create a new player manually by clicking on “CREATE NEW PLAYER”. Please note that if you are creating a new player, his identity details must first be confirmed by the former association before the transfer can proceed. For more information on this topic, see the section “Player confirmation”.

The player’s proof of identity must be uploaded by clicking on “CHOOSE FILE”. The proof of identity, which includes the player’s name, nationality and date of birth, must match the information that has been entered in TMS (cf. art. 4 par. 4 of Annexe 3 of the Regulations).

Please ensure that the document being uploaded complies with the requirements set out in the “Transfer document guidelines”. Please note that failure to upload a document in compliance with these requirements will constitute a breach of the Regulations.
"Former club"

The player’s former club must be selected by typing the name of the former club in the relevant field. If the club is already in TMS, the name will appear in the drop-down list.

In order to avoid duplications of clubs, please conduct a thorough search for the club in the “Stakeholders” tab of TMS. For more information on how to search for and view club details, see the section “Searching and viewing club details (https://support.fifatms.com/support/solutions/articles/7000031978)”. If the former club is not already in TMS, you may add it manually by typing its name as well as the association to which it belongs and click on “CREATE NEW CLUB”.

Create new club

Popular name *
Spera Aussie FC

Official name (optional)

Association *
FFA (Australia)
“New club (club for which you act)” – for association users only

If you are acting as an association on behalf of your affiliated club, you must select the club by typing its name in the relevant field. If the club is in TMS, the name will appear in the drop-down list. If the club is not registered in TMS, you may add the club manually by clicking on “CREATE NEW CLUB”.

“Transfer type”

You must select either “Yes” or “No” to the question: “Will the player play in competitions in which only amateurs participate, in accordance with art. 6 par. 4 of the Regulations?”

Note: Please note that players who participate in professional competitions, in which professionals (and amateurs) participate, are subject to the professional registration periods defined by the relevant association, regardless of whether they are registered as an amateur or professional player. If this is the case, you should therefore select “No”.

You must select the status of the player with the former club and the date when the player should be registered in your club. Please note that, ultimately, your association will set the registration date.

Note: if the transfer instruction involves a minor player, an additional question will appear, and you must indicate whether the player is to be registered based on your association’s Limited Minor Exception (for association users only).
Do you want to register the player based on the Limited Minor Exemption? ☐ Yes  ☐ No

In order to proceed to the next section, select “COMPENSATION” at the bottom of the screen.

“Player’s compensation (optional)” section

This section is optional. You may indicate the player’s compensation (if applicable). You may select whether the compensation will be paid monthly, weekly or in total by selecting the arrow icon in the “Frequency” field. For non-monetary remuneration, you may select “other”. You may select “CHOOSE FILE” in order to upload any supporting documentation.

Player and Club ——— Compensation ——— Intermediaries ——— Summary

Player’s compensation (optional)

In order to proceed to the next section, select “INTERMEDIARIES” at the bottom of the screen.

“Intermediaries” section

You must select either “Yes” or “No” concerning the representation of the club and the representation of the player in relation to the transfer.

If your club engaged the services of an intermediary, this information must be declared in ITMS by clicking “Yes” and typing the intermediary’s name in the relevant field. You will also need to enter the club intermediary’s commission, specifically the amount and currency.

If there is more than one intermediary involved in the negotiations, click on “Add another intermediary” and enter the intermediary’s name and commission accordingly.
In order to proceed to the next section, select “SUMMARY” at the bottom of the screen.

**Note**: if any mandatory fields are incomplete, you are not able to proceed to the summary. You should return to the previous sections and complete any fields that are not marked as “optional”.

**“Summary” section**

This section provides an overview of the details entered in each section and lists all supporting documentation uploaded in the transfer instruction.
Confirmation

Navigate to the “Summary” tab in the relevant transfer. Once you have entered and reviewed all the necessary details in the instruction and have uploaded all the mandatory documents, you may confirm the transfer.

Note: it is not possible to confirm the transfer from the other tabs in the transfer instruction. It is only possible to confirm the transfer from the “Summary” tab.

Before confirming the transfer, you must certify that all of the information in the instruction is true and correct by selecting the relevant field. Once you are certain that everything is in order, click on “CONFIRM”.

Once you have confirmed the instruction, you will be directed to the “Transfers” tab in TMS and the transfer status will change to either “Awaiting confirmation of player” or “Awaiting ITC request”.