

# 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** (<https://support.fifatms.com/support/solutions/articles/7000031125>), hereinafter “the Regulations”). For more information on the mandatory documents, see the section “**Instructions on uploading transfer documents** (<https://support.fifatms.com/support/solutions/articles/7000025378>)”.

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:

The screenshot shows the ITMS interface for Club view. At the top, there are two buttons: "Engage player" (highlighted with a red box) and "Release player". To the right of these buttons is a checkbox labeled "Include completed transfers" and a search bar with the placeholder text "Type transfer details...". Below the buttons, a dropdown menu is open, showing a list of transfer types. The menu is divided into "International" and "Domestic" sections. Under "International", there are three options: "Permanently", "On loan", and "Amateur permanently" (highlighted with a red box). Under "Domestic", there are two options: "Permanently" and "On loan". The background shows a table with columns for "Transfer" and "Status".

## Association view:

The screenshot shows the ITMS interface for Association view. At the top, there is a button labeled "Engage amateur" (highlighted with a red box). To the right of this button is a checkbox labeled "Include completed transfers" and a search bar with the placeholder text "Type transfer details...".

## “Player and club” section

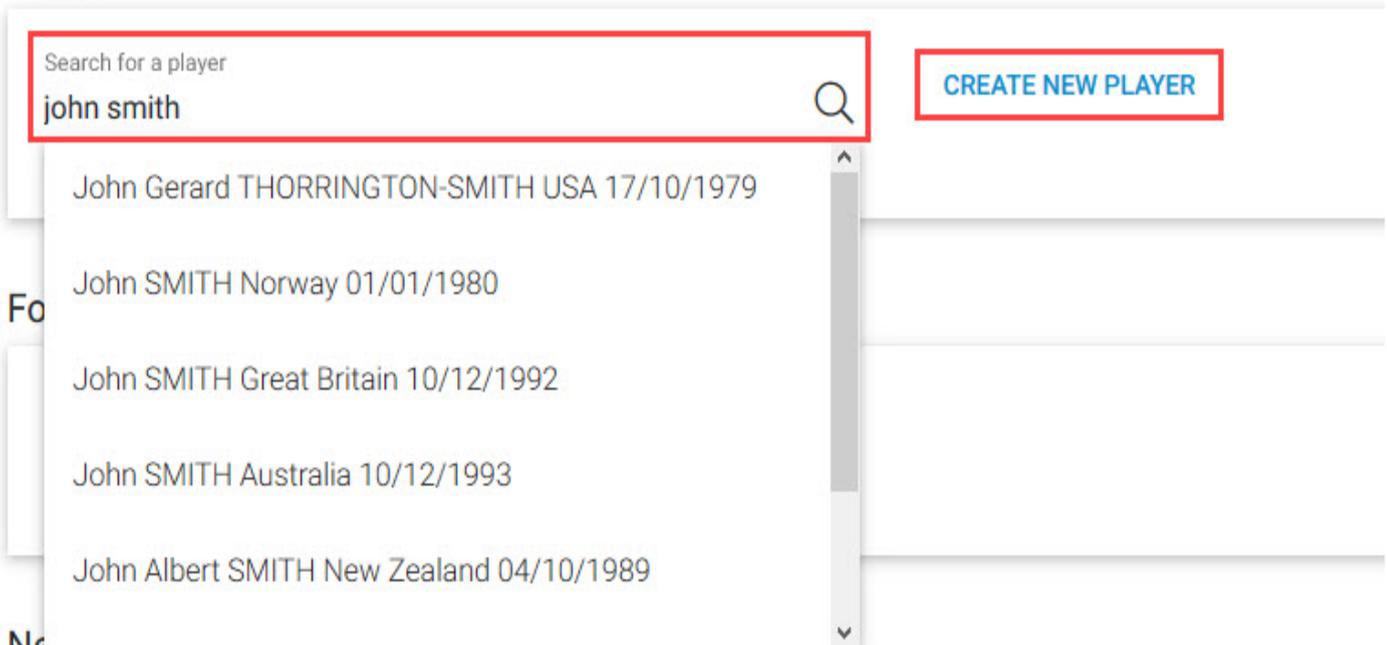
### "Player"

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](https://support.fifatms.com/support/solutions/articles/7000031982)".

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](https://support.fifatms.com/support/solutions/articles/7000031362)".

[Player and Club](#) — [Compensation](#) — [Intermediaries](#) — [Summary](#)

## Player



Search for a player

john smith

CREATE NEW PLAYER

John Gerard THORRINGTON-SMITH USA 17/10/1979

John SMITH Norway 01/01/1980

John SMITH Great Britain 10/12/1992

John SMITH Australia 10/12/1993

John Albert SMITH New Zealand 04/10/1989

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](https://support.fifatms.com/support/solutions/articles/7000025379)". Please note that failure to upload a document in compliance with these requirements will constitute a breach of the Regulations.*

## Player

	Male player	Player ID
	<b>John SMITH</b>	42942
	Date of birth	Proof of identity
	<b>10/12/1993</b>	<b>CHOOSE FILE</b> Upload one or more files
Nationality		
<b>Australia</b>		

## "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)" (<https://support.fifatms.com/support/solutions/articles/7000031978>).

### Former club

<input type="text" value="Spera FC"/>	<input type="button" value="CREATE NEW CLUB"/>
<div style="border: 1px solid #ccc; padding: 2px;">Spera FC (ITA)</div>	

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 * <input type="text" value="Spera Aussie FC"/>	Official name (optional) <input type="text"/>
Association * <input type="text" value="FFA (Australia)"/>	<input type="button" value="✕"/>

## “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”.

### New club (Club you act on behalf of)

Search for club  
man

Manchester City FC (ENG)  
Manchester United FC (ENG)

Tr:

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.

### Transfer type

Will the player play in competitions in which only amateurs participate, on the basis of art. 6. par. 4 of Regulations? i

Yes  No

What was the player's status at his former club? i

Amateur  Professional

When shall the player become active in your club? i

Requested transfer date  
02/10/2019

COMPENSATION >

**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)

Compensation	Currency		Frequency 	Remarks (Optional)
				0 / 400
Supporting documents (optional)				
<input type="button" value="CHOOSE FILE"/> Upload one or more files				

[< PLAYER AND FORMER CLUB](#)

[INTERMEDIARIES >](#)

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.

Player and Club — Compensation — Intermediaries — Summary

### Club intermediaries

Are there any intermediaries representing your club in relation to the transfer?

Yes  No

Intermediary name	Amount	Currency
Marco Antonio	2,000.00	USD (United States Dollar)

[+ Add another intermediary](#)

### Player intermediaries

Are there any intermediaries representing John SMITH in relation to the transfer?

Yes  No

Intermediary name  
Patrick Olivers

[+ Add another intermediary](#)

[< COMPENSATION](#)

[SUMMARY >](#)

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.

Player and Club — Compensation — Intermediaries — Summary

**John SMITH**

#42942  
Amateur

**Spera Aussie FC**

FFA (AUS)

**Manchester United FC**

The FA (ENG)

Requested transfer date  
02/10/2019

**Engage permanently**

# 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”.

## Confirmation

**Confirm transfer of the John SMITH to Manchester United FC**

Before confirming the transfer, please ensure that all the information entered is correct. After confirming the transfer, the selected player and club cannot be changed, and all documents uploaded so far cannot be removed.

I certify that the above information is true and correct.

[< INTERMEDIARIES](#)

[CLOSE](#) [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”.

 <b>John SMITH</b> Engage permanently Amateur (The FA acting on behalf of) 23469	<b>Spera Aussie FC</b> FFA, Australia	<b>Manchester United FC</b> The FA, England	 <b>Awaiting ITC request</b>	<a href="#">View details</a> <a href="#">Update ITC details</a> <a href="#">Upload documents</a> <a href="#">Cancel</a>
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