

	FOOTBALL FEDERATION SA Procedures and Policies		
	Subject: Notification of Non Payment of Player Registration Fees		
	This policy will be reviewed annually	Date Implemented	October 2017

1. Rationale

Football Federation SA (FFSA) acknowledges that there are some players that will leave their last registered club without having paid their player registration fees. In addition to players having an obligation to pay these fees, clubs have an obligation to ensure that they notify players of the player registration fees prior to the player registering, that an invoice is provided to the player and that any agreements entered into with the player, is documented and provided to the player.

2. Policy

- a. Each club is encouraged to set a date of when all player registration fees are to be paid. This date should be notified to all players and reminders provided leading up to the due date. The player should be notified that if they do not pay their fees by the due date, that the club may notify FFSA of non payment of fees.
- b. Where a player has not paid their player registration fees, FFSA has implemented the following process.
 - FFSA has developed an online form for Clubs and Affiliated Associations to complete providing notification that a player has not paid their player registration fees at the conclusion of the season. The online form can be accessed via the following link; [Notification of Non Payment of Player Registration Fees](#)
 - The online form must be completed and submitted no later than 1st December of each year.
 - In completing the online form, the club must ensure the following details are completed;
 - FFA Number
 - First Name
 - Last Name
 - DOB
 - Amount of fees still outstanding
 - Date Player Notified
 - Reason (eg: 2017 Fees)
 - The form may only be submitted by an authorised officer of the club.
 - On receipt of the form, FFSA will review the information provided. Where all required details have not been provided, the club will be requested to resubmit the form.
 - If all of the required information has been provided, the player will be declared unfinancial and will be suspended in the My Football Club registration system. This will

prevent the player from registering until their financial situation has been resolved with their club.

- c. FFSA will only accept notification of non payment of player fees via the online form, email notification will not be accepted.
- d. Clubs must complete and submit the form no later than 1st December. The form will be deactivated following this date.
- e. Clubs and/or Associations must notify FFSA in writing once the player has resolved their unfinancial status so that their suspension in My Football Club can be overturned.

3. Player Grievance

- a. Where a player has a grievance with the club in relation to the payment of player registration fees, the player or parent/carer must submit their grievance in writing to the club, to provide the club with an opportunity to resolve the grievance. Prior to any escalation of the matter, every effort should be made by the player and the club to resolve the grievance.
- b. If the grievance cannot be resolved with the club, the player or parent/carer may refer the matter to FFSA. Details of the grievance must be provided in writing, including detailing any correspondence with the club.
- c. The grievance may be referred to the FFSA Independent Grievance and Disciplinary Committee for resolution. Where the matter is referred, the player and the club will be provided with the date and time of the hearing and also details of the grievance.