

BAFA National Leagues



How to transfer

Overview

National League Transfers are processed through the National Leagues registration system and apply to all players, coaches and staff members. Club admin will receive an email alert when a member requests a transfer, either in or out the club. Please check that your profiles are updated and that the correct email address has been entered to avoid any delays.

Please be aware that transfer deadlines still apply and that requests must be **completed** by 10pm on Tuesday evenings for you to be eligible to be involved in the coming weekend's fixture. This means approved by both the club the member is leaving, and the club the player is joining. As a final step, all transfers require approval by BAFA before a member will be added to the roster of their new club. This will only be done after the 10pm Tuesday deadline has passed.

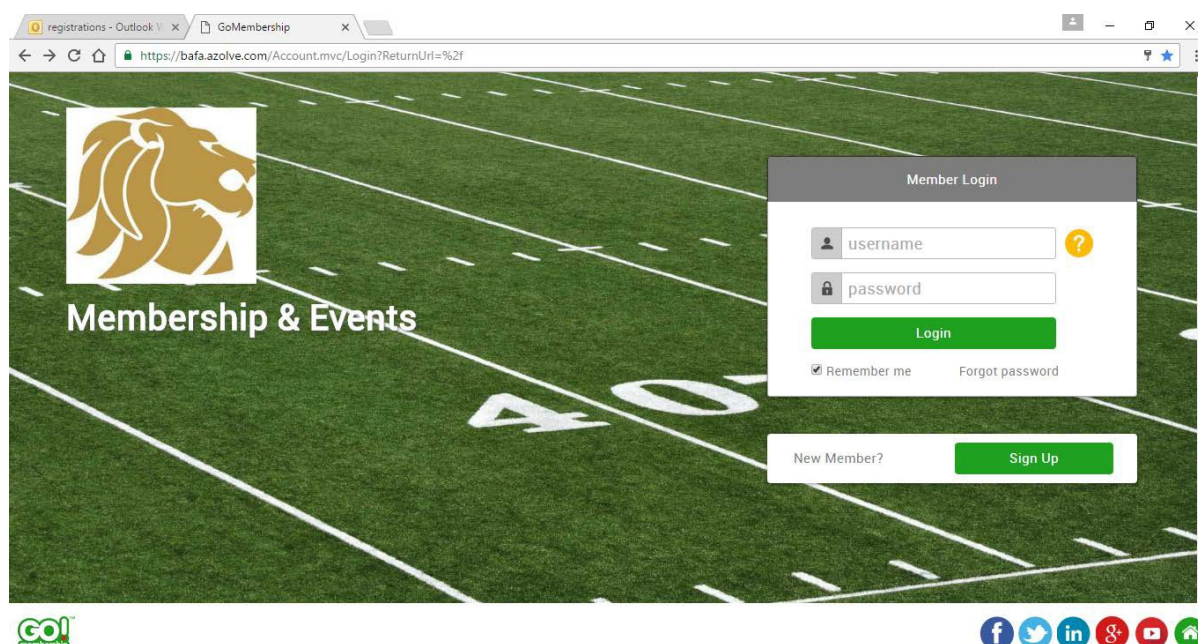
Please contact Gary.Lee@britishamericanfootball.org or registrations@britishamericanfootball.org should you need any clarification on the transfer process.

All members should only have one profile. If you are registered to a kitted team and also wish to play flag, or vice-versa please contact registrations@britishamericanfootball.org to be added to the appropriate team. Please also contact Registrations should you need additional teams (within same club) added to your profile. For example, coaches who coach Senior and Junior age groups or players who compete in both Opal and Sapphire women's football.

Note – for women's Opal and Sapphire football, teams may transfer in a maximum of three players who were registered with another Opal or Sapphire team for the previous year's series. There are exemptions to this where players have legitimately relocated to a new area or where teams did not exist or compete at that time. Please contact registrations@britishamericanfootball.org if you need guidance.

Member transfer

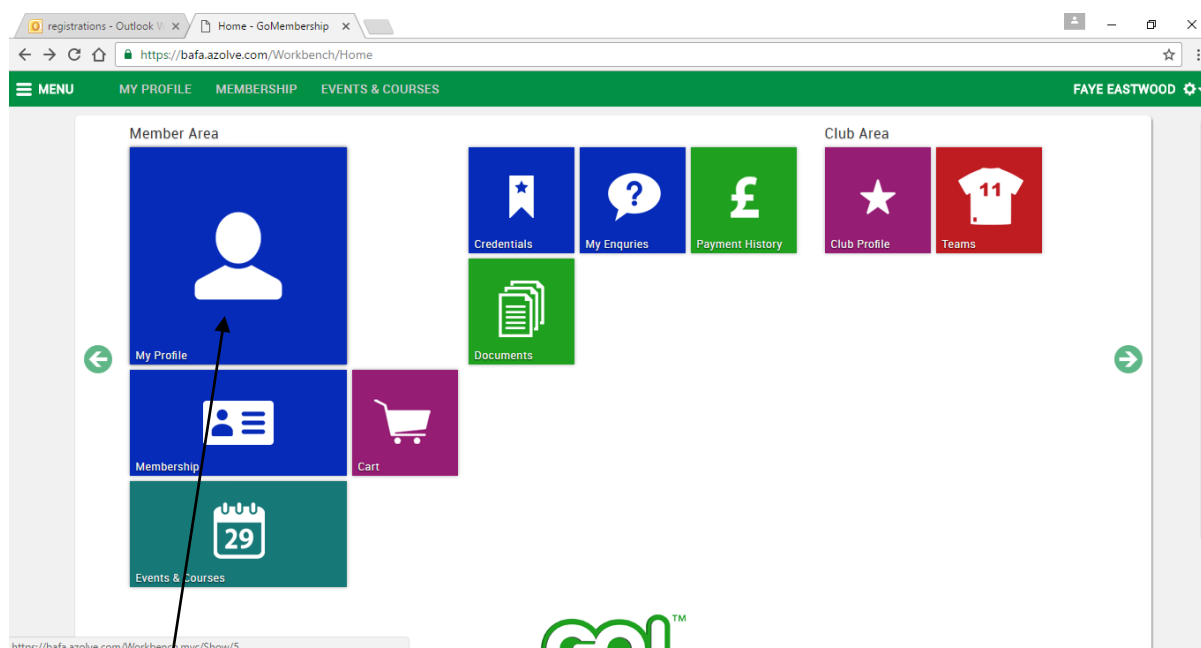
Log on to your Azolve account bafa.azolve.com



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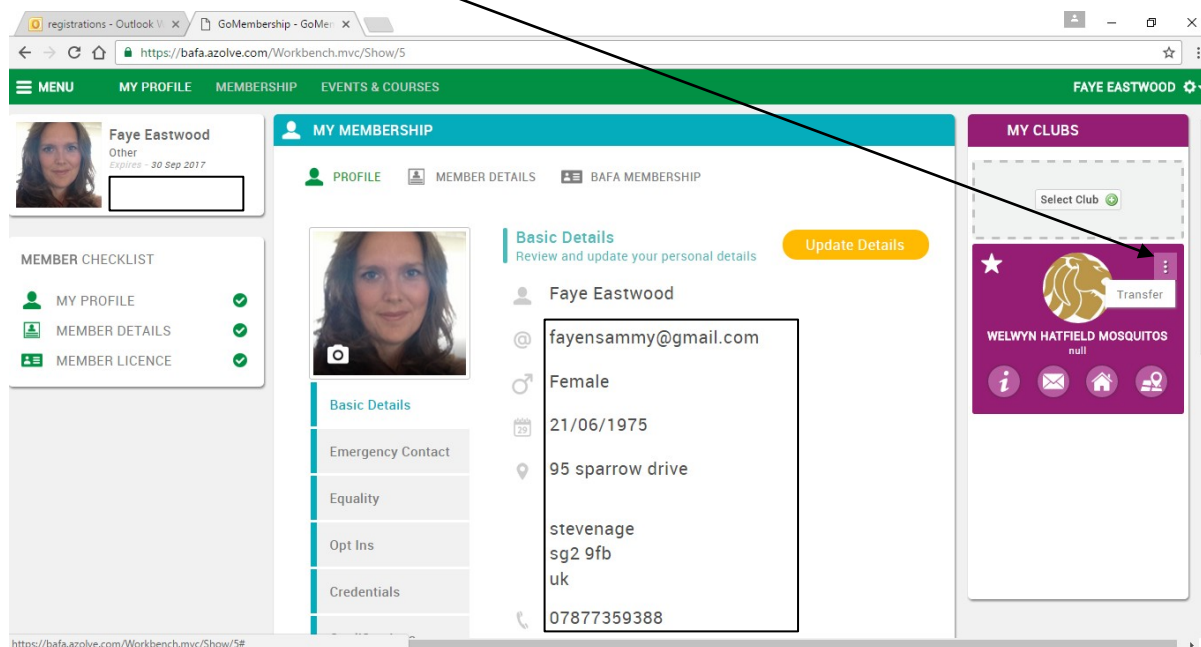


How to transfer



Open your profile.

On the right hand side, in the purple box is the name of your club. Within this box there are three dots. If you hover over these dots an option to transfer will appear.



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Selecting this option will bring up the following screen:

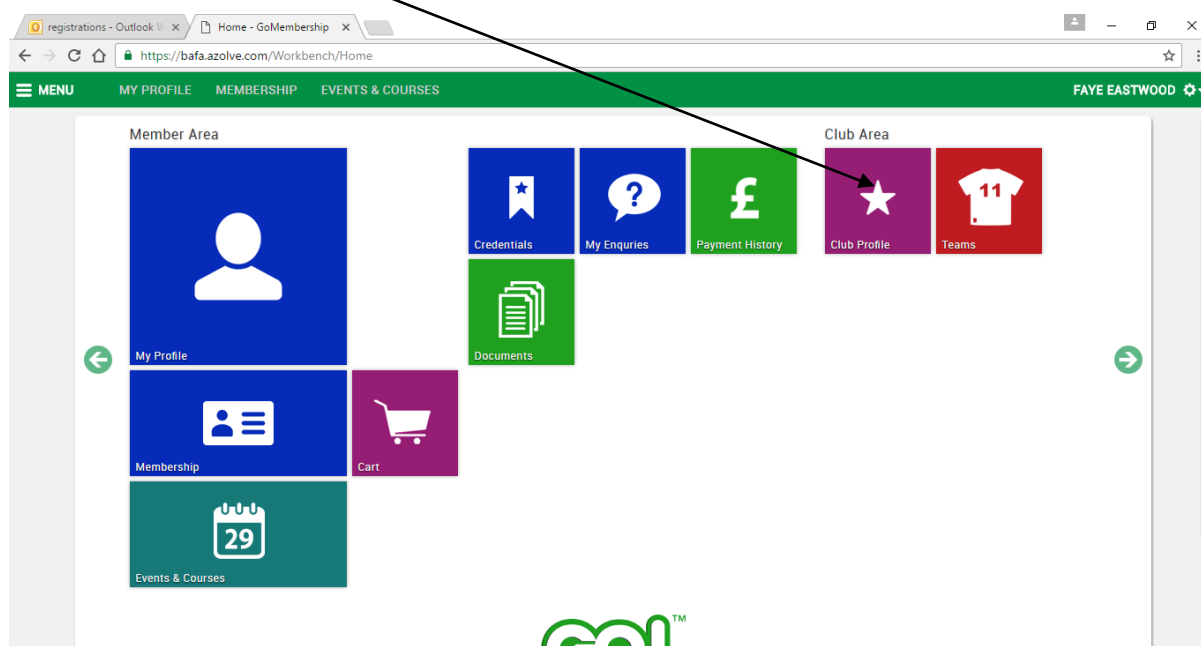
The screenshot shows a web browser window with the URL <https://bafa.azolve.com/Workbench.mvc/Show/5>. The user is logged in as Faye Eastwood. A modal titled 'Transfer Request' is displayed, asking the user to select a new club and provide a reason for the move. The background shows the 'MY CLUBS' section with a list of clubs, including 'WELWYN HATFIELD MOSQUITOS'.

Please enter the name of the club you wish to transfer to and a reason for the move. Click on Save.

You will then see a notification within the purple box that transfer is pending. A notification will then be sent to the club that you are leaving, the club that you wish to join and also to BAFA registrations and Gary Lee. All of these need to approve the request. If all agree then we at registrations will action the transfer.

Club admins - how to approve/reject a transfer request

Log on then select Club Profile from the home screen.

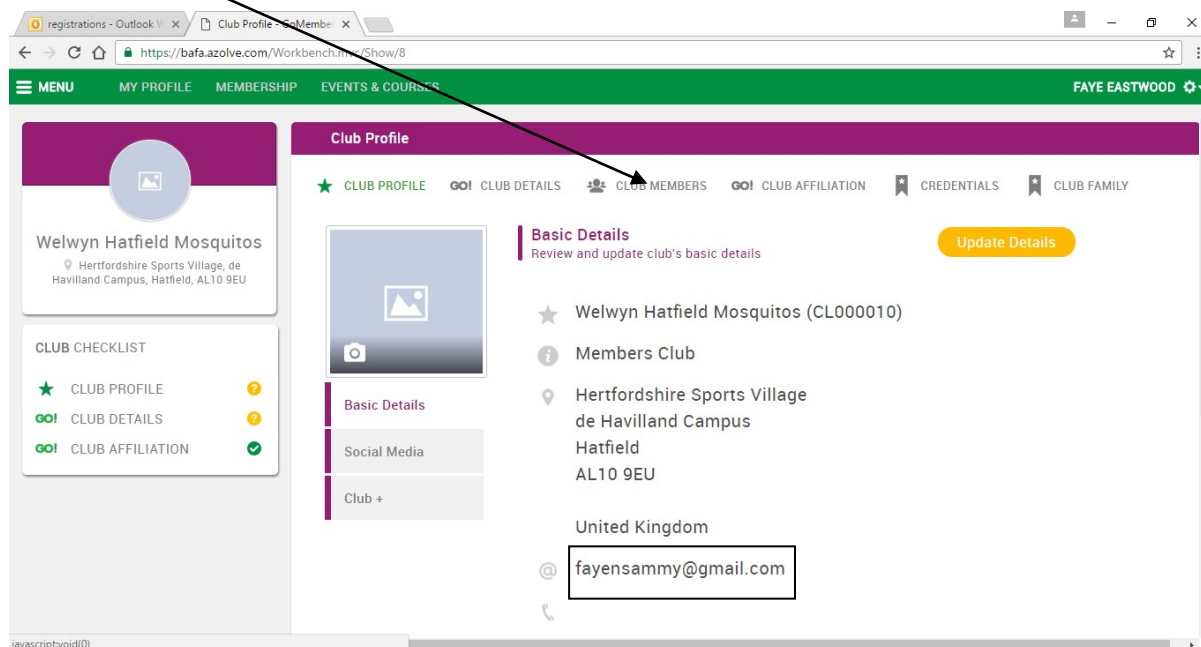


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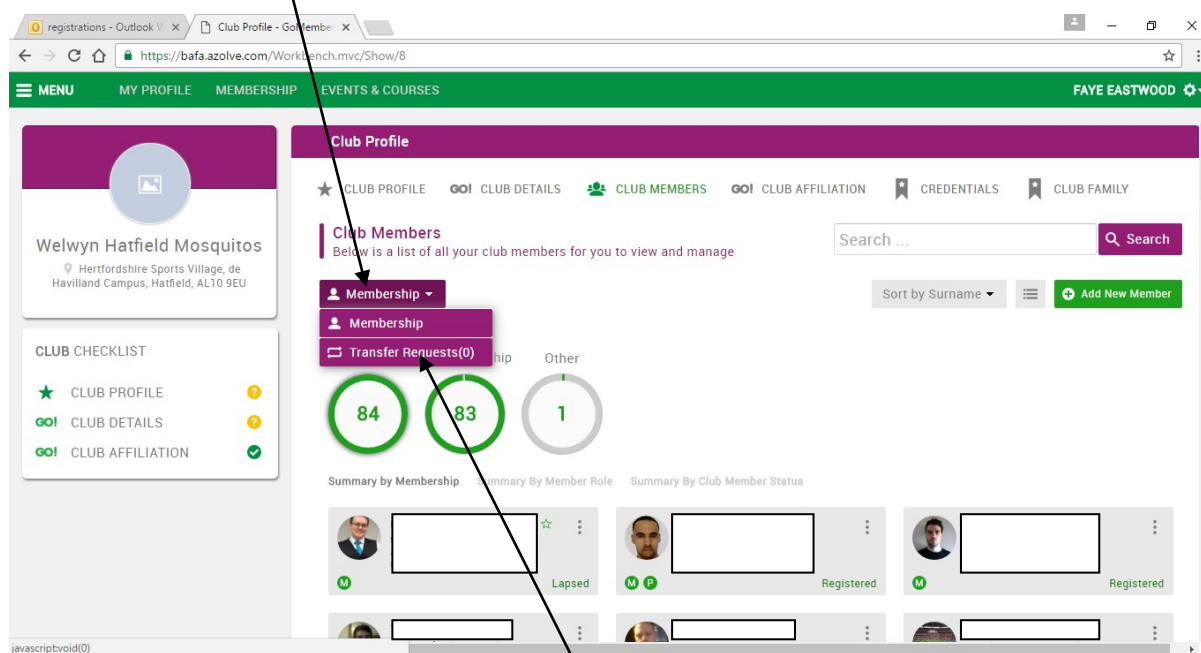


How to transfer

Select Club Members



Then click on Membership

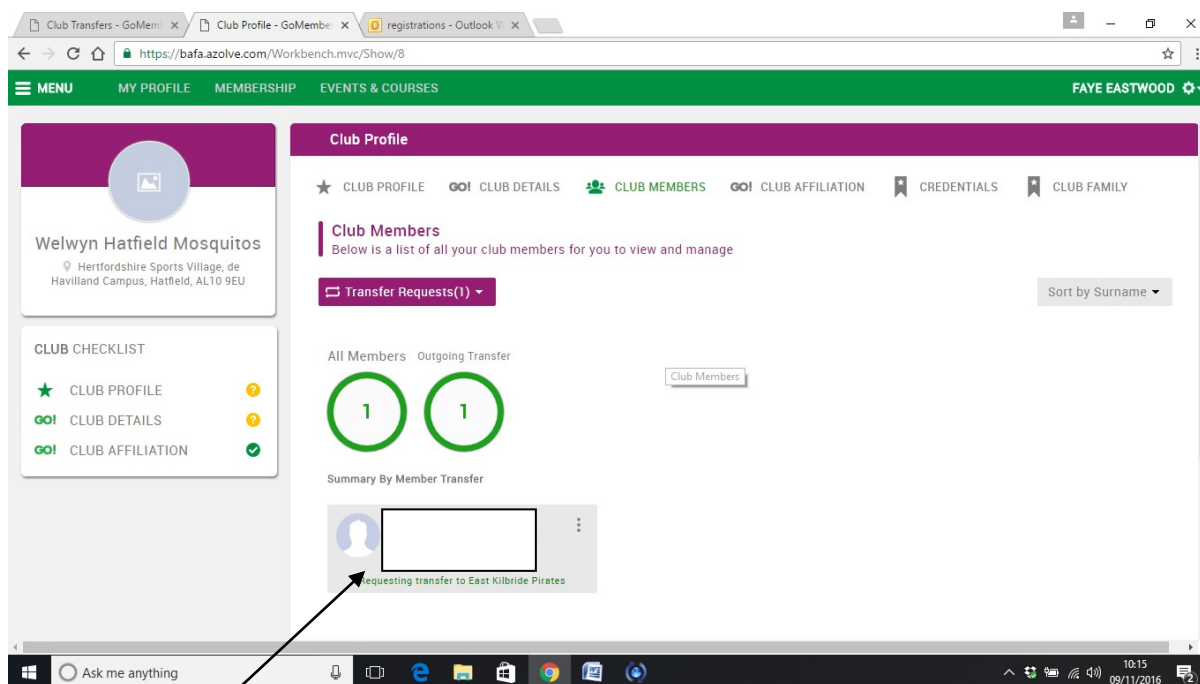


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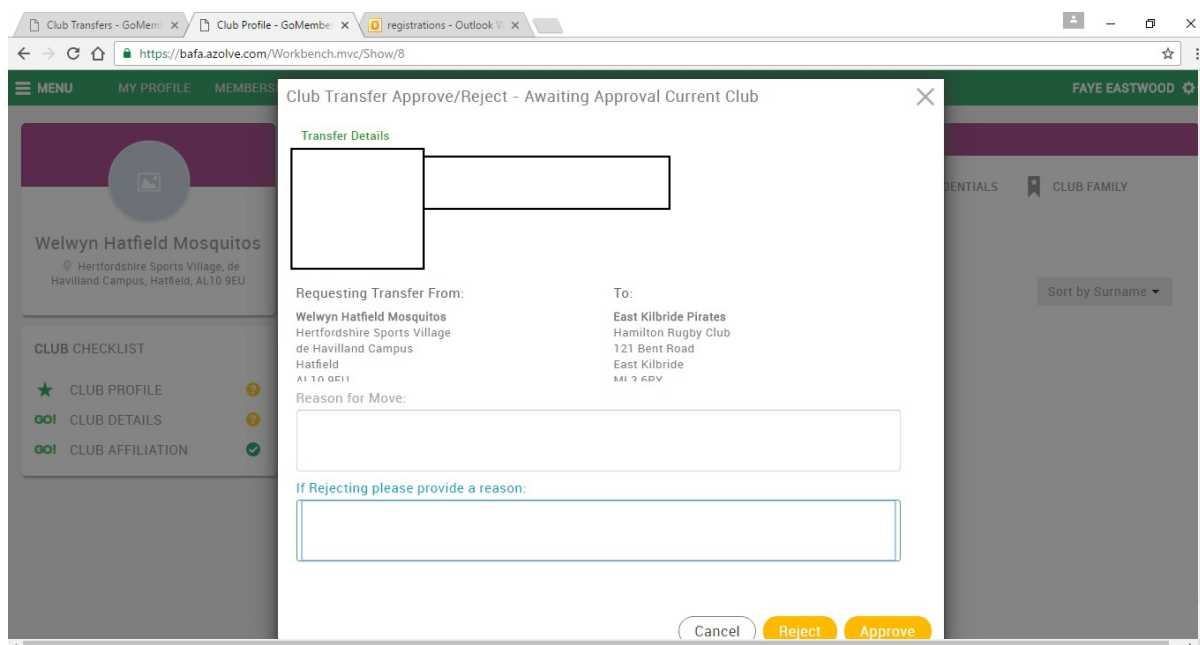
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A drop down list will appear that will show any transfer requests. Click this. Your page will now look like this:



Click the members card to open.

You will then be shown the players details and reason for transfer request.



If you are rejecting you **MUST** provide a valid reason for this and be able to submit proof of any debts when asked for by Transfer Management as per Rules and Regulations. You can at this point select either Reject or Approve.