

FIFA Connect

Player Registration Guidelines

Version Control			
Version	Author	Date	Changes
1	Miguel Revera	29-12-2021	First draft
1.1	Miguel Revera	28-07-2022	General updates to further clarify requirements
1.2	Miguel Revera & Yanick Eugenie	02-08-2022	Finalisation before 1st distribution

1. Registrations

Registrations is a core component of managing competitions which are used to maintain order (e.g. which player belongs to which club) Registrations are then used in the competition operational match-day activities, such as picking the clubs' 18 player squad and first 11. Therefore, ensuring registrations data is accurate and true is extremely important as it may affect clubs' participation in competitions.

Registrations in this document is a broad term used to indicate any of the 4 processes mentioned below. The guidelines cover requirements for and during the following processes:

- First Time Registrations
- Renewals
- Transfers
- Add Roles

Furthermore, registrations apply to other types of stakeholders, not just players. While there are differences in registering different stakeholders, they are not substantial enough to warrant another dedicated document.

1.1 Required Documents

As mentioned above, there are several processes where clubs have the opportunity to input/update registration information. However, each of these processes carry their own requirements, which are detailed below.

These requirements must be adhered to, to ensure a smooth approval process. Registration requests not meeting these requirements will be rejected or put on-hold with work notes indicating the reason for the on-hold status. This will give clubs the opportunity to make required amendments to the registration before re-submitting for approval. **Approval may still be put on hold or rejected if the requirements are still not met.**

Transfer requests documents must be signed by both clubs and player. Ensuring all signatures are captured and the safe-keeping of the document is equally the responsibility of both clubs. SFF will not be a proxy during transfer transactions.

1.1.1 First Time Registrations

- Photo of stakeholder as per photo guidelines
- If a player is under 18 at the time of registration, the player will require parental consent. The SFF parental consent form must be used
- Registration form signed by Club and Player. This document will be stamped by SFF Competition Department if details are correct
- Scanned copy of National Identification Number (NIN) card of the player, not expiring for at least 2 months after the season start date
- Scanned National Identification Number (NIN) card of parent/guardian, not expiring for at least 2 months after the season start date
- Scanned copy of a [Gainful Occupation Permit](#) for non-Seychellois players, valid at the start of the competition for the full duration of the competition
- Scanned copy of the player's passport data page for non-Seychellois players, which must not be expired on the date the competition starts. However this does not exclude the player from obligations set by the Seychelles Immigration Office

- International Transfer Certificate (ITC) for non-Seychellois players (if the player was playing for another club in a country other than Seychelles)
- Approval letter from MA of country of origin (for non-Seychellois players)
- Professional players and coaches must have their contract attested by the Employment Department of Seychelles
- Scanned copy of Clearance Certificate from National Sports Council (NSC) for non-Seychellois players and coaches

1.1.2 Renewals

- If photo is more than 5 years old, a new photo must be provided
- Scanned copy of the National Identification Number (NIN) card, not expiring for at least 2 months after the competition start date
- Scanned copy of the player's passport data page for non-Seychellois players, which must not be expired on the date the competition starts. However this does not exclude the player from obligations set by the Seychelles Immigration Office
- Scanned copy of a [Gainful Occupation Permit](#) for non-Seychellois players, valid at the start of the competition for the full duration of the competition
- Scanned copy of Clearance Certificate from National Sports Council (NSC) for non-Seychellois players and coaches

1.1.3 Transfers

- A recent photo of the player (preferably in club home kit, otherwise in representative jersey with similar colour)
- Scanned copy of SFF Transfer document, signed by both clubs and player
- A scanned copy of the player's International Transfer Certificate (ITC) if the player is being transferred from a club registered in a country other than Seychelles

For non-Seychellois players

- Scanned copy of a [Gainful Occupation Permit](#), valid at the start of the competition for the full duration of the competition
- Scanned copy of the player's passport data page, which must not be expired on the date the competition starts. However this does not exclude the player from obligations set by the Seychelles Immigration Office
- Scanned copy of Clearance Certificate from National Sports Council (NSC)
- A scanned copy of the Release letter from the player's current club if transferring from a club registered outside Seychelles.

1.1.4 Add Roles

Any new role, the requirements will be the same as that of a First-Time Registration.

2. Data Input

Below are guidelines on how to complete the registrations of players and stakeholders in FIFA Connect. This document covers registration data that are input and reviewed during the following processes:

- First-Time Registrations
- Renewals
- Transfers
- Add Roles

While this document is intended to help clubs and other stakeholders input and manage their registrations, SFF holds the right to overwrite, add and/or delete certain data if deemed necessary. Such actions will be communicated through the competition department to the relevant parties.

The club holding the player's registrations has the responsibility to ensure the details of players (contacts, address etc...) are correct. If players' personal contacts are not input, generic club contact details must be used.

2.1 Documents/Forms

In some instances, "manual" documents and/or forms are still required. They must be completed using a blue inked pen (no felt-tip or marker must be used). Note that providing forms is not just a formality, but information that might be required to be understood by other parties in the future. It could well help your club defend its position on a critical matter.

All stamps and other signatures must be clearly visible. All sides of the document which have printed or written materials should be scanned. It is not up to the club to decide which pages are relevant.

The registration forms must be scanned as per scanning guidelines. The documents that are possible to be captured are:

2.1.1 Identification

This should be used to save the scanned copy of the National Identity Number (NIN) card, or Passport data page of the player.

2.1.2 Parental Consent

This document type should be used for minors (under the age of 18 at the date of the registration) to save a scanned copy of the Parental Consent form.

2.1.3 Work Permit

This document type is applicable only for non-Seychellois players.

If the player is professional and brought into the country by the club, no other playing consent form is required other than the GOP issued by the Seychelles Immigration Office.

If the player's GOP was not issued as a professional footballer, the employer listed on the GOP must provide an additional consent form giving permission for the player to play football. This document can also be saved under this document type.

Scanned copies of Medical Insurance can also be saved under this document type.

The scanned copy of the Clearance Certificate (from National Sports Council) must also be saved under this document type.

2.1.4 International Transfer Certificate (ITC)

The scanned copy of the player's International Transfer Certificate (ITC) must be saved under this document type.

If a non-Seychellois player was not registered with a club in a country other than Seychelles, an Approval Letter from the player's MA (country of citizenship).

The scanned copy of the Release Letter from the player's current club must also be saved under this document type.

2.1.5 Registration

This document type will only be used to save scanned copies of Transfer documents. First-Time Registrations must use the Declaration of First Registration.

2.1.6 Contract

Any contracts uploaded into FIFA Connect, must have gone through the proper approval channels beforehand. Only registrations, transfers and renewals with approved contracts will be approved.

2.1.7 Declaration of First Registration

The scanned copy of the First Time Registration must be saved under this document type.

2.1.8 Coaching Certificate

This document type must only be used for coaches. Coaches without a valid and recognised coaching certificate will not be approved.

2.1.9 Referee Certificate

This document type must only be used for referees. Referees without a valid and recognised refereeing certificate will not be approved.

2.1.10 Other document types

Document type **Picture** is the same as the photo. FIFA Connect allows you to add as many pictures as you want. The latest picture added will be the one displayed on the players dashboard.

Agreement, which could be used for loan agreements, or employer football playing consent form, or even release forms from employers.

Code of Conduct, **First Aid**, **Medical Certification** and **Fitness Tests** are documents types which are available for use. This guide does not prescribe their usage, but expects their usage to be rational.

2.2 Photos

Photos are important to be able to identify players. Therefore it must be of sufficient quality as advised in the photo guidelines document.

2.3 Names

The "Family Name" label is used in FIFA Connect. This refers to what is more commonly known as "Surname" or "Last Name". This field is mandatory.

"First Name" is also mandatory. This guideline advises clubs to enter the first name and second (middle) names of the player, as to help identify similar named players.

Names (Family Name and First Name) should be written exactly the same way as appear on the supporting document, even if the supporting document is incorrect. The supporting document must be corrected first before updating names in FIFA Connect.

Names must only be separated by a single space “ ” and no commas must be used.

Only the first letter of the names should be capital letters. If there is a hyphen, such as “Ah-Kon”, the letter after the hyphen should also be a capital letter.

2.4 Date of Birth (and other dates)

Date of Birth is mandatory. This must match exactly what is on the identification document.

If there are places during the registration where you have to enter a date, and FIFA Connect does not provide an appropriate control for this, the date format should be as follows:

- “DD/MM/YYYY” e.g. 27/08/2001
- “DD-MM-YYYY” e.g. 27-08 -2001
- “DD-MMM-YYYY” e.g. 27-Aug -2001

Never use the American format whereby months precede date e.g. 08/27/2001

2.5 Main Nationality

The “Main Nationality” of the player is mandatory. Select the name of the country from the list available.

2.6 Country, Region (or State) and City of Birth

2.7 Identification Number

The “Identification Number” is mandatory. The accepted documents, in the order of preference, are:

- Seychelles National Identity Number (NIN) card, in the full format including dashes e.g. 990-1234-1-1-46. This number must match exactly the identification document.
- Passport Number **exactly** as appears in the passport data page. Spacing and capital letters should be maintained. Only the passport number from a valid passport may be given. As such, the passport data page must be scanned as per scanning guidelines and uploaded under document type “Identification”.
- GOP number for non-Seychellois holding a valid Gainful Occupation Permit. Spacing and capital letters should be maintained. Only valid GOP numbers may be given. As such, the GOP certificate must be scanned as per scanning guidelines and uploaded under document type “Work Permit”.

2.8 Phone number

The “Phone” number (Mobile Phone preferably) of the player. If this is not available, the phone number of the Club representative handling FIFA Connect should be entered. The phone number must include the internal dialling code. e.g. +248 25XXXXX

2.9 Email

The “Email” address of the player is not mandatory, but advisable. If this is not available, the email address of the Club representative handling FIFA Connect must be entered.

2.10 Address

2.11 Roles

FIFA Connect supports many stakeholder roles besides Player. To maintain consistency, the matrix below should be used to select the correct role. If a role is not present, contact SFF FIFA Connect Support for assistance.