

# RFU REGULATION 14 – REGISTRATION OF PLAYERS

## 14.1 General

- 14.1.1 This RFU Regulation 14 applies to all Clubs and to all Players seeking to be registered to play adult rugby in RFU Competitions for a Club on or after 1 August 2011.
- 14.1.2 The definitions set out in Regulation 1 (RFU Definitions) shall apply to this RFU Regulation 14. Unless otherwise expressly referred to in this RFU Regulation 14 “Player” shall include an England Academy Player.
- 14.1.3 The Committee may delegate its powers under this Regulation (other than those under RFU Regulation 14.1.4, 14.1.5 and 14.10) to any Division, Constituent Body or other company, person, association, group, body or committee.
- 14.1.4 During the Season the Committee may in its sole discretion rectify any error or omission in this RFU Regulation 14 which comes to its attention.
- 14.1.5 The Committee shall have the discretion to decide upon any matter not provided for in this RFU Regulation 14 and upon its interpretation. The Committee’s decision shall be final and binding.
- 14.1.6 In the event that any provision of this RFU Regulation 14 is found by any Court or competent authority to be illegal, invalid or unenforceable in whole or in part that provision shall be deemed not to form part of this Regulation and the legality, validity and enforceability of the remainder of this Regulation shall not be affected.

## 14.2 Eligibility of Players

- 14.2.1 A Player must be resident in the United Kingdom, the Isle of Man or the Channel Islands and must hold Effective Registration with a Club in order to play for that Club in a RFU Competition, unless otherwise permitted to play by the RFU Regulations.
- 14.2.2 A Club may only be represented in a match in any RFU Competition by Players who are Effectively Registered with that Club or who are otherwise permitted to play by the RFU Regulations.
- 14.2.3 Effective Registration of a Player aged 17 does not mean he is automatically eligible to play for the Club and other relevant RFU Regulations (e.g. RFU Regulation 15.1.4.4 and 15.1.4.5) must still be observed.

## 14.3 Effective Registration

- 14.3.1 Subject to Regulations 14.3.2 – 14.3.4 below a Club may apply for a Player to become Effectively Registered in accordance with Regulation 14.5
- 14.3.2 A Club may only apply for a Player to become Effectively Registered after the Transfer Deadline if he is either:

- (a) a Permitted Player;
- (b) an England Academy Player seeking Effective Registration with the Club of whose academy he is a member;
- (c) an England Academy Player playing under licence in the Aviva Premiership in accordance with the applicable regulations;
- (d) a Loan Player seeking Effective Registration to return to the Club which loaned him and with which he still has a Contract; or
- (e) sixteen years old prior to the Transfer Deadline and turns seventeen after the Transfer Deadline and is entitled to register for the first time; or
- (f) a Player who the Club in exceptional circumstances needs to be Effectively Registered after the Transfer Deadline to enable the Club to comply with its Competition's requirements in relation to the provision of Front Row forwards and the RFU (or person to whom it has delegated this) is satisfied that the Player's Registration is necessary.

Where a Player falls within paragraphs (a) to (f) he may play for the Club after the Transfer Deadline provided he is Effectively Registered before the relevant match.

14.3.3 A Player will have Effective Registration with a Club if:

- (a) he was Effectively Registered with that Club at the beginning of the Season; or
- (b) his application for Registration has been accepted either by the Registrar or through the online application process and the Waiting Period has elapsed.

14.3.4 A Player may not hold Effective Registration with:

- (a) more than one Club at any one time; or
- (b) more than three (3) Clubs in any Season; or
- (c) the same Club more than three (3) times after the opening day of the Season. (When counting the number of Effective Registrations a Player has held, the Player's Effective Registration with the Club on the first day of the Season shall not count).

#### **14.4 Requirement to Register Players and Principles applicable to Registration**

14.4.1 The Player Register shall be maintained by the RFU and is the only and conclusive evidence of a Player's Effective Registration on any particular date.

14.4.2 A Premiership Club may register up to 70 Players. A Club playing at or below Level 2 in the League may register up to 100 Players.

14.4.3 A Club must apply for registration of all Players it wishes to represent it in RFU

Competitions. A Club may not assume that any application for registration will be accepted. A registration is not effective until the Effective Date when the Player is listed as Effectively Registered on the Player Register.

- 14.4.4 The Player's current Club may object to the Player being Effectively Registered with another club where:
- (a) the Player has a Contract with the current Club;
  - (b) the Player is being disciplined under RFU Rule 5.12;
  - (c) the Player owes money to the Club under applicable RFU or IRB Regulations.

Any such objection must be submitted in writing to the Registrar stating all the grounds upon which the objection is made within 7 days of being notified of the proposed transfer.

- 14.4.5 A Loan Player shall automatically be Effectively Registered with his loaning Club at the end of the Season and shall cease to be a Loan Player.
- 14.4.6 A Club must ensure that the information held on the Player Register about its Effectively Registered Players is accurate and up to date. A Club which has obtained Effective Registration of a Player must notify the RFU of any changes to the information originally supplied in connection with that Player within 14 days of becoming aware of such change and, where appropriate, must apply for de-registration of Players in accordance with Regulation 14.8.

## **14.5 Registration Process**

### **Process for Registration**

- 14.5.1 To apply for Effective Registration of a Player, a Club must submit the Registration Form and applicable Application Documents to the relevant Registrar either by post, fax or by email or, in the case of Clubs at Level 5 and below, online.
- 14.5.2 Only one application for registration of a Player may be operative at any one time. If any application is received from a different Club for registration of the same Player during his Waiting Period for Effective Registration with another Club, the subsequent application shall be invalid.
- 14.5.3 A Club applying for registration of a Player already Effectively Registered for another Club must on the same day as submitting its application serve on that Club a Notification of Transfer Form unless the Player's current Club has provided a release. The Registrar may request evidence of the Notification of Transfer Form being served on the current Club and failure to produce such evidence within 10 days of its being requested will result in the withdrawal of the application for registration.
- 14.5.4 For all applications (regardless of how they are submitted), the Registration Form and Application Documents must be fully and accurately completed. The Club must retain copies of the signed Registration Form, any Notification of Transfer Form (and proof of its posting) and the Application Documents for at least one year.

- 14.5.5 If a Club submits the Registration Form and Application Documents by email or fax, the Club must send the original documents by post to the relevant Registrar not more than four working days after the date of the email or fax.
- 14.5.6 On receipt of the Registration Form and the Application Documents the Registrar will:
- (a) check the Registration Form and the Application Documents to ensure that they are properly signed, complete and that all requisite registration requirements (as set out in Regulation 14.6) have been met;
  - (b) check that no other application for registration is pending for the Player and that there is no other reason that the Player should not be registered; and
  - (c) carry out any necessary checks with the RFU (e.g. in relation the Player's Contract or other matters).
- 14.5.7 Provided that the checks outlined in Regulation 14.5.4 are completed to the satisfaction of the Registrar, the Registrar will accept the application for registration (the Registration Date) and calculate the Waiting Period and the Effective Date. The Registrar shall enter the pending registration on the Player Register, including the status of the Player as "pending", the Effective Date and the Application Documents received.
- 14.5.8 Where the Registrar is unable to accept the Registration Form or the Application Documents the Registrar will either return the documents to the Club or notify the Club that the application is incomplete and request the further information needed to progress the application.

### **Expedited Registration**

- 14.5.9 Where a Club wants to achieve Effective Registration for a Player in a period of less than 7 days, it must provide the Registrar with the following by not later than 3pm on a Thursday:
- (a) the Registration Form and the relevant Application Documents; and
  - (b) a cheque for £45 made payable to the RFU;
- 14.5.10 A Club may use email, facsimile or post to provide the documents to the Registrar.
- 14.5.11 Provided that the Registrar accepts the application in line with Regulation 14.5.4 above, the Effective Registration will take place at 4pm on Friday or such earlier time as the Registrar may agree.

### **Applications for Registration after the Transfer Deadline**

- 14.5.12 The Registrar may process an application for Registration of a Player listed in Regulation 14.3.2 (a) to (f) after the Transfer Deadline as long as it is supported by evidence that the Player falls within Regulation 14.3.2 (a) to (f). In such a case, the Registrar may apply the Waiting Period which would have applied if the application had been made before the Transfer Deadline.

### **Online applications for Clubs at Level 5 or below**

14.5.13 Only Clubs at Level 5 or below may use the online application process to register Players. The online process may be used for all Players other than:

- (a) England Academy Players;
- (b) Contracted Players;
- (c) Contracted Overseas Players;
- (d) a Player applying for Effective Registration with a Club with which he has previously been Effectively Registered during the Season;
- (e) a Player for whom the Club is making an Expedited Application; or
- (f) a Player for whom the Club is making an application during the period between the Transfer Deadline and the end of the Season.

14.5.14 In addition to the requirements set out in 14.5.1 – 14.5.5 when making an application online the Club must within 14 days of a written request provide to the Registrar hard copies of the documents referred to in Regulation 14.5.3 by email, fax or post.

### **Returning Players**

14.5.16 Where a Club is applying for registration of a Player who has during the Season previously been Effectively Registered with that Club, the Club shall pay a re-registration fee of £500 (by such method as the Registrar shall require) unless:

- (a) the Club is seeking Effective Registration for a Loan Player who has a Contract with the Club or who is seeking to be registered as a Loan Player with the Club; or
- (b) the Registrar is satisfied (after appropriate consultation with the Committee) that it would be inappropriate to charge a fee as there is a bona fide reason for the Player wishing to re-register with the Club.

*Examples of circumstances in which the fee will not be charged include: students transferring to a Club whilst at University and transferring back in the vacation, work secondments where a player is moved by his (non rugby) job to another part of the country and then returns or where a player at a lower level decides to join a Club and then changes his mind.*

### **General**

14.5.17 Notices or other communications may be given under this RFU Regulation 14 by fax, email or post using the contact details for the RFU, Registrar, Clubs (as appropriate) published in the RFU Yearbook. Where no email address is included within the RFU Yearbook for a Club, the Club must provide before the start of the Season a valid email address for a Club Official to whom the Registrar may give notice or otherwise communicate on matters arising under this RFU Regulation 14.

- 14.5.18 A Club may view its entries on the Player Register online at any time using the password supplied to it by the RFU and may at any time request from the Registrar a hard copy of its entries on the Player Register.
- 14.5.19 All information supplied in connection with an application for Registration must be true and accurate. The provision of false, misleading or inaccurate information may lead to the Committee reporting the matter to the RFU's Disciplinary Manager for further action.

## **14.6 Registration Documents and Application Documents**

### **All Players**

14.6.1 A Club must provide the following Application Documents:

- (a) completed Registration Form (including the certificate of the Player's residence) (Section 10 Player Registration Form);
- (b) the Notification of Transfer Form (if any);
- (c) the documents set out below in this Regulation 14.6 for the Player in respect of each applicable category of Player into which he falls;
- (d) any proof of residence subsequently requested by the Registrar; and
- (e) a large stamped addressed envelope addressed to the Club making the application.

### **Amateur Players**

14.6.2 The Amateur Declaration (Section 12 Player Registration Form) must be completed in respect of an application for registration of a Player who is not a Contracted Player.

### **Contracted Players at any Level**

14.6.3 The following documents must be submitted to the Registrar in respect of an application for registration of a Contracted Player (including a Contracted Overseas Player) or a Player who will be contracted to the Club upon Effective Registration:

- (a) evidence that the Player may be Effectively Registered with the applicant Club (ie evidence that any previous Contract has expired or that the other party to it consents to the application for Registration or other evidence satisfactory to the Registrar); and
- (b) the Contract or the Contract Approval Form.

### **England Academy Player**

14.6.4 An application for registration of an England Academy Player must be accompanied by:

- (a) the written approval of the academy manager of Club of whose academy the Player is a Member; and
- (b) for Registration with a Club at Level 4 and below written consent on the form prescribed by the RFU from the RFU Head of Elite Player Development and the Committee or person designated by the Committee.

## **Loan Players**

- 14.6.5 An application for registration of a Loan Player will not be accepted where the applicant Club is more than two Levels below the level of the loaning Club.
- 14.6.6 An application for registration of a Loan Player must be accompanied by:
- (a) evidence of the terms of the loan; and
  - (b) evidence that the loaning Club consents to the registration
- (unless the RFU Board of Directors decides that the Player's registration with the applicant Club is otherwise in the best interests of the Game and the requirements of this Regulation 14.6.6 can be waived).

## **Overseas Players**

- 14.6.7 An Overseas Player wishing to be Effectively Registered with a Club must apply for Clearance from his Current Union.

### *Registration with Clubs in Level 4 or above*

- 14.6.8 An application for registration of an Overseas Player with a Club in Level 4 or above who is leaving or proposing to leave his Current Union must be accompanied by clearance from his Current Union to participate in the Game under the jurisdiction of the RFU.
- 14.6.9 An application for registration with a Club in Level 4 or above of a person who was an Overseas Player at the time of:
- (a) previously been registered with a Club at Level 5 or below; or
  - (b) played for a club or team which does not require registration;
- ("a former Overseas Player") must be accompanied by clearance that Player's former Current Union to participate in the Game under the jurisdiction of the RFU.

## **Players who were not born in the UK**

### *Registration with Clubs at Levels 1 to 4 or at Levels 5 and below where the Player receives a Material Benefit*

- 14.6.10 A copy of the Player's passport must accompany an application for registration of a Player, who was not born in the United Kingdom of Great Britain and Northern Ireland, with a Club at Level 1 to 4.

## **Players who were not born in the EU**

### *Registration with Clubs at Level 1 to 4*

- 14.6.11 Evidence by way of a permit visa or other authority that such person is entitled to receive payment or other benefit from participating in or playing the Game must accompany an application for registration of a Player who was not born in the EU and who will either be contracted, receive a Material Benefit or will play at Level 1 to 4. Visas or permits which give consent to play rugby football as an amateur are not sufficient.

- 14.6.12 In addition, where the Club is situated in the Channel Islands or the Isle of Man (and therefore subject to different immigration regulations) the application for registration must be accompanied by evidence satisfactory to the RFU that the Player meets the requirements for a permit, visa or other authority from the UK Home Office to play at the Level at which the Club participates.

*Registration with Clubs in Level 5 and below*

- 14.6.13 An application for registration by a Club at Level 5 or below for an amateur Player who was not born in the EU does not need to be accompanied by immigration documents unless specifically requested by the Registrar.
- 14.6.14 An application for registration by a Club at Level 5 or below for a Contracted Player who was not born in the EU needs to be accompanied by the evidence set out at 14.6.11 and 14.6.12 above.

**14.7 List of Effectively Registered Players**

- 14.7.1 On or before 14 August each year the Registrar will provide to each Club a complete list of its Players showing those with Effective Registration and those pending movement to or from the Club.
- 14.7.2 Between 1 and 14 August 2011, the Registrar has discretion to reinstate a Player as Effectively Registered with a Club, where the Player has been removed from the Player Register after the end of the Season.

**14.8 De-Registration**

- 14.8.1 A Player (other than a Contracted Player) may apply in writing to the Registrar to be de-registered from a Club. The Player must notify the Club of his application and confirm to the Registrar that he has notified the Club. The Player will cease to hold Effective Registration with the Club 7 days from the Registrar's receipt of the application.
- 14.8.2 A Club may apply in writing or by email to the Registrar or online for a Player to be de-registered. The Club must notify the Player of its application and confirm to the Registrar that it has notified the Player. The Player will cease to hold Effective Registration with the Club 7 days from the Registrar's receipt of the application.
- 14.8.3 No application for de-registration may be withdrawn during the 7 day de-registration period. For the avoidance of doubt, an application for Effective Registration may be made in respect of the Player by another Club during that period which, if accepted, will be effective at the end of the Waiting Period.
- 14.8.4 After the end of each Season, a Club must apply for de-registration of Players it no longer requires to be Effectively Registered.

**14.9 Loss of Effective Registration**

- 14.9.1 A Player will cease to have Effective Registration with a Club immediately:
- (a) upon being Effectively Registered with another Club;
  - (b) upon expiry of 7 days following a valid application for de-registration

- (c) following a valid application for formal consent, registration or other approval to play for any team in or under the control of a Union other than the RFU;
- (d) if his Effective Registration is cancelled or suspended by the Committee;
- (e) upon the expiry of any work permit visa or other permit or consent required by law;
- (f) where a Player enters a Contract or receives a Material Benefit and the terms of his permit or visa do not permit him to receive payment of other Material Benefit from participating in the Game;
- (g) where he is an Overseas Player seeking registration at a Club at Level 5 or below and his Current Union refuses to grant clearance or any consent or clearance is withdrawn or delayed;
- (h) where he is an Overseas Player registered with a Club at Level 5 or below and he enters a Contract or receives a Material Benefit without clearance from his Current Union;
- (i) where he is a former Overseas Player and his Club is promoted to Level 4 and he does not have the requisite clearance to play for such Club from his Current Union;
- (j) where a Player playing for a Club at Level 5 and below and the Club is promoted to Level 4 and the terms of his permit or visa do not permit him to play for a Club at Level 4;
- (k) where he was not born in the EU and is playing for a Club situated in the Channel Islands or the Isle of Man which is promoted to Level 4 or above and the Club has not produced evidence satisfactory to the RFU that the Player meets the requirements for a permit, visa or other authority from the UK Home Office to play at the Level at which the Club participates in RFU Competitions;
- (l) where he plays for a Club which is promoted to Level 4 and the Club has not within three months of the start of the Season lodged with the RFU either a Contract or Amateur Declaration in respect of that Player;
- (m) where a Club has failed to update the RFU with changes to the Player's details under Regulation 14.4.6.

14.9.2 A Player will cease to have Effective Registration with a Club at the end of the Season if he is a Loan Player who is returning to his loaning Club.

14.9.3 A Player will cease to have Effective Registration with a Club:

- (a) if he is a Contracted Player and the Club has not registered his Contract with the RFU (in a form approved by the RFU) within three months of the earlier of (i) the Contract being entered or (ii) a Material Benefit being received by the Player; or

- (b) if he is not a Contracted Player but is playing at a Club in Levels 1 to 4 and the Club has not provided an Amateur Declaration within three months of the Effective Date; and

in either case the Club has failed to provide the documentation with 14 days of a reminder from the RFU.

- 14.9.4 A Player's Effective Registration will be void and invalid as at the Effective Date where the Club in making the Player's application for Effective Registration supplied false, inaccurate or misleading information or forged any signature on any Registration Form or Application Document.

#### **14.10 Disputes**

- 14.10.1 Any dispute on the application or interpretation of this RFU Regulation 14 must be referred to the relevant Registrar in writing stating the grounds for the objection or dispute.
- 14.10.2 If a dispute is not resolved within 7 days of receipt of the complaint under 14.10.1 above, the Club or Player may submit the original complaint in writing to the RFU Disciplinary Manager.