

COMET FOOTY TIPS

Players: Request, Approve & Deny a Transfer

In simplest terms, a transfer of a Player is the transfer of a Player's registration from one Club to another. Within COMET, a transfer will manifest as the **termination** of the Player's current active registration from the origin Club, and input and confirmation of a new registration for the Player's destination Club.

- Any transfer of a Player between Clubs affiliated to NZ Football must be completed through the National Registration System, COMET.
- For Winter Season Competitions, no transfer of a Player shall be allowed by any Club from 1 July to 30 September (inclusive), except in exceptional circumstances.
- A Player cannot play for their new Club until the transfer has been concluded by both the origin club and the destination Club, and where appropriate, NZ Football.

Request a Transfer

- Once logged in, use the Quick Search bar from the top left hand side of the page to find the player.
 - You may also use the advanced search by selecting **Players** from the left hand pane and selecting Search Players
- From the Player's dashboard, select **Request Transfer**
- The organisation, Club and discipline fields will be completed for you. You will be unable to complete the request if you edit these.
- Select the **Date From** date. This is the date you want **commence** the transfer.
 - This can be handy if you wish to request a transfer in advance during the close of a window.
- Input any relevant notes, then select **Save**

The origin Club will receive the request and will action as appropriate.

Approve a Transfer Request

- Once logged select **Players** from the left hand pane and select **National Transfers**.
- This will show you all the players that are moving in and out of your Club, providing information such the player's name, National ID, DOB, origin and destination Club and how many days it has been pending.
 - Note that as per NZ Football RSTP, if a transfer has been pending for more than seven(7) days **without** notification from the origin Club, then the relevant Federation may unilaterally approve the transfer.
- Select the relevant transfer that you wish action. You will be presented with the transfer overview. The registration on the right is where the player is coming **from** ie your Club; with the registration on the left being where the player is going to.
- Select **Edit** on your Club's registration.

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- Input the **Date To** date. This is the date that you are approving the transfer, effectively terminating the player's registration to your Club.
- Select **National Transfer** from the list of Termination Reasons, input any relevant notes, then select **Terminated**.

Reject a Transfer Request

- Once logged in select **Players** from the left hand pane and select **National Transfers**. Then select the relevant transfer that you wish to reject.
- Select **Edit** next to the registration on the **left** i.e. the Club the Player is going to, select the relevant **Rejection Reason** from the rejection reason dropdown box, then select **Reject**.

International Transfers

- For international transfers, please contact your Federation for assistance.

More information on domestic and international transfers can be found on the NZ Football website [HERE](#).