GUIDE FOR MEMBER CLUBS

Notice of Approach

How to issue, respond to and complete a Notice of Approach using One Admin

oneadmin
sports admin made easy.

The process at a glance

Every step is recorded in One Admin and confirmed by email.

Approaching club · Approached club · League

Approaching club

The club that wants to sign the player

1 Issue the notice

On the league website go to **Forms › Notice of Approach**, or use the **NoA Inbox** in One Admin. Add the club, NoA type, player, age group and team.

Email sent to the approached club and the league (copy to you) Awaiting Response

3 Submit on the FA portal

From the **day after the 7-day notice period ends**, submit the registration through the **FA portal** as normal. The NoA on One Admin is your evidence that notice was given.

Approached club

The player's current club

2 Respond within 7 days

- **Waive** the approach — Waived
- **Acknowledge** — Acknowledged
- **Object** with reasons — Objected

Email sent with the response to the approaching club and the league.

Request sent to the league via the FA portal

League

Oversees every notice

The league sees every step

Copied in on every notice issued and every response, and can view all NoAs in their NoA Inbox.

Follows up objections with both clubs, and can record a response on a club's behalf if needed.

Tracks the deadline – the end date and days remaining are shown on every notice.

4 League checks & approves

The league compares the FA portal request with the NoA status on One Admin and, if appropriate, approves it. Completed

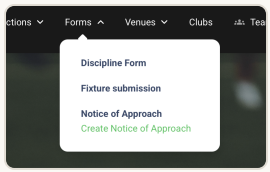
Timeline

DAY 0	DAYS 1 – 7	DAY 8 ONWARDS	LEAGUE REVIEW
Notice issued & emails sent	Notice period – response due	Submit via the FA portal	Checked against One Admin, then approved

Example: notice issued Monday 14 Sep → notice period ends Monday 21 Sep → submit on the FA portal from Tuesday 22 Sep.

› Where to find it

On your league's website, open the **Forms** menu and choose **Create Notice of Approach**. You'll be asked to log in to One Admin.



Already logged in? Open the **NoA Inbox** in One Admin and press **Issue Notice of Approach**.

› Responding to a notice

Use the buttons in the email, or open the notice and press **Respond to Form**. Choose one option:

- **Yes, we'll waive the approach** — You're happy for the approach to go ahead.
- **No, but we acknowledge contact** — Contact can be made from the end date shown.
- **No, and we object** — Give your reasons – the league will follow up.

› Good to know

- **Emails at every stage** – when a notice is issued and when it's answered, the clubs and the league are emailed.
- **No reply yet?** The approaching club can send a reminder from the NoA Inbox.
- **Made a mistake?** You can edit the approach details, or withdraw the notice Withdrawn
- **Fees:** if your league charges for a NoA, you'll see the amount before you issue and receive an invoice.

Remember

- Always issue the notice on One Admin **before** making contact with the player or their family.
- The registration itself must be submitted on the **FA portal** – One Admin records the notice, it doesn't register the player.
- Submit **no earlier than the day after** the 7-day notice period ends.
- The league approves only when the FA portal request matches an appropriate NoA status on One Admin.

Questions about a Notice of Approach? Contact your league.