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## IF GNISTAN

### Player Transfers, Player Passes and Insurance

Pelipaikka is the Finnish Football Association's registry through which all football and futsal personal registrations are handled, such as player, staff, and referee registrations. Through the system you can also purchase player passes as well as competition-covering insurance policies. A player pass entitles you to play in domestic leagues and certain tournaments. The player pass also provides discounts on match tickets and other member offers.

IF Gnistan takes care of adding new players to the system, purchasing children's "kortteli" and player passes, as well as all club-to-club transfers for our players.

The club also purchases insurance for players in the early childhood sports phase.

Players in the youth sports phase or adult recreational players must purchase their own player pass and insurance. The player pass is purchased in [Pelipaikassa](#). Please also read the detailed [advices](#) in Pelipaikka.

Sales for the new season's player passes begin in December of the previous year.

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### PURCHASING A PLAYER PASS FOR A YOUTH SPORTS PHASE PLAYER OR ADULT RECREATIONAL PLAYER REGISTERED IN MYCLUB

Every IF Gnistan player must register in the MyClub membership system when starting, so that their player pass can be approved.

[→ Membership – IF Gnistan](#)

Players in the youth sports phase (10 years and older) or their guardian must purchase the player pass in [pelipassi Pelipaikassa](#).

If you are purchasing a player pass for the first time, [register to the system](#). User support is provided by the Football Association's [helpdesk](#).

**Note:** The former adult recreational pass (€10.00) has been replaced with a free adult recreational registration.

*(When renewing both football and futsal registrations, wait until the payment for the first sport has been recorded in Pelipaikka before renewing the second one. This way the second sport can be renewed free of charge.)*

When logging into Pelipaikka, it is useful to know:

- Name
- Player's FA ID (Pallo-ID)
- Products to be purchased

- Player pass type: Football or Futsal. If both, ensure the payment for the first renewal is visible before renewing the second one.

### **Youth player playing futsal with a “kortteli pass” (youngest age group):**

After the turn of the year, you must change the player’s status from “recreational” to “amateur” in order to purchase a player pass. It is important to make the change and purchase the player pass only after 1 January so that the previous season becomes inactive in the system and double charges do not occur.

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## **INSURANCE**

Competition-covering insurance is mandatory for all children and youth. For adults it is mandatory/recommended depending on the level:

- **Football:** Mandatory (Liiga – Kakkonen) / Recommended (Kolmonen and lower)
- **Futsal:** Mandatory (Liiga – Ykkönen) / Recommended (Kakkonen and lower)

The club purchases an AON insurance policy from Pelipaikka for all players in the early childhood sports phase (under 10 years old).

[→ Insurance contents and instructions in case of injury](#)

[→ Injuries – IF Gnistan](#)

Players in the youth sports phase (10+) and adults must purchase their own insurance. The insurance must cover competitive sports. It may be purchased from any insurance company.

Guardians must check in the player’s MyClub profile that the insurance is valid. This allows the team manager to verify that the player may participate in activities.

**Note 1:** On accident reports, the contact person must be an adult who was present at the time of the incident.

**Note 2:** If you purchase insurance outside the Football Association’s offering, send the insurance details (covering competitive sports) to the team manager, or fill in the [FA insurance certificate form](#) and send it to the team manager.

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## **REGISTERING A NEW PLAYER STARTING FOOTBALL IN PELIPAIKKA**

Requests related to Pelipaikka must be delivered collectively by the team manager to: [pelaajarekisteri@gnistan.fi](mailto:pelaajarekisteri@gnistan.fi)

Do not send sensitive data (e.g. personal identity codes) by email.

During the season, new early childhood sports phase players registering for the first time will be registered in Pelipaikka by the club. Youth sports phase players register themselves in Pelipaikka.

The club purchases player passes for new early childhood sports phase players at the start of the new season once player passes become available.

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## TRANSFERS TO IF GNISTAN

Requests related to Pelipaikka (e.g., new players or club transfers) must be sent collectively by the team manager to: [pelaajarekisteri@gnistan.fi](mailto:pelaajarekisteri@gnistan.fi)

Before submitting a transfer request, the player must register in the club's MyClub.

[→ Membership – IF Gnistan](#)

Transfer requests are processed on weekdays, usually within 7 days.

The message sent by the team manager should include:

- Name
- Year of birth
- Previous club
- Sport to be transferred (football/futsal)

Do not send sensitive information by email.

Note that the previous club has 7 days to respond to a transfer request, so start the process early, especially before competition season. Transfers are generally not approved if there are unpaid fees to the previous club. The transfer of representation rights and the player pass/kortteli pass become valid at the time of payment.

The player/guardian is responsible for paying the transfer fee. The fee must be paid in full for both football and futsal, even if both are transferred at the same time.

Players aged 12+ cannot transfer to a new club between **2 September – 14 November**. For international transfers, the club submits a request to the Football Association, after which FIFA's international transfer processes are followed.

Team managers or competition personnel may check player pass status in the FA's TASO system.

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## TRANSFER TO ANOTHER CLUB

The new club always initiates the transfer request. Players leaving IF Gnistan must contact their new club to start the process.

Players aged 12+ cannot transfer between **2 September – 14 November**.

Representation rights become valid upon payment.

All fees owed to IF Gnistan must be paid before a transfer can be approved.

If a player wishes to change clubs, we recommend doing so at the end of the season (October–November).

If a player transfers mid-season (December–September), the notice period is:

- 3 months in competitive teams
- 2 months in challenge teams (participation allowed after notice)

IF Gnistan follows the Football Association's [ethical guidelines for player transfers](#).

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## REGISTERING A TEAM OFFICIAL IN PELIPAIKKA

Team officials must register in Pelipaikka so their information transfers to the FA's electronic competition system, TASO.

In TASO, the team manager handles team administration for FA leagues and carousel tournaments, including electronic match sheets for youth matches, and match tracking.

All coaches, assistants, and staff present on the bench must be listed on the match sheet.

Registration steps:

→ [Rekisteröityminen Pelipaikka-järjestelmän käyttäjäksi](#)

→ [Joukkue-toimihenkilöroolin lisääminen joukkueen toimihenkilölle](#)

Information required for registration or role renewal:

- Name
- Date of birth
- Nationality
- Home address
- Email
- Phone number
- For foreign nationals: a PDF identity document showing nationality

Team official roles must be updated annually (from 1 December), before the competition season. The club handles updates for full-time and part-time employed coaches. Other team staff follow the above instructions.

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Jos haluat, voin tehdä myös lyhyemmän version, selkeyttää rakennetta tai muotoilla tämän julkaisukuntoon verkkosivulle tai tiedostoksi!

