## Competition Management – DOMESTIC Player Clearance



STEP 1 Player requests CLEARANCE

**NOTE:** International Clearance process unchanged

In Rugby Link a 'CLEARANCE request is what has previously been known as a 'TRANSFER'

NOTE:

STEP 2 NEW Club lodges request via Rugby Link Online CLEARANCE form

(People > Player Movement > Apply for Player CLEARANCE)

**NOTE:** A search for the player in question is required, then click "Apply for CLEARANCE" next to **CURRENT Club** or **LAST REGISTERED Club** (not Association/ State). Clearances will show 'Reg Type', 'Reg Period' and 'Last Registered', sorted by 'Last Registered'

Refer to Figure 1. NEW Club CLEARANCE Form

Notification email sent to – CURRENT Club, NEW Club, CURRENT PARENT Association, NEW PARENT Association and Rugby Link user

STEP 3 CURRENT Club completes required checks to ensure the player is eligible for release, and notes on CLEARANCE form

This includes:

- Financial check (registration fees and any outstanding liability)
  - o If player has paid, ensure Current Seasonal Payment status is 'PAID'
  - If player has not paid, ensure Current Seasonal Payment status is 'NOT PAID'
- Confirming any contractual obligations, where applicable

Refer to Figure 2. CURRENT Club CLEARANCE Form

STEP 4 CURRENT Club responds to request either 'grants'/ 'denies' CLEARANCE request

Notification email sent to – CURRENT Club, NEW Club, CURRENT PARENT Association, NEW PARENT Association and Rugby Link user

STEP 5 CURRENT PARENT Association completes required checks to ensure the player is eligible for release, and notes on CLEARANCE form

This includes:

Judicial record check (suspensions or penalties outstanding)

Refer to Figure 3. CURRENT PARENT Association CLEARANCE Form

STEP 6 CURRENT PARENT Association/Competition Manager 'grants'/ 'denies'/requests 'more information' CLEARANCE request

Notification email sent to – Player, CURRENT Club, NEW Club, CURRENT PARENT Association, NEW PARENT Association and Rugby Link user

- STEP 7 NEW PARENT Association receives notification of CLEARANCE request and Player Movement Report is updated
- STEP 8 If granted, Player now appears in NEW Club Registration Manager as an UNREGISTERED player Player will need to REGISTER online with their new Club

**NOTE:** If not marked as 'REGISTERED' a player will not be eligible for team selection

STEP 9 The Player's role will be REMOVED from the Original Club. The Club will need to remove any other roles that no longer apply (e.g. volunteer) and DO NOT DE-REGISTER the cleared player





## Competition Management – DOMESTIC Player Clearance



Rugby Link Term	Description	When does this apply?
CLEARANCE	<ul> <li>Detailed player information required</li> <li>Checks required – financial, judicial and contractual (where applicable) for permanent move to NEW Club</li> <li>Secondary registration at NEW Club</li> </ul>	<ul> <li>Club to Club movements (permanent), including:         <ul> <li>CURRENT registered players</li> <li>CURRENT unregistered players</li> <li>CURRENT registered non-playing members</li> <li>CURRENT unregistered non-playing members</li> <li>NON-CURRENT players/ non-playing members (still attached to a Club)</li> </ul> </li> <li>NOTE:         <ul> <li>Online self-registration removes the requirement for a clearance.</li> <li>Online self-registration is completed out of season for UNREGISTERED players and non-current players.</li> <li>In-season we recommend a manual clearance is requested to check financial and judicial status for REGISTERED players.</li> <li>Any record (player, non-playing member or match official) in 'unaffiliated' will need to be cleared to your Club. Unaffiliated clearances are granted daily by ARU.</li> </ul></li></ul>
TRANSFER	<ul> <li>Detailed player information required</li> <li>Member Union/ Competition Manager approval required</li> <li>5 day holding period while player is marked as 'provisional', can be removed by 'System Admin' users</li> <li>Secondary registration at NEW Club</li> </ul>	<ul> <li>Club to Club movements (temporary), including:         <ul> <li>Composite teams (usually Jnrs or regional areas)</li> <li>Match day changes (Jnrs, e.g. Player unavailable on Saturdays, plays in Sunday comp)</li> <li>Club to Competition movements, including representative teams, 7s or VIVA7s</li> <li>Match Officials (multiple associations plus player roles)</li> <li>Non-playing members (multiple Clubs plus player roles)</li> </ul> </li> <li>NOTE:         <ul> <li>Players, non-playing members and match officials who self-register online will automatically create a dual relationship (transfers, secondary registration).</li> <li>In the instance of composite teams/ match day changes, Competition Managers will be required to action the transfer manually.</li> <li>Match officials who are also players will need to be transferred to the Match Official association.</li> </ul> </li> </ul>





## Competition Management – DOMESTIC Player Clearance



## **Important Considerations**

·		
Player Roles	Clearing a participant removes the PLAYER role from the current Club and adds a PLAYER role to the participant's record in the new Club.	
	<b>NOTE:</b> Online self-registration is completed out of season for UNREGISTERED players and non-current players. In-season we recommend a manual clearance is requested to check financial and judicial status for REGISTERED players.	
	Non-playing members can have multiple roles and registrations at different entities. For example, a registered senior player may also be a registered non-playing member with the junior entity.	
Non-Playing		
Members	<b>NOTE:</b> Online self-registration (with same login details) will automatically create the dual relationship required for this record. Alternatively, the Competition Manager can action the transfer manually. The player will still be eligible for team selection in seniors and will also appear as a coach/ manager on the junior team selection.	
	Match officials can be a member in multiple match official associations plus may also have player roles and registrations.	
Match Officials	<b>NOTE:</b> Online self-registration (with same login details) will automatically create the dual relationship required for this record. Alternatively, the Match Official Association can action the transfer manually.	
Email Notifications	Notification emails will be sent whenever a request is lodged. The default recipients of these emails will be the Primary Users of  1. CURRENT Club, 2. NEW Club, 3. CURRENT Parent Association.  NOTE: NEW PARENT Association AND Player will receive a notification email when Clearance has been granted or denied. Clubs can also update their notification Subscribers List following the self-help guide.	
Player	All changes to manual transfer and clearance processes will result in an "audit" record/	
Movement	Player Movement Report that is accessible by the Club and both PARENT Associations.	
Report	<ul> <li>Navigation in Rugby Link: People &gt; Player Movement &gt; Player Movement Report</li> </ul>	
Denied Clearances	<ul> <li>A Club and/or PARENT Association can deny a clearance</li> <li>If CURRENT Club and/or CURRENT PARENT Association deny the clearance the player will remain with their CURRENT Club.</li> <li>If more information is requested by any party, the request essentially goes back to the prior status. For example, if a Club has 'granted' a clearance, then the CURRENT PARENT Association requests more information, the Club will need to provide the information, and grant the clearance again.</li> </ul>	
Unaffiliated Records	<ul> <li>For any records existing in 'Unaffiliated' a clearance is required.</li> <li>NOTE: Unaffiliated clearances are granted daily by Rugby Australia. You may need to update the role for any team officials/ committee members who have been cleared from unaffiliated.</li> </ul>	







Figure 1. NEW Club Clearance Form

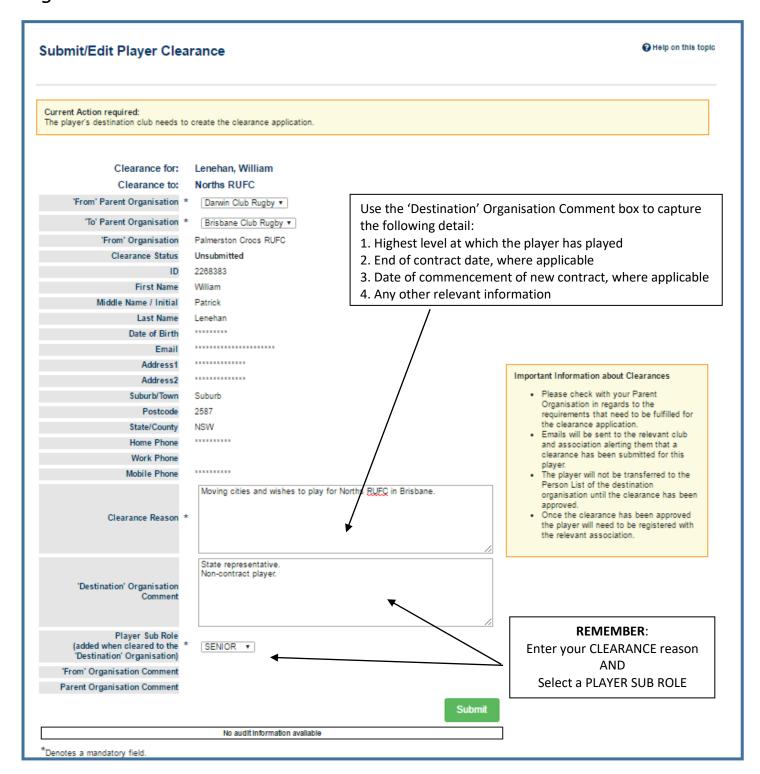








Figure 2. CURRENT Club Clearance Form

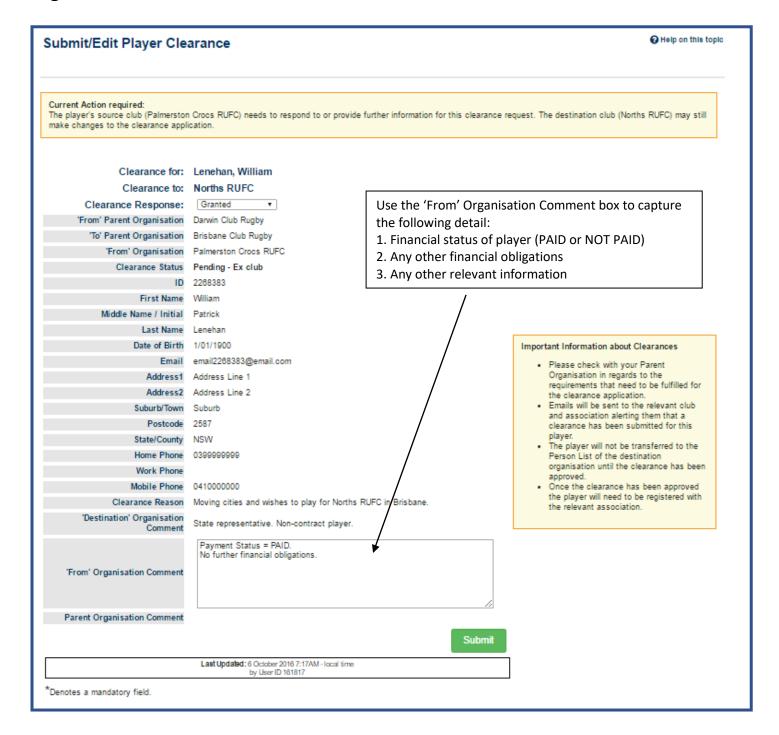
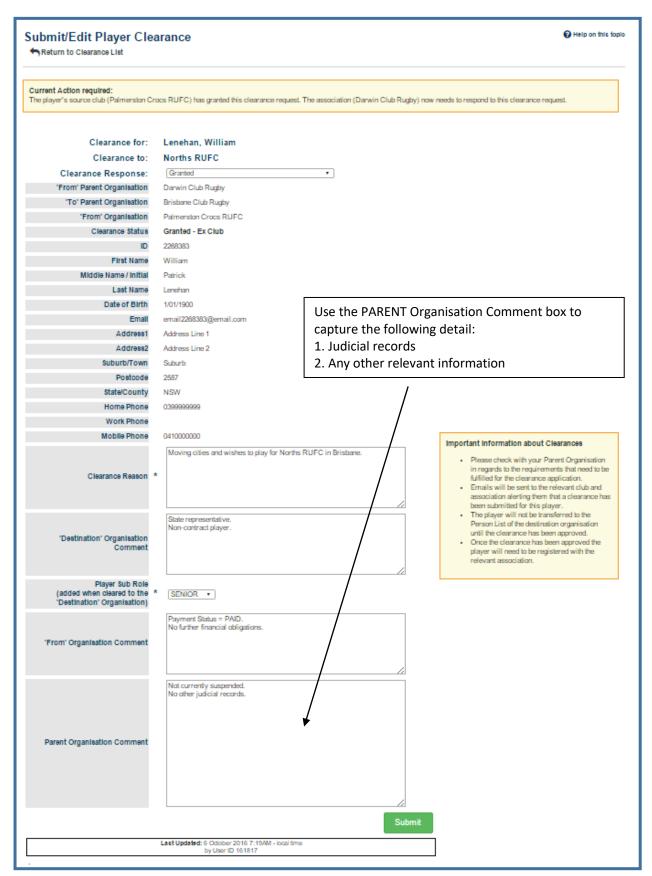








Figure 3. CURRENT PARENT Association Clearance Form



<sup>\*</sup>As of 15 November 2017

For more information, visit <a href="http://www.rugbyaustralia.com.au/runningrugby/RugbyLink.aspx">http://www.rugbyaustralia.com.au/runningrugby/RugbyLink.aspx</a> or contact InteractSport <a href="mailto:Support">Support</a> Rugby Link <a href="mailto:Support">Support</a> Team.



