

STEP 1 Player requests CLEARANCE

NOTE: International Clearance process unchanged

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

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)
 - 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

Rugby Link Term	Description	When does this apply?
<p>CLEARANCE</p>	<ul style="list-style-type: none"> • Detailed player information required • Checks required – financial, judicial and contractual (where applicable) for permanent move to NEW Club • Secondary registration at NEW Club 	<ul style="list-style-type: none"> • Club to Club movements (permanent), including: <ul style="list-style-type: none"> ○ CURRENT registered players ○ CURRENT unregistered players ○ CURRENT registered non-playing members ○ CURRENT unregistered non-playing members ○ NON-CURRENT players/ non-playing members (still attached to a Club) <p>NOTE:</p> <ul style="list-style-type: none"> • Online self-registration removes the requirement for a clearance. • 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. • 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.
<p>TRANSFER</p>	<ul style="list-style-type: none"> • Detailed player information required • Member Union/ Competition Manager approval required • 5 day holding period while player is marked as ‘provisional’, can be removed by ‘System Admin’ users • Secondary registration at NEW Club 	<ul style="list-style-type: none"> • Club to Club movements (temporary), including: <ul style="list-style-type: none"> ○ Composite teams (usually Jnrs or regional areas) ○ Match day changes (Jnrs, e.g. Player unavailable on Saturdays, plays in Sunday comp) ○ Club to Competition movements, including representative teams, 7s or VIVA7s ○ Match Officials (multiple associations plus player roles) ○ Non-playing members (multiple Clubs plus player roles) <p>NOTE:</p> <ul style="list-style-type: none"> • Players, non-playing members and match officials who self-register online will automatically create a dual relationship (transfers, secondary registration). • In the instance of composite teams/ match day changes, Competition Managers will be required to action the transfer manually. • Match officials who are also players will need to be transferred to the Match Official association.

Important Considerations

<p>Player Roles</p>	<p>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.</p> <p>NOTE: 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.</p>
<p>Non-Playing Members</p>	<p>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.</p> <p>NOTE: 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.</p>
<p>Match Officials</p>	<p>Match officials can be a member in multiple match official associations plus may also have player roles and registrations.</p> <p>NOTE: 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.</p>
<p>Email Notifications</p>	<p>Notification emails will be sent whenever a request is lodged. The default recipients of these emails will be the Primary Users of</p> <ol style="list-style-type: none"> 1. CURRENT Club, 2. NEW Club, 3. CURRENT Parent Association. <p>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.</p>
<p>Player Movement Report</p>	<ul style="list-style-type: none"> • All changes to manual transfer and clearance processes will result in an "audit" record/ Player Movement Report that is accessible by the Club and both PARENT Associations. • <i>Navigation in Rugby Link: People > Player Movement > Player Movement Report</i>
<p>Denied Clearances</p>	<ul style="list-style-type: none"> • A Club and/or PARENT Association can deny a clearance • If CURRENT Club and/or CURRENT PARENT Association deny the clearance the player will remain with their CURRENT Club. • 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.
<p>Unaffiliated Records</p>	<ul style="list-style-type: none"> • For any records existing in ‘Unaffiliated’ a clearance is required. <p>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.</p>

Figure 1. NEW Club Clearance Form

Submit/Edit Player Clearance

Help on this topic

Current Action required:
The player's destination club needs to create the clearance application.

Clearance for: Lenehan, William
Clearance to: Norths RUFC

'From' Parent Organisation *	<input type="text" value="Darwin Club Rugby"/>
'To' Parent Organisation *	<input type="text" value="Brisbane Club Rugby"/>
'From' Organisation	Palmerston Cross RUFC
Clearance Status	Unsubmitted
ID	2268383
First Name	William
Middle Name / Initial	Patrick
Last Name	Lenehan
Date of Birth	*****
Email	*****
Address1	*****
Address2	*****
Suburb/Town	Suburb
Postcode	2587
State/County	NSW
Home Phone	*****
Work Phone	*****
Mobile Phone	*****
Clearance Reason *	<input style="width: 95%;" type="text" value="Moving cities and wishes to play for Norths RUFC in Brisbane."/>
'Destination' Organisation Comment	<input style="width: 95%;" type="text" value="State representative. Non-contract player."/>
Player Sub Role (added when cleared to the 'Destination' Organisation) *	<input type="text" value="SENIOR"/>
'From' Organisation Comment	
Parent Organisation Comment	

No audit information available

*Denotes a mandatory field.

Use the 'Destination' Organisation Comment box to capture the following detail:

1. Highest level at which the player has played
2. End of contract date, where applicable
3. Date of commencement of new contract, where applicable
4. Any other relevant information

Important Information about Clearances

- Please check with your Parent Organisation in regards to the requirements that need to be fulfilled for the clearance application.
- Emails will be sent to the relevant club and association alerting them that a clearance has been submitted for this player.
- The player will not be transferred to the Person List of the destination organisation until the clearance has been approved.
- Once the clearance has been approved the player will need to be registered with the relevant association.

REMEMBER:
Enter your CLEARANCE reason
AND
Select a PLAYER SUB ROLE

Figure 2. CURRENT Club Clearance Form

Submit/Edit Player Clearance
[Help on this topic](#)

Current Action required:
The player's source club (Palmerston Crocs RUFC) needs to respond to or provide further information for this clearance request. The destination club (Norths RUFC) may still make changes to the clearance application.

Clearance for:	Lenehan, William
Clearance to:	Norths RUFC
Clearance Response:	<input type="text" value="Granted"/>
'From' Parent Organisation	Darwin Club Rugby
'To' Parent Organisation	Brisbane Club Rugby
'From' Organisation	Palmerston Crocs RUFC
Clearance Status	Pending - Ex club
ID	2268383
First Name	William
Middle Name / Initial	Patrick
Last Name	Lenehan
Date of Birth	1/01/1900
Email	email2268383@email.com
Address1	Address Line 1
Address2	Address Line 2
Suburb/Town	Suburb
Postcode	2587
State/County	NSW
Home Phone	0300000000
Work Phone	
Mobile Phone	0410000000
Clearance Reason	Moving cities and wishes to play for Norths RUFC in Brisbane.
'Destination' Organisation Comment	State representative. Non-contract player.
'From' Organisation Comment	Payment Status = PAID. No further financial obligations.
Parent Organisation Comment	

Use the 'From' Organisation Comment box to capture the following detail:

1. Financial status of player (PAID or NOT PAID)
2. Any other financial obligations
3. Any other relevant information

Important Information about Clearances

- Please check with your Parent Organisation in regards to the requirements that need to be fulfilled for the clearance application.
- Emails will be sent to the relevant club and association alerting them that a clearance has been submitted for this player.
- The player will not be transferred to the Person List of the destination organisation until the clearance has been approved.
- Once the clearance has been approved the player will need to be registered with the relevant association.

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by User ID 161817

*Denotes a mandatory field.

Figure 3. CURRENT PARENT Association Clearance Form

Submit/Edit Player Clearance

Help on this topic

[Return to Clearance List](#)

Current Action required:
The player's source club (Palmerston Crocs RUFC) has granted this clearance request. The association (Darwin Club Rugby) now needs to respond to this clearance request.

Clearance for:	Lenehan, William
Clearance to:	Norths RUFC
Clearance Response:	<input type="text" value="Granted"/>
"From" Parent Organisation	Darwin Club Rugby
"To" Parent Organisation	Brisbane Club Rugby
"From" Organisation	Palmerston Crocs RUFC
Clearance Status	Granted - Ex Club
ID	2268383
First Name	William
Middle Name / Initial	Patrick
Last Name	Lenehan
Date of Birth	1/01/1900
Email	email2268383@email.com
Address1	Address Line 1
Address2	Address Line 2
Suburb/Town	Suburb
Postcode	2587
State/County	NSW
Home Phone	0399999999
Work Phone	
Mobile Phone	0410000000

Use the PARENT Organisation Comment box to capture the following detail:

- Judicial records
- Any other relevant information

Clearance Reason *	<input type="text" value="Moving cities and wishes to play for Norths RUFC in Brisbane."/>
"Destination" Organisation Comment	<input type="text" value="State representative. Non-contract player."/>
Player Sub Role (added when cleared to the "Destination" Organisation) *	<input type="text" value="SENIOR"/>
"From" Organisation Comment	<input type="text" value="Payment Status = PAID. No further financial obligations."/>
Parent Organisation Comment	<input type="text" value="Not currently suspended. No other judicial records."/>

Important information about Clearances

- Please check with your Parent Organisation in regards to the requirements that need to be fulfilled for the clearance application.
- Emails will be sent to the relevant club and association alerting them that a clearance has been submitted for this player.
- The player will not be transferred to the Person List of the destination organisation until the clearance has been approved.
- Once the clearance has been approved the player will need to be registered with the relevant association.

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*As of 15 November 2017

For more information, visit <http://www.rugbyaustralia.com.au/runningrugby/RugbyLink.aspx> or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).