DOMESTIC Player Clearance Process



STEP 1 Player requests CLEARANCE

NOTE: International Clearance process unchanged.

STEP 2 NEW Club lodges request via Rugby Link Online CLEARANCE form
(People > Player Movement > Apply for Player CLEARANCE)

NOTE:

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

See Page 2 for clarification

NOTE: A search for the player in question is required, then click "Apply for CLEARANCE" next to CURRENT Club.

Refer to Figure 1. NEW Club CLEARANCE Form

Notification email sent to – CURRENT Club, NEW Club, 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'.
 - o 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, NEW PARENT Association and Rugby Link user.

STEP 5 NEW PARENT Association seeks approval (phone call/ email) from CURRENT PARENT Association in regards to 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. NEW PARENT Association CLEARANCE Form

NOTE: The need for NEW PARENT Associations to call or email the CURRENT PARENT Association will be removed once live judicial records are available.

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

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

STEP 7 If granted, Player now appears in NEW Club Registration Manager as an UNREGISTERED player.

NEW club will need to **REGISTER** the cleared player.

NOTE: if not marked as 'REGISTERED' a player will not be eligible for team selection.

STEP 8 Original Club will then need to REMOVE the player ROLE and any other roles that no longer apply (e.g. volunteer) and UNREGISTER the cleared player.





DOMESTIC Player Clearance Process



Rugby Link Term	Description	When does this apply?
CLEARANCE	 Formal process Detailed player information required Checks required – financial, judicial and contractual (where applicable) for release Only ONE Club registration allowed. 	 Club to Club movements (permanent), including CURRENT registered players CURRENT unregistered players Expired players (still attached to a Club)
TRANSFER	 Informal process Minimal player information required No checks required, only Club and Comp approval 5 day holding period while player is marked as 'provisional' Multiple registrations possible, ONE active Club registration allowed + MANY additional Comp registrations 	 Club to Club movements (temporary), including 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

Important Considerations:

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Insurance/Fees	 A Registered Player is NOT required to pay additional NPRF, NPIL and/or MUPRF for clearance to a NEW Club in another Member Union within the current season if their payment status is "PAID". However, Club and Competition registration fees may be payable. A Registered Player IS required to PAY additional NPRF, NPIL and/or MUPRF for clearance to a NEW Club in another Member Union within the current year if their payment status is "NOT PAID". When completing a Clearance request, the CURRENT CLUB must provide the player's Current Seasonal Payment Status. 	
Email Notifications	Three 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 and 3. PARENT Association of NEW club. Alternatively, Clubs and Associations can specify different email recipients using the following process. 1. Navigation: Club name drop down > Notification Subscribes List 2. Click "Add" next to 'Clearance/ Permit Request'. 3. Select from user list 4. Action = 'email notification' 5. Click "Add"	
Player Movement	 All changes to the clearance applications will result in an "audit" record/ Player Movement Report that is accessible by the Club and both PARENT Associations. Navigation in Rugby Link: People > Player Movement > Player Movement Report 	
Report Denied Clearances	 A Club and/or PARENT Association can deny a clearance. If the CURRENT Club denies a clearance, the PARENT Association of the NEW Club can override and grant the clearance if financial, contractual and judicial obligations have been met and CURRENT PARENT Association is happy to clear the player. If CURRENT Club & NEW 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 NEW PARENT Association requests more information, the Club will need to provide the information, and grant the clearance again. 	







Figure 1. NEW Club Clearance Form

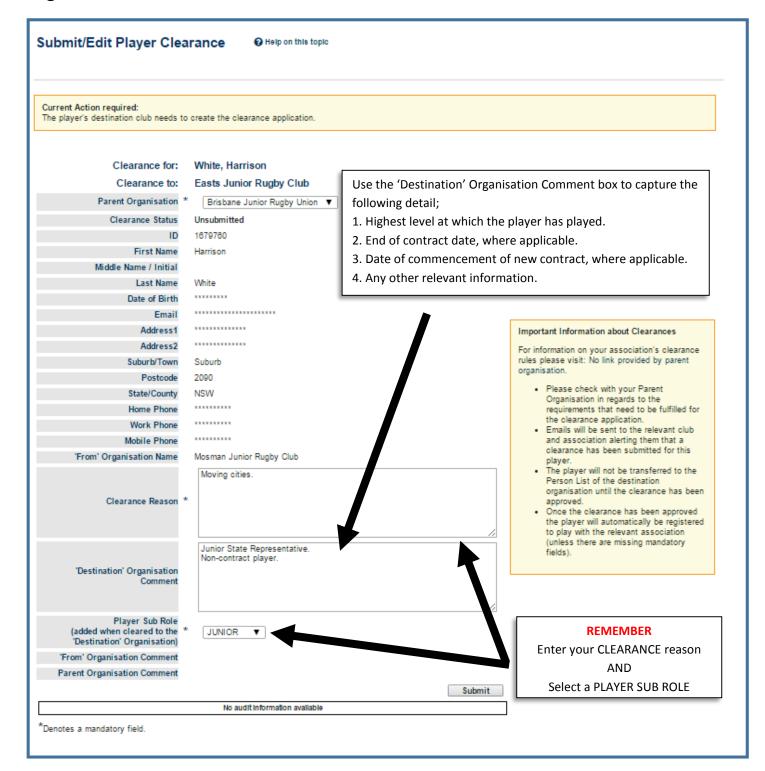








Figure 2. CURRENT Club Clearance Form

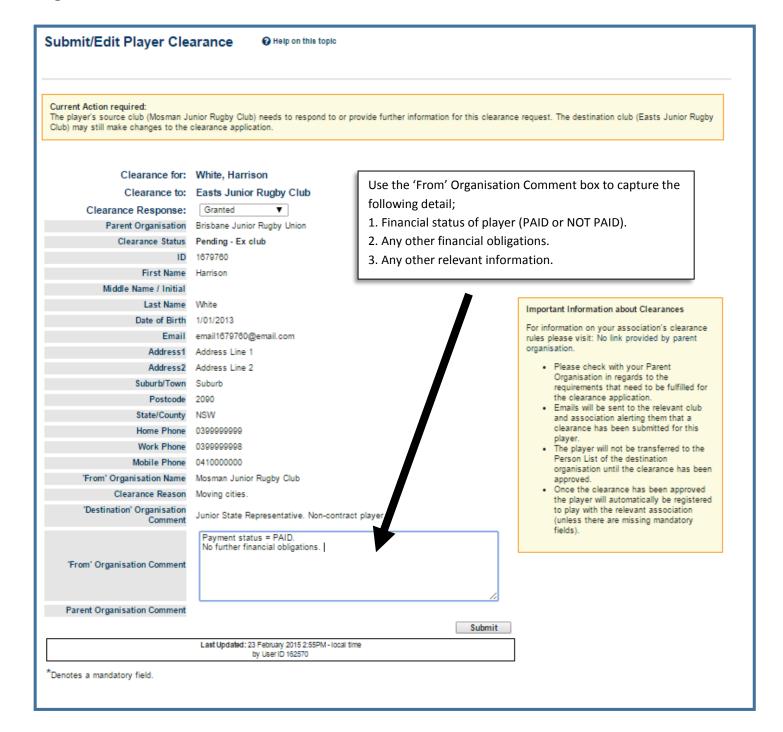








Figure 3. NEW PARENT Association (NEW Club) Clearance Form

