

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

NOTE:

In Rugby Link a ‘CLEARANCE request is what has previously been known as a ‘TRANSFER’.
See Page 2 for clarification

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)
 - 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, 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	<ul style="list-style-type: none"> • Formal process • Detailed player information required • Checks required – financial, judicial and contractual (where applicable) for release • Only ONE Club registration allowed. 	<ul style="list-style-type: none"> • Club to Club movements (permanent), including <ul style="list-style-type: none"> ○ CURRENT registered players ○ CURRENT unregistered players ○ Expired players (still attached to a Club)
TRANSFER	<ul style="list-style-type: none"> • 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 	<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

Important Considerations:

Insurance/Fees	<ol style="list-style-type: none"> 1. 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. 2. 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". 3. When completing a Clearance request, the CURRENT CLUB must provide the player's Current Seasonal Payment Status.
Email Notifications	<p>Three 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 and 3. PARENT Association of NEW club. <p>Alternatively, Clubs and Associations can specify different email recipients using the following process.</p> <ol style="list-style-type: none"> 1. Navigation: Club name drop down > Notification Subscribers List 2. Click "Add" next to 'Clearance/ Permit Request'. 3. Select from user list 4. Action = 'email notification' 5. Click "Add"
Player Movement Report	<ul style="list-style-type: none"> • 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
Denied Clearances	<ul style="list-style-type: none"> • 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.

DOMESTIC Player Clearance Process

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: **White, Harrison**
 Clearance to: **East's Junior Rugby Club**

Parent Organisation *	Brisbane Junior Rugby Union ▼
Clearance Status	Unsubmitted
ID	1679760
First Name	Harrison
Middle Name / Initial	
Last Name	White
Date of Birth	*****
Email	*****
Address1	*****
Address2	*****
Suburb/Town	Suburb
Postcode	2090
State/County	NSW
Home Phone	*****
Work Phone	*****
Mobile Phone	*****
'From' Organisation Name	Mosman Junior Rugby Club
Clearance Reason *	Moving cities.
'Destination' Organisation Comment	Junior State Representative. Non-contract player.
Player Sub Role (added when cleared to the 'Destination' Organisation) *	JUNIOR ▼
'From' Organisation Comment	
Parent Organisation Comment	

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

For information on your association's clearance rules please visit: No link provided by parent organisation.

- 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 automatically be registered to play with the relevant association (unless there are missing mandatory fields).

REMEMBER

Enter your CLEARANCE reason
AND
Select a PLAYER SUB ROLE

No audit information available

*Denotes a mandatory field.

DOMESTIC Player Clearance Process

Figure 2. CURRENT Club Clearance Form

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

Current Action required:
The player's source club (Mosman Junior Rugby Club) needs to respond to or provide further information for this clearance request. The destination club (Easts Junior Rugby Club) may still make changes to the clearance application.

Clearance for: White, Harrison

Clearance to: Easts Junior Rugby Club

Clearance Response: Granted

Parent Organisation	Brisbane Junior Rugby Union
Clearance Status	Pending - Ex club
ID	1679760
First Name	Harrison
Middle Name / Initial	
Last Name	White
Date of Birth	1/01/2013
Email	email1679760@email.com
Address1	Address Line 1
Address2	Address Line 2
Suburb/Town	Suburb
Postcode	2090
State/County	NSW
Home Phone	0399999999
Work Phone	0399999998
Mobile Phone	0410000000
'From' Organisation Name	Mosman Junior Rugby Club
Clearance Reason	Moving cities.
'Destination' Organisation Comment	Junior 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

For information on your association's clearance rules please visit: No link provided by parent organisation.

- 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 automatically be registered to play with the relevant association (unless there are missing mandatory fields).

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by User ID 162570

*Denotes a mandatory field.

DOMESTIC Player Clearance Process

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

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

Current Action required:
The player's source club (Mosman Junior Rugby Club) has granted this clearance request. The association (Brisbane Junior Rugby Union) now needs to respond to this clearance request.

Clearance for:	White, Harrison
Clearance to:	East's Junior Rugby Club
Clearance Response:	<input type="text" value="Please Select..."/>
Parent Organisation	Brisbane Junior Rugby Union
Clearance Status	Granted - Ex Club
ID	1679760
First Name	Harrison
Middle Name / Initial	
Last Name	White
Date of Birth	1/01/2013
Email	email1679760@email.com
Address1	Address Line 1
Address2	Address Line 2
Suburb/Town	Suburb
Postcode	2090
State/County	NSW
Home Phone	0399999999
Work Phone	0399999998
Mobile Phone	0410000000
'From' Organisation Name	Mosman Junior Rugby Club
Clearance Reason *	<input type="text" value="Moving cities."/>
'Destination' Organisation Comment	<input type="text" value="Junior State Representative. Non-contract player."/>
Player Sub Role (added when cleared to the 'Destination' Organisation) *	<input type="text" value="JUNIOR"/>
'From' Organisation Comment	<input type="text" value="Payment status = PAID. No further financial obligations."/>
Parent Organisation Comment	<input type="text" value="Not currently suspended."/>

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

1. Judicial records
2. Any other relevant information.

Important Information about Clearances

For information on your association's clearance rules please visit: [No link provided by parent organisation.](#)

- 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 automatically be registered to play with the relevant association (unless there are missing mandatory fields).

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*Denotes a mandatory field.