



## 2016 Player Registration Procedure

NSWCRU encourages zones/clubs to have players/members complete a Registration Form and then enter the registration to the system off-line. The offline method requires each player registration to be accompanied by the 2016 paper based registration form.

[http://www.cnru.com.au/admin/files/pages/1454403631\\_2016\\_aru\\_player\\_registration\\_form\\_final.pdf](http://www.cnru.com.au/admin/files/pages/1454403631_2016_aru_player_registration_form_final.pdf)

### Insurance

A player must exist in Rugbylink to qualify for insurance and to be included in teams and competitions.

A player registration status of registered is required to qualify for insurance coverage. Unregistered players are not covered by ARU insurance

NB. Players registered in 2015 are covered for insurance up to 1<sup>st</sup> March 2016.

In 2015 NSWRU negotiated a per team insurance levy, with the premiums per team the same as in 2014. More advice will be issued as it comes to hand.

Gow-Gates will issue a tax invoice to clubs at the end of April, with payment due by end of May.

Clubs will still be able to pay the NIL by utilising the existing Premium Funding Plan.

Clubs who haven't paid their insurance or put in place a funding plan by 31 May will be suspended from playing.

Each club will need to activate 'club membership'/registration for non-playing participants in Rugby Link to ensure coverage is extended. Updating the person's Registration Status to REGISTERED is all that is required for this purpose.

### National Participation Fee

| National Participant Registration Fee (NPRF) 2016 |                     |
|---|---------------------|
| Under 6/7   | \$11.00             |
| Juniors   | \$27.50             |
| Seniors   | \$33.00             |
| Casual Senior                                     | \$12 (per game fee) |

Collection of this fee will be by a monthly tax invoice to zones/clubs which will be generated by NSW Rugby Union.

Payment of these fees will be required by the end of the following month i.e. 30 Days.

Registration Manager is the Rugbylink tool club administrators must use to view and update the registration status and payments of a clubs entire player database and to add new players.

## Navigation in Rugby Link

Make sure you are set up as an administrator in Rugby Link. Login to Rugbylink via

<http://www.rugby.com.au/rugbylink/login.aspx>

Once in Rugby Link navigate to the Registration Manager section

1. Click on Registrations>Registration Manager

The screenshot shows the Rugby Link web interface. At the top, the Rugby Link logo is on the left, and the user name 'Wayne McMahon' and club 'Tamworth Pirates RUFC' are on the right. Below the logo is a navigation menu with 'Competition Participation' selected. The main navigation bar includes 'Home', 'Tasks', 'Tools', 'People', 'Registrations', 'Online Forms', 'Sanctioning', 'Communications', and 'Help'. A dropdown menu is open under 'Registrations', with 'Registration Manager' highlighted and circled in red. Below the navigation is a 'Quick Launch' section with filters for 'Season' (2015), 'Round' (CURR), 'Grade' (Not found), and 'Task' (Enter Team Selections). There is also a 'Quick Player Search' field. Below that is an 'Account Details' section with a table of account information and an 'Important Information' box.

| Account Details             |   |
|-----------------------------|---|
| Rugby Link Account Expiry   | 1 January 2020 <a href="#">More Info</a>                    |
| SMS Credits Available       | 0 <a href="#">Purchase</a> <a href="#">More Info</a>        |
| SportzVault Website Package | None <a href="#">Purchase</a> <a href="#">More Info</a>     |
| Member Sign Up              | DISABLED <a href="#">Activate</a> <a href="#">More Info</a> |

### Important Information

Tamworth Pirates RUFC has one or more notifications that require users to be subscribed to. [Click here for more information.](#)

## Player Registration Management

**Person Filter**

Person Role:   ANY Sub Role  Select Sub Roles

Person Name:  Name contains ▾ Person ID:

Association:  Registration Period:

Registration Type:  Registration Mode:

Age range: Minimum:  Maximum:

**Selected Actions**

Actions:

Select All  Select Visible Only (on current page) Participants Currently selected: 0

Drag a column to this area to group by it. Quick Filter\*:

| Select                   | ID      | Ext ID  | Name                | DOB                                 | Age         | Current Type | Address                       | Status       |
|--------------------------|---------|---------|---------------------|-------------------------------------|-------------|--------------|-------------------------------|--------------|
| <input type="checkbox"/> | 2287386 | 80991   | Allona, Peter       | <input type="button" value="Edit"/> | 5 Jan 1982  | 33           | 18 Kurrajong Street HILLVUE   | UNREGISTERED |
| <input type="checkbox"/> | 2287387 | 1528222 | Anderson, Jarrod    | <input type="button" value="Edit"/> | 26 Sep 1994 | 20           | 13 YARRAL AVE TAMWORTH        | UNREGISTERED |
| <input type="checkbox"/> | 2287388 | 138366  | Arnold, Daniel      | <input type="button" value="Edit"/> | 6 Oct 1985  | 29           | U 2, 3 Swan St NORTH TAMWORTH | UNREGISTERED |
| <input type="checkbox"/> | 2287389 | 535754  | Attard, Mathew      | <input type="button" value="Edit"/> | 4 Sep 1988  | 26           | 38 Allawah Rd OGUNBIL         | UNREGISTERED |
| <input type="checkbox"/> | 2287390 | 1450542 | Aworth, Christopher | <input type="button" value="Edit"/> | 22 Nov 1990 | 24           | 3/4 COWPER CL NORTH TAMWORTH  | UNREGISTERED |
| <input type="checkbox"/> | 2287391 | 191602  | Baldwin, Jeremy     | <input type="button" value="Edit"/> | 22 Feb 1975 | 39           | 190A Brisbane St TAMWORTH     | UNREGISTERED |
| <input type="checkbox"/> | 2281306 | 1468691 | Bateman, Dylan      | <input type="button" value="Edit"/> | 8 Dec 1996  | 18           | 20 Belmore St TAMWORTH        | UNREGISTERED |
| <input type="checkbox"/> | 2259263 | 708522  | Bellamy, James      | <input type="button" value="Edit"/> | 7 Jul 1992  | 22           | 16 Gilles Cl COFFS HARBOUR    | UNREGISTERED |
| <input type="checkbox"/> | 2287393 | 1128577 | Bellis, Tim         | <input type="button" value="Edit"/> | 11 Jul 1991 | 23           | 866 Daruka rd TAMWORTH        | UNREGISTERED |
| <input type="checkbox"/> | 2287394 | 221167  | Biffin, Douglas     | <input type="button" value="Edit"/> | 12 Apr 1985 | 29           | 22 JANISON ST TAMWORTH        | REGISTERED   |
| <input type="checkbox"/> | 2324320 | 1356539 | Binge, Kerrod       | <input type="button" value="Edit"/> | 22 Aug 1996 | 18           | 67 Edward Street TAMWORTH     | REGISTERED   |
| <input type="checkbox"/> | 2734589 |         | blanch, scott       | <input type="button" value="Edit"/> | 29 Jul 1990 | 24           | 1220 Manilla rd HALLSVILLE    | REGISTERED   |
| <input type="checkbox"/> | 2287395 | 849530  | Blenman, Johnathon  | <input type="button" value="Edit"/> | 25 Feb 1994 | 20           | 10 Crawford St EAST TAMWORTH  | UNREGISTERED |
| <input type="checkbox"/> | 2287396 | 1357627 | Boland, Thomas Dan  | <input type="button" value="Edit"/> | 5 Apr 1996  | 18           | 6 Wingadee St COONAMBLE       | UNREGISTERED |
| <input type="checkbox"/> | 2287397 | 437173  | Bowden, Andrew      | <input type="button" value="Edit"/> | 6 Dec 1995  | 19           | 22 Elizabeth dr TAMWORTH      | UNREGISTERED |
| <input type="checkbox"/> | 2287398 | 1128578 | Bowden, Sam         | <input type="button" value="Edit"/> | 1 Jun 1991  | 23           | 39 NOWLAND CRES WESTDALE      | REGISTERED   |
| <input type="checkbox"/> | 2287524 | 1068919 | Bradbery, Nicholas  | <input type="button" value="Edit"/> | 2 Oct 1993  | 21           | 11a Panorama Rd CALALA        | UNREGISTERED |
| <input type="checkbox"/> | 2287399 | 833169  | Brady, Matthew      | <input type="button" value="Edit"/> | 11 Mar 1992 | 22           | 1875 NUNDLE RD DUNGOVAN       | UNREGISTERED |
| <input type="checkbox"/> | 2287400 | 966323  | Brooks, Hedley      | <input type="button" value="Edit"/> | 16 Apr 1993 | 21           | 9 Rawson Ave TAMWORTH         | UNREGISTERED |
| <input type="checkbox"/> | 2287401 | 1073245 | Brown, Bradley      | <input type="button" value="Edit"/> | 9 Jun 1991  | 23           | 6 Wilga Pl HILLVUE            | UNREGISTERED |

Clicking on search will bring up a full list of players. Edit and update the record including a check of all names, address and contact details and confirmation of correct email address

| General   | Player   |
|---|--|
| <b>Personal Details</b>   |  |
| Title   | Select...  |
| First Name *  | Peter  |
| Middle Name / Initial   | John   |
| Last Name *   | [redacted]   |
| Alternate Last Name/Maiden Name                                   |  |
| Date of Birth *   | 9/01/1982  |
| Country of Birth  |  |
| Gender  | <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Undisclosed   |
| Email   | hotdogs.13@hotmail.com<br><small>Note: separate multiple email addresses with a semi-colon (;)</small> |
| Address1  | [redacted]   |
| Address2  |  |
| Address3  |  |
| Suburb/Town   | Hillvue  |
| Postcode  | 2340   |
| State/Territory   | NSW  |
| Country   | AUSTRALIA  |
| Home Phone  | [redacted]   |
| Work Phone  |  |
| Mobile Phone  | [redacted]   |
| Fax Number  |  |
| Next of Kin/Emergency Contact - Name                              |  |
| Next of Kin/Emergency Contact - Phone                             |  |
| Company/Business Name   | P [redacted]   |
| Default Shirt/Bib Number  | P [redacted]   |
| <b>Additional Information</b>                                     |  |
| MyRugbyID   | 80991  |
| Which of the following best describe your ethnic origin?          | Select...  |
| Which of the following best describe your mother's ethnic origin? | Select...  |
| Which of the following best describe your father's ethnic origin? | Select...  |
| Comment<br><small>(Only displays on this page)</small>            | P [redacted]   |

Enter any offline payment received by viewing the payments page circled in the previous screen shot

Enter short description eg full or part payment

Select payment method from drop down box

Enter receipt number total amount paid and payment date

Multiple payments can be added against a player

The screenshot shows the Rugby Link website interface. At the top, there is a navigation bar with the Rugby Link logo and user information for Wayne McMahon at Tamworth Pirates RUFC. Below this is a menu with options like Home, Tasks, Tools, People, Registrations, Online Forms, Sanctioning, Communications, and Help. The main content area shows a 'Person Edit' section for a player with ID 36. A green confirmation message states: 'Request processed successfully. 1 player(s) registered successfully.' Below this is a table titled 'Current Registrations' with the following data:

| From Org              | To Org             | Period | Type                       | Created     | Reg Finish  | Method        | User Name     | De-register |
|-----------------------|--------------------|--------|----------------------------|-------------|-------------|---------------|---------------|-------------|
| Tamworth Pirates RUFC | Central North Zone | 2015   | Senior Player Registration | 15-Feb-2015 | 31-Dec-2015 | PERSON RECORD | Wayne McMahon | DE-REGISTER |

Below the table is a form to 'Add New Registrations' with dropdown menus for Parent Organisation (Central North Zone), Registration Period (2015), and Registration Type (Senior Player Registration), and an 'Add Registration' button. Underneath is a 'Registration History' section with a message 'No records found'.

Update player registration status to registered by returning to Registration Manager find the player record and perform the register action.

All registered players will now appear highlighted in the player registration management table as **green**.

Person Edit: A [redacted] 36) [Help on this topic](#)
[Player Payments Received Summary](#)

 Payment Start Date:  (dd/mm/yyyy)   
 Payment End Date:  (dd/mm/yyyy)   
 

Summary for selected period:

| Name       | Number of Recorded Payments | Total Payment Amount | Last Payment Date |
|------------|-----------------------------|----------------------|-------------------|
| [redacted] | 0                           |                      |                   |

 Current Seasonal Payment Status:  

Payment Details for selected Period:

[Add Payment](#)

| Description          | Payment Method   | Payment Status       | Receipt/Inv No       | Amount                            | Payment Date   |                                       |   |
|----------------------|--|----------------------|----------------------|-----------------------------------|--|---------------------------------------|---|
| <input type="text"/> | <input type="text" value="Credit Card"/> ▾<br>Credit Card<br>Cheque<br>Cash<br>Other | <input type="text"/> | <input type="text"/> | <input type="text" value="0.00"/> | <input type="text" value="15/02/2015"/> (dd/mm/yyyy) | <input type="button" value="Delete"/> | <input type="button" value="Update"/> <input type="button" value="Cancel"/> |

Total Records: 1

Bulk registrations can be performed by ticking each box for players you wish to register. Do not do this unless you have a signed registration form for each player. Bulk registrations can be performed by ticking each box for players you wish to register. Do not do this unless you have a signed registration form for each player. Bulk registrations can be performed by ticking each box for players you wish to register. Do not do this unless you have a signed registration form for each player.

## Player Registration Management

### Person Filter

Person Role:   ANY Sub Role  Select Sub Roles  
 Person Name:  Name contains ▾ Person ID:   
 Association:  Registration Period:   
 Registration Type:  Registration Mode:   
 Age range: Minimum:  Maximum:

### Selected Actions

Actions:     
  
 Select All  Select Visible  Register  De-Register Participants Currently selected: 0

Drag a column to this area to group by it. Quick Filter:

| Select                              | ID      | Ext ID  | Name                | DOB              | Age | Current Type          | Address                       | Status       |
|-------------------------------------|---------|---------|---------------------|------------------|-----|-----------------------|-------------------------------|--------------|
| <input checked="" type="checkbox"/> | 2287388 | 80991   | Altona, Peter       | Edit 9 Jan 1982  | 33  |                       | 18 Kurradjong Street HILLVUE  | UNREGISTERED |
| <input type="checkbox"/>            | 2287387 | 1528222 | Anderson, Jarrod    | Edit 28 Sep 1994 | 20  |                       | 13 YARRAL AVE TAMWORTH        | UNREGISTERED |
| <input type="checkbox"/>            | 2287388 | 138308  | Arnold, Daniel      | Edit 6 Oct 1985  | 29  |                       | U 2, 3 Swan St NORTH TAMWORTH | UNREGISTERED |
| <input type="checkbox"/>            | 2287389 | 535754  | Attard, Mathew      | Edit 4 Sep 1988  | 26  |                       | 38 Allawah Rd OGUNBIL         | UNREGISTERED |
| <input type="checkbox"/>            | 2287390 | 1450542 | Aworth, Christopher | Edit 22 Nov 1990 | 24  |                       | 3/4 COWPER CL NORTH TAMWORTH  | UNREGISTERED |
| <input type="checkbox"/>            | 2287391 | 191602  | Baldwin, Jeremy     | Edit 22 Feb 1975 | 39  |                       | 190A Brisbane St TAMWORTH     | UNREGISTERED |
| <input type="checkbox"/>            | 2287392 | 269842  | Bannigan, Keith     | Edit 3 Jun 1952  | 62  |                       | 27 Cypress St SOUTH TAMWORTH  | UNREGISTERED |
| <input type="checkbox"/>            | 2281308 | 1488891 | Bateman, Dylan      | Edit 8 Dec 1998  | 18  |                       | 20 Belmore St TAMWORTH        | UNREGISTERED |
| <input type="checkbox"/>            | 2259263 | 708522  | Bellamy, James      | Edit 7 Jul 1992  | 22  |                       | 16 Gillies Cl COFFS HARBOUR   | UNREGISTERED |
| <input type="checkbox"/>            | 2287393 | 1128577 | Bellis, Tim         | Edit 11 Jul 1991 | 23  |                       | 886 Daruka rd TAMWORTH        | UNREGISTERED |
| <input type="checkbox"/>            | 2287394 | 221187  | Biffin, Douglas     | Edit 12 Apr 1985 | 29  | Senior Player Regi... | 22 JANISON ST TAMWORTH        | REGISTERED   |
| <input type="checkbox"/>            | 2324320 | 1356539 | Binge, Kerrod       | Edit 22 Aug 1996 | 18  | Senior Player Regi... | 67 Edward Street TAMWORTH     | REGISTERED   |
| <input type="checkbox"/>            | 2734589 |         | blanch, soott       | Edit 29 Jul 1990 | 24  | Senior Player Regi... | 1220 Manila rd HALLSVILLE     | REGISTERED   |

## Add New Player [Help on this topic](#)

[Person List](#)

General

Personal Details
Accreditations

|  |   |                 |  |
|--|---|-----------------|--|
| <b>Role</b> *                                | Role <input type="text" value="PLAYER"/> ▾  | <b>Sub Role</b> | <input type="checkbox"/> SENIOR <input type="checkbox"/> JUNIOR <input type="checkbox"/> VETERAN |
| <b>Title</b>                                 | <input type="text" value="Select..."/> ▾  |                 |  |
| <b>First Name</b> *                          | <input type="text"/>  |                 |  |
| <b>Middle Name / Initial</b>                 | <input type="text"/>  |                 |  |
| <b>Last Name</b> *                           | <input type="text"/>  |                 |  |
| <b>Alternate Last Name/Maiden Name</b>       | <input type="text"/>  |                 |  |
| <b>Date of Birth</b>                         | <input type="text"/>  |                 |  |
| <b>Country of Birth</b>                      | <input type="text"/>  |                 |  |
| <b>Gender</b>                                | <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Undisclosed |                 |  |
| <b>Email</b>                                 | <input type="text"/>  |                 |  |
|  | <small>Note: separate multiple email addresses with a semi-colon (;)</small>              |                 |  |
| <b>Address1</b>                              | <input type="text"/>  |                 |  |
| <b>Address2</b>                              | <input type="text"/>  |                 |  |
| <b>Address3</b>                              | <input type="text"/>  |                 |  |
| <b>Suburb/Town</b>                           | <input type="text"/>  |                 |  |
| <b>Postcode</b>                              | <input type="text"/>  |                 |  |
| <b>State/Territory</b>                       | <input type="text" value="Select..."/> ▾  |                 |  |
| <b>Country</b>                               | <input type="text" value="AUSTRALIA"/> ▾  |                 |  |
| <b>Home Phone</b>                            | <input type="text"/>  |                 |  |
| <b>Work Phone</b>                            | <input type="text"/>  |                 |  |
| <b>Mobile Phone</b>                          | <input type="text"/>  |                 |  |
| <b>Fax Number</b>                            | <input type="text"/>  |                 |  |
| <b>Next of Kin/Emergency Contact - Name</b>  | <input type="text"/>  |                 |  |
| <b>Next of Kin/Emergency Contact - Phone</b> | <input type="text"/>  |                 |  |
| <b>Company/Business Name</b> P               | <input type="text"/>  |                 |  |
| <b>Default Shirt/Bib Number</b> P            | <input type="text"/>  |                 |  |

**Additional Information**

|  |  |
|--|--|
| <b>MyRugbyID</b>   | <input type="text"/>                       |
| <b>Which of the following best describe your ethnic origin?</b>          | <input type="text" value="Select..."/> ▾   |
| <b>Which of the following best describe your mother's ethnic origin?</b> | <input type="text" value="Select..."/> ▾   |
| <b>Which of the following best describe your father's ethnic origin?</b> | <input type="text" value="Select..."/> ▾   |
| <b>Comment</b> P<br><small>(Only displays on this page)</small>          | <input style="height: 40px;" type="text"/> |

## Add New Player

Wayne McMahon ▾ Tamworth Pirates RUFC

Competition Participation

Home Tasks Tools People Registrations Online Forms Sanctioning Communications Help

### Add New Player ? Help on this topic

Before creating a new person record, please search for an existing record.  
If the record already exists you can transfer the record, or (if applicable) apply for a clearance.

#### Search Criteria

The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.

Search By:  Name  ID

Show Extra Filtering

SEARCH

#### Search Results

If the person record you wish to create was not found in the search, please create a new record.

CREATE NEW PERSON

| ID      | MyRugby Name             | Year of birth | Age | Organisation                   | Location                             | Reg Type | Reg Period | Transfer   | Clearance         |
|---------|--------------------------|---------------|-----|--------------------------------|--------------------------------------|----------|------------|------------|-------------------|
| 2102815 | 183617 Martin, Samuel    | 1992          | 22  | Unaffiliated                   | MACKAY (QLD)                         |          |            | Add to TPR | Apply for Clea... |
| 2227631 | 1013978 Martin, Samuel   | 2004          | 10  | Brisbane Junlor Rugby Union    | BRIDGEMAN DOWNS (Q...                |          |            | Add to TPR | Apply for Clea... |
| 2227631 | 1013978 Martin, Samuel   | 2004          | 10  | GPS Rugby Club Juniors         | BRIDGEMAN DOWNS (Q... Junlor Play... |          | 2015       | Add to TPR | Apply for Clea... |
| 2227631 | 1013978 Martin, Samuel   | 2004          | 10  | Queen of the Apostles Prim...  | BRIDGEMAN DOWNS (Q...                |          |            | Add to TPR | Apply for Clea... |
| 2227632 | 375589 Martin, Samuel J  | 1996          | 19  | Highfields Redbacks JRUF       | HIGHFIELDS (QLD)                     |          |            | Add to TPR | Apply for Clea... |
| 2227632 | 375589 Martin, Samuel J  | 1996          | 19  | Downlands Sacred Heart Co...   | HIGHFIELDS (QLD)                     |          |            | Add to TPR | Apply for Clea... |
| 2252956 | 1452344 Martin, Samuel K | 1994          | 20  | Barker Old Boys Rugby Club     | NEWTOWN (NSW)                        |          |            | Add to TPR | Apply for Clea... |
| 2252956 | 1452344 Martin, Samuel K | 1994          | 20  | Gordon Rugby Football Club     | NEWTOWN (NSW)                        |          |            | Add to TPR | Apply for Clea... |
| 2264000 | 190737 Martin, Samuel    | 1994          | 20  | Dural Rugby Club               | MARSFIELD (NSW)                      |          |            | Add to TPR | Apply for Clea... |
| 2264000 | 190737 Martin, Samuel    | 1994          | 20  | Eastwood District Rugby Uni... | MARSFIELD (NSW)                      |          |            | Add to TPR | Apply for Clea... |
| 2264000 | 190737 Martin, Samuel    | 1994          | 20  | St Madeleine's Primary School  | MARSFIELD (NSW)                      |          |            | Add to TPR | Apply for Clea... |
| 2265392 | 1269767 Martin, Samuel T | 1989          | 25  | Forest Rugby Club              | FRENCHS FOREST (NSW)                 |          |            | Add to TPR | Apply for Clea... |
| 2291484 | 88205 Martin, Samuel     | 1989          | 25  | New England Zone               | WALCHA (NSW)                         |          |            | Add to TPR | Apply for Clea... |
| 2291484 | 88205 Martin, Samuel     | 1989          | 25  | Moree RUFC                     | WALCHA (NSW)                         |          |            | Add to TPR | Apply for Clea... |
| 2291484 | 88205 Martin, Samuel     | 1989          | 25  | Robb College RUFC              | WALCHA (NSW)                         |          |            | Add to TPR | Apply for Clea... |
| 2291484 | 88205 Martin, Samuel     | 1989          | 25  | Wahroonga JRUF                 | WALCHA (NSW)                         |          |            | Add to TPR | Apply for Clea... |
| 2291484 | 88205 Martin, Samuel     | 1989          | 25  | Walcha RUFC                    | WALCHA (NSW)                         |          |            | Add to TPR | Apply for Clea... |

Search for the player by name. If the player exists cross check the date of birth. If the player exists and is registered with another club a transfer is required. A clearance must first be obtained before the player is transferred. Until further notification the paper transfer forms used in 2014 must continue to be used in the 2015 season.

[http://www.cnru.com.au/admin/files/pages/1393242026\\_aru\\_-\\_domestictransfer.pdf](http://www.cnru.com.au/admin/files/pages/1393242026_aru_-_domestictransfer.pdf)

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

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

|  |                       |
|--|-----------------------|
| Clearance for:   | Martin, Samuel        |
| Clearance to:  | Tamworth Pirates RUFC |
| Parent Organisation *  | Central North Zone ▾  |
| Clearance Status   | Unsubmitted           |
| ID   | 2291484               |
| First Name   | Samuel                |
| Middle Name / Initial  |                       |
| Last Name  | Martin                |
| Date of Birth  | .....                 |
| Email  | .....                 |
| Address1   | .....                 |
| Address2   |                       |
| Suburb/Town  | WALCHA                |
| Postcode   | 2354                  |
| State/County   | NSW                   |
| Home Phone   | .....                 |
| Work Phone   |                       |
| Mobile Phone   | .....                 |
| 'From' Organisation Name   | Walcha RUFC           |
| Clearance Reason *   | <input type="text"/>  |
| 'Destination' Organisation Comment                                       | <input type="text"/>  |
| Player Sub Role (added when cleared to the 'Destination' Organisation) * | Select... ▾           |
| 'From' Organisation Comment  |                       |
| Parent Organisation Comment  |                       |

### 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).

No audit information available

\* Denotes a mandatory field.

Click on the obtain clearance link and request a clearance from the players current club.

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

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

|   |                       |
|---|-----------------------|
| <b>Clearance for:</b>   | Martin, Samuel        |
| <b>Clearance to:</b>  | Tamworth Pirates RUFC |
| <b>Parent Organisation *</b>  | Central North Zone ▾  |
| <b>Clearance Status</b>   | Unsubmitted           |
| <b>ID</b>   | 2291484               |
| <b>First Name</b>   | Samuel                |
| <b>Middle Name / Initial</b>  |                       |
| <b>Last Name</b>  | Martin                |
| <b>Date of Birth</b>  | .....                 |
| <b>Email</b>  | .....                 |
| <b>Address1</b>   | .....                 |
| <b>Address2</b>   |                       |
| <b>Suburb/Town</b>  | WALCHA                |
| <b>Postcode</b>   | 2354                  |
| <b>State/County</b>   | NSW                   |
| <b>Home Phone</b>   | .....                 |
| <b>Work Phone</b>   |                       |
| <b>Mobile Phone</b>   | .....                 |
| <b>'From' Organisation Name</b>   | Walcha RUFC           |
| <b>Clearance Reason *</b>   | <input type="text"/>  |
| <b>'Destination' Organisation Comment</b>                                       | <input type="text"/>  |
| <b>Player Sub Role (added when cleared to the 'Destination' Organisation) *</b> | Select... ▾           |
| <b>'From' Organisation Comment</b>  |                       |
| <b>Parent Organisation Comment</b>  |                       |

### 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).

No audit information available

\* Denotes a mandatory field.

An email will be sent to the club requesting clearance. NB not required for intrazone transfers between CNRU clubs.

**RUGBY LINK** Wayne McMahon ▾ Tamworth Pirates RUFC ▾

Competition Participation

Home Tasks Tools People Registrations Online Forms Sanctioning Communications Help

**Transfer Person** [Help on this topic](#)

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### Participant Details

Name Samuel Thomas Martin (ID: 2265392)  
Year of Birth 1989

Current roles

| Org ID | Org               | Role   | Sub Role |
|--------|-------------------|--------|----------|
| 53323  | Forest Rugby Club | PLAYER | SENIOR   |

Person is inactive (ie no roles) in these organisations:

**No records found**

Transfer this person to:  Current organisation: Tamworth Pirates RUFC

Role:

Sub Role(s):  SENIOR  JUNIOR  VETERAN

**Are you sure you don't need to apply for a Clearance?**

Before transferring a person record, please ensure that you are aware of any other requirements (such as Player clearance requirements) that may apply. The onus is on the organisation initiating the transfer to ensure the record should be transferred. For example, if you are from a club and are not sure whether a player requires a clearance, please do not transfer, and contact your association for further information.

[Click here to apply for a Clearance for this Player](#)

**Important information about Transfers/Adding a person to your list**

- As a privacy measure, after transferring someone, the record will not be editable by your organisation for a period of 5 days. Additionally, all personal data will be obscured during this time. However the record can be used, e.g. a player can immediately be selected for matches.
- An email will be sent to the person advising of the transfer to ensure that he/she is aware of the transfer, and to provide for an opportunity to reverse the process.
- Emails will also be sent to other organisations where the person has a current role.
- An audit record will also be created within the system detailing the user that initiated the transfer.
- Where a parent organisation transfers the record into their own organisation (e.g. a player playing in representative sides), notification emails are not sent, and the parent organisation can edit/view the person record immediately.

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If the player does not exist in the system Create New Person entering all details ensuring spelling of names, date of birth and email details are correct.

Club details are also important and should be reviewed and updated regularly. Edit by clicking on the tab at the top right of the Competition participation page.

Rugbylink club portals

Club portals are linked to the Rugbylink club identifier eg

**Barraba**

<http://www.rugbylink.com.au/home.aspx?save=0&entityid=53186>

**Gunnedah**

<http://www.rugbylink.com.au/home.aspx?save=0&entityid=53345>

### Summary of Important Steps

- Familiarise yourself with Rugby Link resources - [www.rugby.com.au/rugbylink](http://www.rugby.com.au/rugbylink)
- Check your Rugby Link access – have you received your new username and password?
- Complete your organisation set-up – other admins, logos, address details, social media links
- 2015 Registrations
  - Offline approach for NSWRU Country Comps this season
  - Player record update in Rugby Link critical = INSURANCE
  - Registration Manager – click here for [video](#) and [step-by-step guides](#)
- Support resources available
  - [www.rugby.com.au/rugbylink](http://www.rugby.com.au/rugbylink)
  - InteractSport Helpdesk (Vendor) - lodge a ticket [here](#)
  - ARU Rugby Link Helpdesk - [rugbylink@rugby.com.au](mailto:rugbylink@rugby.com.au), (02) 8005 5600

**Amy Alagna** is the Rugby Link Support Contact for NSW. She can be reached at [rugbylink@rugby.com.au](mailto:rugbylink@rugby.com.au) or (02) 8005 5600 any time between 8:30am and 5pm weekdays.