

# OPERATIONAL PROCEDURE



## GENERAL INFORMATION\*

Lead Area:	Rugby Operations
Lead Procedure Title:	Player Clearance Procedure
Procedure Reference No:	SA3
Authors:	Codey Atkinson
Date last modified:	28 September 2016

## SCOPE OF RESPONSIBILITY

- This procedure is to be followed by all clubs when clearing a player to your club or to another club. All clearances must be in accordance with the ARU Regulations on Transfers and Clearances. See <http://www.aru.com.au/Portals/33/Rugby%20Link%20v2/Comp%20Management/Comp%20Mgt%20-%20Player%20Clearance.pdf>

## STEP BY STEP PROCEDURES

- Procedure for Transferring Players from one SA club to another

Step	Description of action	Responsible
1	<p>Player requests clearance with new club</p> <p>NEW Club lodges request via Rugby Link Online CLEARANCE form (People &gt; Player Movement &gt; Apply for Player CLEARANCE)</p> <p>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).</p> <p>(Clubs may only hold a player non-financial to a maximum of one Season's playing fees. Any financial commitment outside of playing fees must be referred to in a signed agreement between the two parties.)</p>	New Club/Player
2	<p>CURRENT Club completes required checks to ensure the player is eligible for release, and notes on CLEARANCE form.</p> <p>This includes;</p> <p>Financial check (registration fees and any outstanding liability)</p> <p>If player has paid, ensure Current Seasonal Payment status is 'PAID'.</p> <p>If player has not paid, ensure Current Seasonal Payment status is 'NOT PAID'.</p> <p>CURRENT Club responds to request either 'grants'/ 'denies' CLEARANCE request.</p> <p>Ensure that the Transfer of Registration through RugbyLink is actioned, within <u>seven days</u> of the date on which that request is made on Rugby Link. If no action is taken within that time, the Union may grant the transfer.</p>	Current Club
3	<p>CURRENT PARENT Association completes required checks to ensure The player is eligible for release, and notes on CLEARANCE form.</p> <p>This includes;</p> <p>Judicial record check (suspensions or penalties outstanding)</p> <p>Association/Competition Manager 'grants'/ 'denies'/requests 'more information' CLEARANCE request.</p>	Current Union

\* This procedure has the effect of a Rule under the Competition Rules issued by the Union and terms used in this procedure and defined in the Competition Rules have the same meaning in this procedure and the rule of interpretation set out in the Competition Rules also apply to this procedure.

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4	<p>NEW PARENT Association receives notification of CLEARANCE request and Player Movement Report is updated.</p> <p>If granted, Player now appears in NEW Club Registration Manager as an UNREGISTERED player.</p> <p>NEW club will need to REGISTER the cleared player. NOTE: if not marked as 'REGISTERED' a player will not be eligible for team selection.</p> <p>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 <b>DO NOT DE-REGISTER the cleared player</b></p>	New Union
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## OTHER INFORMATION

- No Junior or Senior Player who is financially indebted to a Club or to the Union will be eligible to transfer their Registration to another Club.
- Clubs can only claim outstanding finances for one Season.
- Applications for transfer between South Australian Rugby Clubs during a Season, will not be considered or approved by the Union after June 30 2017.
  - No Player may be registered with more than one Club at any one time in any Season.

## DOCUMENTS REQUIRED TO IMPLEMENT PROCEDURES

- Clearance request completed through RugbyLink