Transfers and clearances

Explaining the difference of transfers and clearances

Transfers – Person Transfer involves adding an existing person's record to one or more other organisations – however a person only has one record.
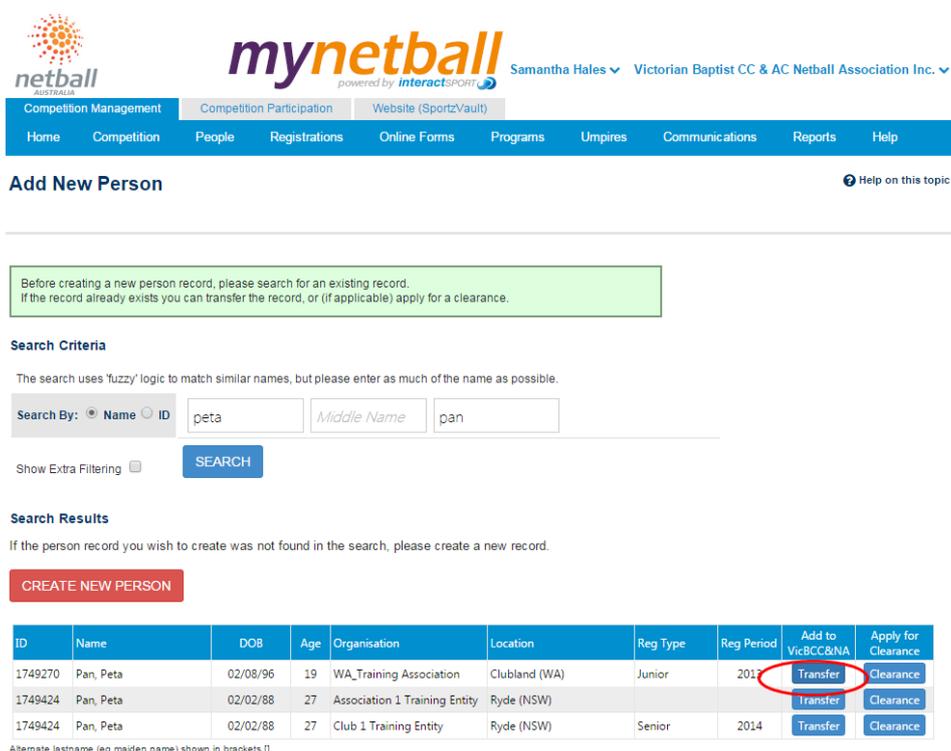
Transferring a person does not alter the Roles held by the person within other organisations. It is up to those organisations to remove roles as appropriate. For example, if a person is a **PLAYER** at Club **A**, and wishes to play at Club **B**, Club **B** would initiate the transfer. This adds a **PLAYER** role for the person at Club **B**. If the person is no longer playing at Club **A**, Club **A** should remove the **PLAYER** role from the person record.

For Privacy reasons, you cannot edit this record for 5 days, however you are able to register the player and select them on a team.

Clearances – moving a player from one association to another OR moving from one club to another OR one club to another association, does need authorisation, and is referred to in MyNetball as a clearance.

Transferring an existing record to your association

If your member is on list but is not linked to your association or club you will need to click on the transfer button.

MyNetball Quick Reference Guide

Participant Details

Name	Peta Pan (ID: 1749270)
Year of Birth	1996

Current roles

Org ID	Org	Role	Sub Role
50370	WA_Training Association	PLAYER	JUNIOR

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

No records found

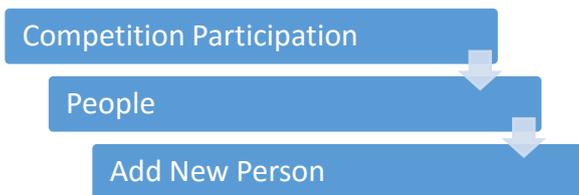| Transfer this person to:	⦿ Current organisation: Victorian Baptist CC & AC Netball Association Inc.
	○ Child organisation: [▾]
Role:	[Select... ▾]
Sub Role(s):	Not found

[Transfer]

Select the transfer option to an association or directly to a club
Click Transfer.

Clearing a player from one association to another / one club to another

Competition Participation

People

Add New Person

You will need to use the **'Add New Person'** screen to broaden the search criteria within Victoria.
Search By: ⦿ **Name** adding first & last name, use the extra filtering [allowing you to define the search]
Once you have found the correct Person record, click on the **'Apply for Clearance'** column

On the next screen in the drop down key select the Parent Organisation, add the clearance reason and their role and click '**Submit'**

Clearance for:	Hales, Samantha
Clearance to:	Victorian Baptist CC & AC Netball Association Inc.
Parent Organisation *	[Select... ▾]
'From' Organisation	Netball Australia
Clearance Status	Unsubmitted
ID	1021318
First Name	Samantha
Middle Name / Initial	
Last Name	Hales
Date of Birth	**********
Email	********************
Address1	******************
Address2	
Suburb/Town	ABERFELDIE
Postcode	3040
State/County	VIC
Home Phone	
Work Phone	
Mobile Phone	**********
Clearance Reason *	

Clearance requests must be approved before a player is able to move to a new association or club

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 need to be registered with the relevant association.

Granting/denying clearances
Locate the 'Clearances requested by other organisations' section
Ensure the correct season is selected
Locate the player in the table

Click 'Detail' and select the response
Fill in the 'From club comment' and click 'Submit'

Clearance & Permits List

? Help on this topic

Season [2013 ▼] [Go]

Clearances Requested by this organisation
No records found

▶ Apply for a Player Clearance

Clearances requested by other organisations
No records found

Permits Requested
No records found

Enabling settings for clearances within clubs/associations

Competition Management

Competition

Competition Settings

Select the '**Clearances**' tab
Tick 'Enable Clearances and Permits'
Add a link to the constitution / by-laws if these have been updated and click '**Update**'

Registration	Clearances	Result Types
Enable Clearances and Permits	☑	
Clearance rules link		

You can provide a URL link to your clearance rules. This URL will appear when clubs are submitting a clearance.

[Update]

If the player is already with your association or club, you are not required to do anything at this stage and you are ready to register the member.