

# Managing Player Clearances

Player clearances is a mechanism whereby clubs gain approval from their governing body to transfer a player from one club to another. Throughout the process, the affected clubs and the association are notified by email as to the actions that are required at any stage.

Note: **Permits** have a similar process to that described below for Clearances, except the application is between one club and the association. A player must be on a club's player list before a Permit can be requested.

[More information about Permits](#)

Below is an overview of the clearance process.

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### Clearance Process

Club (destination club) applies  
for a player clearance



The player's current club (also referred to as the 'from' or 'ex' club )  
must grant or deny the request



The relevant association must grant or deny  
the clearance request



Once clearance is granted the  
player is automatically transferred  
to the destination club

(this means that the player then appears on the active player list of the destination club)

## Requesting a clearance

Go to **Mode:** *Competition Participation* **Menu:** *Players -> Permits & Clearances -> Apply for a Player Clearance*

Apply for a Clearance ?



Parent Organisation  
(responsible for granting the application) Netball Victoria

Search by ☒ Name ☐ ID ☐ External ID

First Name

Middle Name

smith

Search

Search Results

Too many records returned - only showing top 200. Please narrow your search.

ID	NAME	YEAR OF BIRTH	ORGANISATION	LOCATION	LAST REGISTERED	APPLY FOR CLEARANCE
		2003	Livingstone	VERMONT SOUTH (VIC)	07 May 2018	CLEARANCE
		2003	Whitehorse Netball Association Inc.	VERMONT SOUTH (VIC)		CLEARANCE
		2000	Federal	Alice Springs (NT)	12 Mar 2018	CLEARANCE

1. Search for the player within ResultsVault by any of the ResultsVault ID, the Player Name, or the Player club
2. A list of players is displayed. Click the *Select* link. Make sure that where a player is listed as belonging to more than one club, that the correct club is chosen.
3. Select the season, and the association the clearance applies to.
4. Fill in the *Clearance reason* and optionally the To club comment
5. Click *Submit*

Submit/Edit Player Clearance ?

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

Clearance for:	Smith, Tessa
Clearance to:	Altona Netball Association Inc
Parent Organisation	* Netball Victoria
'From' Organisation	Livingstone
Clearance Status	Unsubmitted
ID	0109061
First Name	Tessa
Middle Name / Initial	

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.

State/County	VIC
Home Phone	*****
Work Phone	*****
Mobile Phone	*****
Clearance Reason	<div>*</div> <div></div>
'Destination' Organisation Comment	<div></div>
Player Sub Role (added when cleared to the 'Destination' Organisation)	<div>*</div> <div>Select... ▾</div>
'From' Organisation Comment	
Parent Organisation Comment	
<div>Submit</div>	



When applying for a clearance for a player that is not in ResultsVault first create a record and add that player to your player list, then apply for the clearance. A note should be added to the *From Club Comment* that the player was not within ResultsVault.

## Responding to a clearance request - club

Go to **Mode**: *Competition Participation* **Menu**: *Player -> Permits & Clearances -> Clearance and Permits List*

### Clearance List ?

Season

ALL SEASONS ▾

Status 8 items checked ▾

Go

DATE CREATED	PLAYER ID	PLAYER NAME	CLEARANCE FROM	CLEARANCE TO	STATUS	RESPONSE
12/04/2016		Willi Tigers			Pending - Ex club <a href="#">Audit</a> <a href="#">Detail</a>	<div>Please Select... ▾</div> <a href="#">Save</a> <a href="#">Delete</a>
17/04/2018		Willi Tigers			Pending - Ex club <a href="#">Audit</a> <a href="#">Detail</a>	<div>Please Select... ▾</div> <a href="#">Save</a> <a href="#">Delete</a>

Total Records: 2

1. Ensure the current season is selected
2. Locate the player in the *Clearances requested by other clubs* table
3. Click *Detail* to access the Clearance request
4. Select the appropriate *Clearance response*: Granted, Denied, or More information
5. Fill in the *From club* comment
6. Click *Submit*

# Submit/Edit Player Clearance ?

[Return to Clearance List](#)

**Current Action required:**  
The player's source club (Willi Tigers) needs to respond to or provide further information for this clearance request. The destination club (Willi Juniors) may still make changes to the clearance application.

Clearance for:	<div></div>
Clearance to:	Willi Juniors
Clearance Response:	<div>Granted</div>
Parent Organisation	Altona Netball Association Inc
'From' Organisation	Willi Tigers
Clearance Status	Pending - Ex club
ID	<div></div>
First Name	<div></div>
Middle Name / Initial	
Last Name	<div></div>
Date of Birth	<div></div>
Email	<div></div>
Address1	Address Line 1
Address2	Address Line 2
Suburb/Town	Suburb
Postcode	<div></div>
State/County	<div></div>
Home Phone	<div></div>
Work Phone	<div></div>
Mobile Phone	<div></div>

**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.

Clearance Reason



Would like to play for her friends at Willi Juniors.

'Destination' Organisation  
Comment

Player Sub Role  
(added when cleared to the  
'Destination' Organisation)



JUNIOR ▼

'From' Organisation Comment

Parent Organisation Comment

Submit

## Responding to a clearance - association

- An email will be sent which indicates the action required.

## Clearance List

Download

- [Submit/Edit Player Clearance](#)
- 

- 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.

- When a clearance application changes status an email is sent out to both clubs and the association notifying them of the change. Emails are sent to:
  - Any club administrative user that either creates the request, or responds to it
  - Any club administrative user that is subscribed to the Clearance/Permit request Notification
  - Any association administrative user that is subscribed to the Clearance/Permit request Notification
- [More information about Notifications](#)
- If a club denies a clearance, the association can override and grant the clearance.
- 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 association requests more information, that club needs to provide the information, and grant the clearance again.
- All changes to the clearance application will result in an "audit" record that is accessible by the association.
- Personal details of a player being cleared from another club will be obscured from the applying club until that clearance is granted.

## Clearance Status Definitions

**Unsubmitted** - A clearance that has been created (by the Destination Club) but not yet submitted.

**Pending - Ex Club** A clearance that is waiting on the Ex Club to do something such as grant or deny the application The Destination Club can still change the clearance/permit application while it is in this state.

**Pending - Destination Club** - A clearance that is waiting on the Destination Club to do something such as provide extra information

**Pending - Association** - A clearance that is waiting on the Association to either grant or deny the application

**Granted - Ex Club** - A clearance application that has been and granted by the club that the player is being cleared from.

**Granted** - A clearance that has been processed and granted by the association. The player will be transferred to the destination club if required.

**Denied - Ex Club** - A clearance that has been denied by the club the player is being cleared from.

**Denied - Association** - A clearance that has been denied by the association.

## Field descriptions

**Fields Description for Clearance application (fields marked with \* are mandatory)**

**Clearance Reason** \* The reason for the clearance. (not applicable for permits)

**Club Comments** Any additional comments the club making the application wishes to make

**First Name** , Middle Name/Initial, Last Name\*, Last Played\* , Date of Birth\*, Address, Suburb/Town, Postcode, State, Country, Home Phone, Work Phone, Mobile Phone\* Self evident fields for the player that requires the clearance/permit

**From Club** , From Club Contact\*, From Club Email, From Club Phone\* Information pertaining to the club where the player that requires the clearance last played (ie the Ex Club).