

Seeking a Player permit

A player permit is a mechanism whereby clubs gain approval from their governing body for a player who may otherwise be prevented from playing, such as overseas players or professionals.

- 1. Search for the player within the system by either ID number or Player Name. A list of players is displayed.
(For Associations, make sure that where a player is listed as belonging to more than one club, that the correct club is chosen.)

Apply for a Permit ?



Parent Organisation
(responsible for granting the application)

Essendon District Netball Association ▼

Search by ☒ Name ☐ ID ☐ External ID

First Name

Middle Name

Search

Search Results

ID	NAME	YEAR OF BIRTH	ORGANISATION	LOCATION	LAST REGISTERED	PERMIT
11444672	Smith, Rebecca	2000	Essendon Netball Club	MELBOURNE (VIC)	28 Nov 2016	PERMIT
11444673	Smith, John	1995	Essendon Netball Club	MELBOURNE (VIC)		PERMIT
11444678	Smith, Wayne	2001	Essendon Netball Club	MELBOURNE (VIC)	25 May 2018	PERMIT

2. Click the **Permit** button to apply for a Permit. The Submit/Edit Player Permit screen is displayed.

Submit/Edit Player Permit ?

Current Action required:

The player's club needs to create the permit application.

Permit for:	Smith, George
Permit to:	Aberfeldie Netball Club
Parent Organisation	* Essendon District Netball Association ▼
Permit Type	* Select... ▼
Permit Status	Unsubmitted
ID	1245672
First Name	George
Middle Name / Initial	
Last Name	Smith
Date of Birth	*****
Email	*****
Address1	*****
Address2	*****
Suburb/Town	Suburb
Postcode	3006
State/County	VIC
Home Phone	*****
Work Phone	*****
Mobile Phone	*****
Organisation Comment	
Parent Organisation Comment	

Submit

3. Select the **Parent Organisation** (Association) the permit applies to, and the **Permit Type**.
4. Fill in the Organisation (Club) comment. Sufficient information here will enable the Parent Organisation to respond to the permit faster.
5. Click **Submit**.



All players requiring a permit must already be added to the club's playing list. When applying for a permit for a player that is not in the system, first [add that player](#) to your person list and then apply for the permit.

This applies to the association and other equivalent levels of governing bodies who will receive notification of Permit applications that require further action.

Permits List ?

Season

2018 Season 2 ▾

Go

DATE CREATED	PLAYER ID	PLAYER NAME	PERMIT TYPE	CLUB	STATUS			
9/10/2018		 Smith, James	Professional	 Westfield United Club	Pending - Association	Audit	Detail	Delete

1. Ensure the current season is selected, or select **ALL SEASONS** from the Season dropdown list.
2. Locate the player in the **Permits List**.

The Permit request status can be one of the following:

Unsubmitted : A permit that has been created but not yet submitted

Pending Association : A permit that is waiting on the Association to either grant or deny the application.

Granted : A permit that has been processed and granted by the Association.

Denied - Association : A permit that has been denied by the association.

3. Click **Detail** to view the permit request or **Audit** to view the permit history information.
4. Select the appropriate **Permit Response**: Granted, Denied, or More Information



If **More Information** is requested by the Parent Organisation, the Permit will be returned to the applying club to provide further detail on the Permit Request.

Submit/Edit Player Permit ?

Current Action required:

The association (Essendon District Netball Association) now needs to respond to this permit request.

Permit for:	Smith, Brooke
Permit to:	Aberfeldie Netball Club
Permit Response:	Please Select... ▼
Parent Organisation	Essendon District Netball Association
Permit Type	* Professional ▼
Permit Status	Pending - Association
ID	12404322
First Name	Brooke
Middle Name / Initial	
Last Name	Smith
Date of Birth	01/01/2000
Email	emma@12404322@essendons.com

5. Fill in the Association comment under **Parent Organisation comments**.

Organisation Comment

Parent Organisation Comment

Submit

6. Click **Submit**.



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 created the request, or responded 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.

All changes to the permit application will result in an "audit" record that is accessible by the association.

