Player Clearances
Clearance Overview

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.

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)

Step by step

Creating a clearance application (applies to the destination club)

Choose People...Player Movement...Apply for Player Clearance.
Search for the player within ResultsVault by any of the ResultsVault ID, the Player Name, or the Player club
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.
Select the season, and the association the clearance applies to.
Fill in the Clearance reason and optionally the To club comment
Click Submit
Note: When applying for a clearance for a player that is not in ResultsVault first add that player to your player list and 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 (applies to the 'from' club)**

An email will be sent which indicates the action required.  
Choose People...Player Movements...Clearance & Permits List  
Ensure the current season is selected  
Locate the player in the Clearances requested by other clubs table  
Click Detail to access the Clearance request  
Select the appropriate Clearance response: Granted, Denied, or More information  
Fill in the From club comment  
Click Submit

**Responding to a clearance (applies to the association)**

An email will be sent which indicates the action required.  
Choose People...Players Movement...Player Clearance List  
Ensure the current season is selected  
Locate the player in the Clearances List table  
Click Detail to access the Clearance request*  
Select the appropriate Clearance response: Granted, Denied, or More information: destination club, More information: from club  
Fill in the Association comment  
*or.. click Audit to see the history of the request  
*or.. click Delete to delete the request - this should only be done if the request was created in error

**Notes on the process**

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 (i.e. the Ex Club).