

State League Online Transfer Manual

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NOTES:

- To appear on the required database **PLAYERS** must have a current membership prior to clearance request
- **CLUBS** must ensure their Primary Contact's details are correct on Gameday as this is the contact that will receive the clearance request via email
 - Clubs will also require the players Member ID, Surname, or DOB for the clearance request



Step 1: Login to Gameday

iportsTG*		Katherine Support Sign out
PASSPORT		Assisting the Return to Sport Were here to help and support your organisation through the return to sport. <u>Click here to find information and</u> resources.
Account Info		
Katherine Walton Email address: eventsofficer@volleyballvictoria.org.au	Click to EDIT your profile	
Logins	Communications	
Membership Database Click here to access your Membership Database.	Newsletters Access, manage, search and add your Newsletter preferences here.	
Results Entry & Live Scoring Direct access to results entry and live scoring for desktop, tablet and mobile.		
Websites Click to access your Standard and Advanced Website permissions. Authorised users are added automatically to Passport records.		

Image 1: Gameday Home Page

Step 2: Select Membership database

• Once logged into Gameday select 'Membership Database' and select 'Your Club'



Image 2: Membership Database



Step 3: Request a Clearance

- Hover over 'Members'
- Select 'Request a Clearance'

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	L SELECTION	*OTHER		CLUB 💽			Try New Lay	out 🍺 🙀	K7
Dashboard	Members	Comp Management	Teams Communication	s Registrations	Reports		٩	ADVANCED SEARCH	₽
*OTHE Add/E © Details © Contar	Request a Cle List Online Cl Member Rolls dit Logo s sts	earance earances over D'Clailo <u>Earr</u>		Contacts <u>Edit</u> Administrator (PRIMARY Katherine Walton katherine walton@y	CONTACTI YOLLEYDƏLL				
If you expe	rience any pr ard <u>configure</u> s	oblems with SportsTG	Membership or you wish to p y Gender	Players by Gender	ck please con	Players	Coaches		

Image 3: Members -> Request a Clearance



Step 4: Select a Source State

- Click the 'Select a Source State' drop-down box (Image 4)
- Select 'Volleyball Victoria' and then click the 'Select' button (Image 5)

GAMEDAY					Kather	ine Support Sign out
volley	CTORIA					volleybali one sport, two disciplines
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Request a Cle Please fill in the appropri Select the Source State of State Body: or Search on MEMBER ID: Select	arance ate information below to monwhich the required of Select a Source State	Request a Clearance			© Copyright GameDay. All rights reset	rved. 🗘 GAMEDAY

Image 4: Select a Source State

GAMEDAY	volleyb								Katherine	Support	Sign of
LEVEL		*OTHER		CL	LUB 💽			Try New	o Layout	ne sport, two	o disciplines
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Reque Please fill in Select the S State Body: Or Search on ME Select	est a Cle n the appropria Source State fr EMBER ID:	arance ate information below to R Select a Source State Select a Source State Australian Volleyball Federation State Volleyball NSW Volleyball ACT	Request a ember is	a Clearance from.							
Reque Please fill ir Select the S State Body: or Search on ME Select	est a Cle n the appropria Source State fr EMBER ID:	arance ate information below to F om which the required me Select a Source State Select a Source State Australian Volleyball Federation State Volleyball NSW Volleyball ACT Volleyball Northern Territo Volleyball Queensland	Request a ember is Q	o Clearance from,			© Copyrigh	t GameDay. All righ	ts reserved.	G GA	MEDA

Image 5: Select Volleyball Victoria



Step 5: Select Volleyball Victoria State League

- Click the 'Select a Source Association' drop-down box
- Select 'Volleyball Victoria State League' and then click the 'Select' button (Image 6)

Volleyball Victoria	
LEVEL SELECTION *OTHER CLUB C	ки Ки
Dashboard Members Comp Management Teams Communications Registrations Reports	Ф

Request a Clearance



Image 6: Select 'Volleyball Victoria State League'



Step 6: Select a Source Club

- Click the 'Select a Source Club' drop-down box
- Select the club the player is **transferring from** and then click the 'Select' button (Image 7)

	volleyb	Dall DTORIA					, volievbali ore spert, two disciplines
	LEVEL SELECTION *OTHER CLUB					Try New Layout 😝 😝	
Dashboard	Members	Comp Management	Teams	Communications	Registrations	Reports	Q. ADVANCED SEARCH

Request a Clearance

Select a Source ClubSelect a Source Club	
[٩
Select ClubSelect a Source Club	*
*OTHER	
Bluebelles Volleyball Club	
Dandenong Volleyball Club	
Eastside Hawks	
Heidelberg Volleyball Club	
International Volleyball Club Melbourne	
La Trobe University Volleyball (Club

Image 7: Select a Source Club



Step 7: Search for the transferring player

- To appear in the next steps the player **must** have a current membership
- Search for the transferring player from **one** of the below options and click the 'Select' button (Image 8)
 - o Member ID
 - o Surname
 - o Date of Birth

					Katherine Support Sign out
volley	ctoria				volleyball one sport, two disciplines
H LEVEL SELECTION	*OTHER	CL	UB 💽		Try New Layout 🔞 😝 5 🖉
Dashboard Members	Comp Management	Teams Communications	Registrations	Reports	
Request a Cle Fill in the members MEM Search on a MEMBER ID: and/or Search on Surname: and/or Search on Date of Birth Idd/ Select Member	MBER ID, or enter Surnam	ne and DOB			© Copyright GameDay. All rights reserved.

Image 8: Search for the transferring player

Step 8: Select the transferring player

- If the transferring player appears click the 'select' button (Image 9)
- If the transferring player does not appear, or the details are incorrect, please:
 - Ensure the player as a current membership; and
 - All details from Step 7 were correct
- If the transferring player still does not appear please contact the Volleyball Victoria Events Officer Katherine Walton on 9794 0009 or <u>Katherine.Walton@volleyballvictoria.org.au</u>



vol	eyball Victor	IA					N.	folleyball one sport, two disciplines
	CTION *01	THER	CL	NB 💽			ry New Layout	(a)
Dashboard Mer	mbers Con	np Management Tea	ams Communications	Registrations	Reports	٩	ADVAN	
Request a Select a member the request form of Surname	from the club does not mate	INCE Bluebelles Volleyball Cl h any participant in the Association	lub in the Association Volley database. Club	ball Victoria State	• League in which to Request a Clo Date Cleared To (Club Active ?)	earance for. If no record appe Date Last Registered	ears below, the o	details provided in
select Test	Test	Volleyball Victoria Sta	ite League Bluebelles	Volleyball Club	27/01/2022 (Y)	12/01/2022	01/01/2000	16943
			-					

Image 9: Select for the transferring player

Step 9: Reason for Clearance

- The player's information should now display (Image 10)
 - Please ensure the information is correct
- Click the 'Reason for Clearance' drop-down box (Image 11)
- Select 'Financial Clearance' or 'Transfer Clearance,' scroll to the bottom of the page, and click the 'Update Clearance' button (Image 12)

Dashboard	Members	Comp Management	Teams	Communications	Registrations	Reports			٩	ADVANCED SEARCH	₽
Reque	st a Cle	arance									
To modify th	nis information	change the information	in the boxe	s below and when you	u have finished pr	ess the 'Sub	mit Permit' buttor	n.			
note: For in	nformation on	the players tribunal hist	ory, transf	er history, last playe	d date please scr	oll down to t	the bottom of the p	page. All boxes mark	ted with a O are co	mpulsory and mus	tbe
Details Member	Name	Test Test									
мемвеі	RID	16943									
Date of I	birth	01/01/2000									
Defaulte	er?										
Address	Suburb	Dandenong North	h								
Address	State	Victoria									
Source	Association	Volleyball Victori	a State Leag	jue							
Source (Club	Bluebelles Volley	ball Club								
Reason	for Clearan	Choose Reason	•								
Reason	for Clearan	ce									
Addition	al Informat	ion									

Image 10: Player information



Dashboard	Members	Comp Management	Teams	Communications	Registrations	Reports	Q,		Q
								ADVANCED SEARCH	-

Request a Clearance

To modify this information change the information in the boxes below and when you have finished press the 'Submit Permit' button. Note: For information on the players tribunal history, transfer history, last played date please scroll down to the bottom of the page. All boxes marked with a O are compulsory and must be filled in.

Details	
Member Name	Test Test
MEMBER ID	16943
Date of birth	01/01/2000
Defaulter ?	
Address Suburb	Dandenong North
Address State	Victoria
Source Association	Volleyball Victoria State League
Source Club	Bluebelles Volleyball Club
Reason for Clearance	Choose Reason 💌
Reason for Clearance	Choose Reason Financial Clearance Transfer Clearance
Additional Information	
Reference Number	
Clearance Priority	Select Priority 🔹

Image 11: Reason for Clearance

Agency Email Permit Type Date Permit To Update Clearance	Agency Name		
Permit Type Date Permit To Update Clearance	Agency Email		
Date Permit From Date Permit To Update Clearance	Permit Type		
Date Permit To Update Clearance	Date Permit From		
Update Clearance	Date Permit To		
	Update Clearance		

Image 12: Select Update Clearance



Step 10: Clearance Pending

- The transfer has been submitted once the status is 'Pending' (Image 13)
- The Primary contact from both the 'From Club' and the 'To Club' will receive the 'New request for Clearance' email (Image 14)
- The order of approval, once a clearance has been requested, is:
 - From Club
 - Volleyball Victoria
 - o To Club
- Please note the transfer is not complete until the status is 'Approved'

LEVEL SELECTION *OTHER Wembers Comp Management Teams Communications Registrations Reports	
LEVEL SELECTION *OTHER CLUB Try New Club ashboard Members Comp Management Teams Communications Registrations Reports Q Record updated successfully Return to Clearance	one sport, two disci
Ashboard Members Comp Management Teams Communications Registrations Reports Request a Clearance Record updated successfully	Layout 😝 😝
Request a Clearance Record updated successfully Return to Clearance	
Clearance History	
Ref. No. Date From League (Club) State Image: Club and	ling Dnline Clearance
Image: State League (*OTHER) Volleyball Victoria State League (*OTHER) Approx	-

Image 13: Status 'Pending'



New request for Clearance - Ref. No.:2364060- Test Test - DOB - 01/01/2000

donotreply@mygameday.app To ● Tim Heathcote; ● Tim Heathcote; ❷ Katherine Walton i) Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Clearance Ref. No.: 2364060 Member name: Test Test To Club: *OTHER To Association: Volleyball Victoria State League Source (From) Club: Bluebelles Volleyball Club Source (From) Association: Volleyball Victoria State League

The above Clearance has been added.

Current Level for Approval: Bluebelles Volleyball Club

This email was sent to tim.heathcote@volleyballvictoria.org.au

× The linked image $\hat{A} \ensuremath{\mathbb{C}} \ensu$

Image 14: 'New request for Clearance' email

From Club

Step 1: List Online Clearances

Hover over 'Members' and select 'List Online Clearances' •

		VICT	ORIA								volley	/10 o dis
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equ turn to earai d manu R 23	List IC Men d updat ince F ual Clearan Ref. No. 364060	ated succe ance History earance Hist Date 0 27/01/200	rances r ssfully r From League (Clu 22 Volleyball Victoria	ub) State Leag	ue (Bluebelles Volley	ball Club) V	To League (Club) /olleyball Victoria State I	.eague (*OTHER)		Status Pending	Type Online Clear	ani

Image 15: List Online Clearances



Step 2: List of Clearances

01/01/2000

lest, Test

- Select the 'magnifying glass icon' (Blue box Image 16) to see the 'Clearance Summary' ٠ (Image 17)
- The 'Level of Approval' (Yellow box Image 16) displays the 'level's status' •
 - When the clearance level corresponds with your club the 'level's status' will change to 'AWAITING APPROVAL' as per Step 3 (Image 18)
- The 'Overall Status' of the clearance request is also displayed (Red box Image 16) •
- The 'Clearance Summary' (Image 17) displays the: •

Volleyball Vic... Bluebelles V...

Volleyball Vic... *OTHER

- Reason for Clearance (Financial Clearance or Transfer Clearance); and 0
- Clearance Approval Details (Overall Status at each Level) 0

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	volle	ybali Victoria										volley	ibali o disciplines
ff	LEVEL SELECTIO	N *OTHER	2		CLU	B 💽					Try New Layout		К Л И И
Dashbo	ard Membe	rs Comp Ma	anagement	Teams C	ommunications	Registrations	Reports			٩		ADVANCED SEARCH	₽
List	of Clear	ances	Clearance Ref		Showing Name:	From Club:	т	o Club:	Year: 2021	Status: All		✓ records	FILTER
	Name	Date of Birth	From Associ.	From Club	To Associatio	To Club	This level's s.	Overall statu	Application D	Created By	Ref. No.	Alert Date	Year
17	Test, Test	01/01/2000	Volleyball Vic.	Bluebelles	V Volleyball Vic	*OTHER	Not yet for yo.	Pending	27/01/2022	Online Clear	2364060		2021

Approved

Approved

Image 16: List of Clearances

2364050

Online Clear...

2021

27/01/2022



Clearance Summary

Details		
Clearance Ref. No.	2364060	
Application Date	27/01/2022	
MEMBER ID	16943	
Member being Cleared	Test Test	
Date of birth	01/01/2000	
Address Suburb	Dandenong North	
Address State	Victoria	
From Club	Bluebelles Volleybell Club	
From Association	Volleyball Victoria State League	
To Club	*OTHER	
To Association	Volleyball Victoria State League	
Permit Type		
Clear as Player Active ?	Yes	
Clear as Coach Active ?	No	
Clear as Match Official Active ?	No	
Clear as Misc Active ?	No	
Clear as Volunteer Active?	No	
Overall Clearance Status	Pending	
Total Fees Applied	\$0	
Clearance Priority	Normal	
Reason for Clearance	Transfer Clearance	
Reason for Clearance		
Additional Information		
Clearance Approval De	ails	
Name Bluebelles Volleyball Club	Rearance Status pproved By Alert Date Denial Reason Player Financial ? Player Suspended ? Fee Ap	oplied Development Fee Additional Information Time Updated
Volleyball Victoria State League	Pending -	
-OTHER	- ending	

Image 17: Clearance Summary



Step 3: Awaiting Approval

- When the clearance level corresponds with your club the 'level's status' will change to 'AWAITING APPROVAL'
- Select the 'AWAITING APPROVAL' link (Image 18)

G G.	AMEDAY	Y											Katheri	ne Support	Sign out
	5	volley	ball ICTORIA											volley	ioali disciplines
f	LEVI	EL SELECTION	Bluebelle	es Volleyball (Club		CLU	IB 🔽					Try New Layout		K 7
Das	shboard	Members	Comp Ma	nagement	Teams	Comm	nunications	Registrations	Reports			٩		ADVANCED SEARCH	Ф
L	ist o	f Cleara	INCES	Clearance Ref	From Cl	Showing	g Name: To Associatio	From Club:	This level's s	o Club:	Year: 2021 Application D	Status: All	Ref. No.	▼) records Alert Date	FILTER
6	ਰੂ ^{Te}	est, Test 🛛 🔾	01/01/2000	Volleyball Vic	Bluebell	les V	Volleyball Vic	*OTHER	AWAITING	Pending	27/01/2022	Online Clear	2364060		2021
E	⇒ Te	est, Test 0	01/01/2000	Volleyball Vic	*OTHER		Volleyball Vic	Bluebelles V	Approved	Approved	27/01/2022	Online Clear	2364050		2021

Image 18: AWAITING APPROVAL

2021

Online Clear... 2359175

Step 4: Approve or Deny Clearance

06/05/1982

Lee, Elaine

đ

- The 'Clearance Status' can now be updated by clicking the 'Select Status' drop-down box (Image 19)
- Select 'Approved' or 'Denied' (Image 20)

Volleyball Vic... Bluebelles V... Volleyball Vic... McKinnon Vo..

 If 'Denied' please also update the 'Fee Involved' (if applicable) and 'Additional Information' sections

Cancelled

09/11/2021

 Complete the 'Approved / Denied By' sections and click the 'Update Clearance' button (Image 21)



Clearance

To modify this information change the information in the boxes below and when you have finished press the **'Update Clearance'** button. **Note:** All boxes marked with a **O** are compulsory and must be filled in.

Details	
Clearance Ref. No.	2364060
Member being Cleared	Test Test
Date of birth	01/01/2000
Address Suburb	Dandenong North
Address State	Victoria
From Club	Bluebelles Volleyball Club
From Association	Volleyball Victoria State League
To Club	•OTHER
To Association	Volleyball Victoria State League
Reason for Clearance	
Permit Type	
Permit Date From	
Permit Date To	
Clearance Status	Select Status 👻 📀
Approved / Denied By	
Fee involved	
Development Fee	0.00
Alert Date	

Image 19: Clearance Status



Clearance

To modify this information change Note: All boxes marked with a O	ye the information in the boxes below and when you have finished press the 'Update Clearance' button. • are compulsory and must be filled in.
Details	
Clearance Ref. No.	2364060
Member being Cleared	Test Test
Date of birth	01/01/2000
Address Suburb	Dandenong North
Address State	Victoria
From Club	Bluebelles Volleyball Club
From Association	Volleyball Victoria State League
To Club	*OTHER
To Association	Volleyball Victoria State League
Reason for Clearance	
Permit Type	
Permit Date From	
Permit Date To	
Clearance Status	Select Status 🔹 📀
Approved / Denied By	Approved Cented
Fee involved	
Development Fee	0.00
Alert Date	

Image 20: Select Status



Details Clearance Ref. No. 54400 Member being Cleared Test Test Date of birth 010/0200 Address State Visoria From Club Baseanong Nernh Address State Visoria From Association Visoria State League To Club -OrteR To Association Visoria State League Permit Date From - Permit Date From - Clearance Status Approved - one Approved / Denied By Katherne o - Additional Information - Ice Involved - Player Financial ? State Status Player Suspended ? State Status one Reference Number at His - Player Suspended ? States State Approved Jeanschaft Approved Jeanschaft Proverspector / Paryer League Status one Player Suspended ? States States Approved Jeanschaft Approved Jeanschaft Proverspector / Paryer League Status one Ustate Clearance States Status one Player Suspended ? States Status one Versional Approved Jung Status one Paryer Status one Player Suspended ? States Status one </th <th>Note: All boxes marked with a C</th> <th>> are compulsory and must be filled in.</th>	Note: All boxes marked with a C	> are compulsory and must be filled in.
Member being Cleared Test Test Date of birth 0101/2000 Address Stuburb Danaenong horth Address Statue Vicorea From Club Bluestitus Vitopieati Club From Association Vitopieati Vicorea Statu League To Club Ottopieati Vicorea Statu League To Club Vitopieati Vicorea Statu League To Club Vitopieati Vicorea Statu League To Sasociation Vitopieati Vicorea Statu League Reason for Clearance Vitopieati Vicorea Statu League Permit Type - Permit Type - Clearance Status Approved I pencied By Approved / Dencied By - Approved / Dencied By - Additional Information	Clearance Ref. No.	2364060
Date of birth 0x10/2000 Address Suburb Datescrop North Address State Vecors From Club Buseties Velorgiest Club From Association Velorgiest Club State Lasgue To Club office To Club velorgiest Vectors State Lasgue To Club velorgiest Vectors State Lasgue To Club velorgiest Vectors State Lasgue Reason for Clearance velorgiest Vectors State Lasgue Pernit Type velorgiest Vectors State Lasgue Pernit Type velorgiest Vectors State Lasgue Pernit Otate From velorgiest Vectors State Langue Approved / Denied By velorgiest Vectors State Langue Approved / Denied By velorgiest Vectors State Langue Additional Information velorgiest Vectors State Langue Additional Information velorgiest Vectors State Langue Parage Suspended ? Stateststate Prove Perlorgiest Excentence velorgiest Stateststate Prove Clearance Approved Vectors State Approved Y Merlos DenibleReage Parage Prove Prove North Vectors Stateststate Prove Vectors Stateststate Prove	Member being Cleared	Test Test
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From Association Voltayealt Viccorie State League To Club •0THER Reason for Clearance Permit Type Permit Date From Permit Date To Clearance Status Approved voltagealt Approved / Denied By Katherine Oevelopment Fee 0.0 Alett Date Oevelopment Fee Steet Extus Player Financial ? Steet Status Player Suspended ? Steet Status Player Suspended ? Steet Status Clearance Approved for Eartice Status Player Financial ? Daviet Olicanuer Fee Steet Status Player Suspended ? Steet Status Clearance Approved Jours Status Player Status Player Suspended ? Steet Status Player Status Status Player Status Player Status Status Player Status Clearance Approved Jours Ference Number at this Clearance Approved Jours Player Status Player Status Status Player Status Player Status Status Player Status Clea	From Club	Bluebelles Volleyball Club
To Club •ОтнеR To Association VolieyBali Victoria State League Reason for Clearance Permit Type Permit Date From Permit Date From Clearance Status Approved - • • • Approved / Denied By Ketherine Oevelopment Fee 0.00 Alert Date	From Association	Volleyball Victoria State League
To Association Volteystil Victoria Strets Lesgue Reason for Clearance Permit Type Permit Date From Permit Date From Clearance Status Approved • • • • • • • • • • • • • • • • • • •	To Club	*OTHER
Reason for Clearance Permit Type Permit Date From Permit Date To Clearance Status Approved voo Approved / Denied By Katherine Oevelopment Fee 0.00 Alert Date Additional Information Image: Select Development Fee Select Development Fee Select Status * Player Financial ? Select Status * Player Suspended ? Select Status * Player Status * Player Suspended ? Select Status * Player Suspended ?	To Association	Volleyball Victoria State League
Permit Type Permit Date From Permit Date From Clearance Status Approved / Denied By Katherine Pereloyment Fee 0.00 Alert Date Additional Information Development Fee Select Development Fee Select Development Fee Select Status Player Financial ? Select Status Select Status Clearance Approved / Denied By Select Status Player Financial ? Select Status Clearance Approved by Alert Date Denial Reason Player Suspended / Denied By Player Suspended ? Select Status Clearance Approved Details	Reason for Clearance	
Permit Date From Permit Date To Clearance Status Approved • • • Approved / Denied By Katherine Approved / Denied By Katherine Peelopment Fee 0:0 Alert Date	Permit Type	
Permit Date To Clearance Status Approved / Denied By Katherine Operelopment Fee 0.00 Alert Date Operelopment Fee 0.00 Additional Information Operelopment Fee Select Development Fee Select Development Fee Select Development Fee Player Financial ? Select Status Player Suspended ? Select Status Outdate Clearance Undate Clearance Status Paner Status Player Suspended ? Select Status Operence Clearance Status Approved y Mett Date Denial Reason Player Financial ? Player Suspended ? Fee Applied Development Fee Additional Information Information Information Undate Clearance Subject Status Pending Pending Clearance Status Approved by Alert Date Denial Reason Player Suspended ? Fee Applied Development Fee Additional Information Info	Permit Date From	
Clearance Status Approved Approved / Denied By Katherine Fee involved • Development Fee 0.00 Alert Date • Additional Information • Development Fee Select Development Fee • Player Financial ? Select Status • Player Financial ? Select Status • Player Suspended ? Select Status • Uodate Clearance Vodate Clearance Status * Player Suspended ? Select Status * • Puser Suspended ? • Select Status * • Select Status * • Player Suspended ? • Select Status * • Puse Suspended ? • Select Status * • Vodate Clearance • Select Status Approved By Alert Date Denial Reason Player Financial ? Player Suspende? Fee Applied Development Fee Additional information Time Updated Bluebelies Vollayealt Club ? Pending · Vollayealt Vollayealt Club ? Pending ·	Permit Date To	
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Bluebelles Volleyball Club Pending - Volleyball Victoria State League Pending -	Name	Clearance Status Approved By Alert Date Denial Reason Player Financial ? Player Suspended ? Fee Applied Development Fee Additional Information Time Updated
Volleyball Victoria State League Pending -	Bluebelles Volleyball Club	Pending -
	Volleyball Victoria State League	Pending -

Image 21: Update Clearance



Volleyball Victoria

- Once the clearance has been approved by the 'From Club' (Image 22) the next level is Volleyball Victoria
 - o At this stage, a new email will be sent to all parties
- Volleyball Victoria will then approve or deny the clearance as soon as possible pending office hours
 - o Volleyball Victoria will also maintain a record of all clearances
 - Please note that clubs are responsible to ensure all transfers are within the limits and the 'Abuse of Transfer' penalty will be applied from Round 1 each season.

G GAMEDAY							Katherine	Support	Sign out
	volleyb	Call						rolley one sport, two o	ball disciplines
	L SELECTION	Bluebelles Volleyba	ll Club	CL	UB 💽		Try New Layout	6	K N K N
Dashboard	Members	Comp Management	Teams	Communications	Registrations	Reports	Q	NCED SEARCH	\$

Clearance

Time Updated
27/01/2022

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Image 22: Clearance Approval Details



To Club

- The 'To Club' will need to approve the clearance once the clearance is approved by Volleyball Victoria and the 'From Club'
 - At this stage, a new email will be sent to all parties
- The process of approving the clearance is the same for the 'From' and 'To' Club
 - For the Step-by-Step process please refer to the 'From Club' instructions
 - For a summary of the process please see below

Step 1: List of Clearances 'AWAITING APPROVAL'

• Select the 'AWAITING APPROVAL' link (Image 23)

GAMED	AY										Kathe	erine Suppor	t Sign
	volley	ball CTORIA										volle one sport, t	ybal vo discipline
ff - L	EVEL SELECTION	*OTHER			CLU	B 💽					Try New Layo	ut 🌔	p
				Com	munications	Registrations	Reports			Q			۲.
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Dashboa List	rd Members	Comp Ma	Clearance Ref	Show	ving Name:	From Club:	То То	Club:	Year: 2021	Status: All		ADVANCED SEARCH	is FILTER
ashboa List	rd Members of Cleara	Comp Ma	Clearance Ref	From Club	ving Name: To Associatio	From Club:	This level's s	Club:	Year: 2021	Status: All	Ref. No.	ADVANCED SEARCH	is FILTE Year
List	nd Members	Comp Ma	Clearance Ref From Associ Volleyball Vic	From Club Bluebelles V	ving Name: To Associatio Volleyball Vic	From Club: To Club *OTHER	To This level's s AWAITING	Club: Overall statu Pending	Year: 2021 Application D 27/01/2022	Status: All Created By Online Clear	Ref. No. 2364060	ADVANCED SEARCH	5 FILTE Year 2021

Image 23: List of Clearances 'AWAITING APPROVAL'



Step 2: Update Clearance Status

- The 'Clearance Status' is now displayed including the 'Clearance Approval Details' (Image 24)
- Click the 'Select Status' drop-down box, select 'Approved' or 'Denied,' complete the 'Approved / Denied By' sections, and click the 'Update Clearance' button (Image 25)

Note: All boxes marked with a o	are compulsory	rand must be	illed in.							
Clearance Ref. No.	2364060									
Member being Cleared	Test Test									
Date of birth	01/01/2000									
Address Suburb	Dandenong No	rth								
Address State	Victoria									
From Club	Bluebelles Vol	eyball Club								
From Association	Volleyball Victo	ria State Leag	le							
To Club	*OTHER									
To Association	Volleyball Victo	ria State Leag	le							
Reason for Clearance										
Permit Type										
Permit Date From										
Permit Date To										
Clearance Status	Select Status	• •								
Approved / Denied By			•							
Fee involved										
Development Fee	0.00									
Alert Date										
Additional Information										
Development Fee	Select Develo	pment Fee 🔹 🔻								
Player Financial ?	Select Status	-								
Player Suspended ?	Select Status	•								
Reference Number at the level	is									
Update Clearance										
Clearance Approval De	tails	_								
Name	Clearance Status	Approved By	Alert Date	Denial Reason	Player Financial ?	Player Suspended ?	Fee Applied	Development Fee	Additional Information	Time Updated
Bluebelles Volleyball Club	Approved	Katherine					-			27/01/2022
Volleyball Victoria State League	Approved	Katherine								27/01/2022
OTHER	Pending						-			

Image 24: Clearance Status



Note: All house made d. 19.	and and a start he FULL's
Note: All boxes marked with a Details	> are compulsory and must be filled in.
Clearance Ref. No.	2364060
Member being Cleared	Test Test
Date of birth	01/01/2000
Address Suburb	Dandenong North
Address State	Victoria
From Club	Bluebelles Volleyball Club
From Association	Volleyball Victoria State League
To Club	*OTHER
To Association	Volleyball Victoria State League
Reason for Clearance	
Permit Type	
Permit Date From	
Permit Date To	
Clearance Status	Approved 🗸 🗸
Approved / Denied By	Katherine O
Fee involved	
Development Fee	0.00
Alert Date	
Additional Information	
Development Fee	Select Development Fee 🔹
Player Financial ?	Select Status 🔹
Player Suspended ?	Select Status 🔹
Reference Number at th level	is
Update Clearance Clearance Approval De	etails
Name	Clearance Status Approved By Alert Date Denial Reason Player Financial? Player Suspended? Fee Applied Development Fee Additional Information Time Updated
Bluebelles Volleyball Club	Approved Katherine 27/01/2022
Volleyball Victoria State League	Approved Katherine - 27/01/2022
*OTHER	Pending -

Image 25: Approve or Deny Clearance



Step 11: Clearance Approved

- Once the 'To Club' has completed the final steps the 'Clearance Status' will be marked as 'Approved' (Image 26)
- A final email will send to Volleyball Victoria and the 'From' and 'To' Clubs confirming that the clearance is finalised (Image 27)

Vo	lieyb	all TORIA							volley one sport, two o	ball
	LECTION	*OTHER		CL	ив 🖃			Try New Layout	6	K 7
Dashboard M	lembers	Comp Management	Teams	Communications	Registrations	Reports	Q	AL	DVANCED SEARCH	₽

Clearance

Information Time Update
27/01/2022
27/01/2022
27/01/2022

Image 26: Clearance Status Approved



Clearance finalised- Ref. No.:2364060- Test Test - DOB - 01/01/2000



Clearance Ref. No.: 2364060 Member name: Test Test To Club: *OTHER To Association: Volleyball Victoria State League Source (From) Club: Bluebelles Volleyball Club Source (From) Association: Volleyball Victoria State League

The above Clearance has been finalised.

Image 27: Clearance Finalised Email