

GENERAL INFORMATION*

Lead Area:	Community & Game Development
Lead Procedure Title:	PLAYER & PARTICIPANT CLEARANCE & TRANSFER PROCEDURE
Procedure Reference No:	RWA8
Adapted by:	BH/KH/JS
Date last modified:	20 February 2017

SCOPE OF RESPONSIBILITY

- This procedure is to be followed by all clubs when clearing a player, or participant, to your club or to another club. All clearances must be in accordance with the ARU regulations on transfers and clearances.
- A clearance is required for club to club movements (permanent) including current registered, current unregistered and/or expired (still attached to a club) players & participants.
- A transfer is required for club to club movements (temporary) including composite teams (usually juniors or regional areas), match day changes (juniors e.g. player unavailable on Saturdays, plays in Sunday comp), club to competition movements including representative teams, 7s, or VIVA7s.
- The INTERNATIONAL clearance process remains unchanged.

STEP BY STEP PROCEDURE

- The step by step procedure for clearances and transfers is found at: See <http://www.aru.com.au/runningrugby/ClearancesTransfers.aspx>

OTHER INFORMATION

- If RWA is satisfied (on reasonable grounds) that a player or coach or club, that is seeking a clearance and/or transfer pursuant to this rule, knowingly provided RWA with false or misleading information or documentation, then the SCM shall have the power to suspend that person or that club from participating in the 2017 competition for such period and on such terms as the SCM may (in his/her absolute discretion) determine to be appropriate.
- **No senior player who is financially indebted to a club or to the Union will be eligible to get a clearance for registration to another club.**
- No player can be **primarily** registered with more than one club at any one time during a season.
- A club and/or PARENT association **can** deny a clearance
- If CURRENT club and/or CURRENT PARENT association deny the clearance the player will remain with the CURRENT club.

*This procedure has the effect of a Rule under the Competition Rules issued by the Union and terms used in this procedure and defined in the Competition Rules have the same meaning in this procedure and the rule of interpretation set out in the Competition Rules also apply to this procedure.



OPERATIONAL PROCEDURE

- Notification emails will be sent whenever a request is lodged. The default recipients of these emails will be the primary users of:
 - 1. CURRENT club
 - 2. NEW club
 - 3. CURRENT parent association

NOTE: NEW PARENT association and player will receive a notification email when clearance has been granted or denied.

- Clubs can specify different email recipients by changing the 'Notification Subscribers List'.
- All changes to transfer and clearance processes will result in an 'Audit' record/Player Movement Report that is accessible by the club and both PARENT associations.
- If more information is requested by any party, the request essentially goes back to the prior status, and the clearance process has to restart.
- Before 'TRANSFERRING' a person record, please ensure that you are aware of any other requirements (current registration, financial and judicial history) that may apply. The onus is on the SCM to ensure the player has gained approval from their current parent association and is allowed to be transferred.

DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE

- Clearance/Transfer request completed through Rugby Link
- *ARU Clearances & Transfers – ARU3 (Appendix C)*.

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