 

From 2020 clearances will be processed through Mynetball system.

Below is the process for the requesting club to follow

The “ex club” will have 10 days to grant or deny the request.

FDNA will email the “ex club” after 8 days if it has not been actioned.

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|  | 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.Below is an overview of the clearance process.**Clearance Process**Club (destination club) appliesfor a player clearancehttps://admin-netball.resultsvault.com/common/pages/admin/help/images/downarrow.jpgThe player's current club (also referred to as the 'from' or 'ex' club)must grant or deny the requesthttps://admin-netball.resultsvault.com/common/pages/admin/help/images/downarrow.jpgThe relevant association must grant or deny the clearance requesthttps://admin-netball.resultsvault.com/common/pages/admin/help/images/downarrow.jpgOnce clearance is granted theplayer is automatically transferredto 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...Players...Permits & Clearance...Apply for a 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, Please add player points HERE.*
* 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...Players...Permits & Clearance...Clearance and 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...Permits & Clearance...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](https://admin-netball.resultsvault.com/common/pages/admin/help/NotificationManager.aspx?display=1&popup=1)* 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.

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