How do I apply clearance rules to my organisation?

22/04/2025 4:00 pm AEST

Overview

There are a number of rules that Associations can apply to govern how clearances are managed. For example, rather than manually approving or denying every clearance that is requested, associations can automatically approve or deny certain types of clearances, or player clearances within certain age groups.
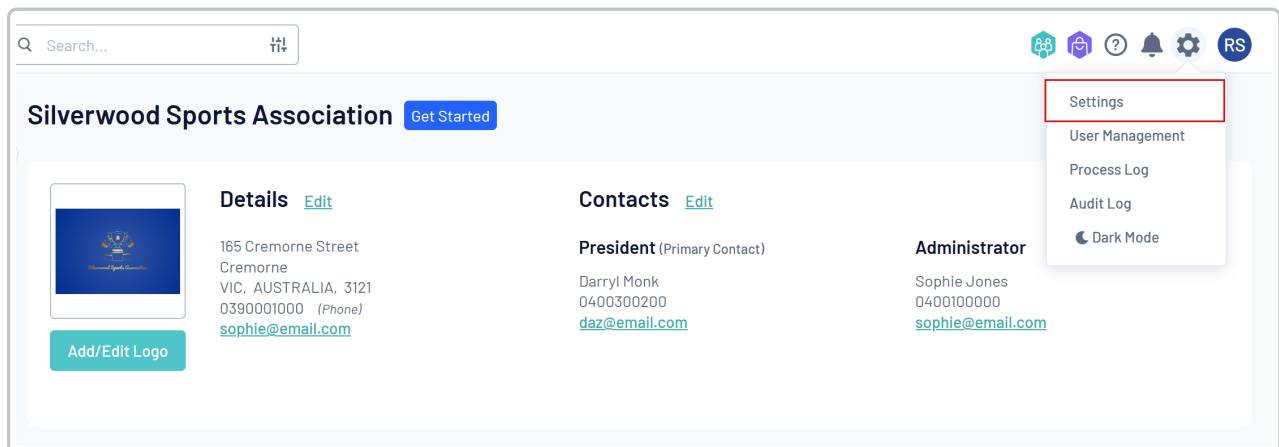
> **Note:** Only governing bodies and associations can adjust clearance settings
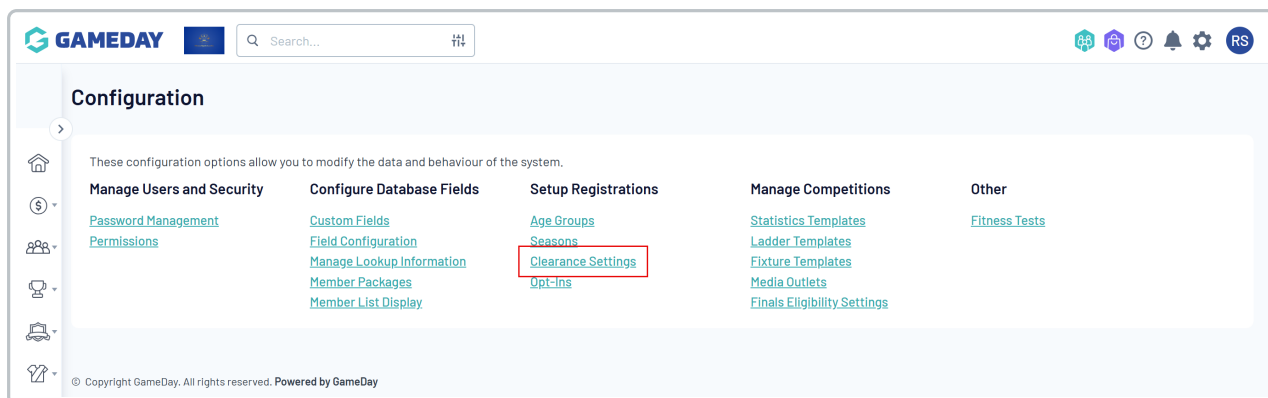
Step-by-Step

Step 1: Open your Association settings

From an Association-level database, select the **Settings Cog** from the top right hand corner, then click **SETTINGS**
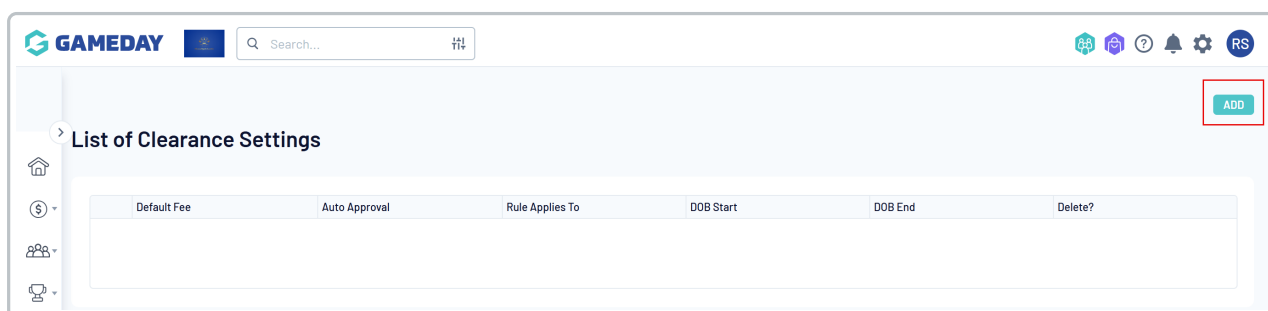

Step 2: Open the Clearance Settings

Under the **Setup Registrations** heading, click the **CLEARANCE SETTINGS** option

Step 3: Add a new clearance setting

The current list of Clearance Settings will appear, showing any existing clearance settings that have already been set up. On the right hand side, click on **ADD** to create a new one

Step 4: Create your clearance rule

Below is an overview of each option on the Clearance Settings screen:

- **Override all rules with Association ID**: Enter an Association ID if you want to inherit their clearance settings
- **Auto Approval**: Select one of three options for how clearances will be processed at the Association level; automatically approve ('Auto Approve'), automatically deny ('Deny All'), or manually approve or deny ('Manual Intervention Required')
- **Rule Applies to**: Apply the auto approval rule (point 3) to clearances where players come in to the Association ('Inward Only'), players leave the association ('Outward Only'), or for all inbound and outbound clearances ('Both Ways')
- **Default fee for auto approval**: If a clearance fee needs to be paid, add the amount into this field
- **DOB Start Range**: Enter the start of the date-of-birth range that the auto approval rule applies to
- **DOB End range**: Enter the end of the date-of-birth range that the auto approval rule applies to

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Search...

Clearance Settings

To modify this information change the information in the boxes below and when you have finished press the **'Update Settings'** button.

Note: All boxes marked with a * are compulsory and must be filled in.

Details

Override all rules with Association ID	
Override Association Name	
Auto Approval*	Auto Approve ▼
Rule Applies to*	Inward Only ▼
Default Fee for Auto Approval	0
DOB Start Range (earliest date)	
DOB End Range (latest date)	

Update Settings

(?)

Step 5: Save the clearance settings

Click **UPDATE SETTINGS** to save your clearance rule. The clearance settings will now apply to all future clearances that are processed within the association

Clearance Settings

To modify this information change the information in the boxes below and when you have finished press the **'Update Settings'** button.

Note: All boxes marked with a * are compulsory and must be filled in.

Details

Override all rules with Association ID	
Override Association Name	
Auto Approval*	Auto Approve
Rule Applies to*	Inward Only
Default Fee for Auto Approval	0
DOB Start Range (earliest date)	
DOB End Range (latest date)	

Update Settings

Watch

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