



GAMEDAY

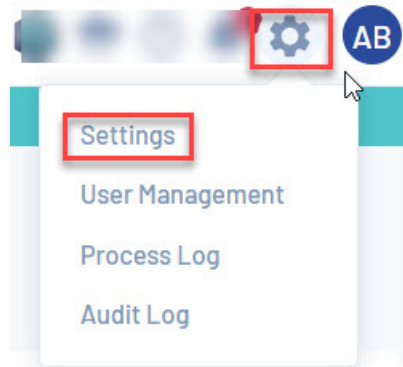
How do I apply clearance rules to my organisation?

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There are a number of rules that Associations can apply to 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 national/state and associations can adjust these clearance settings for each of their levels. Most of the clearances will be between associations and clubs so associations need to set these.

1. From the Association level of Membership, select the **Settings icon** from the top right hand corner, then click **SETTINGS**.



2. Click on **Clearance Settings** (under Set Up Registrations).

Configuration

These configuration options allow you to modify the data and behaviour of the system.

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[Permissions](#)

Configure Database Fields

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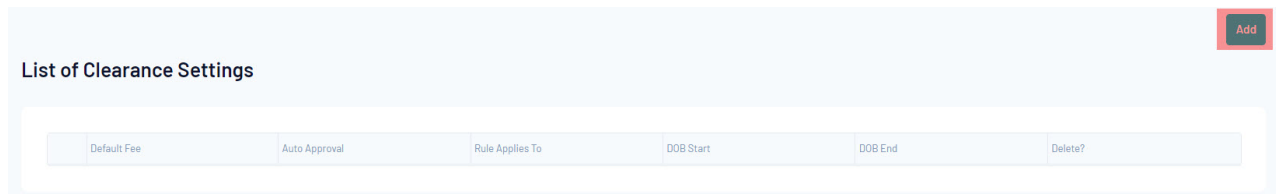
Setup Registrations

[Age Groups](#)
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Manage Competitions

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[Media Outlets](#)
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3. The 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**.



A blank Clearance Settings screen will appear. Below is an overview of each option on the Clearance Settings screen.

a. Override all rules with Association ID:

b. **Auto Approval (compulsory)**: Select one of 3 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')

c. **Rule Applies to (compulsory)**: 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').

d. **Default fee for auto approval (optional)**: If a clearance fee needs to be paid, add the amount into this field.

e. **DOB Start Range (optional)**: enter the start of the date-of-birth range that the auto approval rule applies to.

f. **DOB End range (optional)**: enter the end of the date-of-birth range that the auto approval rule applies to.

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 *

Both ways ▼

Default Fee for Auto Approval

DOB Start Range (earliest date)

Day ▼
Month ▼
Year ▼

DOB End Range (latest date)

Day ▼
Month ▼
Year ▼

Update Settings

4. Enter the details for your clearance settings and click on **Update Settings**. A confirmation message will appear.

The clearance settings will now apply to all future clearances that are processed within the association.

Clearances and Denial Reasons

Associations have the option of creating 'reasons' for clearance requests and clearance denials. The reasons for clearance will appear on the 'Request a Clearance' screen and the reasons for denial will appear on the 'Approve/ Deny a Clearance' screen.

Reasons for clearance requests and clearance denials can be set up through by [clicking here](#).