

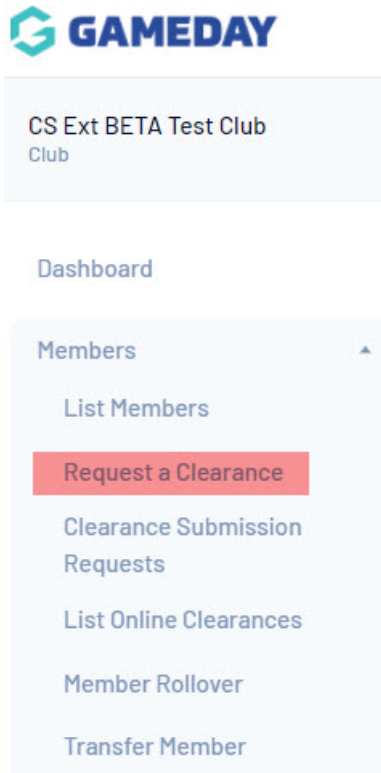


## How do I search and request a clearance by organisation?

Last Modified on 03/06/2024 4:34 pm AEST

Clearances must be initiated at the club level of the database. It needs to be requested from the "destination club" the club the player wants to transfer to

1. From the club level menu, click on the drop down arrow against **Members** and select **Request a Clearance**.



1. From the **Select a Source State** drop down list on the 'Request a Clearance' screen, select the source state that the player currently belongs to.

### Please fill in the appropriate information below to Request a Transfer/Permit

Select the Source Type from which the required member is from.

Type Body:

--Select a Source Type--

2. Leave all other information blank > click **SELECT**.

3. The next step asks you to select the source association that the player currently belongs to. Click on the **Select a Source Association** drop-down list and select the association.

Select the Source Association from which the required member is from.

Association:

Select Association

4. Click on **Select Association**.

5. The next step asks you to select the source club that the player currently belongs to. Click on the **Select a Source Club** drop down list and select the club.

Select a Source Club:

Select Club

6. Click on **Select Club**.

7. Input details for the player via their national number (memberid) or their surname and/or DOB. We recommend via surname and DOB as it returns the most accurate result.

Fill in the members FootyWeb Number, or enter Surname and DOB

Search on a FootyWeb Number:

and/or

Search on Surname:

and/or

Search on Date of Birth (dd/mm/yyyy):

Select Member

8. Click **Select Member**.

9. A list will appear within members with a similar surname, or the exact member will be listed. Click **SELECT** next to the relevant members name.

Select a member from the club **Banyule JFC** in the Association **Yarra Junior Football League (YJFL)** in which to Request a Transfer/Permit for. If no record appears below, the details provided in the request form does not match any participant in the database.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB	FootyWeb Number
<input type="text" value="select"/>	Anderson	Aidan	Yarra Junior Football League (YJFL)	Banyule JFC	(Y)	14/04/2021	21	3
<input type="text" value="select"/>	Anderson	Charlotte	Yarra Junior Football League (YJFL)	Banyule JFC	(Y)	30/01/2021	21	7
<input type="text" value="select"/>	Anderson	Daniel	Yarra Junior Football League (YJFL)	Banyule JFC	12/03/2018 (Y)	31/01/2020	08	4
<input type="text" value="select"/>	Anderson	Jake	Yarra Junior Football League (YJFL)	Banyule JFC	(Y)	14/04/2021	08	3
CLEARED OUT	Anderson	Jordy	Yarra Junior Football League (YJFL)	Banyule JFC	04/05/2013 (N)	00/00/0000	28	3
<input type="text" value="select"/>	Anderson	Lea	Yarra Junior Football League (YJFL)	Banyule JFC	(Y)	14/04/2021	28	8
<input type="text" value="select"/>	Anderson	Lily	Yarra Junior Football League (YJFL)	Banyule JFC	(Y)	05/02/2021	28	6
<input type="text" value="select"/>	Anderson	Lucy	Yarra Junior Football League (YJFL)	Banyule JFC	(Y)	09/04/2018	08	3
<input type="text" value="select"/>	Anderson	Ruby	Yarra Junior Football League (YJFL)	Banyule JFC	(Y)	05/02/2021	10	7
<input type="text" value="select"/>	Anderson	Thomas	Yarra Junior Football League (YJFL)	Banyule JFC	(Y)	00/00/0000	22	9

**Note:** If you are completing a clearance as an RFL administrator, your clearance list will display the member's Year of Birth (YOB) instead of Date of Birth (DOB)

10. This will list the clearance/permit details for the members.

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 \* are compulsory and must be filled in.

Details

Member Name

FootyWeb Number

Date of birth

Defaulter ?

Address Suburb

Address State

Source Association

Source Club

Reason for Transfer

Additional Information

**For clearance:** make sure details are correct and add any additional information including what the reason of the transfer is (if needed).

**For permit:** input a permit type (these are defined by your sport so check with them if you are unsure what they refer to) and input a permit start and end date.

12. Click either **SUBMIT TRANSFER** or **SUBMIT PERMIT**.

13. A confirmation screen will appear once the permit/transfer has been successfully.

This will then go through the relevant clearance approval process set for your sport.