

NETBALL CONNECT – PLAYER CLEARANCE

A new tile indicating clearance requests pending review is now available on the Home page. The Registration Clearance page should be checked regularly by all clubs managing player clearances.

Actions Required

| | | | | | | |
|---------------------------------|--|---|--|--|--|---|
| Actions 2305 > | De-Registration 0 > <small>Awaiting Approval</small> | Transfer 0 > <small>Awaiting Approval</small> | 90 Day - Offline > <small>Awaiting Refund</small> | Clearances 2 > <small>Pending Review</small> | Government Vouchers 0 > <small>Pending</small> | Restricted Accounts 40 > |
|---------------------------------|--|---|--|--|--|---|

Click on the Clearances tile or go to **Registration > Registrations > Registration Clearances**. Select the Year and the name of the Competition. You can also filter by clearance and approval status.

NetballConnect Registration

Dashboard Registrations Membership Competition

Registration Clearances

Search: [] Action

Pending Current Organisation: x

Year: 2023 Competition: All Clearance Status: All Approval Status: All Export

| Participant | Date Registered | Affiliate | Competition | Competition | Date | Competition | Competition | Competition | Approval Status | Action |
|--------------|-----------------|---------------------------------|---------------------------------|--------------------|------------|---------------------------------|---------------------------------|-----------------------|-----------------|--------|
| Kate Okely | 14/12/2022 | St Mary's Football Netball Club | Geelong Football Netball League | Bellarine FNL 2023 | 14/12/2022 | Geelong Football Netball League | Geelong Football Netball League | 2023 Test Competition | Pending | ... |
| Maddie Okely | 14/12/2022 | St Mary's Football Netball Club | Geelong Football Netball League | Bellarine FNL 2023 | 14/12/2022 | Geelong Football Netball League | Geelong Football Netball League | Bellarine FNL 2023 | Pending | ... |

STEP 1 (INDIVIDUAL PLAYER)

The player will register to the club they intend to play for in the upcoming season.

STEP 2 (NEW DESTINATION CLUB)

- a) The destination club, or the new club where the individual is seeking to play, will see the player's name in the Registration Clearances page.

Before any action is taken the club administrator will need to confirm the details listed against the player's name are correct. Particular attention **MUST** be paid to the player's Previous Registration.

Previous Registration details are listed on the right-hand side of the page under Previous Registration.

Registration Clearances

Year: 2023 Competition: All Clearance Status: All Approval Status: All Export

| Current Registration | | | | | Previous Registration | | | | | | | | |
|----------------------|-----------------|-----------|-------------|-------------|-----------------------|-----------|-------------|-------------|-----------|------|----------|------|--------|
| Participant | Date Registered | Affiliate | Competition | Competition | Date Registered | Affiliate | Competition | Competition | Clearance | Date | Approval | Date | Action |
| | | | | | | | | | | | | | |

If the Previous Registration affiliate (previous club), competition organiser (previous league) and competition (previous season) details are correct, the club administrator will change the Clearance status from *Pending* to **Required**. The previous registered club will **only** see this clearance request once the status is marked as Required.

| | | | | | |
|--------------------|------------|---------------------------------|---------------------------------|-----------------------|---|
| Bellarine FNL 2023 | 14/12/2022 | Geelong Football Netball League | Geelong Football Netball League | 2023 Test Competition | <div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> Pending Required Not Requ... </div> |
| Bellarine FNL 2023 | 14/12/2022 | Geelong Football Netball League | Geelong Football Netball League | Bellarine FNL 2023 | |

STEP 2

- b) Where the Previous Registration affiliate (previous club), competition organiser (previous league) and competition (previous season) details are incorrect, the club must click the three dots on the far right-hand side of the page to **Update Clearance Organisation**.

| | | | | | | |
|--------------------|------------|---------------------------------|---------------------------------|-----------------------|---------|-----|
| Bellarine FNL 2023 | 14/12/2022 | Geelong Football Netball League | Geelong Football Netball League | 2023 Test Competition | Pending | ... |
| Bellarine FNL 2023 | 14/12/2022 | Geelong Football Netball League | Geelong Football Netball League | Bellarine FNL 2023 | Pending | ... |

The second row is highlighted in orange. A red circle highlights the three dots menu, and a red oval highlights the 'Update Clearance Organisation' option in the dropdown menu.

The details of all previous registered clubs and competitions for that player will appear. The club must select the correct affiliate (previous club), competition organiser (previous league) and competition (previous season) detail and click ok.

Change Approver

Current Registration:

Player: Mel Taylor
 Affiliate: Leopold Football Netball Club
 Competition: Geelong FNL Replicate #3
 Competition Organiser: Geelong Football Netball League
 Date Registered: 15/12/2022

Previous Registration:

| Affiliate | Competition | Competition Organiser | Date Registered |
|--|--|---------------------------------------|-----------------|
| <input type="radio"/> St Mary's Football Netball Club | New replicate #2 | Geelong Football Netball League | 29/10/2022 |
| <input type="radio"/> St Mary's Football Netball Club | Geelong fnl replicate | Geelong Football Netball League | 19/10/2022 |
| <input type="radio"/> Geelong Football Netball League | Portland Competition | Geelong Football Netball League | 11/03/2022 |
| <input checked="" type="radio"/> Geelong Football Netball League | Portland Competition | Geelong Football Netball League | 24/02/2022 |
| <input type="radio"/> St Johns Netball Club | Players in Multiple Team _ Team Reg Option | Essendon District Netball Association | 08/02/2022 |

The club administrator will then change the clearance status from *Pending* to **Required**. The previous registered club will only see this clearance request once the status is marked as Required.

| | | | | | | | | | |
|--|------------|---------------------------------|---------------------------------|--------------------|------------|---------------------------------|---------------------------------|-----------------------|----------|
| <input checked="" type="checkbox"/> Kate Okely | 14/12/2022 | St Mary's Football Netball Club | Geelong Football Netball League | Bellarine FNL 2023 | 14/12/2022 | Geelong Football Netball League | Geelong Football Netball League | 2023 Test Competition | Pending |
| <input checked="" type="checkbox"/> Maddie Okely | 14/12/2022 | St Mary's Football Netball Club | Geelong Football Netball League | Bellarine FNL 2023 | 14/12/2022 | Geelong Football Netball League | Geelong Football Netball League | Bellarine FNL 2023 | Required |

The dropdown menu for the second row is highlighted with a red circle, showing 'Required' as the selected option.

STEP 3 (PREVIOUS REGISTERED CLUB)

The previous registered club, or the club the player wishes to be cleared from, will now see the pending clearance request in the Registration Clearance page.

| | | | | | | | | | | | | |
|--------------------------|--------------|------------|---------------------------------|---------------------------------|--------------------------|------------|-------------------------------|---------------------------------|-----------------------|----------|------------|----------|
| <input type="checkbox"/> | Laura Clarke | 20/12/2022 | St Mary's Football Netball Club | Geelong Football Netball League | Geelong FNL Replicate #3 | 20/12/2022 | Leopold Football Netball Club | Geelong Football Netball League | Geelong fnl replicate | Required | 20/12/2022 | Pending |
| <input type="checkbox"/> | Sarah Ng | 20/12/2022 | St Mary's Football Netball Club | Geelong Football Netball League | Geelong FNL Replicate #3 | 20/12/2022 | Leopold Football Netball Club | Geelong Football Netball League | Geelong fnl replicate | Required | 20/12/2022 | Approved |

The club administrator will mark the pending clearance request as Approved or Declined. The League competition rules will determine the basis on which clearances can be approved or declined.

If *Approved* is selected, the club administrator must confirm the approval by completing typing Confirm in the confirm approval box. An approved clearance request cannot be changed.

NOTE: The word Confirm must be typed with a capital C and all other letters lower case for the ok option to be enabled.

Confirm Approval

Once you approve any player(s), you will not be able to decline them.

Type "Confirm" in the box below to proceed.

Confirm

Cancel
OK

The clearance request will be displayed as Approved and the approval date listed.

| | | | | | | |
|-------------------------------|---------------------------------|-----------------------|----------|------------|----------|------------|
| Leopold Football Netball Club | Geelong Football Netball League | Geelong fnl replicate | Required | 20/12/2022 | Approved | 23/12/2022 |
|-------------------------------|---------------------------------|-----------------------|----------|------------|----------|------------|

If the club administrator declines the clearance request, a pop up will appear requesting confirmation of that decision.

Confirm X

Are you certain you want to decline this registration(s)

No
Yes

The clearance request will be displayed as Declined and the date listed.

NOTE: The previous registered club may change a *Declined* clearance to *Approved*, at a later time, if circumstances allow.

| | | | | | | |
|-------------------------------|---------------------------------|-----------------------|----------|------------|----------|------------|
| Leopold Football Netball Club | Geelong Football Netball League | Geelong fnl replicate | Required | 20/12/2022 | Declined | 23/12/2022 |
|-------------------------------|---------------------------------|-----------------------|----------|------------|----------|------------|

STEP 4 (NEW DESTINATION CLUB)

The destination club will see the current Clearance and Approval status of all individuals. The Registration Clearance page should be checked regularly by all clubs managing player clearances.

CLEARANCES NOT REQUIRED

Where a clearance is not required, the club administrator can mark the clearance status as *Not Required*. The approval status will be marked as *Approved – Automatic* and the request will be removed from Pending Clearances list.

| Affiliate | Competition Organiser | Competition | Clearance | Date | Approval | Date | Action |
|-------------------------------|---------------------------------|----------------------|--------------|------------|----------------------|------------|--------|
| Leopold Football Netball Club | Geelong Football Netball League | Geelong fnl replicat | Not Required | 23/12/2022 | Approved - Automatic | 23/12/2022 | ... |

SEVEN (7) DAY AUTOMATICALLY APPROVED CLEARANCES

A clearance that has been marked as **Required**, but not actioned by the previous registered club administrator will be automatically approved after seven (7) days.

LEAGUE ADMINISTRATION

The League administrator will be able to see the status of all clearance requests without impersonating individual clubs. The League will be able to action any items not completed by a club administrator.