



PLAYER CLEARANCE CHECK LIST

This checklist provide a brief outline of the steps required to approve or decline a clearance request.

Task	Detail
1. Individual player registers to their chosen club.	Register as a player into your chosen club via the unique club registration link.
2. Destination club marks the clearance status as required.	Registration > Registrations> Registration Clearance Check the player's Previous Registered details and make a change if required. Mark the clearance as <i>Required</i> .
3. Previous club approves or declines request.	Registration > Registrations> Registration Clearance Previous registered club approves or declines the clearance request.
4. Destination club checks the clearance status.	Registration > Registrations> Registration Clearance Check the registration clearance page regularly if managing player clearances.
5. Clearance not required	Registration > Registrations> Registration Clearance If clearances are not used, or the individual player does not need to be cleared from their previous registered club, mark the clearance as <i>Not Required</i> .