Clearances and Transfers Guidelines for Clubs

Clearances

Clearances from other associations into the DVCA or club-to-club clearances within the DVCA:

- **From midnight 1st April to midnight prior to the 1st playing date of the season**, clubs are permitted to process their own clearances using the "Transfer" function in MyCricket (refer to Appendix 1 - How to Submit Transfers & Clearances Procedures). This applies to all competitions including Seniors, Juniors, & Veterans.

  For example:
  - Competition commencement date 1 October. Clubs are permitted to use the "Transfer" function on MyCricket from midnight 1st April to 11.59pm 30 September.

  Note:
  Where a player is returning to a club that they have previously played for, the following error message may appear when processing a transfer on MyCricket.

  Transfer a Person

  An error has occurred
  This person is already listed with this organisation.

  In this instance, a transfer is not required as the players record is already with the club that the player is returning to. The only action required is to locate the player on the club's person list and process a player registration. (Clubs may need to select 'No Role' on their person list to locate the player.)

  This process is only permitted prior to the season commencing (as per the dates listed above). If the player is not registered prior to the 1st playing date then a clearance will be required.

- **From midnight of the 1st playing date until midnight 31st March**, **ALL** clearance requests will continue to require approval by the General Manager using the "Clearance" function on MyCricket (refer to Appendix 1 - How to Submit Transfers & Clearances Procedures). This applies to all competitions including Seniors, Juniors, & Veterans. *Clearances must be submitted at least 24 hours prior to the person playing in a match.*

  For example:
  - Competition commencement date 1 October. Clubs **are not** permitted to use the "Transfer" function on MyCricket for clearances from midnight 1 October until 11.59pm 31st March.

  Note: Weekly reports will be run by the General Manager to monitor the use of the "Transfer" function on MyCricket during the playing season. Where a player has been transferred during the current season instead of submitting a clearance, **a fine of $250 will be incurred by the club**.

- **All clearances will close 31st December**, although the current exceptions to this (as per the DVCA Rule Book) will continue to apply.

<u>Transfers</u>

- In the case of a player who has not played cricket in the previous 3 seasons and does not require a clearance, clubs are permitted to transfer the player using the "Transfer" function on MyCricket (refer to Appendix 1 - How to Submit Transfers & Clearances Procedures) during the season **<u>for this situation only</u>**.

  Note: Weekly reports will be run by the General Manager to monitor the use of the "Transfer" function on MyCricket during the playing season. Where a player has been transferred during the season instead of submitting a clearance, **a fine of $250 will be incurred by the club**.

- Junior Merged Teams - Clubs **<u>are not</u>** permitted to use the "Transfer" function on MyCricket (at any time) for Junior merged teams. Transferring players for Junior merged teams **<u>MUST</u>** be processed on MyCricket by the DVCA Junior Manager. Refer to the DVCA Rule Book for detailed information.

Note: Where players are transferred using the "Transfer" function on MyCricket (as per any of the abovementioned guidelines), players records are transferred to the new club immediately, with no approval required. All transferred players must be registered as per A7 Player Registrations of the DVCA Rule Book. Players can be manually registered (refer to Appendix 2 - Senior/ Manual Registration – Adding Senior Registration Type) after the transfer has been processed, however, player details cannot be changed or updated for 72 hours from the time of transfer.

Appendix 1
MyCricket - How To Submit Transfers & Clearances

Transfers and Clearances are used in MyCricket for the movement of people. MyCricket allows for a single person to be involved with multiple organizations' throughout Australian Cricket whilst retaining a single ID number. The person can therefore take on multiple roles within multiple organisations whilst retaining an accurate historical record of their cricket career and involvement within a club and/or association.

Once a record is created for a person it can then be transferred to other organisation's Person List whilst still remaining on the original list.

If you are not sure if a clearance or transfer is required for a player/person within MyCricket, please contact your association for clarification.

Process for transferring a player

1. Tap on Mode: Teams > Players Menu > Permits & Clearances > Person Transfer or Player Clearance

2. Select 'Transfer Person'

3. Type in person's name or their MyCricket ID

4. Select 'Transfer' for that person from their most current club.

5. Review details including 'Current Roles' and 'Past Organisations' to ensure it is the correct person, then enter 'Transfer Details' and select Transfer.

Transfer a Person

Search   Transfer   Done

Participant Details

SEARCH AGAIN?

MYCRICKET ID	NAME	YEAR OF BIRTH
1130930	JP Duminy	1980

Current Roles

ORGANISATION ID	ORGANISATION NAME	ROLE	SUB ROLE
826	Fake CC	PLAYER	SENIOR

Transfer Details

TRANSFERRING TO

North Richmond Cricket Club ▼

ROLE

PLAYER ⌄

SUB ROLE(S)

☐ SENIOR   ☑ JUNIOR   ☐ VETERAN   ☐ T20BLAST

REASON FOR TRANSFER

Playing cricket at NRCC

TRANSFER

Note:
- If the Transfer link is greyed out it means that player is already on your club's list.
- The transferred person's details can be seen by the club/association after 3 days.

Process to apply for a Clearance
The following is a step by step overview of the clearance process, beginning with the club requesting the clearance:

1. Tap on Mode: Teams > Players Menu > Permits & Clearances > Person Transfer or Player Clearance

2. Select 'Clear Player'

3. Select the 'Parent Organisation' responsible for grating the application

Parent Organisation (responsible for granting the application)   Hawkesbury District Cricket Association   ⌄

4. Type in person's name or ID and hit search.

5. Review results and tap 'Apply for Clearance'

ID	NAME	YOB	ORGANISATION	LOCATION	LAST PLAYED	
1130930	Duminy, JP	1980	Fake CC	No Fixed Address (QLD)	12 Mar 2017	APPLY FOR CLEARANCE

Alternate lastname (eg maiden name) shown in brackets []

6. Select the roles and explain the 'Clearance Reason' and add any addition comments. Tap 'Apply Clearance'.

7. A notification email will then be sent to the club and association to approve or deny.

8. An association that approves the clearance before a club cannot reverse the change.

Process to grant/deny and view Clearances

1. Mode: Teams > Menu: Players > Permits & Clearance > Clearance and Permits list

2. Select the current season from the drop down list and locate the player in the 'Action pending at Club/Association name' and click 'View'.

3. Select the appropriate Clearance response - Granted, Denied or More information.

Season   2016/2017   ▾   **GO**

Actions pending at Wanderers Cricket Association

DATE CREATED	PLAYER ID	PLAYER NAME	CLEARANCE FROM	CLEARANCE TO		
19/01/2017	402926	Tait, Jacob	Kew Cricket Club	Fake CC	View	Delete
19/01/2017	402926	Tait, Jacob	Kew Cricket Club	Fake CC	View	Delete
3/04/2017	402926	Tait, Jacob	Eastern Cricket Association	Fake CC	View	Delete

Clearances pending at other organisations

DATE CREATED	PLAYER ID	PLAYER NAME	CLEARANCE FROM	CLEARANCE TO	STATUS		
2/03/2017	495369	Keyte, Andrew	Muddies Cricket Club	Fake CC	🕐	View	Delete
15/03/2017	1564455	Tait, Jacob	Port Melbourne Cricket Club	Fake CC	🕐	View	Delete

Appendix 2
Senior/ Manual Registration - Adding Senior Registration Type

All players need to have the relevant registration type for the specific season/competition in order to be selected. While all juniors are required to complete their first registration online, senior players can be manually registered by a club administrator.

*Please keep in mind that **Person Roles** are separate to **Registration Types,** and having a Person Role of 'Player: Senior' alone will not allow a player to be selected in Senior Matches.*

Step 1: Navigate to the Manual Registration Page via;
Administration (MODE) > Online Registration > Management > Manual Registration

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Step 2: Search for the player you want to register using the Person Role (you can search for a specific role, ANY ROLE or NO ROLE if they do not have any role), then the Person Name or ID & the Association you wish to register them into.

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Step 3: Once you have the player you wish to register, click the checkbox on the player record.

_____

Step 4: From the selected actions dropdown select the 'Register' option and hit 'Perform'.
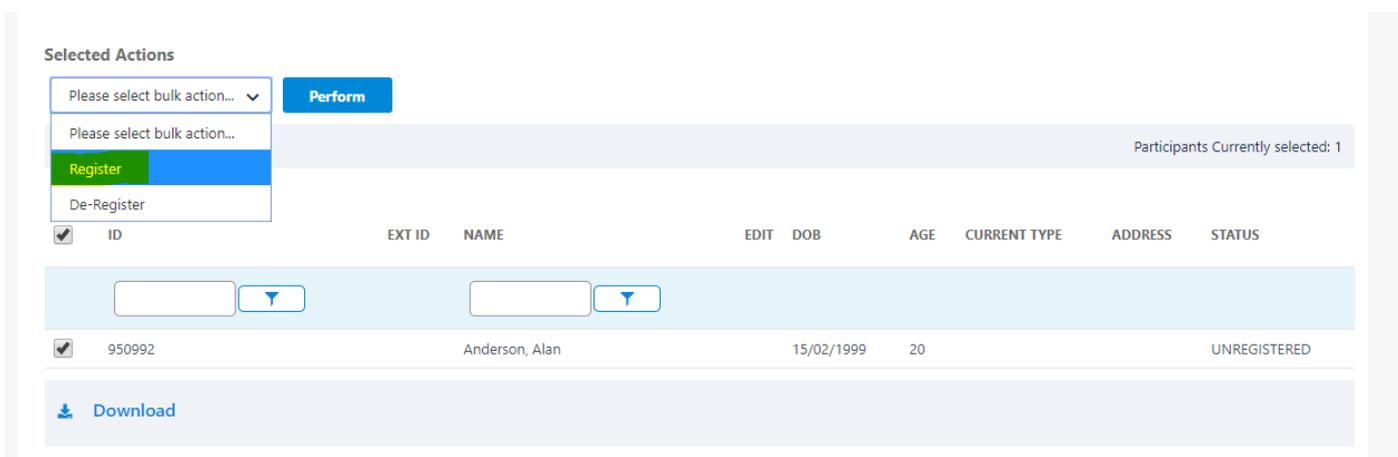
_____
_____

Step 5: A pop-up module will appear. Select the following values in the dropdown;

Registration Type: Senior Player (select relevant Association)

Registration Period: 2022/23 (or current season)

Registration Status: Active

and hit the blue 'Register' button.

Step 6: You will receive a registration success message

Step 7: You can then view the registration on the player's record;
- Hit the edit/pencil icon on their record
- Go through; Activity > Registration