

**RINGWOOD and DISTRICT CRICKET ASSOCIATION INC**



**Clearances/Transfers Guide**

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## New Players to Your Club

Each season many players will move from other Associations to the RDCA.  
Players will also occasionally move from one RDCA club to another.

This guide is designed to help Club Administrators determine whether they need to Apply for a Clearance, Transfer or a simply register the player.

Basically, any player wishing to join your club who appears in the MyCricket database will either be **transferred** from another Association into your club or **cleared** from another RDCA club into your club.

## Searching for Player

New Players must be searched for using the MyCricket system. This will either show the player is listed in My Cricket or the player doesn't exist in MyCricket.

The following information will assist in determining what action is required to add the player to your clubs records.

## Player with Multiple Records (including RDCA club).

Many Players will have multiple records in MyCricket, if they have an RDCA club record, that record must be used. Ignore any records in other associations.

A **Clearance** using the previous RDCA club record must be applied for via the MyCricket system.

**NOTE:**

If the player has a record with **Ringwood District Cricket Association Inc**, this record must not be used as this is the player's record when they have played Representative Cricket for the RDCA.

## Player with Multiple Records (no RDCA club).

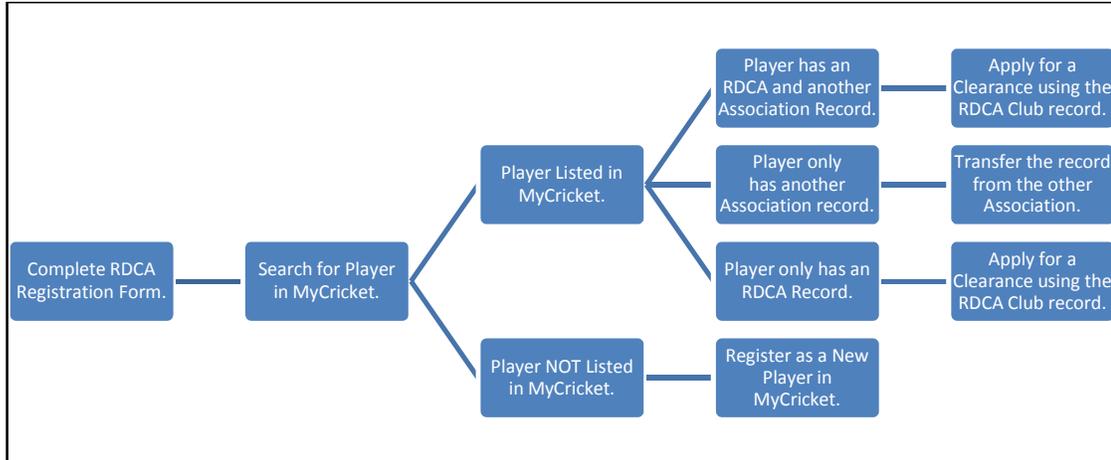
Many Players will have multiple records in MyCricket, if they only have records from clubs in other Associations.

The record from their previous club must be **transferred** into your club using the MyCricket system.  
The player should advise you which club they last played for.

## Player not in MyCricket.

Players who do not appear in MyCricket can be entered as a new player.

The following flowchart explains the process:

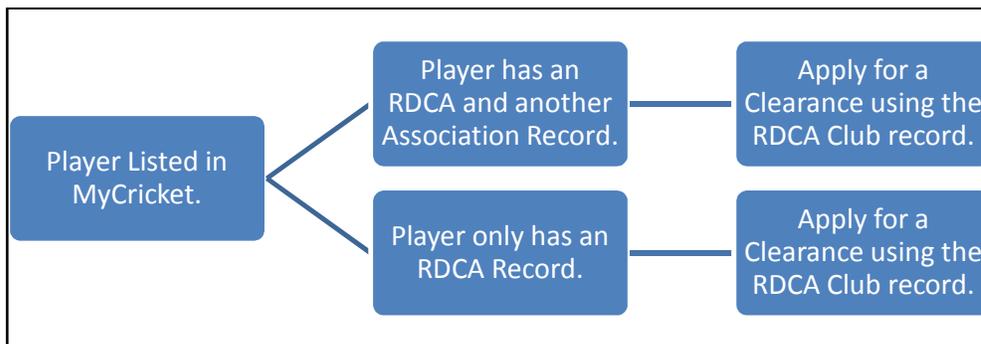


## Clearances

### When a Clearance is required

Clearances are required where a new player who wishes to join your club appears in MyCricket with a record at another RDCA Club.

As shown below:

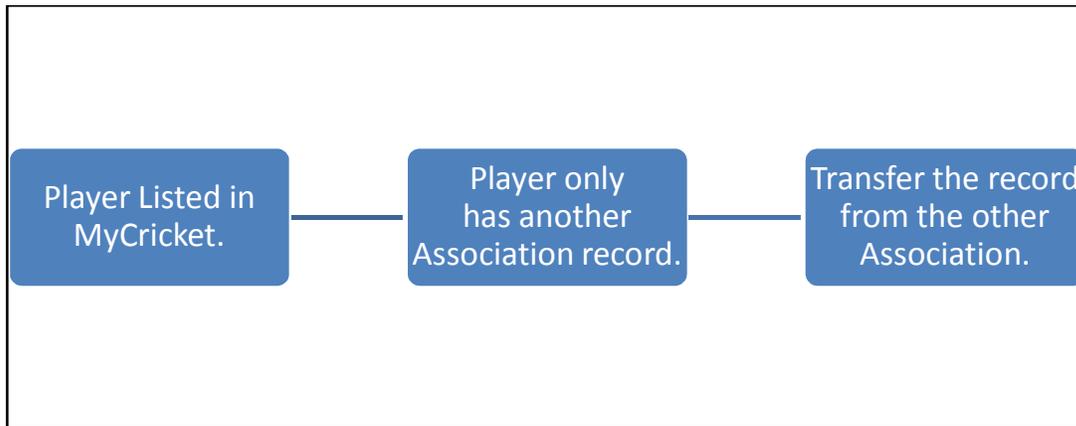


## Transfers

### When a Transfer is required

Transfers are required where a new player who wishes to join your club appears in MyCricket with a record at another Association Club.

As shown below:



## Adding New Player

### Searching for the New Player

When adding a new player, the MyCricket system will always search for the new player in its existing players list.



**Mode:** Teams.

The adding a new player option can be found under the Players menu.



- Click on the Players menu;
- Click on the Add a New Player option;

The New Player screen will be displayed.

**New Player**

[? Help on this topic](#)

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Before creating a new person record, please search for an existing record.  
If the record already exists you can transfer the record, or (if applicable) apply for a clearance.

**Please enter search criteria.**  
The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.

**Person name** First:  Middle:  Last:

- Enter the person's name into the search fields;

A list of matches will be displayed.

This screen will help you to determine whether a **Clearance** or **Transfer** is required or the player needs to be entered as a new player.

Search Results						
ID	Name	Year of birth	Organisation	Location	Transfer	Clearance
0788958	Court, Timothy		Ringwood District Cricket Association Inc.	Croydon Hills (VIC)	<a href="#">Add to SC...</a>	<a href="#">Apply for Clearan...</a>
0788958	Court, Timothy		Bayswater Park	Bayswater (VIC)	<a href="#">Add to SC...</a>	<a href="#">Apply for Clearan...</a>
0788958	Court, Timothy		Wangaratta Magpies C.C.	Wangaratta (VIC)	<a href="#">Add to SC...</a>	<a href="#">Apply for Clearan...</a>

## Multiple Records

### RDCA Clearance Required

The following example shows that our new player has 3 records.

Organisation	Location	Transfer	Clearance
Ringwood District Cricket Association Inc.	Croydon Hills (VIC)	<a href="#">Add to SC...</a>	<a href="#">Apply for Clearan...</a>
Bayswater Park	Bayswater (VIC)	<a href="#">Add to SC...</a>	<a href="#">Apply for Clearan...</a>
Wangeratta Magpies C.C.	Wangeratta (VIC)	<a href="#">Add to SC...</a>	<a href="#">Apply for Clearan...</a>

The **Ringwood District Cricket Association Inc** record is the player's representative cricket record. This record should not be used as it is just for representative cricket.

The player also has records for **Bayswater Park** in the **RDCA** and **Wangeratta Magpies** in another **Association**.

As shown on the previous flowchart this player has an **RDCA** club record (with **Bayswater Park**), this record should be used and a **Clearance** is required.

0788958	Court, Timothy	Bayswater Park	Bayswater (VIC)	<a href="#">Add to SCCC</a>	<a href="#">Apply for Clearance</a>
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## Single Record

### RDCA Clearance Required

The following example shows that our new player has a single record with an **RDCA** club.

ID	Name	Year of birth	Organisation	Location	Transfer	Clearance
0404343	Beech, Ben	1983	Bayswater Park	Bayswater (VIC)	<a href="#">Add to SCCC</a>	<a href="#">Apply for Clearance</a>

As shown on the previous flowchart this players has an **RDCA** club record (with **Bayswater Park**), this record should be used and a **Clearance** is required.

## Single Record

### Transfer Required

The following example shows that our new player has a single record from another Association club.

ID	Name	Year of birth	Organisation	Location	Transfer	Clearance
0330293	Beck, Ben	1980	Brighton	Brighton (VIC)	<a href="#">Add to SCCC</a>	<a href="#">Apply for Clearance</a>

As shown on the previous flowchart this player has a record with another Association a **Transfer** is required.

## Applying for a Clearance

The Clearance process is as follows in MyCricket.

- Step 1 Clearance Applied for by New Club;  
Emails sent to RDCA, New Club, Old Club and Player;
- Step 2 Clearance to be Granted or Declined by Old Club (assuming it is Granted);
- Step 3 Clearance to be Granted or Declined by the RDCA (assuming it is Granted);
- Step 4 Player appears on new clubs list of players.

### Step 1 - Apply for Clearance

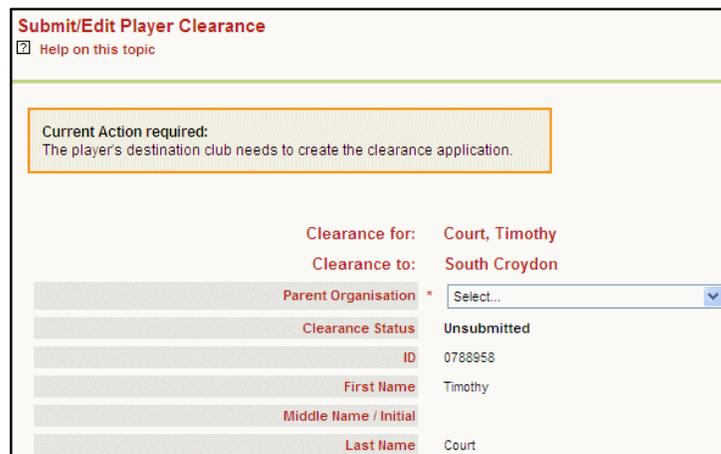
With the new players record displayed the Clearance can now be requested.

In this example South Croydon CC will apply for a clearance for Timothy Court from Bayswater Park CC.

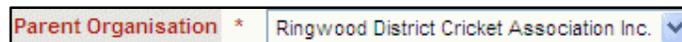


- Click on the Apply for Clearance link;

The Submit/Edit Player Clearance screen will be displayed.



The Parent Organisation must be selected.



- Select Ringwood District Cricket Association Inc from the drop down list;

The Clearance Reason at the bottom of the screen must be completed.

The screenshot shows a form with two fields. The first field is labeled "'From' Organisation Name" and contains the text "Bayswater Park". The second field is labeled "Clearance Reason" with an asterisk, and contains a dropdown menu with the selected option "Playing with friends".

- Enter the Clearance Reason;

The Player Sub Role needs to be selected. This is the role that will be assigned to the player when cleared to your club. Choices are Senior, Junior and Veteran

The screenshot shows a form with three fields. The first field is labeled "Player Sub Role" with an asterisk and a sub-label "(added when cleared to the 'Destination' Organisation)". It contains a dropdown menu with "SENIOR" selected. The second field is labeled "'From' Organisation Comment" and is empty. The third field is labeled "Parent Organisation Comment" and is empty. A "Submit" button is located at the bottom right of the form.

- Select the Player Sub Role from the drop down list;
- Click on the Submit button;

The following message will be displayed.



- Click on the OK button;

The confirmation message will be displayed.



A Clearance Notification email will be sent to the New Club, the Old Club, the RDCA and the player (if they have an email address recorded in MyCricket).

This notification has been generated from MyCricket. Please do not reply to this email.

The following Clearance application involves your club or association.

Player Name: Court, Timothy  
Player ID: 0788958  
From Club: Bayswater Park  
To Club: South Croydon  
Association: Ringwood District Cricket Association Inc.  
Status: Pending - Ex Club

Current Action required: The player's source club (Bayswater Park) needs to respond to or provide further information for this clearance request. The destination club (South Croydon) may still make changes.

Please login into the admin screen and access the Clearance list for more information.

The Clearance has been applied for by the new club,

## Step 2 - Approving Clearance

When another club has requested a Clearance of a player on your teams list, your club will receive an email advising of the clearance request. Clubs have 7 days to respond to the clearance request.

In this example Bayswater Park has received the request for a clearance.

This notification has been generated from MyCricket. Please do not reply to this email.

The following Clearance application involves your club or association.

Player Name: Court, Timothy  
Player ID: 0788958  
From Club: Bayswater Park  
To Club: South Croydon  
Association: Ringwood District Cricket Association Inc.  
Status: Pending - Ex Club

Current Action required: The player's source club (Bayswater Park) needs to respond to or provide further information for this clearance request. The destination club (South Croydon) may still make changes.

Please login into the admin screen and access the Clearance list for more information.



**Mode:** Teams.

The Clearance request will appear on the Clearance and Permits List under Permits and Clearances on the Players menu.

<b>Players</b>	
Add a New Player	
Player Availability	
Player Registration	
<b>Permits &amp; Clearances</b>	Player Transfer
Player Milestones	Apply for Player Clearance
Payments received	Apply for Player Permit
	<b>Clearance and Permits List</b>
	Player Movement Report

- Click on the Players menu;
- Click on the Permits & Clearances option;
- Click on the Clearance and Permits List;

The Club Clearance and Permits List will be displayed. The Clearance request from South Croydon is located under the Clearances requested by other organisations section.

**Club clearance and permits list**  
 Help on this topic

Season:

Clearances Requested by this organisation  
 No records found

Apply for a Player Clearance

Clearances requested by other organisations

Date Created	Player ID	Player Name	Clearance From	Clearance To	Parent Organisation	Status	
31/07/2010	0788958	Court, Timothy	Bayswater Park	South Croydon	RDCA	Pending - Ex Club	<a href="#">Detail</a>

The clearance can now be actioned.

- Click on Detail link;

The Submit/Edit Player Clearance screen will be displayed.

**Submit/Edit Player Clearance**  
 Help on this topic

**Current Action required:**  
 The player's source club (Bayswater Park) needs to respond to or provide further information for this clearance request changes.

Clearance for: **Court, Timothy**  
 Clearance to: **South Croydon**  
 Clearance Response:

**Parent Organisation:** Ringwood District Cricket Association Inc.  
**Clearance Status:** Pending - Ex club  
**ID:** 0788958  
**First Name:** Timothy  
**Middle Name / Initial:**  
**Last Name:** Court

The Clearance Response needs to be selected.

**Clearance Response:**

- Please Select...
- Granted
- Denied
- More Information

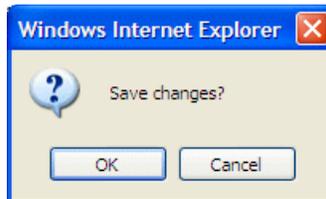
- Select the Clearance Response;

The 'From' Organisation can also comment on the Clearance Request, this will need to be completed if the Clearance is Denied or More Information is requested.

The screenshot shows a web form with two text input areas. The top area is labeled "'From' Organisation Comment" and the bottom area is labeled "Parent Organisation Comment". To the right of the top area is a vertical scroll bar. At the bottom right of the form is a "Submit" button.

- Enter the **From Organisation Comment** as required;
- Click on the Submit button;

The following message will be displayed.

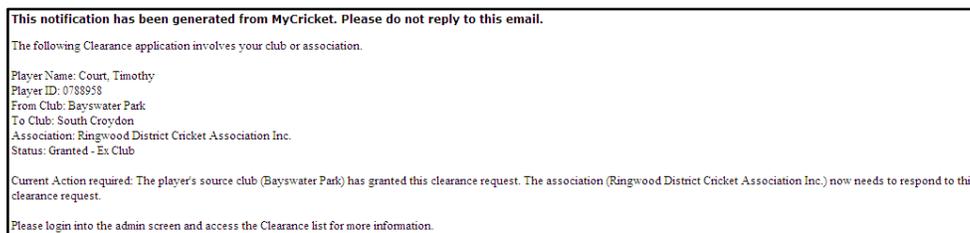


- Click on the OK button;

The confirmation message will be displayed.



A Clearance Notification email will be sent to the New Club, the Old Club, the RDCA and the player (if they have an email address recorded in MyCricket). This email will confirm that the Old Club has granted the clearance.



### Step 3 – Association Processing

After the clearance has been granted by the old club the RDCA will need to approve the clearance.

This step is part of the MyCricket process and needs to be completed prior to the player's record being made available to the new club.

The RDCA will process the clearances as they are completed, providing there are no outstanding issues i.e. player is suspended etc

Once the RDCA has processed the clearance an email will be sent to the new club, the old club, the RDCA and the player.

**This notification has been generated from MyCricket. Please do not reply to this email.**

The following Clearance application involves your club or association.

Player Name: Court, Timothy  
Player ID: 0788958  
From Club: Bayswater Park  
To Club: South Croydon  
Association: Ringwood District Cricket Association Inc.  
Status: Granted

Current Action required: The association (Ringwood District Cricket Association Inc.) has granted this clearance request.

Please login into the admin screen and access the Clearance list for more information.

Further information:

The player record has been successfully transferred to the new organisation.

The Clearance has been completed and the player is now available to the new club.

## Clearance Status

Throughout the Clearance process a club can check on the status of their current clearance request.



**Mode:** Teams.

The Clearance request can be viewed on the Clearance and Permits List under Permits and Clearances on the Players menu.



- Click on the Players menu;
- Click on the Permits & Clearances option;
- Click on the Clearance and Permits List;

The Club Clearance and Permits list will be displayed.

The following provides definitions for all the Clearance Status.

Clearance Status Definitions
<b>Unsubmitted</b> – A clearance that has been created (by the Destination Club) but not yet submitted.
<b>Pending - Ex Club</b> – A clearance that is waiting on the Ex Club to do something such as grant or deny the application. The Destination Club can still change the clearance/permit application while it is in this state.
<b>Pending - Destination Club</b> – A clearance that is waiting on the Destination Club to do something such as provide extra information.
<b>Pending Association</b> – A clearance that is waiting on the Association to either grant or deny the application.
<b>Granted - Ex Club</b> – A clearance application that has been and granted by the club that the player is being cleared from.
<b>Granted</b> – A clearance that has been processed and granted by the association. The player will be transferred to the destination club if required.
<b>Denied - Ex Club</b> – A clearance that has been denied by the club the player is being cleared from.
<b>Denied - Association</b> – A clearance that has been denied by the association.

## Pending Ex Club

The following clearance shows the status of Pending Ex Club. This is when the clearance has first been applied for and is awaiting the old club to action the clearance.

Club clearance and permits list							
<a href="#">Help on this topic</a>							
Season <input type="text" value="2010/2011"/> <input type="button" value="Go"/>							
Clearances Requested by this organisation							
Date Created	Player ID	Player Name	Clearance From	Clearance To	Parent Organisation	Status	
31/07/2010	0788958	Court, Timothy	Bayswater Park	South Croydon	RDCA	Pending - Ex club	<a href="#">Detail</a>

## Granted Ex Club

The following clearance shows the status of Granted Ex Club. This is when the clearance has been granted by the old club.

Club clearance and permits list							
<a href="#">Help on this topic</a>							
Season <input type="text" value="2010/2011"/> <input type="button" value="Go"/>							
Clearances Requested by this organisation							
Date Created	Player ID	Player Name	Clearance From	Clearance To	Parent Organisation	Status	
31/07/2010	0788958	Court, Timothy	Bayswater Park	South Croydon	RDCA	Granted - Ex Club	<a href="#">Detail</a>

## Granted

The following clearance shows the status of Granted. This is when the clearance has been granted by the old club and approved by the RDCA.

The Clearance is complete.

Club clearance and permits list							
<a href="#">Help on this topic</a>							
Season <input type="text" value="2010/2011"/> <input type="button" value="Go"/>							
Clearances Requested by this organisation							
Date Created	Player ID	Player Name	Clearance From	Clearance To	Parent Organisation	Status	
31/07/2010	0788958	Court, Timothy	Bayswater Park	South Croydon	RDCA	Granted	<a href="#">Detail</a>

## Applying for a Transfer

**Note:**

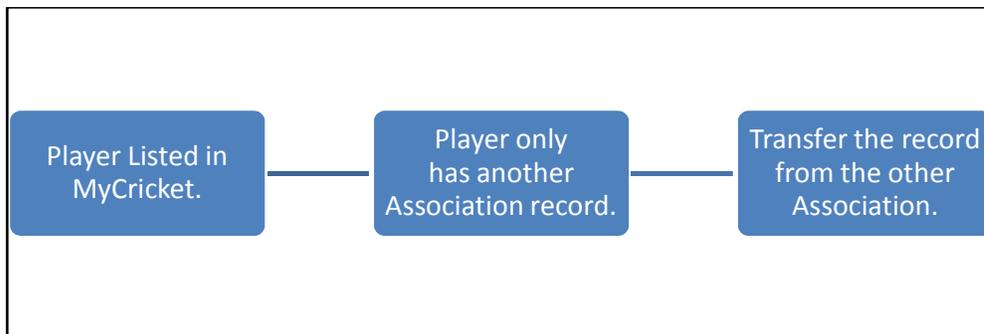
If the new player has an existing record with an RDCA club, they must be cleared from that existing club. The Clearance process has been explained previously.

The Transfer process allows a player's records to be transferred from another club in another association.

- Step 1 Search for the required player;
- Step 2 Transfer the player to your club;
- Step 3 Player appears on new clubs list of players (personal details are hidden for 10 days).

## When a Transfer is required

Transfers are required where a new player who wishes to join your club appears in MyCricket with a record at another Association Club. They must not have an RDCA club record.



## Step 1 – Search for the Player

When adding a new player, the MyCricket system will always search for the new player in its existing players list.



**Mode:** Teams.

The adding a new player option can be found under the Players menu.



- Click on the Players menu;
- Click on the Add a New Player option;

The New Player screen will be displayed.

**New Player**  
[? Help on this topic](#)

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Before creating a new person record, please search for an existing record.  
 If the record already exists you can transfer the record, or (if applicable) apply for a clearance.

**Please enter search criteria.**  
 The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.

**Person name** First:  Middle:  Last:

- Enter the person's name into the search fields;

A list of matches will be displayed.

ID	Name	Year of birth	Organisation	Location	Transfer	Clearance
0288188	Goodwin, David	1978	Eastern Salvation Army	The Basin (VIC)	<a href="#">Add to BPC</a>	<a href="#">Apply for Clearance</a>

## Step 2 – Transfer the Player

With the new players record displayed the Transfer can now be requested.

In this example Bayswater Park CC will apply for a clearance for David Goodwin from Eastern Salvation Army CC.

- Click on the Add to BPC link;

The Transfer Person screen will be displayed.

**Transfer Person**  
[Help on this topic](#)

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[Back to Search](#)

**Participant Details**

Name: David Goodwin (ID: 0288186)  
 Year of Birth: 1978

**Current roles**

Org ID	Org	Role	Sub Role
7446	Eastern Salvation Army	PLAYER	SENIOR

Person is inactive (ie no roles) in these organisations:

No records found

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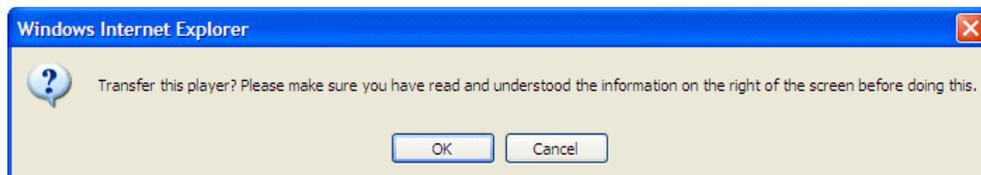
Transfer this person to: ● Current organisation: Bayswater Park

Role:  ▼

Sub Role(s):  SENIOR  JUNIOR  VETERAN

- Select the Role that the person will have in your club;
- Select the applicable Sub Role/s;
- Click on the Transfer button;

The following message will be displayed.



- Click on the OK button;

The following message will be displayed.



The record has been added to the Bayswater Park list.

- Notifications have been sent to: [roger.copeland@aus.salvationarmy.org](mailto:roger.copeland@aus.salvationarmy.org); [info@southcroydoncc.com.au](mailto:info@southcroydoncc.com.au)
- The record will not be editable or viewable by Bayswater Park for a period of 10 days.

[Click here to register this player so that they can be selected in teams.](#)

The player will now appear on the Bayswater Park list of players.