

This Rugby Xplorer self-help guide will assist PARTICIPANTS apply for a clearance plus CLUB ADMINS and ASSOCIATION ADMINS approve and/or deny clearances and downloading reports.

## PLAYER CLEARANCES

Players registering for multiple Clubs

NOTE:

- Players who have registered for one club and want to register to another (moving from one club to another permanently OR combined teams) will need to seek a clearance via the online self-registration process.
- Clearances are only applicable for ACTIVE (currently registered season) players.

1. Player registers to their primary club first (follows registration process)
2. Player tries to re-register with secondary club but is stopped and needs to submit a clearance request with reason
3. Clearance notifications are sent to player, To and From Clubs and To and From Association admins
4. Clearance needs to be approved by club and association admin in Rugby Xplorer admin portal
5. Once clearance has been approved by both club and association admin player receives email for approved clearance
6. Player then needs to continue re-registering online with the new club. This time they will be able to proceed through the registration process

## ADMIN PORTAL - CLEARANCES

- Players are classified as 'free agents' in the system between seasons and can register to a Club in 2021 through the Rugby Xplorer app.
- When a player is already registered for a XV's or 7s season registration a clearance will be required.
- The 'From Club' and 'From Association' will be required to 'approve' or 'deny' the clearance request in the admin portal before the player can re-register online.
- Both From Club and From Association need to 'approve' the clearance before the player can continue with their re-registration. If a clearance is 'denied', the player will be unable to re-register online.

- When the player re-registers online, conversion discounts may apply for the up the line fees. Club fees are always charged in full.
- Players remain active at both Clubs.
- Players who have permanently moved from one club to another should be removed from all squad lists at the first Club. This will ensure they do not appear for team selection.

*\*As of 16 November 2020*

For more information, visit <https://australia.rugby/participate/rugby-administration/club-administration> or contact Rugby AU Team – [runningrugby@rugby.com.au](mailto:runningrugby@rugby.com.au).

<p>Registration Clearances (Club Admins)</p>	<ol style="list-style-type: none"> <li>1. Club admin             <ul style="list-style-type: none"> <li>→ Members</li> <li>→ Registration Clearances</li> </ul> </li> <li>2. All clearances will appear. Clubs can 'search' for a clearance by name, MyRugby ID or status</li> <li>3. Click on clearance you wish to action</li> <li>4. Clearance details (submitted by the player) are locked</li> <li>5. Update Status for Club by selecting 'status' and enter 'note' as required</li> <li>6. Click "Update"</li> </ol>
<p>Registration Clearances (Association Admins)</p>	<ol style="list-style-type: none"> <li>1. Association admin             <ul style="list-style-type: none"> <li>→ Members</li> <li>→ Registration Clearances</li> </ul> </li> <li>2. All clearances will appear. Associations can 'search' for a clearance by name, MyRugby ID or status</li> <li>3. Click on clearance you wish to action</li> <li>4. Clearance details (submitted by the player and club) are locked</li> <li>5. Update Status for Association by selecting 'status' and enter 'note' as required</li> <li>6. Click "Update"</li> </ol>

*\*As of 16 November 2020*

For more information, visit <https://australia.rugby/participate/rugby-administration/club-administration> or contact Rugby AU Team – [runningrugby@rugby.com.au](mailto:runningrugby@rugby.com.au).