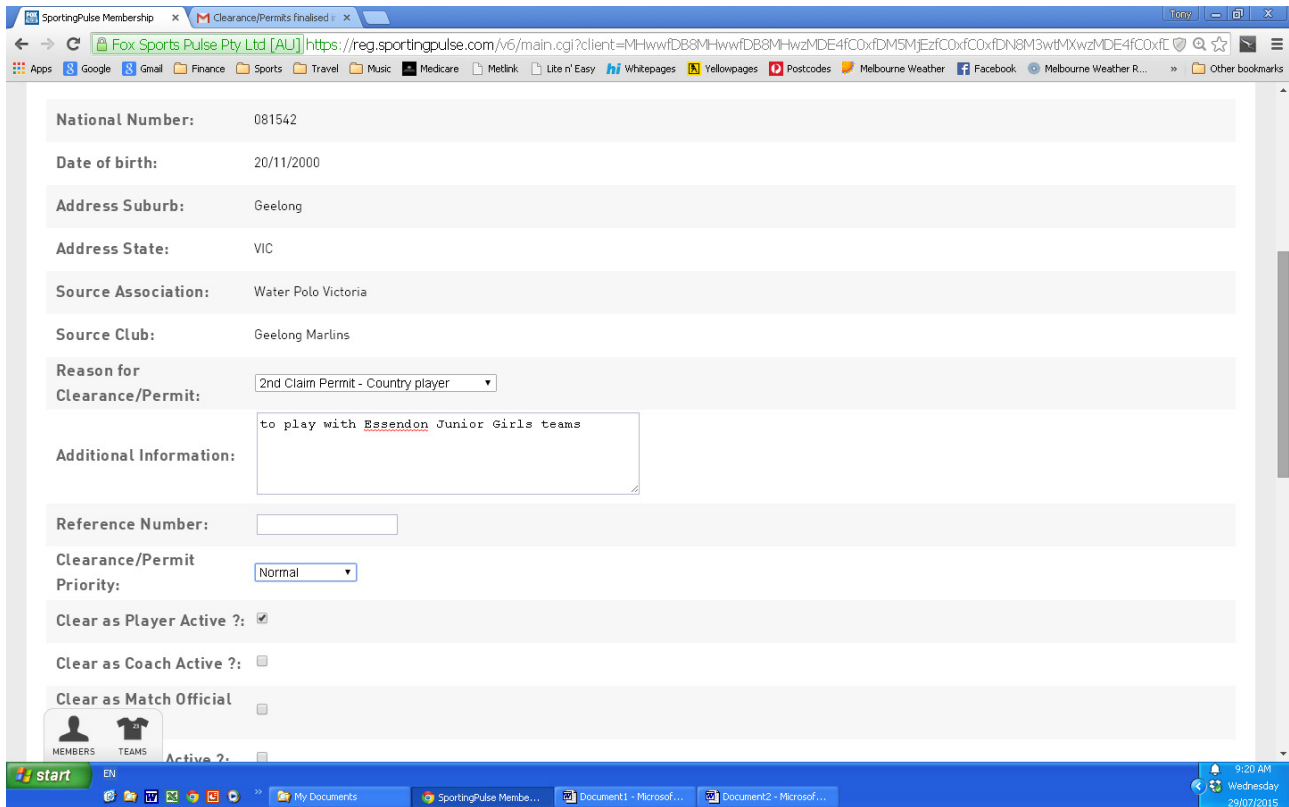


Make sure FILTER is set to Pending

“New” Club Requests Permit

- “new” club logs on to SP online and goes to **Request a Clearance/Permit**
- select **Source State** (*Victoria*) then click Select
- select **Source Association** (*Water Polo Victoria*) then click Select Association
- select **Source Club** (*ie the “losing” club*) then click Select Club
- enter permit member’s surname in **Search on Surname** box then click Select Member
- confirm the correct member has been found then click **select**
- on the **Clearance/Permit Details** page, only the following fields are required
 - **Reason for Clearance/Permit** (*use drop-down box*)
 - **Additional Information** (*if applicable*)
 - **Clearance Priority** (*Normal*)
 - **Clear as Player Active** (*must be ticked*)
 - **all other fields can be ignored**

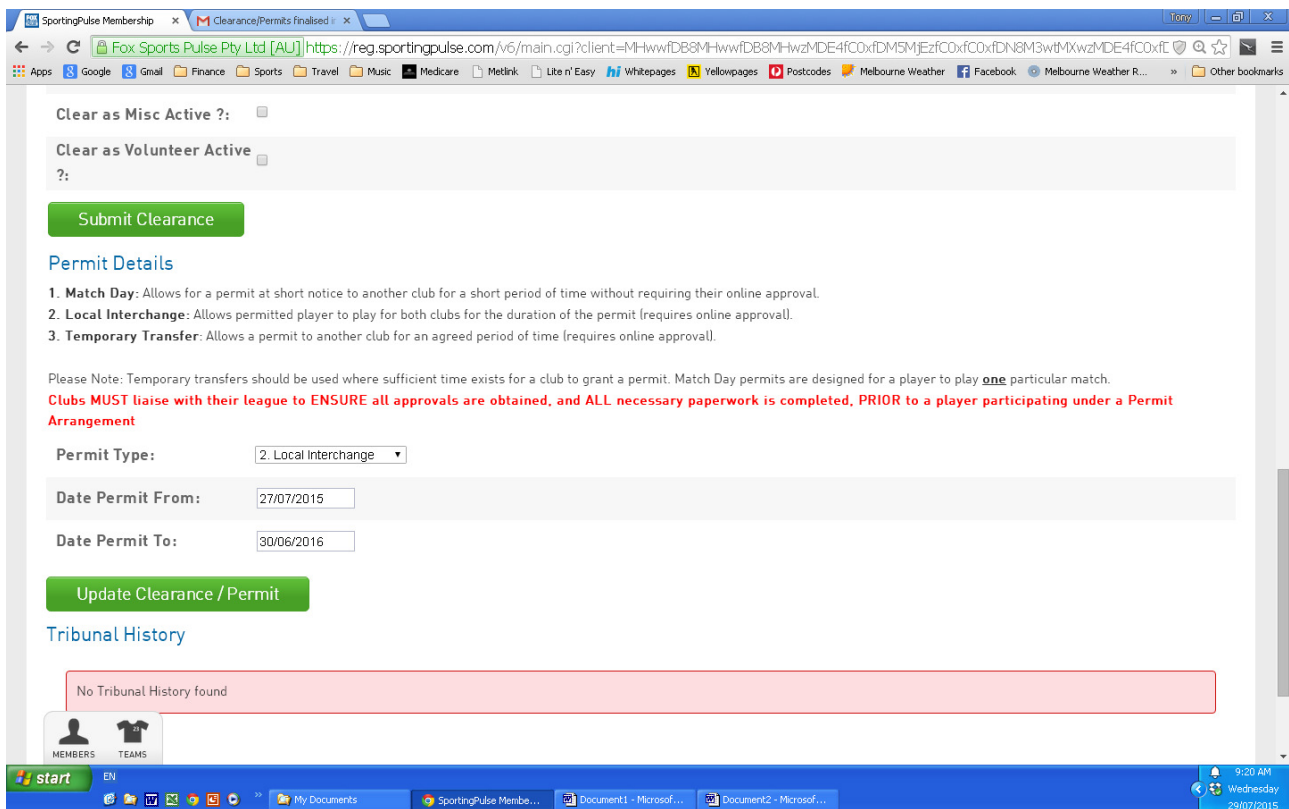


The screenshot shows a web browser window with the URL <https://reg.sportingpulse.com/v6/main.cgi?client=MhHwwfDB8MhHwwfDB8MhHwzMD4fC0xfDM5MJEzfC0xfC0xfDN8M3wtMxwzMD4fC0xfC>. The form contains the following data:

National Number:	081542
Date of birth:	20/11/2000
Address Suburb:	Geelong
Address State:	VIC
Source Association:	Water Polo Victoria
Source Club:	Geelong Marlins
Reason for Clearance/Permit:	2nd Claim Permit - Country player
Additional Information:	to play with Essendon Junior Girls teams
Reference Number:	
Clearance/Permit Priority:	Normal
Clear as Player Active ?:	<input checked="" type="checkbox"/>
Clear as Coach Active ?:	<input type="checkbox"/>
Clear as Match Official	<input type="checkbox"/>

The next section in SPulse is the important step for Permits

- **DO NOT CLICK SUBMIT CLEARANCE** – this will permanently transfer the member
- the next section re **Permit Details** must be updated to request a **Permit/2nd Claim**
 - **Permit Type** - select one of:
 - **1. Match Day:** Water Polo Victoria use only
 - **2. Local Interchange:** allows player to play for both clubs for duration of permit
always select this option
 - **3. Temporary Transfer:** **DO NOT USE this option** - effectively transfers player
 - **Date Permit From:** *must be prior to player's first game with "new" club*
 - **Date Permit To:** *usually 30-June or end of current competition season*
- click **Update Clearance/Permit** when done



Clear as Misc Active ?

Clear as Volunteer Active ?

Submit Clearance

Permit Details

1. **Match Day:** Allows for a permit at short notice to another club for a short period of time without requiring their online approval.

2. **Local Interchange:** Allows permitted player to play for both clubs for the duration of the permit (requires online approval).

3. **Temporary Transfer:** Allows a permit to another club for an agreed period of time (requires online approval).

Please Note: Temporary transfers should be used where sufficient time exists for a club to grant a permit. Match Day permits are designed for a player to play one particular match.
Clubs MUST liaise with their league to ENSURE all approvals are obtained, and ALL necessary paperwork is completed, PRIOR to a player participating under a Permit Arrangement

Permit Type:

Date Permit From:

Date Permit To:

Update Clearance / Permit

Tribunal History

No Tribunal History found

“Losing” Club Actions Clearance

- “losing” club will receive email notification from SP re pending permit
- “losing” club logs on to SP online and goes to **List Online Clearance/Permits**
- the pending and previous clearances/permits will be listed showing relevant status
- click on any showing **AWAITING YOUR APPROVAL**
- on the **Clearance/Permit Details** page
 - the **Permit Type** should be **Temporary Transfer**
 - the **Permit From/To Dates** will be displayed

- the following fields are required must be updated (ignore others)
 - **Clearance/Permit Status** (*select Approved/Denied*)
 - **Approved by** (*club person authorising clearance*)
 - **Reason for Denial** (*if applicable*)
- click **Submit Permit** when done

Assoc (WPV) Actions Clearance

- WPV and “new” club will receive email notifications from SP re updated clearance status
- WPV logs on to SP online and goes to **List Online Clearance/Permits**
- the clearance will now show at WPV’s level as **AWAITING YOUR APPROVAL**
- WPV follows the same steps as above in processing the next stage of this permit
- WPV will then **Submit Permit** when done

“New” Club Finalises Clearance

This last step is also important as the 2nd Claim member will not show in the new club’s team list until this is done

- “new” and “losing” clubs will receive email notification from SP re WPV’s action
- “new” club logs on to SP online and goes to **List Online Clearance/Permits**
- the pending and previous clearances/permits will be listed showing relevant status
- the permit will now show at the “new” club’s level as **AWAITING YOUR APPROVAL**
- “new” club follows the same steps as above in processing the final stage of this permit
- “new” club will then **Submit Permit** when done
- SP will then return **The permit has now been finalised** status
- All parties will receive a final email stating **The above Clearance/Permit has been finalised**