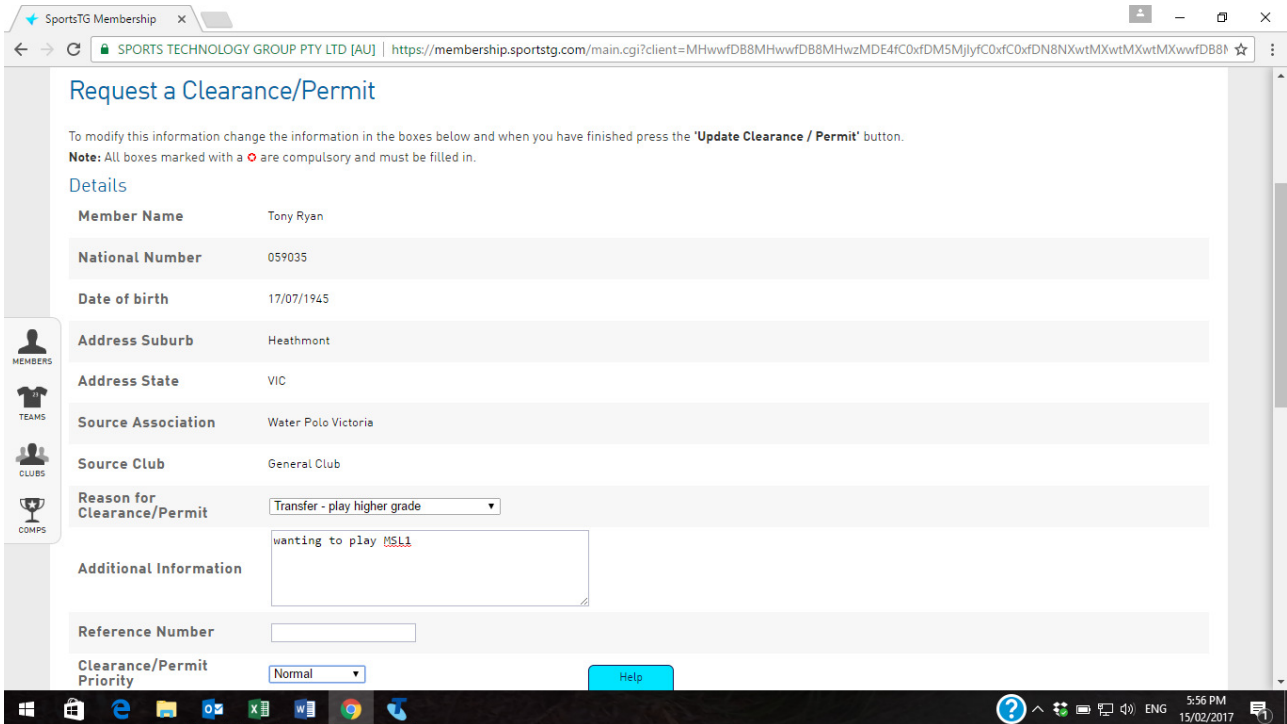



Make sure FILTER is set to ALL or Pending

“New” Club Requests Clearance

- “new” club logs on to SP online and goes to **Request a Clearance**
- 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 transferring 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 Details** page, only the following fields are required
 - **Reason for Clearance** (*use drop-down box*)
 - **Clearance Priority** (*Normal*)
 - **Additional Information** (*if applicable*)
 - **all other fields can be ignored**



The screenshot shows a web browser window with the URL <https://membership.sportstg.com/main.cgi?client=MHwvfDB8MHwvfDB8MHwzMD4FC0xfDM5MjlyfC0xfC0xfDN8NXwtMXwtMXwtMXwvfDB8>. The page title is "Request a Clearance/Permit".

To modify this information change the information in the boxes below and when you have finished press the 'Update Clearance / Permit' button.
Note: All boxes marked with a  are compulsory and must be filled in.

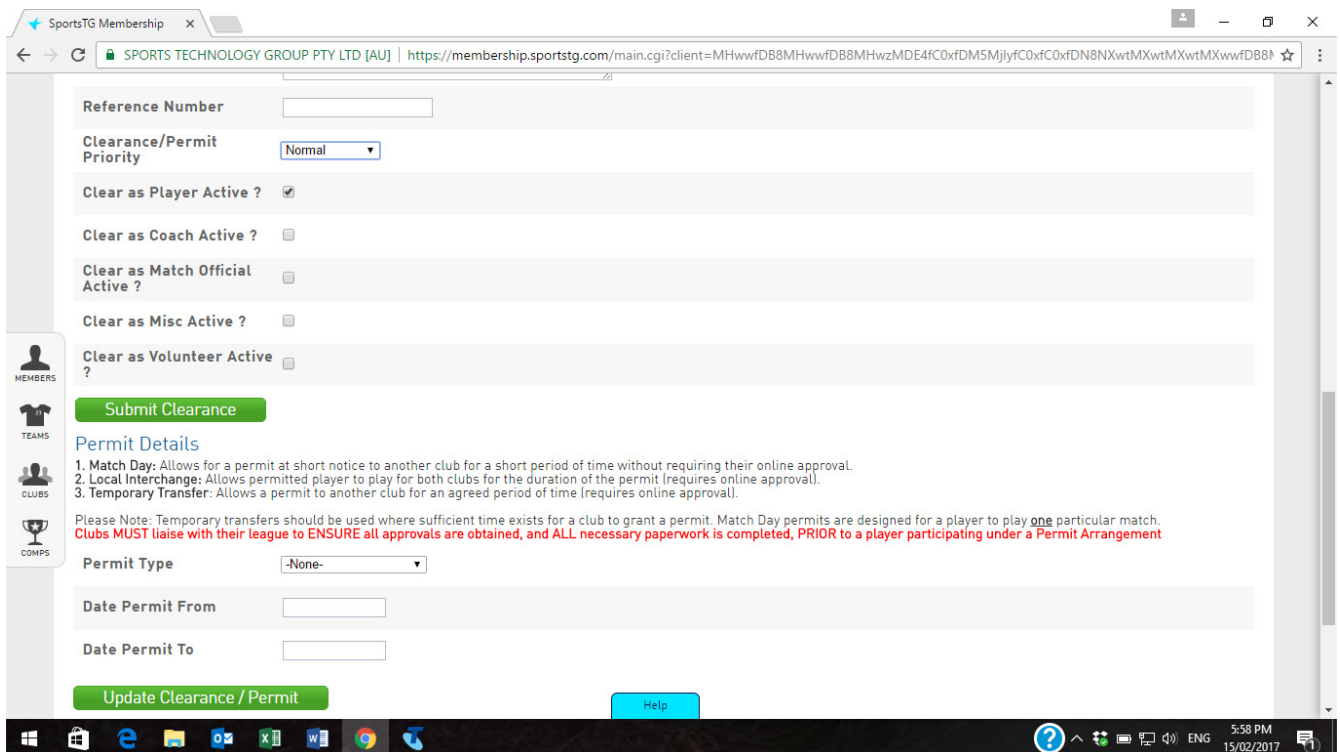
Details

Member Name	Tony Ryan
National Number	059035
Date of birth	17/07/1945
Address Suburb	Heathmont
Address State	VIC
Source Association	Water Polo Victoria
Source Club	General Club
Reason for Clearance/Permit	Transfer - play higher grade
Additional Information	wanting to play MSL
Reference Number	
Clearance/Permit Priority	Normal

Buttons: **Help** (blue), **Update Clearance / Permit** (blue)

Taskbar: Windows 10, 5:56 PM, 15/02/2017

- click **Submit Clearance** when done



Reference Number

Clearance/Permit Priority

Clear as Player Active ?

Clear as Coach Active ?

Clear as Match Official Active ?

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

[Help](#)

*Note: This online process is also used for issuing Permits for players to play with a 2nd club. When transferring a member to a new club, the fields after **Submit Clearance** are ignored ie do not click the **Update Clearance/Permit** button*

“Losing” Club Actions Clearance

- “losing” club will receive email notification from SP re pending clearance
- “losing” club logs on to SP online and goes to **List Online Clearances**
- the pending and previous clearances will be listed showing relevant status
- click on **AWAITING YOUR APPROVAL**
- go to **List Online Clearances**
- on the **Clearance Details** page, only the following fields are required
 - **Clearance Status** (select *Approved/Denied*)
 - **Approved by** (club person authorising clearance)
 - **Reason for Denial** (if applicable)
- click **Update Clearance** 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 Clearances**
- 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 clearance
- WPV will then **Update Clearance** when done

“New” Club Finalises Clearance

- “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 Clearances**
- the pending and previous clearances will be listed showing relevant status
- the clearance 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 clearance
- “new” club will then **Update Clearance** when done
- SP will then return **The clearance has been finalised** status

Interstate Clearance

- Same process as above – however the clearance **escalation to National/Water Polo Australia** level **has been automated** ie **“Auto Approved”**