



# Online Transfer Process

*Produced October 2017*

# Transfers & Permits

## **REQUEST TRANSFER & PERMIT:**

Transfers and permits are used to transfer the details of members that are currently registered at an alternative club and wishes to join your club.

Once requested the transfer or permit may need to be approved by the club that the member currently is registered to as well as the association that the current club and destination club belong to.

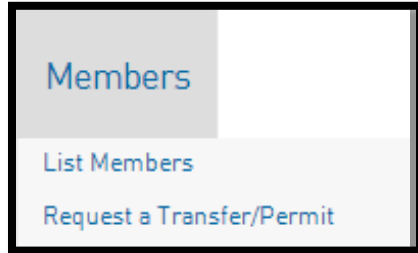
*NOTE: Transfers and permits are to be submitted according to the AFL National Player Transfer Regulations. A signed registration/permit form needs to be filled out and signed by the player/parent prior to submitting the transfer.*

It is important to note that only one (1) transfer is to be submitted per player. If a club denies a transfer and later wants to approve it, you do not need to submit another transfer. You can re-open the initial transfer and it can be then approved.



# Transfers & Permits

1. Choose the request a transfer/permit option from the members menu.



2. You can search for the members to transfer in a number of ways
  - a) Choose League > Club > Search for member
  - b) Search by FootyWeb number
  - c) Search by surname and date of birth

**Please fill in the appropriate information below to Request a Transfer/Permit**  
Select the Source Type from which the required member is from.

Type Body:

**OR**

Search on FootyWeb Number:

**OR**

You are logged in at a **Club** level. Search by Surname for members below this level.

Surname:

**OR**

Search system wide by Surname & Date of Birth

Surname:

Date of Birth (dd/mm/yyyy):

# Transfers & Permits

3. Click on the **SELECT** link next to the member you wish to request a transfer/permit.

Select a member from the club in the Association in which to Request a Transfer/Permit for.

	Surname	Firstname	Association	Club
<a href="#">select</a>	Jones	Brad	Southern Football League (Vic)	Endeavour Hills
<b>CLEARED OUT</b>	Jones	Brad	South East Juniors (SEJ)	Fountain Gate JFC

**“I am requesting a transfer but the user appears to not have a primary club, what do I need to do?”**

If **NOT PRIMARY** is appearing next to the players name and you are unable to click **SELECT**, in this situation the State Body will need to be contact and they will ensure that this issues is resolved (*contact Keith Whitford – AFL Victoria, contact details at the end*)



# Transfers & Permits

4. To submit a transfer click the **SUBMIT TRANSFER** button located in the top half of the screen.
5. To submit a permit fill out the permit details and click the **SUBMIT PERMIT** button located at the bottom section of the screen.

*NOTE: There are three (3) types of permits available to choose.*

1. **Match Day:** Allows for a permit at short notice to another club for a short period of time. **NOT** used within the EDFL.
2. **Local Interchange:** Allows permitted players to play for both clubs, for the duration of the permit. NEVER initiated by an EDFL club (used by the VFL, TAC Cup, AFL Victoria and Super Rules).
3. **Temporary Transfer:** Allows permit to another club for an agreed period of time (only used by AFL Northern Territory)

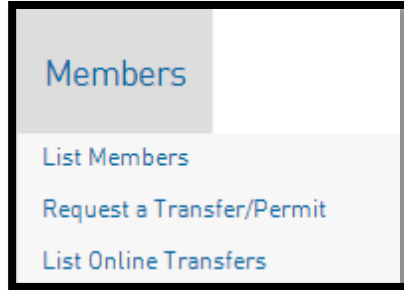
*Before requesting for a permit you may need to liaise with the League to ensure that all required paperwork is obtained.*

6. Once a transfer/permit is submitted an email notification will be sent to participating leagues and clubs

# Transfers & Permits

## LIST ONLINE TRANSFER:

1. Choose the **LIST ONLINE TRANSFERS** link from the **MEMBERS** menu



2. The filters at the top of the page can be used to manipulate the transfers displayed on the page.

*NOTE: Generally have the list set as the current season showing pending transfers*



# Transfers & Permits

3. You can view the various details for player transfers from the list, such as requesting clubs and status. To view a transfer in more detail click on the icon next to the member for the transfer you wish to view.

Name	From Association	From Club	To Association	To Club	This level's status
Hutchinson, Matthew	Ellinbank & District Fo...	Nyora Football / Netball ...	Southern Football League ...	Endeavour Hills	Approved
Clark, Travis	Mornington Peninsula ...	Berwick Football Club	Southern Football League ...	Endeavour Hills	Approved
McKinnon, Daniel	South East Juniors (SEJ)	Endeavour Hills JFC	Southern Football League ...	Endeavour Hills	Approved
Pearson, Stuart	Ellinbank & District Fo...	Koo Wee Rup Football Cl...	Southern Football League ...	Endeavour Hills	Approved



# Transfers & Permits

4. The transfer details displays information for the transfer and the status from other associations and clubs.

Transfer Approval Details		
Name	Transfer Status	Time Updated
Nyora Football / Netball Club	<b>Approved</b>	01/06/2012
Ellinbank & District Football League	<b>Approved</b>	02/06/2012
Country	<b>Approved</b>	02/06/2012
Leagues - Victoria	<b>Approved</b>	02/06/2012
Metro	<b>Approved</b>	02/06/2012
Southern Football League (Vic)	<b>Approved</b>	02/06/2012
Endeavour Hills	<u>Approved</u>	07/06/2012





# Transfers & Permits

## **PROCESS TRANSFER:**

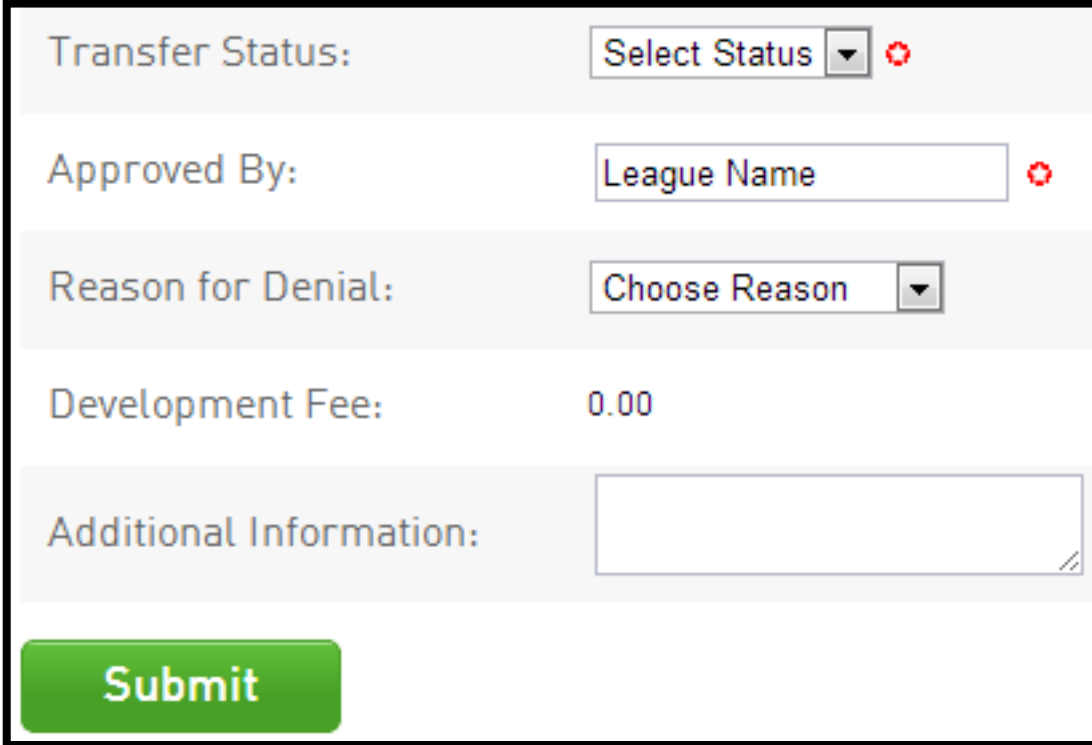
1. Choose the **LIST ONLINE TRANSFERS** link from the **MEMBERS** menu
2. Filter the list of transfers to show status **AWAITING APPROVAL FROM THIS LEVEL**. Click on the corresponding transfer you wish to update and click on **AWAITING YOUR APPROVAL**.

This level's status	Overall status	Application Date
<u>--AWAITING YOUR APPROVAL--</u>	Pending	01/02/2013



# Transfers & Permits

3. Choose the **TRANSFER STATUS** enter your details in the **APPROVED BY** field and press the **SUBMIT** button. If you are denying the transfer also choose a reason for denial.



The image shows a web form for transferring a player. It contains the following fields and elements:

- Transfer Status:** A dropdown menu with the text "Select Status" and a red asterisk icon to its right.
- Approved By:** A text input field containing "League Name" and a red asterisk icon to its right.
- Reason for Denial:** A dropdown menu with the text "Choose Reason" and a downward arrow icon to its right.
- Development Fee:** A text input field containing "0.00".
- Additional Information:** A large text area for providing extra details.
- Submit:** A prominent green button with white text.

*You have six (6) business days, commencing from when the application to transfer is lodged through Footyweb, to object the transfer application. If not actioned the transfer is automatically approved.*

# Transfers & Permits

## **REFUSALS:**

- You can refuse a transfer within the six (6) business days via FootyWeb.
- A refusal can only occur where a club can substantiate that a player:
  - a) Is a contracted player; and/or
  - b) Is indebted to the Club (minimum \$100); and/or
  - c) Is in possession of Club property (e.g. playing jumper) that needs to be returned; and/or
  - d) Wishes to withdraw their transfer application. Clubs can only submit this as a reason for refusal where the player has signed the Player Withdrawal of Transfer Form.
- Accepted evidence includes; outstanding invoices, sign in/out apparel forms, sent letters to player reminding them of outstanding payment etc. The more evidence you provide the better.
- A club refusing to transfer a player must provide evidence upon request to its affiliated League within three (3) business days of the request in order to substantiate the claim. Failure to provide such evidence will result in the League re-opening and approving the transfer.
- Please ensure that you provide as much detail in the additional information if a player owes the club money or return apparel (e.g. John Smith owes the club \$200 for registration fees for 2012 and 2013. Please contact Secretary <Name> on <Mobile Number>.

# Transfers & Permits

## **IMPORTANT INFORMATION TO REMEMBER:**

- The destination club must keep a record of the original application signed by the player and produce a copy of such original application on demand from the Football Body to which the former club is affiliated by no later than 5pm on the next business day following such request.
- You have six (6) business days, commencing from when the application to transfer is lodged through FootyWeb, to object the transfer application. If not actioned the transfer is automatically approved.
- A player who has not played competitive football in the previous 24 months and wish to play for another club can apply for registration with that club at any time. The players former club cannot object to the transfer.
- If you are transferring a player that has not played in over 24 months, please explain this in the additional information on the transfer application.

