

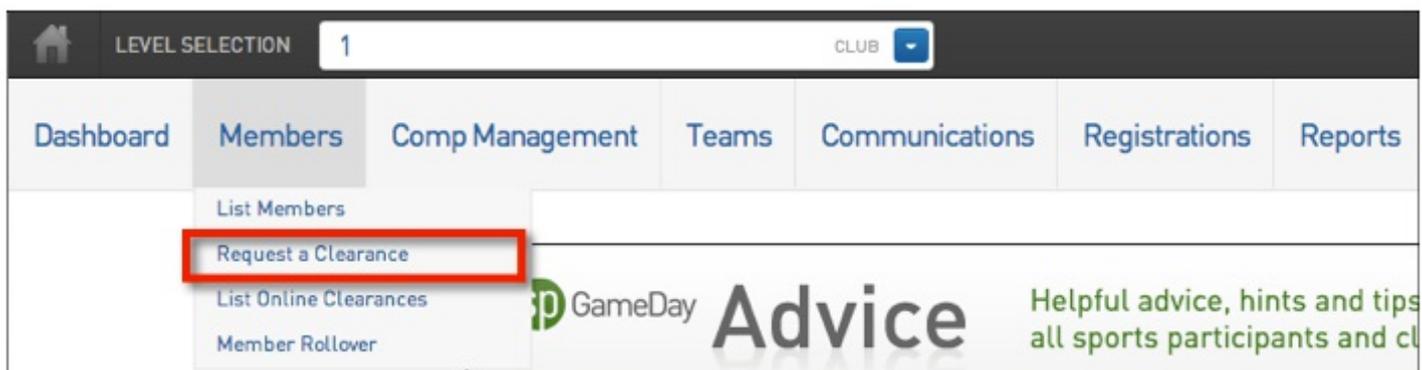
Request a Permit

Last Modified on 26/10/2016 1:21 pm AEDT

Permits are designed for temporary movement of players, not a permanent clearance or transfer and are made available by Sport. Permits must be instigated from the club level of the database (in the same area as Requesting a Clearance).

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

1. From the club level menu, click on **Members** and select Request a Clearance/Permit.



2. Note: The 'Request a Clearance/Permit' screen may differ depending on the level of the database you have logged in at and how clearances/permits are configured by the National Body.

You have 4 options for initiating the Permit request:

- a. Select the state governing body that the player currently belongs to; or
- b. Search for the member by their ID number; or
- c. If you are logged in at the Association level, you can search across the entire association by entering the player's surname; or
- d. Search across the entire system by entering both the player's surname and date of birth

Use the most suitable method to search for the player and click on **Select**.

Select the Source State from which the required member is from.

State Body: **1**

OR

Search on National Number: **2**

OR

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

Surname: **3**

OR

Search system wide by Surname & Date of Birth

Surname:

Date of Birth (dd/mm/yyyy): **4**

Below is an explanation of the Permit request process for each of the four methods described above. Skip straight to the method that you wish to use.

Search for player by source state

1. From the 'Select a Source State' drop down list on the 'Request a Clearance/Permit' screen, select the source state that the player currently belongs to.
2. Click on **Select**.

Select the Source State from which the required member is from.

State Body:

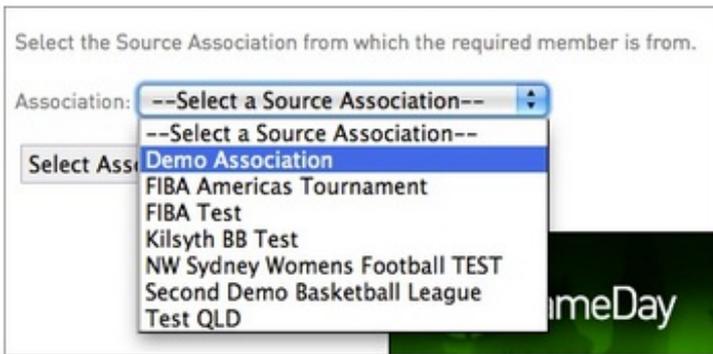
3. The next step asks you to select the source association that the player currently belongs to. Click on the Select a Source Association drop-down list and select the association.
4. Click on **Select Association**.

Select the Source Association from which the required member is from.

Association:

Select Association

- Select a Source Association--
- Demo Association
- FIBA Americas Tournament
- FIBA Test
- Kilsyth BB Test
- NW Sydney Womens Football TEST
- Second Demo Basketball League
- Test QLD



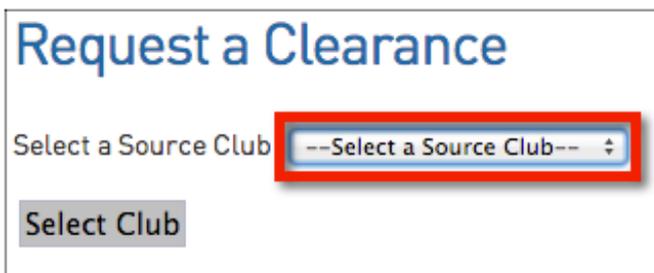
5. The next step asks you to select the source club that the player currently belongs to. Click on the Select a Source Club drop down list and select the club.

6. Click on Select Club.

Request a Clearance

Select a Source Club

Select Club



7. The next step is the final step in the player search process. Enter the player's national ID number, and/or their surname, and/or their date of birth.

8. Click on Select Member.

Request a Clearance

Fill in the members National Number, or enter Surname and DOB

Search on a National Number:

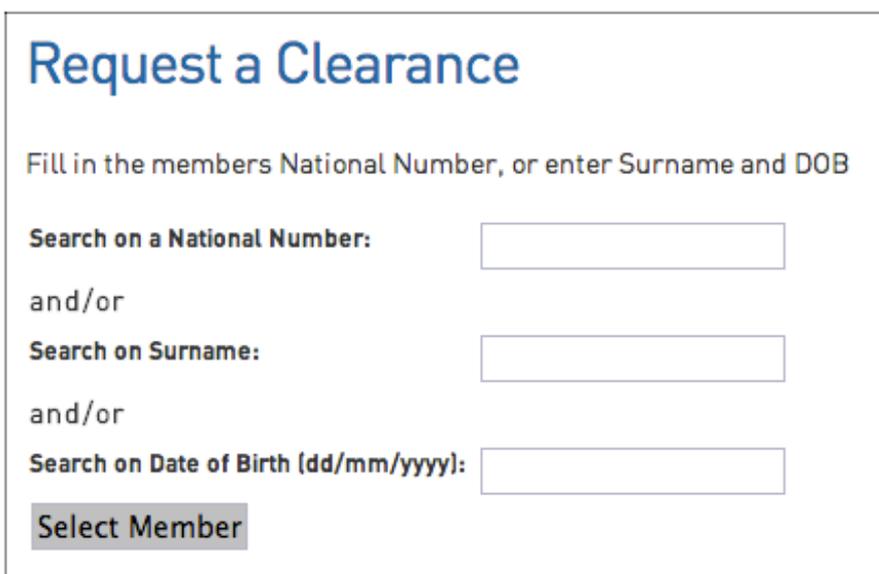
and/or

Search on Surname:

and/or

Search on Date of Birth (dd/mm/yyyy):

Select Member



9. A list of matching members will appear to select from. Click on select to choose the player you want to process the clearance for.

Select a member from the club **Peninsula Soccer Club** in the Association **Demo Association** in which to Request a Clearance for.

Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB
select White	Tom	Demo Association	Peninsula Soccer Club	[Y]	00/00/0000	16/07/1988

10. The player's details will appear at the top half of the screen. You will have the option to either Request a Clearance or a Permit. To request a Permit, fill in all the required details and scroll down to the bottom of the page to select the Permit Type. The tribunal history shows the player's disciplinary record and indicates whether the player is currently serving a suspension.

The 'Reason for Clearance/Permit' field is an optional field by default, but your National Body has the option to make it a compulsory requirement. You can also enter any additional information relating to the Permit request.

To modify this information change the information in the boxes below and when you have finished press [Save]

Note: All boxes marked with a  are compulsory and must be filled in.

Details

Member Name:	Tom White
Date of birth:	16/07/1988
Address Suburb:	Mt Martha
Address State:	VIC
Source Association:	Demo Association
Source Club:	Peninsula Soccer Club
Reason for Clearance:	<input type="text"/>
Additional Information:	<input type="text"/>

Select the Permit Type (explanation of each is listed below) and enter the Date Permit From / To fields.

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).

Permit Type: 2. Local Interchange ▾

Date Permit From: 01 Apr 2013

Date Permit To: 30 Apr 2013

Submit Permit

Tribunal History

No Tribunal History found

Click on **Submit Permit** to initiate the Permit Request. This will trigger an email to the source association and club, notifying them of the Permit request.

11. A confirmation message should appear to indicate that the clearance request has been successfully submitted. Click on Return to Clearances/Permits to return to the Clearances/Permits List.

12. The Permit will appear on the Clearances List with the status 'Pending'. For more information about the Clearances List, click here.

See your next game and use our maps to get there on time [Find out more](#)

List of Clearances [LIST OFFLINE/MANUAL CLEARANCES](#)

Clearance Ref: Showing Name: From Club: To Club: Year: 2013 Status: All records [FILTER](#)

Name	Date of Birth	From Associ...	From Club	To Associati...	To Club	This level's ...	Overall stat...	Application ...	Created By	Ref. No.	Alert Date	Year
test, Phillip	01/01/1111	Test SW Online	Kanwal	Test SW Online	11	Not yet fory...	Pending	08/08/2013	Online Clear...	799253		2013

Search for a player by their national number

1. From the 'Request a Clearance/Permit' screen, enter the player's National ID Number in the 'Search on National Number' field.

2. Click on **Select**.

Select the Source Area from which the required member is from.

Area Body:

OR

Search on National Number:

OR

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

Surname:

3. The member's record will appear. Click on select next to the record you want to process the Permit for.

Select a member from the club in the Association in which to Request a Clearance for.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB	National Number
<input type="button" value="select"/>	Daly	Michael	International Transfers	Rest of World	03/03/2011 [Y]		04/06/1987	1131146
CLEARED OUT	Daly	Michael	Auckland Football Federation [AFF]	Metro FC	[N]	00/00/0000	04/06/1987	1131146

4. Continue to follow the Permit request process as per steps 10 - 12 under 'Search for player by source state' above.

Search for player by surname (Association-only)

1. From the 'Request a Clearance/Permit' screen, enter the player's surname in the 'Surname' field.
2. Click on **Select**.

Select the Source State from which the required member is from.

State Body:

OR

Search on National Number:

OR

You are logged in at a **Association** 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]:

3. A list of matching members will appear to select from. Click on select to choose the player you want to process the Permit for.

Select a member from the club in the Association in which to Request a Clearance for.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB
select	Hall	Grant	Demo Association	General Club	[Y]	00/00/0000	11/02/1975
select	Hall	Grant	Demo Association	Engadine Eagles FC	[Y]	00/00/0000	11/03/1975
select	Hall	Grant	Demo Association	Flinders Christian Community College	[Y]	00/00/0000	11/03/1975
select	Hall	Grant	Demo Association	Flinders Community Soccer Club	[N]	00/00/0000	11/03/1975
select	Hall	Grant	Demo Association	General Club	[Y]	00/00/0000	11/05/1975
select	Hall	Greg	Demo Association	General Club	[Y]	00/00/0000	11/06/1975
select	Hall	Greg	Demo Association	General Club	[Y]	00/00/0000	11/07/1975
select	Hall	Greg	Demo Association	General Club	[Y]	00/00/0000	11/08/1975
select	Hall	Hall	Demo Association	St Macartans Soccer Club	[Y]	00/00/0000	15/11/1975

4. Continue to follow the Permit request process as per steps 10 - 12 under 'Search for player by source state' above.

Search for player by surname and date of birth

1. From the 'Request a Clearance/Permit' screen, enter the player's surname in the 'Surname' field and date of birth in the 'Date of Birth' field. Take note of the required format for the date of birth.

2. Click on **Select**.

Select the Source State from which the required member is from.

State Body:

OR

Search on National Number:

OR

You are logged in at a **Association** 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):

3. A list of matching members will appear to select from. Click on select to choose the player you want to process the Permit for.

Select a member from the club in the Association in which to Request a Clearance for.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB
<input type="button" value="select"/>	King	Jessica	Demo Association	St Macartans Soccer Club	[Y]	00/00/0000	27/02/1977

4. Continue to follow the Permit request process as per steps 10 - 12 under 'Search for player by source state' above.

NOTE: if a player is already involved in a pending clearance or permit, then the Permit will not be able to be submitted. The following message will appear.

The selected member is already involved in a pending clearance. Unable to continue until the below transaction is finalised.

Date Requested: 07/03/2013

Requested From: Demo Association (Engadine Eagles FC)

Association Contact:
Phone: Email:

Request To: Demo Association (Southbank Soccer Club)

Association Contact:
Phone: Email:

Check the progress of a Permit

If you want to check the progress of a Permit at any stage:

1. Click on **Members** in the menu and select List Online Clearances/Permits.
2. From the Clearances/Permits List, click on the **Edit** button next to the permit request that you want to view.

Name	Date of Birth	From Associ...	From Club	To Associatio...	To Club	This level's s...	Overall statu...	Application D...	Created By	Ref. No.	Alert Date	Year
 King, Jessica	27/02/1977	Demo Associ...	St Macartans...	Demo Associ...	Mt Eliza Mete...		Cancelled	08/03/2013	Online Clear...	680056		2013
 White, Tom	16/07/1988	Demo Associ...	Peninsula So...	Demo Associ...	Mt Eliza Mete...	Not yet for yo...	Pending	08/03/2013	Online Clear...	679939		2013
 McNeil, Leon	19/07/1978	Demo Associ...	General Club	Demo Associ...	St Macartans...	Not yet for yo...	Pending	07/03/2013	Online Clear...	678905		2013
 Boyd, Patrick	22/02/1982	Demo Associ...	Southbank S...	Demo Associ...	Warrnamboo...	Not yet for yo...	Pending	07/03/2013	Online Clear...	678903		2013
 Hughes, Jam...	08/12/1976	Demo Associ...	General Club	Demo Associ...	Southbank S...	Not yet for yo...	Pending	07/03/2013	Online Clear...	678902		2013
 Hall, Grant	11/03/1975	Demo Associ...	Engadine Ea...	Demo Associ...	Southbank S...	Not yet for yo...	Pending	07/03/2013	Online Clear...	678896		2013
 Adair, Aaron	10/01/1972	Demo Associ...	Australian N...	Demo Associ...	ABC Bowls C...	--AWAITIN...	Pending	05/03/2013	Online Clear...	675392		2013

3. The Clearance/Permit Summary for the player will open. Scroll down to 'Clearance/Permit Approval Details'. This shows each body involved in the permit process and the body the permit is currently awaiting approval from. In the below example, the permit has been approved by the source club (Australian National Sports Club), and is awaiting approval from the association (Demo Association).

Name	Clearance Status	Approved By	Alert Date	Denial Reason	Development Fee	Additional Information	Time Updated
Australian National Sports Club	Approved	Will Banbury			-		07/03/2013
Demo Association	Pending				-		
ABC Bowls Club	Pending				-		

Related Articles

[template("related")]