

Clearances & Permits

Clearances & Permits stipulate that approval is required when a member changes clubs. The determining factor on whether it is a clearance or permit that is lodged is dependent on when the member's renewal occurs, as:

- **Clearances** – are when a member renews into a new club following a rollover
- **Permits** – occur when members have already renewed in the new season, but also renew into additional clubs

Those who will be required to give their approval are the destination club, the origin club and any relevant parent bodies. Once approved by everyone involved, the member will be emailed a link to finalise their renewal into the new club.

Below is an example of what this process looks like. Please note that the example uses a clearance, but the process for a permit will be identical.

To elaborate on this process:

1. Members will start their renewal into a new club via their website
2. Members will then be emailed the validation link to confirm their email and continue with their renewal
3. The system will flag with the member that this club is different to the one they were in last season and they will need to request a clearance

The screenshot shows a web interface for a membership renewal process. At the top, a progress bar indicates 'Step 2/9: Select membership'. Below this, it states 'Currently **renewing** membership: **member test**'. There are two links: 'Go back a step' and 'Start again'. The main content area is titled 'Transfer required' and contains the following text: 'Your primary organisation is set to **Alpine Green Club**, as you have registered with them in a previous season. To join Alpine Blue Club, you will need to request a transfer. This will need to be approved by all organisations involved, and you will be able to track the status once you click **Request transfer**. Note that this will **change** your primary organisation. If you are intending to join more than one organisation, please join your primary organisation first and then return here to renew.' At the bottom, there are two buttons: 'Request transfer' (in blue) and 'Cancel' (in light grey).

4. When the member requests the clearance, an unapproved clearance will be lodged in the account of all parties who will then need to approve the member joining a new club
5. The member's renewal will be effectively paused whilst approval is given but they can track the clearance's progress

Step 4/9: Transfer details

Currently **renewing** membership: **member test**[Go back a step](#) · [Start again](#)

Your transfer request has been lodged. You can track the status [here](#). If you have any further questions, please contact Alpine Blue Club

6. Approval for the clearance is given via **Clearances > approve** and each account can also track its progress. Below is what a fully approved clearance looks like:

Transfer details	
Member:	Member Test
Origin:	Alpine Green Club
Destination:	Alpine Blue Club
Entered by:	on Wed 01 Jun 2022 14:37
Approvals	
Alpine Blue Club	✓ Approved by Holly Uhr on Wed 01 Jun 2022 14:39
Alpine Green Club	✓ Approved by Holly Uhr on Wed 01 Jun 2022 14:38
Alpine Sport State	✓ Approved by Holly Uhr on Wed 01 Jun 2022 14:38

7. Once all parties approve the clearance, an email is sent to the member so they can finalise their renewal

Step 1/9: Get started

[Start again](#)

Hi Member! Your transfer has been approved! Please renew with your existing details below to continue.

Member ID:

First name*

Last name*

176

Member

Test

(If not known, leave blank)

Date of birth*

01

January

2022

Gender identity*

☐ Male

☒ Female

☐ Non-Binary

☐ Differently identify

Next step

Members who renew into the same primary club as last season will be allowed to renew as per normal and a permit will only be required if they join multiple clubs in the same season.