

TRANSFER POLICY

Policy number	TF-01	Version	2
Drafted by	Peter Steve	Approved by Board on	20 FEB 2019
Responsible person	Governance	Scheduled review date	20 JAN 2020

RESPONSIBILITIES

The Board shall be responsible for communicating this policy to Members of Gridiron Victoria.

The Secretary of the Board shall be responsible for ensuring that a copy of this policy is available for reference online, for easy access by Members.

The Board Chair shall be responsible for making a ruling on any point in dispute in this policy.

DEFINITION

For the purpose of this document a Transfer is required when a **Player** and/or **Coach** moves from their current registered club or team, to another club or team.

TRANSFERS

Transfer Forms are to be sent from the Club requesting the transfer to the participants previous Club, by email.

Pre-Season Transfer Forms MUST be fully completed by all parties. For any transfers that require Board intervention or review, all clubs are to note the 7-day blackout period prior to the start of a season.

Any Transfer form received less than seven days prior to the commencement of the season may not be approved by the Board until the following week.

If a Transfer Form is sent to the previous Club at the Members provided email address, and not reviewed and/or executed within 72 hours, the previous Club shall be deemed to have approved the transfer. No Transfer Forms should be sent to a previous club later than 10:00 pm the Wednesday prior to a game. Any Transfer Forms received outside this timeframe may be actioned by the previous club the following week.

Interclub Transfers

If a participant who is a current, or previous registered member of a current GV Club (*even if that Club is not fielding a team in the current season*) wishes to participate for a different club, a **Transfer Form** (*signed by the participant and the participant's previous Club*) must be submitted in order for the participant to be registered with their new Club.

There is no 'expiry date' on transfers. However, from time to time, if the Board may waive the requirement for Transfer Forms for participants transferring from a Club that is not entering a team in the current season. In these circumstances it may place a time limit on such 'undocumented transfers' (e.g. for one season) and participants wishing to permanently transfer, or transfer for a period beyond the time limit, must then submit a subsequent Transfer Form.

If a participant has previously been a member of a GV Club that is no longer a member Club of GV wishes to join a current GV club there is no Transfer Form requirement.

Intra-club Transfers

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Players across all divisions are prohibited from playing for more than one team in any week. Players are prohibited from playing more games in the regular season than the maximum number of games allocated to each team in that season. For example, if all Clubs play 12 games, no player may play more than 12 games in the regular season (by playing with different teams when teams from that Club have byes).

The only exception to this rule is the use of Loan Players Assistance Policy, which enables teams/clubs that require assistance, to source players from other clubs to help.

Objection to a Transfer

The only grounds on which a Club can refuse to approve a transfer are if:

- a) the participant has outstanding debts owed to their previous Club; or
- b) the participant is in possession of uniform or other equipment belonging to the previous Club; or
- c) the participant has outstanding disciplinary measures.

Any claims of this nature from the previous Club will be resolved by the Board as quickly as possible, but the player will not be registered with the new Club until these claims have been resolved.

Online Transfer Process

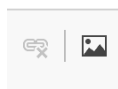
Once the transfer has been completed by the originating club, that club is to also create a new Transfer from within their club's Revolutionise System.

1. A club is to click Transfers > add transfer

2. In the Member section, place the players name (full name), then select the destination (the new club the player is transferring to).

3. Type in the transfer notes – e.g. *“Player A is moving due to working closer to new team”*

4. To attach a copy of the transfer, once fully complete, save the file as a picture format (jpeg, PNG) and then;



5. click on the icon on the menu bar

6. click the ‘Upload’ tab

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Image Properties ✕

Image Info

Link

Upload

Advanced

Upload image

Choose file

No file chosen

Upload image

Then, click “Choose File”, locate your transfer form in picture format, then, click “Upload image”.

7. click on “Image info” and type the name of the file – i.e. “Transfer Form”, then click OK

Image Properties ✕

Image Info

Link

Upload

Advanced

URL

Alternative Text

Width

Height

Border

HSpace

VSpace

Align

Preview

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8. once back to the main screen below, click “Submit Transfer for review”.

Transfer notes

ABC

↶ ↷ ✂ 📄 📁

B *I* U | |

Normal

[Transfer Form](#)























body p img

Submit transfer for review

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9. the Transfer request will go to the club the player is transferring from, and to GV, for final approval.

An example of the transfer document, once submitted for approval etc.

Transfer details	
Member:	[REDACTED]
Origin:	Melton Wolves Gridiron Club
Destination:	Greater Dandenong Spartans Gridiron Club Inc.
Entered by:	[REDACTED] on Fri 21 Sep 2018 12:19AM
Approvals	
Melton Wolves Gridiron Club	 Pending
Gridiron Victoria	 Approved
Greater Dandenong Spartans Gridiron Club Inc.	 Pending
Transfer notes	
Melton Wolves Gridiron Club	Not entered
Gridiron Victoria	<div> <div> <div>ABC</div> <div>      </div> <div>    </div> <div>      </div> </div> <div>       <div>Format</div> </div> <div></div> </div>
Greater Dandenong Spartans Gridiron Club	Has been cleared to Play for Greater Dandenong Spartans Gridiron club.

RELATED DOCUMENTS

- Ops Rules 2017

<http://www.gridironvictoria.com.au/wp-content/uploads/2017/05/2017-Gridiron-Victoria-Operating-Rules.pdf>

- Transfer Form

http://www.gridironvictoria.com.au/wp-content/uploads/2010/07/GV_Transfer_Form.pdf

AUTHORISATION

Peter Steve – Director & Chairperson
Gridiron Victoria Ltd.

20th February 2019

TRANSFER POLICY

GRIDIRON VICTORIA PLAYER TRANSFER REQUEST FORM

PERSONAL DETAILS – PLEASE USE BLOCK LETTERS AND ANSWER ALL QUESTIONS

NAME:.....

D.O.B:...../...../.....

PARTICIPANT TYPE: **PLAYER** **COACH**
(Please circle)

Club currently registered with:

Reasons for transfer:

.....

.....

PERSONS SIGNATURE:

DATE: / /20

CLUB PLAYER IS TRANSFERRING TO

CLUB NAME: DATE OF REQUEST: / /20

CLUB REPRESENTATIVE

TRANSFER GRANTED: **YES** **NO**
(Please circle)

If no, why?

.....

.....

Print name:

Signature:

DATE: / /20

GV Board to Complete

TRANSFER COMPLETE: **Yes** **No**

NAME: SIGNATURE: DATE: / /

- ALL transfer request forms **MUST** be sent from the **NEW** club directly to the club the player is transferring from
- The Gridiron Victoria **Competition Coordinator** must be copied in on all communications regarding transfers
- Once the transfer request has been completed by the club that the player is requesting a transfer from, it must be sent to the Gridiron Victoria at registrar@gridironvictoria.com.au
- All clubs have a maximum of **72 hours** to respond before GRIDIRON VICTORIA will intervene to resolve any issues
- Any player that participates in a game without a completed transfer request will be in violation of the Gridiron Victoria operating rules and will be classed as an **INELIGIBLE** player resulting in a forfeit for their team
- THE GRIDIRON VICTORIA BOARD RESERVES THE RIGHT TO WAIVE INTRA-SEASON CLEARANCE FEES IN EXCEPTIONAL CIRCUMSTANCES.

