

OPERATIONAL PROCEDURE



GENERAL INFORMATION*

Lead Area:	Rugby Operations
Lead Procedure Title:	Player Transfer
Procedure Reference No:	ROP3
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SCOPE OF RESPONSIBILITY

- This procedure is to be followed by all Clubs, Club Registrars and Club secretaries when transferring a Player to your Club or to another Club.

STEP BY STEP PROCEDURES

- Procedure for Transferring Players

Step	Description of action	Responsible
1	Complete the prescribed Registration Form and Transfer of Registration Form declaring the financial status of the Player with the Club for which they are currently registered	Club Registrar/Player
2	Ensure that the Transfer of Registration Form is signed, within seven days of the date on which that form is completed by the Player, by the secretary of the Club with which the Player is currently registered.	Club Registrar/Player
3	Submit both forms to the Union for approval before the Player may register with or play a Match for another Club and before any details are entered on MyRugbyAdmin website.	Club Registrar/Player
4	Ensure that every Registration Form is verified and signed by the Club Registrar and the Player.	Club Registrar/Player

OTHER INFORMATION

- No Player who is financially indebted to a Club or to the Union will be eligible to transfer their Registration to another Club.
- Applications for transfer between South Australian Rugby Clubs during a Season, will not be considered or approved by the Union after July 15 in any Season.
- Any person seeking Registration as a Player under these Rules who is registered with any rugby union club, other than a Club covered by these Rules, must satisfy all rulings promulgated by the ARU in relation to transfer of players before being eligible for Registration or to play in any Match under these Rules.
- Any person who is:
 - not a resident in South Australia; and
 - visiting South Australia temporarily; and
 - wishes to play for a Club in South Australia; and

* This procedure has the effect of a Rule under the Competition Rules issued by the Union and terms used in this procedure and defined in the Competition Rules have the same meaning in this procedure and the rule of interpretation set out in the Competition Rules also apply to this procedure.

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- has clearance in writing from their current club to play in South Australia, may submit a Registration Form to the Union for approval to play in South Australia and that form must be approved in writing by the Union before the person participates in any Match conducted under these Rules.
- No Player may be registered with more than one Club in any Season.

DOCUMENTS REQUIRED TO IMPLEMENT PROCEDURES

- ARU Registration Form
- Transfer of Registration Form

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