

FACT SHEET

CLEARANCES, PERMITS AND TRANSFERS



INTRODUCTION

This Fact Sheet outlines the process for clearances, permits and transfers. With the exception of international transfers, all clearances and permits must be processed through the national database – mySoftball Community.

TIMELINE FOR PROCESSING

Clearances and permits should be finalised one week prior to participating in an event.

Softball Australia has implemented a 14-day auto approval of requested clearances AND permits if the process is not completed or denied. At seven days, the person nominated to handle clearances/permits at the level it is awaiting approval, and all subsequent people nominated to handle clearances/permits within the workflow, will receive an email reminding them of the outstanding clearance/permit (each level **must** have an email address in their profile in order to receive notifications). Once 14 days has passed, all remaining levels will be automatically APPROVED, down to (but not including) the club who submitted the clearance/permit, who must still manually approve or deny.

International Permits will be processed by Softball Australia within 48 hours of receipt.

For information regarding Australian Championships, the transfer process and 1 August deadline, refer to clause 7.1, Individual player eligibility (Qualifications) in the [Australian Championship Regulations](#).

INSURANCE

Individuals requesting a clearance/permit to play within Australia must be registered in the national database with the club for whom they will be playing, and in the season during which they will be playing.

- If you are not registered in the national database, you will not be covered under the National Insurance Program if you sustain an injury during competition.
- If you are participating in a competition overseas, other than as a member of an Australian team, you will not be covered under the National Insurance Program if you sustain an injury during competition.

DEFINITIONS

Clearance (online)	A permanent move from one club to another club.
Permit (local interchange) (online)	A member wishes to participate for a short, defined period of time in another competition with another club, association or state, eg a weekend tournament, another level of competition in another club during the same season in which they are already participating. The permit allows them to still participate in their 'home' club and competition.
Permit Application to Play/Officiate Overseas (paper)	For a player/official requesting to play/officiate overseas for a specified period of time (must be accompanied by ISF Player Transfer Request Form).
ISF Player Transfer Request Form (paper)	Required when a player is requesting a permit to play overseas, either permanently (transfer) or for a specified period (must be accompanied by a Permit Application to Play/Officiate Overseas).

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PROCESS

PERMIT OR CLEARANCE APPLICATION

1. The process is a 'pull' process: the club that the player wishes to get a clearance or permit to initiates the process, ie destination club.
2. The registrar at the destination club needs to know the name of the person they are creating the clearance/permit for, the club and association the player is coming from (source club and source association), and their registered member record type (Senior, Junior, Sub-Junior, Official or Off Diamond).
3. The approval process follows the logical workflow once the request has been initiated, as follows:

Same state, different associations	<ul style="list-style-type: none">• source club > source association > state > destination association > destination club
Same association	<ul style="list-style-type: none">• source club > association > destination club
Different states	<ul style="list-style-type: none">• source club > source association > source state > National Body > destination state > destination association > destination club

PLAY/OFFICIATE OVERSEAS

Players and officials wishing to leave Australia to play in another country (either permanently or for a specified period) must complete the following Forms **prior to departing Australia**:

- Permit Application to Play Overseas/Permit Application to Officiate Overseas*. **This Form must be signed by club, association, state and Softball Australia.**
- [ISF Player Transfer Request Form](#). This Form is used to track player/coach whereabouts around the world. Although this Form implies that the application represents a request to 'transfer' (permanent move), the ISF has clarified that it applies to specified periods also. **This Form must be signed by Softball Australia and the receiving Softball Federation.**

The Permit Application must be signed by the club, association, state, then forwarded to Softball Australia together with the ISF Player Transfer Request Form. Once all four parties have signed the Forms, Softball Australia will email all parties involved in the process.

***Note:** Some states may require an administration fee when signing Applications to Play/Officiate Overseas. Please check with your relevant state for applicable fees: [Member State contact details](#).

OVERSEAS PLAYERS WISHING TO PLAY IN AUSTRALIA

Players wishing to play in Australia must complete an [ISF Player Transfer Request Form](#) prior to arriving in Australia.

The Form must indicate the country and club for whom they will be playing (including the club's contact details). The Form must be signed by the sending National Federation/Association and emailed to info@softball.org.au. If the process has been followed correctly, Softball Australia will sign the Form and email it all parties involved in the process. On arrival in Australia, the player must register in the national database with the club nominated on the ISF Form. If that player then wishes to play in another state, they must follow the Permit process.