



## BOWLS TASMANIA SOUTH

# CLEARANCE AND TRANSFER POLICY

### RELATED POLICES:

- Bowls Tasmania - Permit To Play (TAS Competitions)
- Bowls Australia - Affiliation and Eligibility to Play Policy
- Bowls Australia - Player and Club Clearance Policy

### APPLICABLE FORMS:

- BTS In-Season Transfer Form
- Permit to Play Pennant (TAS Competitions)
- Interstate Pennant Declaration
- Interstate Clearance Application

**RESPONSIBLE OFFICER:** BTS Secretary

**AUTHORITY:** BTS Board

**APPROVED:** November 2022

**REVIEW DATE:** July 2024

## Constitutional authority

### 41. BY-LAWS, CONDITIONS OF PLAY AND POLICIES

The Board may make, repeal, amend or alter such By-Laws and Policies as considered necessary for the proper conduct of the operations of the Association. Such By-Laws and Policies must be consistent with the Objects contained in Rule 4 of these rules [the constitution].

## Definitions and abbreviations

BA	Bowls Australia (National Authority)
BT	Bowls Tasmania (State Authority)
BTS	Bowls Tasmania South (Regional Authority)
BN	Bowls North (Regional Authority)
BNW	Bowls North-West (Regional Authority)
STA	State or Territory Authority
BowlsLink	A database of lawn bowlers provided by BA
Clearance	An administrative process that occurs at a club
Transfer	The movement of a player from one club to another
Affiliation fee	A sum paid by clubs to BTS based on membership numbers
Subscription fee	A sum paid to the club to become a member of the club

## Affiliation fees

- A.1 Each year in April, BTS will advise clubs of their affiliation fee obligations so that clubs can plan/budget for the coming year. The club's total affiliation fee includes a fee to be paid to BT, which in turn includes a fee to be paid to BA.
- A.2 The subscription to join a club will include an amount (as determined by each club) that will contribute to the total affiliation fee owed by the club.
- A.3 When a player pays their subscription, playing rights to participate in BTS, BT and/or BA competitions (if required) will be included in that subscription.
- A.4 If a member wishes to transfer to a new club, the policy of the club they are leaving will dictate how much of a refund on their subscription will be returned to the player.
- A.5 The subscription for an in-season transfer to the new club is a matter for the new club. No additional fee is payable to BTS by the member's new club.

## 1. Clearances

- 1.1. A clearance to leave a club is a matter for the club. A clearance is different from a transfer.
- 1.2. Good practice is to provide members with a "resignation form" that
  - captures the reason(s) for their departure,
  - ensures any outstanding debts are settled, and
  - ensures any club assets are returned.
- 1.3. Whether a "resignation form" is used or not, clubs cannot withhold a clearance if the player has no debt owing to the club. The club must make every effort to expedite a member's clearance and approve the transfer request.
- 1.4. In accordance with BA policy, any player under suspension is not eligible to request or receive a clearance to another club, whether it be in their region, intrastate, interstate or overseas.

## 2. Transfers between BTS-affiliated clubs

- 2.1. Transfers between BTS-affiliated clubs will be carried out online using **BowlsLink**.
- 2.2. The club **to** which the player is transferring (the 'destination' club) will issue a transfer request to the player's current club via **BowlsLink**.
- 2.3. The club **from** which the player is transferring (the 'origin' club) will approve the transfer request as quickly as possible.
- 2.4. If the transfer occurs during the pennant season, the **BTS In-Season Transfer Form** (available on the BTS website) must be completed and returned to BTS.
- 2.5. Transfer fees
  - (a) Player transfers during the off-season (that is, the period between BTS pennant seasons each year) will be free of any BTS-imposed fee.
  - (b) Player transfers during the pennant season (in-season) will incur a transfer fee of \$60 payable to BTS.
  - (c) The in-season transfer fee may be waived if the player can show that the sole reason for the transfer was the result of relocation of either place of residence or employment (or both).
  - (d) The transferring player will be unavailable for selection in pennant sides of the destination club until either the transfer fee is paid or a waiver of the fee is granted by BTS.

## 3. Intrastate Transfers

- 3.1 Players transferring from a BN or BNW club to a BTS-affiliated club will be free of any BTS-imposed fee.
- 3.2 Players transferring from a BTS-affiliated club to a club in BN or BNW will be free of any BTS-imposed fee.
- 3.3 The BTS-affiliated club receiving the intrastate player will issue a transfer request to the player's club in the other region through **BowlsLink**.
- 3.4 If a player arrives at a BTS-affiliated club with a paper transfer, signed by their original club, the BTS club should:
  - (a) Submit a **BowlsLink** request to the BN or BNW club seeking a transfer of the player
  - (b) Contact the BN or BNW club and ask them to approve the **BowlsLink** request.
  - (c) If the BN or BNW club cannot, the Secretary should counter-sign the paper form and email it to the BTS Secretary for processing. This is an interim measure.

## 4. Permit to play pennant in two Tasmanian regions

- 4.1. A player wishing to play pennant in two different Tasmanian regions should complete the **Permit to play pennant (TAS Competitions) form** (available on the BT website).
- 4.2. The player must nominate which of the two clubs is the player's primary club.

- 4.3. The player may participate in the club championships of the primary club only.
- 4.4. The player's primary club must approve the request and send the form to the club in the other Tasmanian region that the player wishes to play for.
- 4.5. The form – endorsed by both clubs – must be approved by Bowls Tasmania before the player will be eligible to play pennant with the club in the other region.
- 4.6. This form is **not** a transfer form to a club in another region.
- 4.7. An intrastate pennant permit will be free of any BTS-imposed fee.

## 5. Interstate Pennant Declaration

- 5.1. A player wishing to play Pennant for a club in a different State or Territory – but not transfer permanently to that club – must complete an **Interstate Pennant Declaration form** (available on the BT website).
- 5.2. The completed form must be sent by the player's club to Bowls Tasmania for approval.
- 5.3. This form is **not** an interstate clearance form.
- 5.4. An interstate pennant declaration will be free of any BTS-imposed fee.

## 6. Interstate transfers

- 6.1. A player wishing to permanently transfer to a club in a different state or territory must complete an **Interstate Clearance form** (available on the BA website)
- 6.2. The completed form must be sent by the player's club to their STA. For example
  - (a) A player transferring from a Victorian club to a Tasmanian club must be cleared by Bowls Victoria.
  - (b) A player transferring from a Tasmanian club to a mainland club must be cleared by Bowls Tasmania.
- 6.3. Until the clearance has been lodged with, and accepted by, their original STA, the player is not eligible to play in any competition controlled by their new STA or regional body.
- 6.4. An interstate transfer will be free of any BTS-imposed fee.

## 7. International transfers

- 7.1. A player transferring from overseas is considered a new player in Australia and they should be added to **BowlsLink** by their new club.
- 7.2. A player transferring to an overseas club should be archived in **BowlsLink** by the club they are leaving.