



## Clearance Guidelines

### 1.0 PURPOSE

These guidelines have been developed to provide guidelines for the process of clearances (sometimes referred to as Transfer) for a member transferring their nominated club for any reason, including with respect to a club closure.

### 2.0 SCOPE

These guidelines apply to all Bowls Victoria clubs and members.

Both Individual Members and Member Clubs should be aware of their rights, processes and procedures surrounding clearances. Nothing in these guidelines contradict the Laws of the Sport of Bowls, the BV Constitution or Regulations.

### 3.0 CLEARANCE PROCEDURE AND GUIDELINES

#### **Procedure:**

The following shall occur when a member requests a clearance from their nominated club to another:

- Clearances must be completed through BowlsLink and all information on the member should be completed including full name, email, phone and date of birth before the clearance is submitted to ensure the correct member is being cleared. Full details and tutorials on how to complete the process can be found on the Bowls Victoria website.
- No clearance is to be considered effective until notice of its approval by BowlsLink has been received.

#### **Guidelines:**

- a) If a person has not been an affiliated member of a club for a period of greater than two years then a clearance is not necessary.
- b) Clearances will generally not be issued for the period 31 December through to 31 March each year unless, in special circumstances, Bowls Victoria decides otherwise (for example where a member moves to a new home a significant distance apart).

- c) A Member can play in any Championship game of their Club. However, if a Member receives a clearance after participating in the Singles Club Championships, whether the event is completed or not, they will not be able to play in the Singles Club Championships at the Club they transfer to in the same season.
- d) If a member obtains a clearance after winning a Club, Region or State title, they are eligible to continue representing their previous club at the next level of that competition.
- e) Interstate Clearances are essentially treated the same as an intrastate clearance whereby the members cannot participate in Club Singles Championships, State Singles, State Mixed Pairs, State Pairs, State Triples or State Fours in the same year if they have already competed in the event in their previous State/Territory.

Contact [bowlsvic@bowlsvic.org.au](mailto:bowlsvic@bowlsvic.org.au) if you require assistance with the process for submitting an interstate clearance through BowlsLink.

- f) A Club Clearance is required regardless of whether an Individual Member has played in any Bowls Victoria Event during the past two years, or whether an Individual Member or player is a financial member at both Clubs.
- g) No Club shall unduly delay or fail to issue a Clearance to the detriment of an applicant without just cause. At a maximum, clearances should be approved within 5 days.
- h) Any person who is refused a Clearance by a Releasing Club may appeal to Bowls Victoria who shall require that the Releasing Club state in writing the reason for such refusal. Bowls Victoria may then:
  - determine that the Clearance has been refused without reasonable cause and may grant the Clearance;
  - determine that the Clearance was validly denied and may support the Releasing Club's refusal; or
  - make any other determination it deems fit.
- i) No Club shall knowingly allow any person for whom a Clearance is required to play in any pennant match, Bowls Victoria or Bowls Australia event or tournament for that Club until a Clearance has been completed in accordance with this Clearance Procedure. If a Club breaches this clause, Bowls Victoria may impose on that Club such penalty as it deems fit.
- j) International Clearances must comply with the requirements of the current Bowls Australia policy.
- k) A suspended member cannot be cleared to any other Club during the period of a suspension.

- l) A person owing monies to their Releasing Club cannot be cleared to any other Club until they have paid all outstanding monies to the satisfaction of the Releasing Club.
- m) Nothing in these guidelines prevent a person from being a dual member (i.e. a member of more than one club) however their nominated club is the club where they can play championship events.

#### **4.0 CLEARANCE FEES**

Bowls Victoria has set the fees for clearances at \$20.

Bowls Victoria will waive the fees for any clearance from a Club who has closed never to re-open as it is not the fault of the member (noting that a club closing temporarily does not allow the clearance fee to be waived).

#### **5.0 PENNANT PERMITS**

Bowls Victoria has set the fees for Pennant Permits at \$20.

Pennant Permits enable a member to play midweek or weekend pennant with another club other than their nominated club.

A member must be approved to play in a midweek or weekend pennant competition for a member club other than their nominated club by submitting a pennant permit request form to BV prior to the round as designated in the Conditions of Play of the pennant competition they wish to play in.

No application will be considered after that designated round (as specified in the Conditions of Play) and further information can be found in the Conditions of Play.

#### **Review History and Version Control**

The BV Clearance Guidelines document will be reviewed every three years.

| <b>Version</b> | <b>Prepared</b>                 | <b>Reviewed</b>       | <b>Approved</b> | <b>Date Approved</b> |
|----------------|---------------------------------|-----------------------|-----------------|----------------------|
| 1.0            | Events and Competitions Manager | CEO and O&L Committee | Board           | 7/10/2021            |