

## Club Procedures For Clearances / Transfers / Dual Registrations / Permits

**Clearances:** Where players are moving from one DVCA club into another DVCA club or from another association into the DVCA (including interstate clubs), as per current procedures, clubs must request a clearance using MyCricket.

**Overseas Players:** Any overseas players joining a DVCA club must be registered as a new player. No permit required.

**Transfer Requests:** Where a person hasn't played cricket for 3 full consecutive seasons, clubs may now request the transfer via email to [dvca.general@gmail.com](mailto:dvca.general@gmail.com). The email must state the players name, ID and reason for transfer. Form no longer required. Requests must be received at least 24 hours prior to the person playing in the match.

**Dual Registration:** Clubs must apply for a dual registration permit on MyCricket. Permit must clearly outline the dual registration. No form required. See Appendix 1 at the end of this document for detailed MyCricket instructions.

All dual registration permits must be applied for on MyCricket up to 72 hours before the scheduled match. Dual registration permits will lapse at the end of each season.

**Senior Player Permit:** Clubs must apply for a senior player permit on MyCricket - no form required. See Appendix 1 at the end of this document for detailed MyCricket instructions.

It is the responsibility of the club to determine if a player needs a permit (see point below). Penalties will be imposed for clubs playing an ineligible player.

- A player who has played Premier or VSDCA 1sts or 2nds during the past 2 seasons is ineligible to return to his DVCA club until a senior player permit is obtained. **Note.** Where a player returns from Premier or VSDCA 1sts or 2nds during the current season, the General Manager will forward the permit application onto the DVCA Executive Committee for approval.

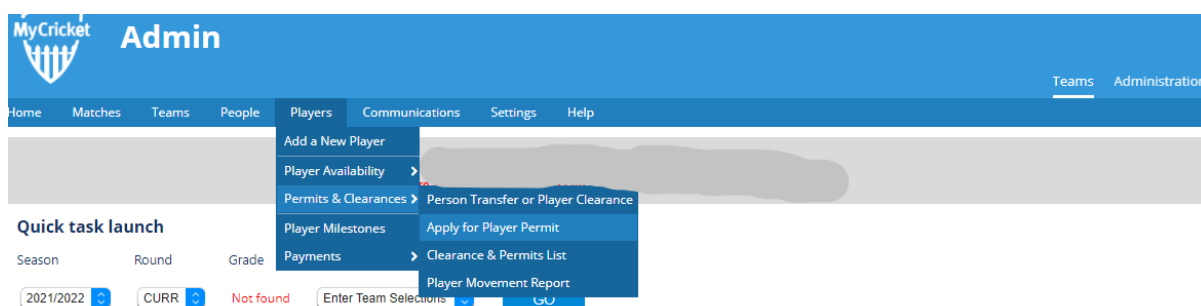
All senior player permits, must be applied for on MyCricket up to 72 hours before the scheduled match. Clubs must also seek clearances for these players.

All senior player permits lapse as soon as the player returns to Premier or VSDCA 1sts or 2nds.

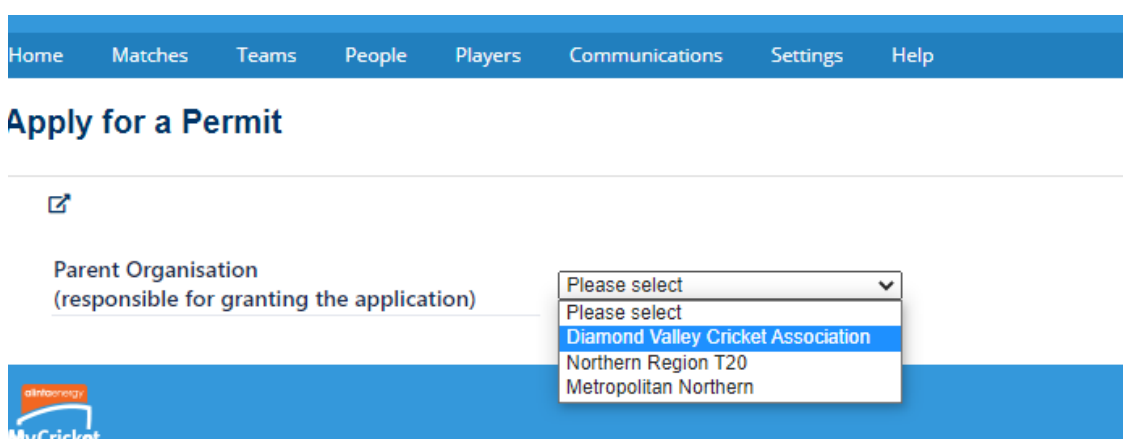
No permit will be granted after Christmas.

## Appendix 1 - Applying for a Player Permit on MyCricket

1. Ensure that you are in the Teams module of MyCricket. You then need to go to Players > Permits & Clearances > Apply for Player Permit



2. Select Diamond Valley Cricket Association as the Parent Organisation



3. Search for the player by their name or their MyCricket ID and then select the player from the search result

### Apply for a Permit

A screenshot of the 'Apply for a Permit' form. The 'Parent Organisation (responsible for granting the application)' field is set to 'Diamond Valley Cricket Association'. Below this is the 'Search Criteria' section. It states: 'The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.' There are two radio buttons for 'Search By': 'Name' (selected) and 'ID'. To the right of these are three input fields: 'First Name', 'Middle Name', and 'Last Name'. At the bottom, there is a blue 'SEARCH' button.

