



## TVCL16 – User Guide 5 - Transfer Procedures

### **Introduction**

This guide differs from Guides 1-4 which tell captains and umpires how to complete match forms. That's why this only appears in the 'Documents' section along with matters related to player listing and registration. The others appear under 'Submit Forms' along with the links to the match forms themselves.

This guide is also different because it sets out to explain what has to happen rather than simply telling you how to complete a form.

The main transfer procedure (Part A) tells you how this works for in-season moves; the transfer procedure out-of-season (Part B) is virtually identical as far as players and clubs are concerned.

**It is vital that clubs use these procedures and that the player's new club doesn't add the player afresh** as this could lose the continuity of his/her cricketing history.

### Part A: In-Season Transfers

#### **1. The Player**

A player who wishes to move from one club to another has to:

- i. Download a PDF transfer form from the TVCL website (go to "Documents" under the *Contacts & Administration* menu).
- ii. Complete **Part A** of the PDF transfer form.
- iii. Pass the part-completed PDF by email to his 'old' club (i.e. the one the player is leaving).

#### **2. The 'Old' Club**

- i. An official (Chairman / Secretary / Treasurer) certifies **Part B** of the PDF to confirm that there is no reason why the transfer should not take place
- ii. The PDF is then transmitted to the new club by email.
- iii. The player should, of course, no longer be selected for the old club.
- iv. At this time the 'old' club should ensure that scorecards for all matches in which the player took part are complete.

#### **3. The New Club**

- i. An official (Chairman / Secretary / Treasurer) of the new club completes **Part C** of the PDF and saves it.
- ii. The new club official completes the online application and submits it to TVCL, attaching the PDF.
  - The new club selects '**Request New Transfer**' on the TVCL16 'Registrations' menu in the club admin area (you need to be logged on to do this). This page also shows the status of transfer requests; there are dropdown lists to select the old club and player's name.
  - The PDF should be attached to the online application

#### **4. Player Eligibility sub-Committee**

- i. The system passes the request to TVCL Player Eligibility sub-Committee (PESC) to consider the transfer application.
- ii. Normally PESC will approve the transfer on TVCL16 straight away and notify both clubs, specifying when the player is allowed to play for the new club.
- iii. This completes the transfer and the player's name will appear on dropdown lists for the new club from the date when the player becomes eligible to play.
- iv. It is possible for PESC to reject an application but there will undoubtedly be contact between the parties before this happens and the situation is not covered here.

### Part B: Transfers between Seasons

- All parties should follow the above transfer procedure and the new club **SHOULD NOT** register the player afresh.
- This is to avoid the complication of having 2 records for the same person and to ensure that the player's cricketing history is complete.
- 'Approval' by PESC which is made shortly before the new season makes the transfer 'take', the move will become effective on the computer system and the player will then appear on dropdown lists from that point.