



RugbyConnect Transfer User Guide

Irish Rugby Football Union

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www.irishrugby.com



Transfers in RugbyConnect

Transfers are now available in RugbyConnect and should not be completed in paper or in Clubhouse. This guide provides you with the information to complete a transfer on Rugby Connect however each province has their own provincial rules and deadlines regarding the transfer process, and you should contact your province for specific guidance on rules and regulations regarding a transfer (contacts listed at the end of the document).

In Rugby Connect all four parties in a transfer must agree and approve the transfer on the system; The club the player is leaving, the club the player is going to, the player (parent / guardian) and the province. Once approved by all parties the player will be eligible to be selected for team sheets in their new club.

Transfer Guidelines – for the Player

Please Note: To begin a transfer either the club sending or the club receiving the player can initiate the transfer and NOT the player

The player has two steps to complete in RugbyConnect to ensure their transfer is approved and complete.

- 1. Approve and accept the terms and conditions of the transfer
- 2. Register with your new club

1. Approve the transfer.

Your sending/receiving club will initiate the process. Once you receive the email notifying you that a transfer applicated has been started in RugbyConnect you must login to your public user account in RugbyConnect

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ATTENDANCE					Total (page 1 of)			
LANCUACES								rove per page 15 🗢
CHANCE PASSWORD								

Go to your "Member Details" page in your profile and click on the "View Transfers" box highlighted by red in the above picture. This will show you the transfer and you can click the action button as highlighted to approve the transfer.

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You will now view your transfer application. Ensure that the correct "Reason for transfer" is inputted, the correct clubs and that your personal details are correct also. You must then read the terms and conditions. You can then tick the box to agree to them and press the approve button to approve your transfer.

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Once you have approved your transfer and your club and province have also approved it you will view the "Arrow" action button below in your transfers section. This action allows you to register with your new club to complete the transfer. This is step 2 of the process.

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2. Register with the club

You will be asked to pay the clubs registration fee if they have chosen to charge their fees via RugbyConnect. Select the membership you require, e.g. Adult Player.

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Now simply fill in your details, just as when you first registered in RugbyConnect, and accept the terms and conditions of your registration once reading through them and your transfer is then complete.

	Adult Player	
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site	Email Address	n	egistration Date	Total Fee charged
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	Memberships			
100	Membership ID	Name	Membership Type	Status
	816481	lucy mulhall	Adult Player	Active

Who can I contact for more information about Transfers?

- Connacht: Fraser Gow <u>fraser.gow@connachtrugby.ie</u>
- Leinster: Dermot O'Mahony <u>dermot.omahony@leinsterrugby.ie</u>
- Munster: Jane Burns janeburns@munster.ie, and / or James Neville jamesneville@munster.ie
- Ulster: Paul Whitten <u>rugbyconnect@ulsterrugby.com</u>

Who can I contact for more information about the RugbyConnect?

Please contact your Club Support Officer:

- Connacht: Fraser Gow <u>fraser.gow@connachtrugby.ie</u>
- Leinster: Carol Maybury <u>carol.maybury@leinsterrugby.ie</u>
- Munster: Bernadette Linnane <u>Bernadettelinnane@munsterrugby.ie</u>
- Ulster: Matthew Holmes rugbyconnect@ulsterrugby.com
- IRFU: rugbyconnect@irfu.ie

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