



RugbyConnect Transfer User Guide

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

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Transfers in RugbyConnect

Transfers are now **fully completed online** in RugbyConnect and should not be completed on paper. This guide provides you with the information to complete a transfer on RugbyConnect, 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 (or 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. **Please remember the player is required to approve the transfer AND register to their new club to then complete the transfer and become active with their new club.**

Transfers to AIL clubs

The AIL transfer window for Unrestricted Transfers ends at midnight on the **15th of June**. The deadline for an AIL club to apply for a player transfer is midnight on the **10th of June**, allowing for a five-day period for the player's current club to be notified prior to the transfer completion. To aid this process, a club notification tool can be set up in Rugby Connect when a player transfers between AIL clubs. This email is set up so your club will be notified when a player from YOUR club is the subject of a transfer request by another club. If you do not set up this email notification you may fail to be notified of a player transferring FROM your club to another. This is especially important when adhering to the five-day notification rule on AIL transfers.

You MUST still notify the player's current club in writing or email of the impending transfer at least 5 days before the transfer is completed in RugbyConnect to two of the following three positions in the players current club: Honorary Secretary/Director of Rugby/Head Coach. This also applies to players transferring from non-AIL clubs. If you fail to notify the club with sufficient notice, the transfer may be declined.

AIL Dual Status applications are still processed offline as in the past with the AIL Dual Status form ([Link here](#)) being sent to kevin.beggs@irfu.ie

Provincial Dual/Loan

Dual status and Loan applications are still processed offline at provincial level. Once your application has been processed and if approved the province will complete your dual registration on RugbyConnect.

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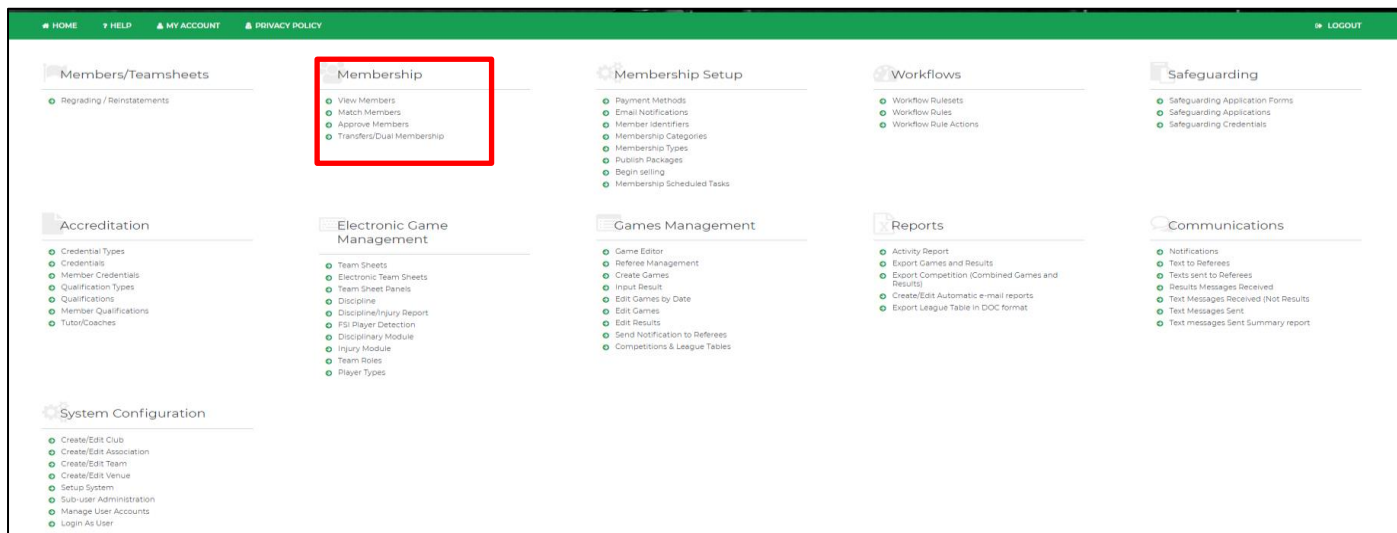
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1. To begin a transfer either the club sending or the club receiving the player can initiate the transfer. The club administrator logs into RugbyConnect: <https://irfu.sportsmanager.ie/maint.php> and selects Transfers / Dual Membership under Membership



2. Here a club can see all their transfer requests and history. To request a transfer, select Start Transfer (Request). You may also send a player to another club by selecting Start Transfer (Send). The most common is a club requesting the player as shown in the example outlined below.

Member Transfers/Dual Memberships

View Member Transfers ← Back

Options

→ Start Transfer (Send)
← Start Transfer (Request)
👤 View Members

Search/filter options

	From	To	Request Type	Started By	Started	Automatically Approved	Status	Actions
	Birr	Ashbourne	Dual Membership		08/10/2020 09:17	08/10/2020 09:17	Complete	
	Mullingar RFC	Ashbourne	Transfer		05/10/2020 13:49		Payment Started	
	Mullingar RFC	Ashbourne	Transfer		30/09/2020 16:11		Approved	
	Elaine Murtagh	Mullingar RFC	Transfer		30/09/2020 11:08		Payment Started	
	Martin Crothers	Malahide	Transfer		09/09/2020 16:31	14/09/2020 16:31	Approved	

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3. You will need the **IRFU ID** of the player. You will enter in the IRFU ID, first name and last name and select **Search**. The player will appear and now you click on the two arrows under **Actions**

The screenshot shows the 'Member Transfers' interface. At the top, there is a 'Request Player from Another Club' header with a 'Back' button. Below this are 'View Members' and 'View Transfers' buttons. A search form is highlighted with a red box, containing fields for 'First Name' (charlie), 'Last Name' (o'connor), 'Identifier Type' (IRFU ID), and 'Member Ident...' (20938550). A 'Search' button is also highlighted. Below the search form is a table with columns: First Name, Last Name, DOB, Status, Season, Club, and Actions. The first row shows 'Charlie O'Connor' with DOB '03/04/2015', Status 'Active', Season '2020-2021', and Club 'Coolmine'. The 'Actions' column for this row has two arrows, which is also highlighted with a red box.

4. You will now be presented with the player's details, the club they are moving from, and a place for you to enter in the reason they are transferring. You will also be presented with the transfer terms and conditions that were previously required to be signed on the paper forms. You must accept the terms before then pressing **Request Transfer**.

The screenshot shows the 'Request Transfer' page. It features a form with the following fields: 'IRFU ID' (20906804), 'Member Name' (charlie o'connor), 'Transfer Reason' (Movinf House), 'From Club' (Dunmore), and 'To Club' (Terenure College RFC). A red error message 'This field is required' is visible next to the 'Transfer Reason' field. Below the form is a 'Terms & Conditions' section with a scrollable area containing text about the Union's Regulations and a 'PLAYER TERMS AND CONDITIONS' section with an 'Accept' checkbox. At the bottom, a green 'Request Transfer' button is highlighted with a red box.

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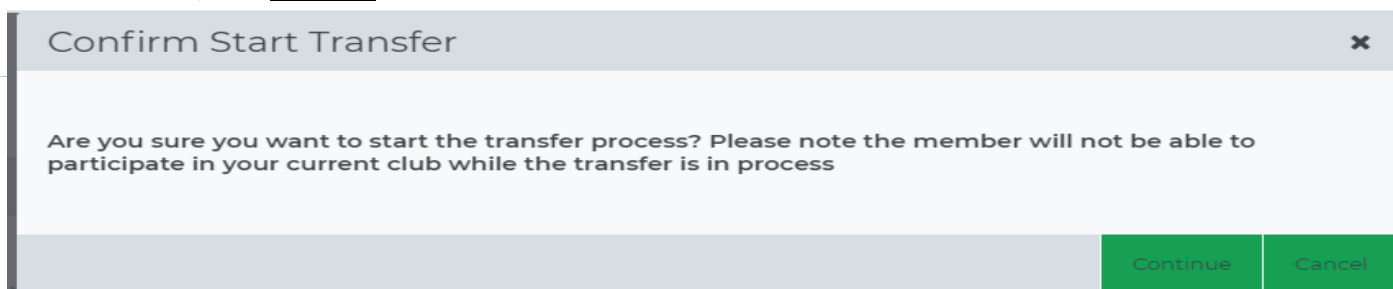
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5. You will then be presented with a notification asking you to confirm your intention to proceed with the transfer, click Continue to confirm.



6. If you click back into Transfers / Dual Memberships you will be able to see your transfer request with a status of 'created'. It will remain here until all parties; the other club, the player, and the province have approved it. Once it has been approved by all parties **AND** the player has clicked the registration arrow on their transfer to register with their new club, it will show as complete and the player will be eligible for selection on your team sheets and panels.

Member Transfers/Dual Memberships

View Member Transfers ← Back

Options

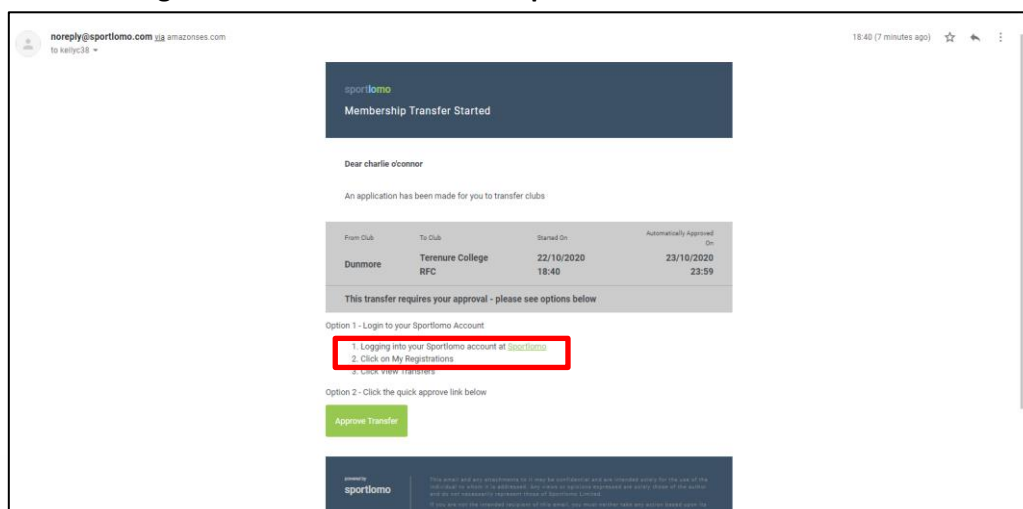
→ Start Transfer (Send)
← Start Transfer (Request)
👤 View Members

Search/filter options

Member	From	To	Request Type	Started By	Started	Automatically Approved	Status	Actions
charlie o'connor	Dunmore	Terenure College RFC	Transfer		22/10/2020 18:40	23/10/2020 23:59	Created	ⓘ
Declan O'Toole	Terenure College RFC	Wicklow	Transfer		08/10/2020 10:31		Created	ⓘ
Luke Murtagh	Mullingar RFC	Terenure College RFC	Dual Membership		05/10/2020 12:11	05/10/2020 12:11	Complete	ⓘ

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7. The player will now receive an email prompting them to log into their Sportlomo account to approve the transfer. In the players account the player will be prompted to approve their transfer. There is a separate guide on the site which players may refer to when completing their transfer. They are required to approve the transfer **AND register to their new club to complete the transfer and be active with their new club.**



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8. The other club will also be able to log into their account and click on Transfers / Dual Memberships and complete the request sent to them. (and initiate their own transfer requests) they can click on the information box **i** beside the player being requested for the transfer.

	UCD	Abroad	Transfer	15/03/2021 17:13	15/03/2021 17:13	Complete	i
Lucy Mulhall	29/09/1993	Wicklow	Rathdrum	Transfer	26/02/2021 15:31	Created	i Approve
	Young Munster	Clontarf	Transfer	07/02/2021 12:02	19/01/2038 03:14	Created	i
	Old Belvedere	Abroad	Transfer	21/01/2021 10:01	21/01/2021 10:01	Complete	i
	Lansdowne	Old Crescent RFC	Transfer	19/01/2021 16:05	19/01/2038 03:14	Complete	i

9. They will be presented with the details of the transfer and will have to approve and accept any terms and conditions presented to them.

Transfer Request

Member:

IRFU ID:

From:

Current Categories:

To:

Created:

Automatically Approve on:

Status:

Reason:

Terms & Conditions

Transfer Terms and Conditions

TERMS AND CONDITIONS FOR ADULT TRANSFER

1. We have read and understand the Union's Regulations relating to the registration, eligibility, movement and payment of Club Players in Ireland.

2. We affirm that the Union's Regulations 6.5 relating to the movement of players and 6.6 relating to the payment of players have been complied with, and that no Material Benefit of any kind including Signing on Money has been paid or agreed to be paid directly or indirectly to the player in return for transferring to or playing for this Club.

PLAYER TERMS AND CONDITIONS

I Accept

Approve

10. The province will now provide the final approval of the transfer approval process. **Please note that the transfer is still not complete until the player completes the final step which is the registration with their new club. This step is outlined in the Transfer Guide for Players on <https://www.irishrugby.ie/running-your-club/rugbyconnect/>**

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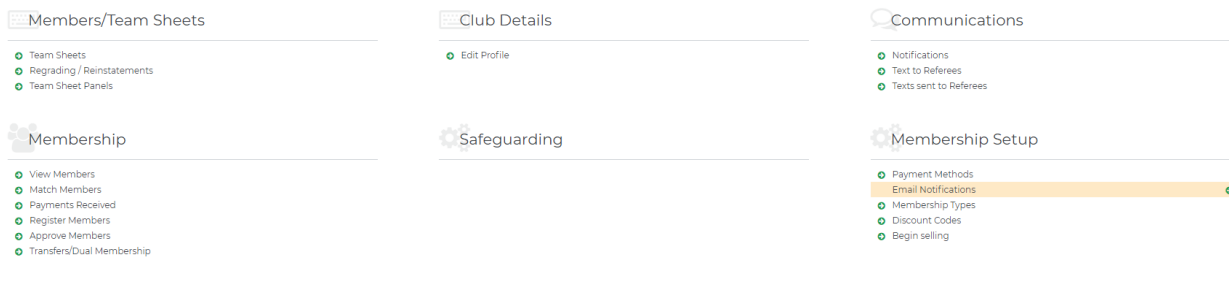


IRFU

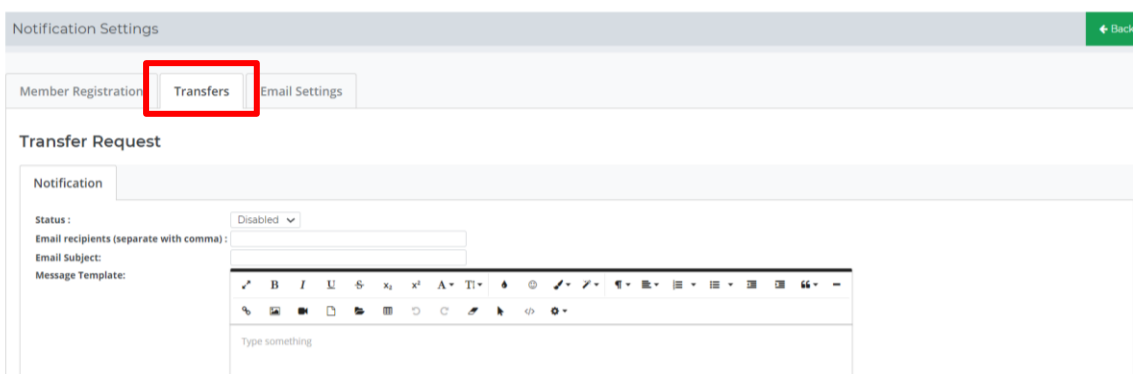
Club Email Notifications of a Transfer Request

Please note that all clubs have an option to enable transfer request notifications for their club.

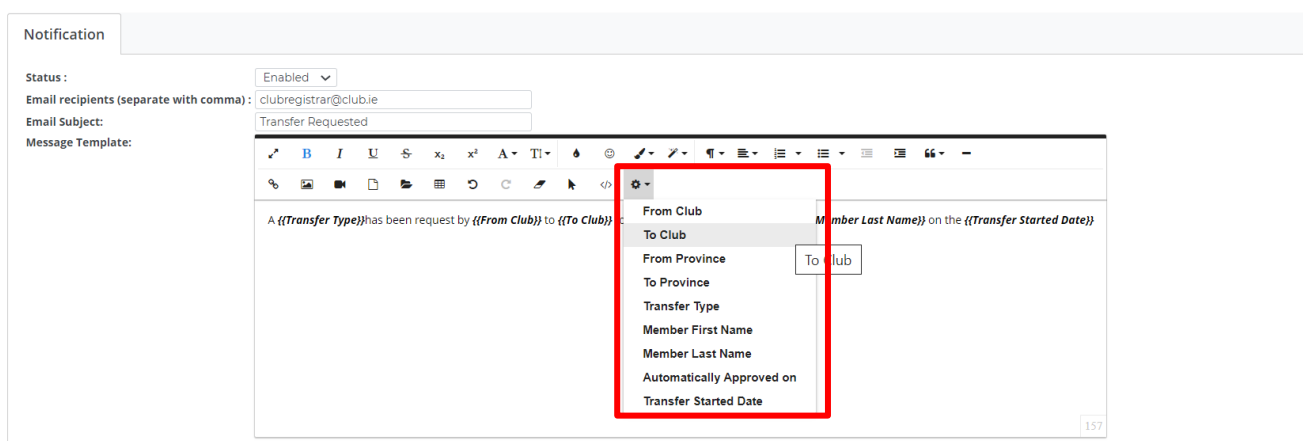
To configure these notifications, you must click on Email Notifications in the Membership Setup area.



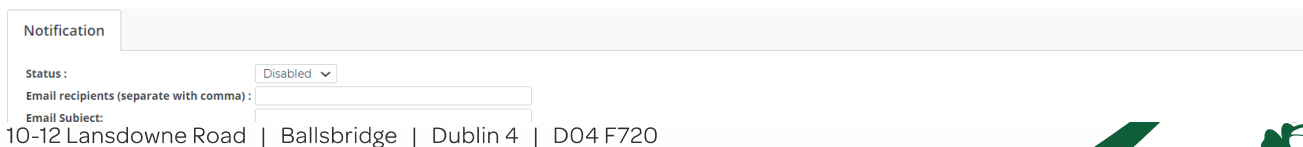
Click on Transfers



From here you can enable the notifications for transfer requests. You must insert the email address of the person in your club that you wish to be notified of this transfer. You can customise the email to auto-populate the clubs involved in the transfer, the transfer type and the players name and date of transfer. Please see the example below:



Transfer Approved



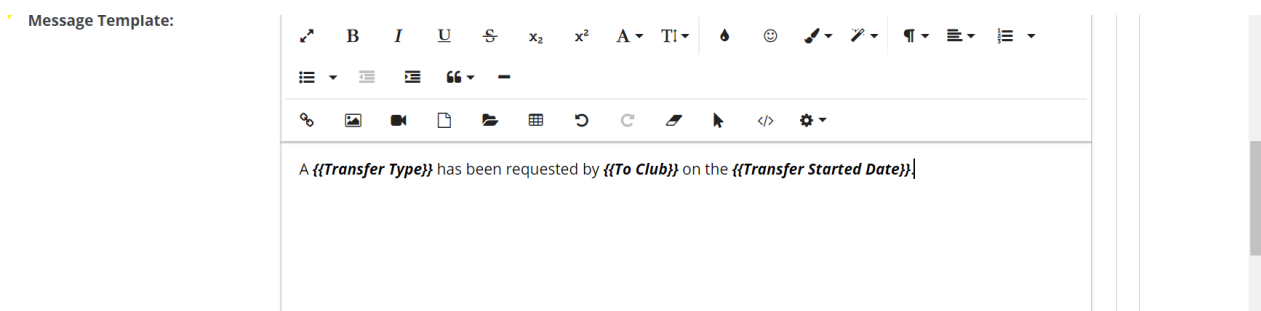
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By selecting the above tools the {{Player First Name}}, {{Player Last Name}}, {{To Club}}, {{Transfer Started Date}} and {{Transfer Type}} these fields will autofill into the email when the transfer is requested. Please see the draft email below.



Example

If a transfer for Jane Doe is requested by Club The Falcons, the above draft email will send the following automated email: *A transfer has been requested by The Falcons for Jane Doe on the 20/04/2021.*

This email will be sent to the selected email when a transfer has been requested for a player from your club to be transferred to another club.

You can also choose to customise and enable the emails for each individual notification type, i.e. transfer rejected and transfer complete which are found below the Transfer Requested section of email notifications.

Who can I contact for more information about Transfers?

- **Connacht:** Fraser Gow – fraser.gow@connachtrugby.ie
- **Leinster:** Dermot O'Mahony – dermot.omahony@leinsterrugby.ie
- **Munster** Aidan Cleary – aidancleary@munsterrugby.ie and/or James Neville – jamesneville@munster.ie
- **Ulster:** Paul Whitten – rugbyconnect@ulsterrugby.com

Who can I contact for more information about RugbyConnect?

Please contact your Club Support Officer:

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

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