



RugbyConnect Transfer User Guide

Irish Rugby Football Union

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

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Transfers in RugbyConnect

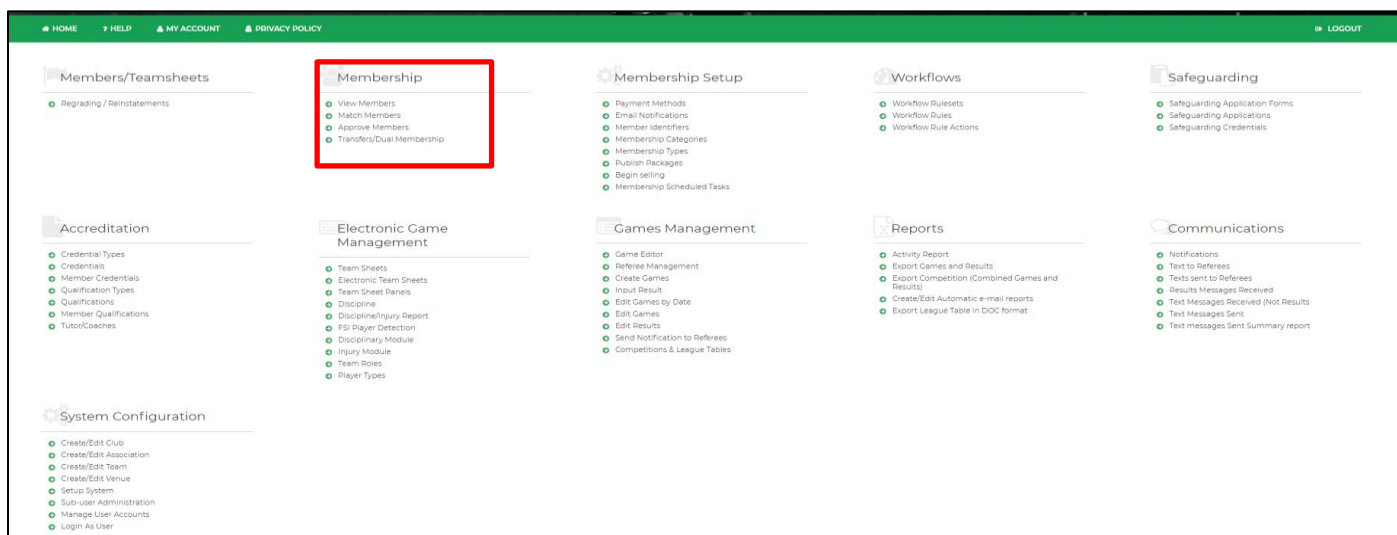
All transfers for the 21/22 season are to be completed on the RugbyConnect system. Players must be registered in RugbyConnect in the club they are leaving. *Please ensure players do not just sign up to your club as a new member, they must complete the transfer process in RugbyConnect.*

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).

Note all players arriving / returning to Ireland will be cleared by the IRFU in RugbyConnect and entered into the "Abroad" club. They will then be available for you to complete the transfer in RugbyConnect as a normal transfer; again ensure players do not just sign up to your club as a new member.

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.

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'



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- Here a club can see all their transfer requests and history. To begin a transfer, select 'Start Transfer (Send)' – if you are the club sending the player, or 'Start Transfer (Request)' if you are the club sending the player. The most common is a club requesting the player, so that is the example outlined below.

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
Padraig Burns	Birr	Ashbourne	Dual Membership		08/10/2020 09:17	08/10/2020 09:17	Complete	
Clara Crimes	Mullingar RFC	Ashbourne	Transfer		05/10/2020 13:49		Payment Started	
Shane Stephens	Mullingar RFC	Ashbourne	Transfer		30/09/2020 16:11		Approved	
Elaine Murtagh	Mullingar RFC	Ashbourne	Transfer		30/09/2020 11:08		Payment Started	
Martin Crothers	Malahide	Ashbourne	Transfer		09/09/2020 16:31	14/09/2020 16:31	Approved	

Total 5 | page 1 of 1

- Like Clubhouse you will need the IRFU ID of the player. You will enter in the IRFU ID and first name and last name and select Search. The player will appear and now you click on the two arrows under 'Actions'

Member Transfers

Request Player from Another Club ← Back

Options

👤 View Members
📄 View Transfers

Search/filter options

Season

First Name Identifier Type

Last Name Member Ident...

Search

First Name	Last Name	DOB	Status	Season	Club	Actions
Charlie	O'Connor	03/04/2015	Active	2020-2021	Coolmine	

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4. You will now be presented with the player 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 we were previously required to be signed on the paper forms. You must accept the terms before then pressing 'Request Transfer'.

Member Transfers

Request Transfer

[← Back](#)

IRFU ID: 20906804

Member Name: charlie o'connor

Transfer Reason: Movinf House This field is required

From Club: Dunmore

To Club: Terenure College RFC

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

Accept

Request Transfer

5. You will then be presented with a notification confirming you want to proceed with the transfer, click 'Continue' to confirm.

Confirm Start Transfer

Are you sure you want to start the transfer process? Please note the member will not be able to participate in your current club while the transfer is in process

[Continue](#) [Cancel](#)

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6. If you clicked 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, it will show as complete and the player will be eligible for selection on your team sheets and panels once they have completed your clubs registration form.

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	i
Declan O'Toole	Terenure College RFC	Wicklow	Transfer		08/10/2020 10:31		Created	i
Luke Murtagh	Mullingar RFC	Terenure College RFC	Dual Membership		05/10/2020 12:11	05/10/2020 12:11	Complete	i

Total 3 | page 1 of 1

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. I have attached pages at the bottom which the player may refer to when completing their transfer. They are required to approve the transfer and also to register to their new club to complete the transfer and be active with their new club.

noreply@sportlomo.com via amazonses.com
to kellyc38

18:40 (7 minutes ago) ☆ ↶ ⋮

sportlomo

Membership Transfer Started

Dear charlie o'connor

An application has been made for you to transfer clubs

From Club	To Club	Started On	Automatically Approved On
Dunmore	Terenure College RFC	22/10/2020 18:40	23/10/2020 23:59

This transfer requires your approval - please see options below

Option 1 - Login to your Sportlomo Account

1. Logging into your Sportlomo account at Sportlomo
2. Click on My Registrations
3. Click View Transfers

Option 2 - Click the quick approve link below

Approve Transfer

powered by **sportlomo**

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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 actions 'I' beside the player being requested for the transfer.

Member Transfers/Dual Memberships

View Member Transfers Settings 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	I
Eoin Carney	Ennis RFC	Garryowen	Dual Membership		12/10/2020 16:37	12/10/2020 16:37	Complete	I
Eoin Multicheck	Ennis RFC	Garryowen	Transfer		12/10/2020 16:30		Payment Started	I
Eoin Medical	Ennis RFC	Garryowen	Dual Membership		12/10/2020 15:11	12/10/2020 15:11	Complete	I
Test Test	Ennis RFC	Garryowen	Transfer		12/10/2020 15:05		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

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PLAYER TERMS AND CONDITIONS

I Accept

Approve

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10. The province will now complete the transfer approval process.

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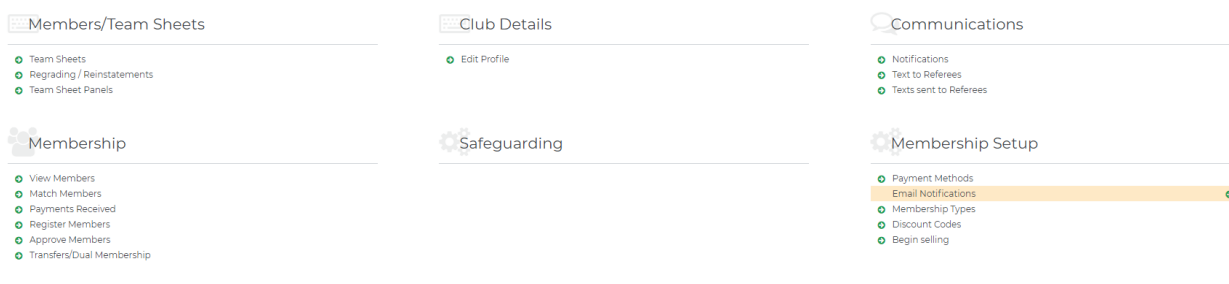


Dual/Loan

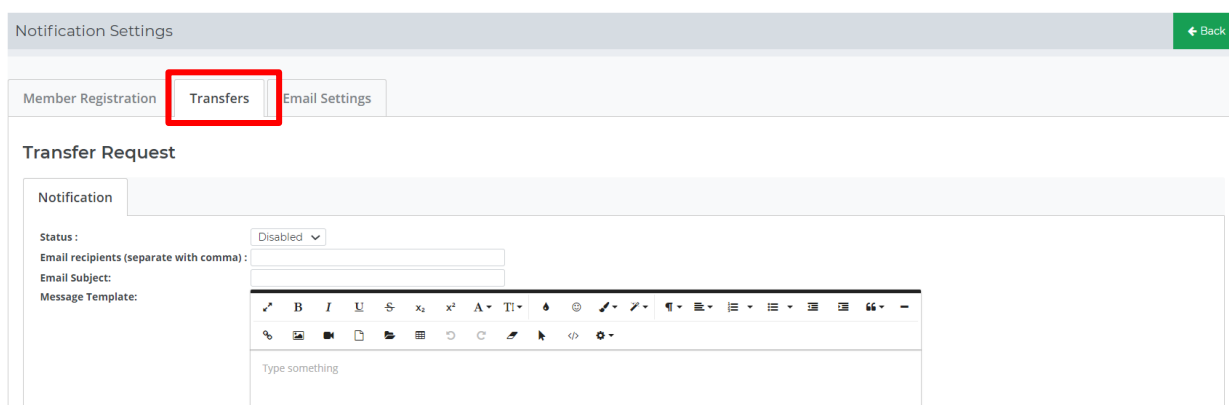
Dual status and Loan applications are still processed offline at provincial level. You will find the Dual status form at [Irish Rugby | Documents & Forms](#). Once your application has been processed and if approved the province will complete your dual registration on RugbyConnect.

Notifications

Please note that a club can enable notifications in the case of a transfer request, transfer approved, transfer rejected and transfer complete. (transfer complete is when the player who has had their transfer approved completes their registration with that club) You can configure these notifications under “Email Notifications” in the Membership Setup area.



Click on Transfers



From here you can enable the notifications for each action and insert the club person’s email 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.

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Notification

Status: Enabled

Email recipients (separate with comma): clubregistrar@club.ie

Email Subject: Transfer Requested

Message Template:

A {{Transfer Type}} has been request by {{From Club}} to {{To Club}} for the player {{Member First Name}} {{Member Last Name}} on the {{Transfer Started Date}}

From Club
To Club
From Province
To Province
Transfer Type
Member First Name
Member Last Name
Automatically Approved on
Transfer Started Date

Transfer Approved

Notification

Status: Disabled

Email recipients (separate with comma):

Email Subject:

By selecting the above tools the {{Player First Name}} and {{Transfer Type}} these fields will autofill into the email for each specific transfer.

Transfer Request

Notification

Status: Enabled

Email recipients (separate with comma): clubregistrar@club.ie

Email Subject: Transfer Requested

Message Template:

A {{Transfer Type}} has been request by {{From Club}} to {{To Club}} for the player {{Member First Name}} {{Member Last Name}} on the {{Transfer Started Date}}

You must customise and enable the emails for each individual notification type, i.e. “transfer request” and “transfer complete”.

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:** Jane Burns – janeburns@munster.ie, and / or James Neville – jamesneville@munster.ie
- **Ulster:** Paul Whitten – rugbyconnect@ulsterrugby.com

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