



RugbyConnect Transfer User Guide For Club Administrators

Irish Rugby Football Union

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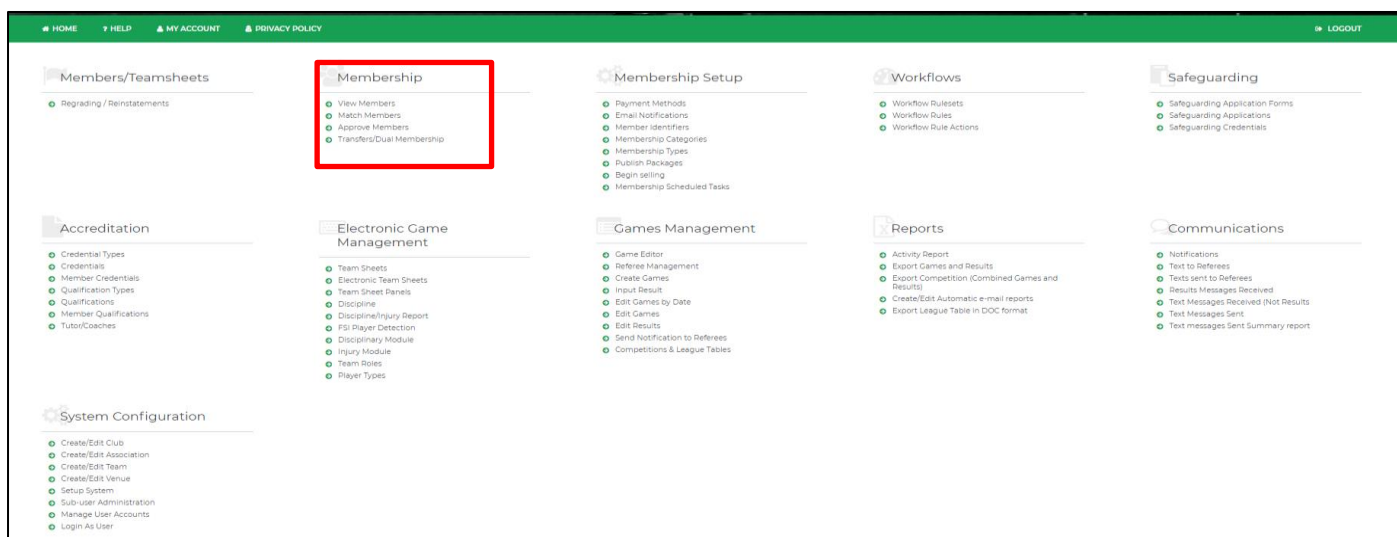


Transfers in RugbyConnect

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).

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'



2. 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

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	1
Clara Crimes	Mullingar RFC	Ashbourne	Transfer		05/10/2020 13:49		Payment Started	1 2
Shane Stephens	Mullingar RFC	Ashbourne	Transfer		30/09/2020 16:11		Approved	1 2
Elaine Murtagh	Mullingar RFC	Ashbourne	Transfer		30/09/2020 11:08		Payment Started	1 2
Martin Crothers	Malahide	Ashbourne	Transfer		09/09/2020 16:31	14/09/2020 16:31	Approved	1 2

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3. 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

Options

View Members View Transfers

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	

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

IRFU ID

Member Name

Transfer Reason This field is required

From Club

To Club

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

Request Transfer

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- 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

- 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

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		06/10/2020 10:31		Created	
Luke Murtagh	Mullingar RFC	Terenure College RFC	Dual Membership		05/10/2020 12:11	05/10/2020 12:11	Complete	

Total 3 | page 1 of 1

- 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.

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

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

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

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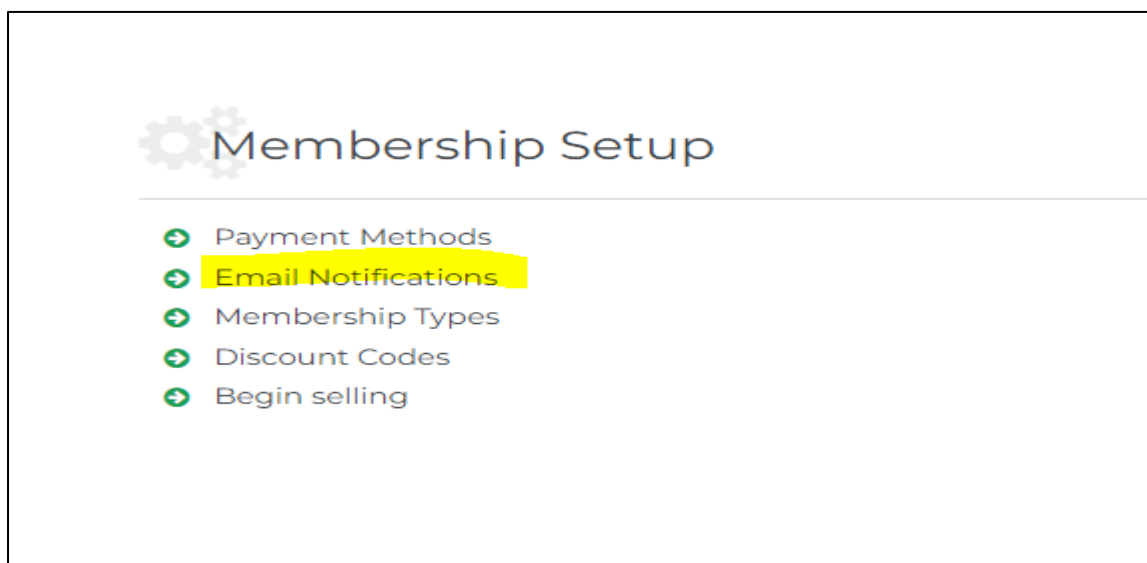


IRFU

Please note players need to register with the new club fully before they are visible in the new club: It is recommended that players watch the transfer video

It is recommended that your club sets up a number of email notifications that will keep you updated on transfers within your club as they move through the various statuses.

Click on 'Email Notifications' under Membership Setup



Click on the 'Transfers' tab

You can now set up automatic emails to be sent to an email address of your choice for

Transfer Request

Transfer Approved

Transfer Rejected

Transfer Completed

Enter in the below variable in each of the 4 notification types:

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- Status: Enabled
- Email recipients
- Email Subject
- Message template – here you can use the variable symbol to configure the content of the emails

Notification Settings

Member Registration **Transfers** Email Settings

Transfer Request

Notification

Status: Enabled

Email recipients (separate with comma):

Email Subject: Inter Club Transfer

Message Template:

A transfer has been requested for {{Member First Name}} {{Member Last Name}} transferring from {{From Club}} to {{To Club}}. The transfer was initiated on {{Transfer Started Date}}

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Characters : 180

Click Save at the bottom of the page when complete

Who can I contact for more information about Transfers?

- **Connacht:** Zoe Langsdale – zoe.langsdale@connachtrugby.ie
- **Leinster:** – Dermot O’Mahony – dermot.omahony@leinsterrugby.ie
- **Munster:** Jane Burns – janeburns@munsterrugby.ie
- **Ulster:** Paul Whitten – rugbyconnect@ulsterrugby.com

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