

# **Dromana Football & Netball Club (Inc)**

## **Policy Document**

### **Handling of Clearance Applications**

Created Feb 2004 Amendment  
Amended Nov 2008  
Amended Jan 2013

# **Dromana Football & Netball Club**

## **(Inc)**

### **Purpose**

This document is intended as a guide to the handling of a Clearance Application and as such is a Policy Document of the Board of the Dromana Football & Netball Club (Inc).

# **Dromana Football & Netball Club**

## **(Inc)**

### **Duties**

1. Check all players seeking clearances are financially up to date are not under contract and/or do not have any club gear.
2. Notify President, Football/Netball Manager and relevant coach of application.
3. Reject clearance if player does not meet all criteria in clause 1.
4. If all conditions are met and player does not ask to withdraw clearance application allow clearance to proceed on time limit.
5. Report to full Board at next meeting.

Note all clearances applications are to be handled ASAP as Time Limit for automatic clearance is 6 working days. Items under Clause 1 are only grounds rejecting Clearance Applications