



## CLEARANCE / TRANSFER PROCESS

A transfer is required, when a player wants to register to a different club within the Junior Domestic competition at Keilor Basketball Association (KBA). Transfers are initiated during registration to the new club and must be fully approved to enable the registration to be completed.

The transfer process is as follows:

1. Parent/player commences registration of a player on PHQ using the registration link provided by the new club.
2. PHQ will prompt you to request a transfer and you will receive a notification that transfer request has been submitted.
3. The club the player is leaving will receive a notification of the transfer request and must approve the request for the process to continue.
4. The KBA administration will receive a notification of the transfer request and must approve the request for the process to continue.
5. The receiving club will receive a notification of the transfer request and must approve the request for the process to continue.
6. Once all approvals have been completed, the parent/player (owner of the PHQ account), will receive an email to complete the registration to their new club.

**Note:** If the transfer request is declined at any point, the transfer process will automatically cease. The reasons would need to be discussed with the declining club. If the reason for the denial can be resolved, the registration would need to be started again as per step 1 and a new transfer request made.