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Online Transfer System

User Guide – Club Secretaries

Contents

1. Process for the Club Secretary a Player is Joining

A. Obtain details from player

Club Secretary requests the following information from prospective player:

- Personal e-mail address.
- Name of the Club and County player wishes to leave.

B. Access Player Transfer System

Club Secretary visits the Player Transfer System (PTS) at **pts.gaa.ie** and logs in with his/her GAA Membership Number and Password.
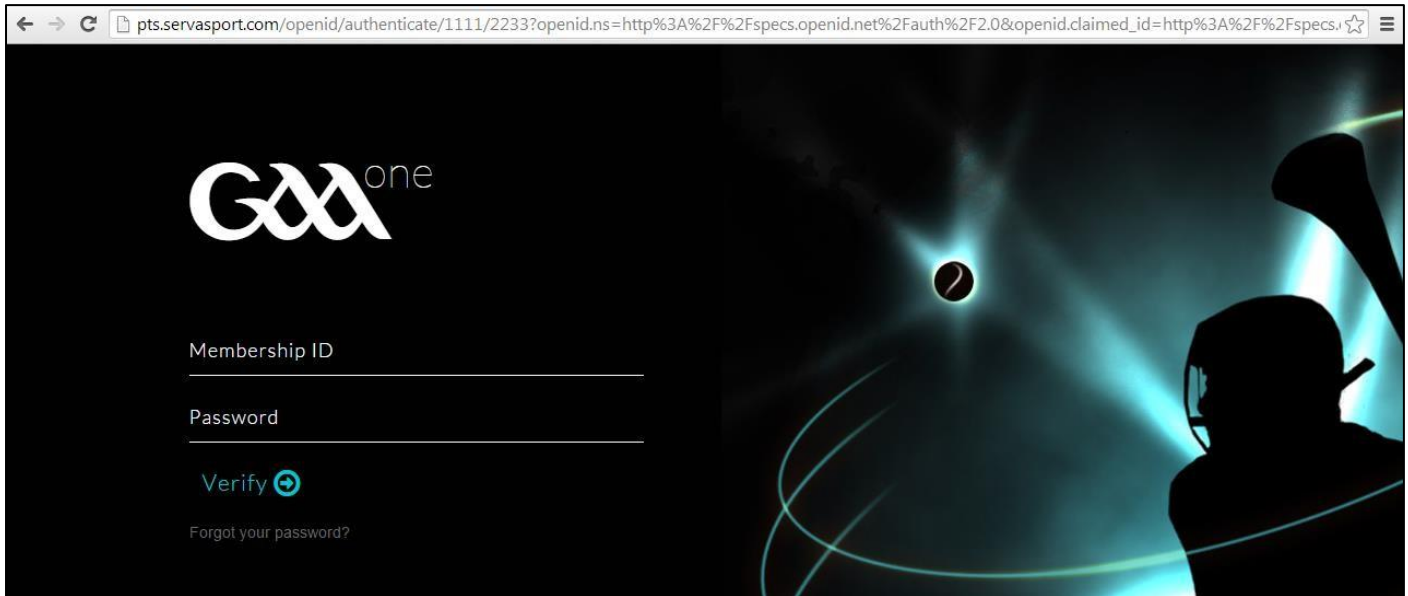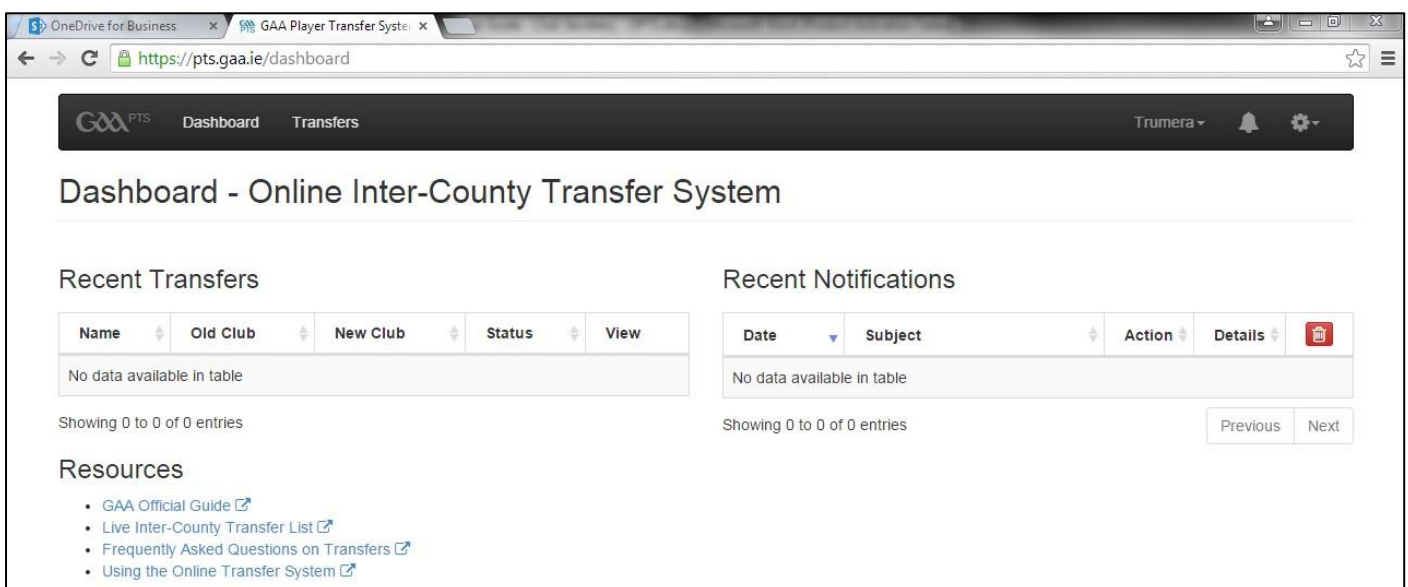

Figure 1 Player Transfer System Access - pts.gaa.ie

Go to Transfers Section

➔ Click on 'Transfers' section on top of screen

Figure 2 'Transfers' section of PTS

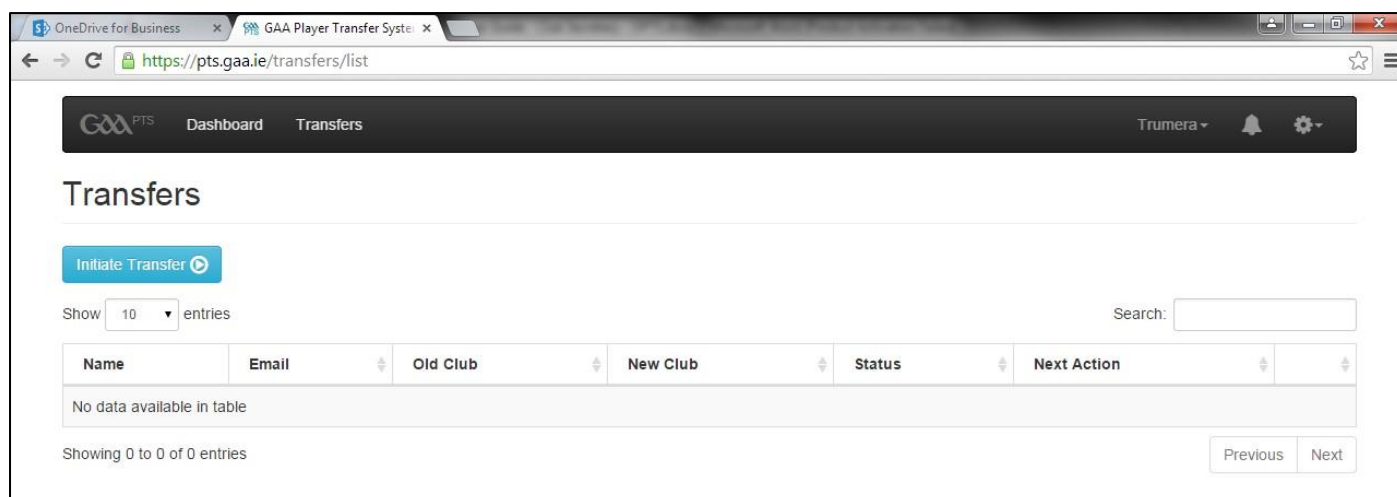### Initiate an Application

➔ Click on 'Initiate Transfer'
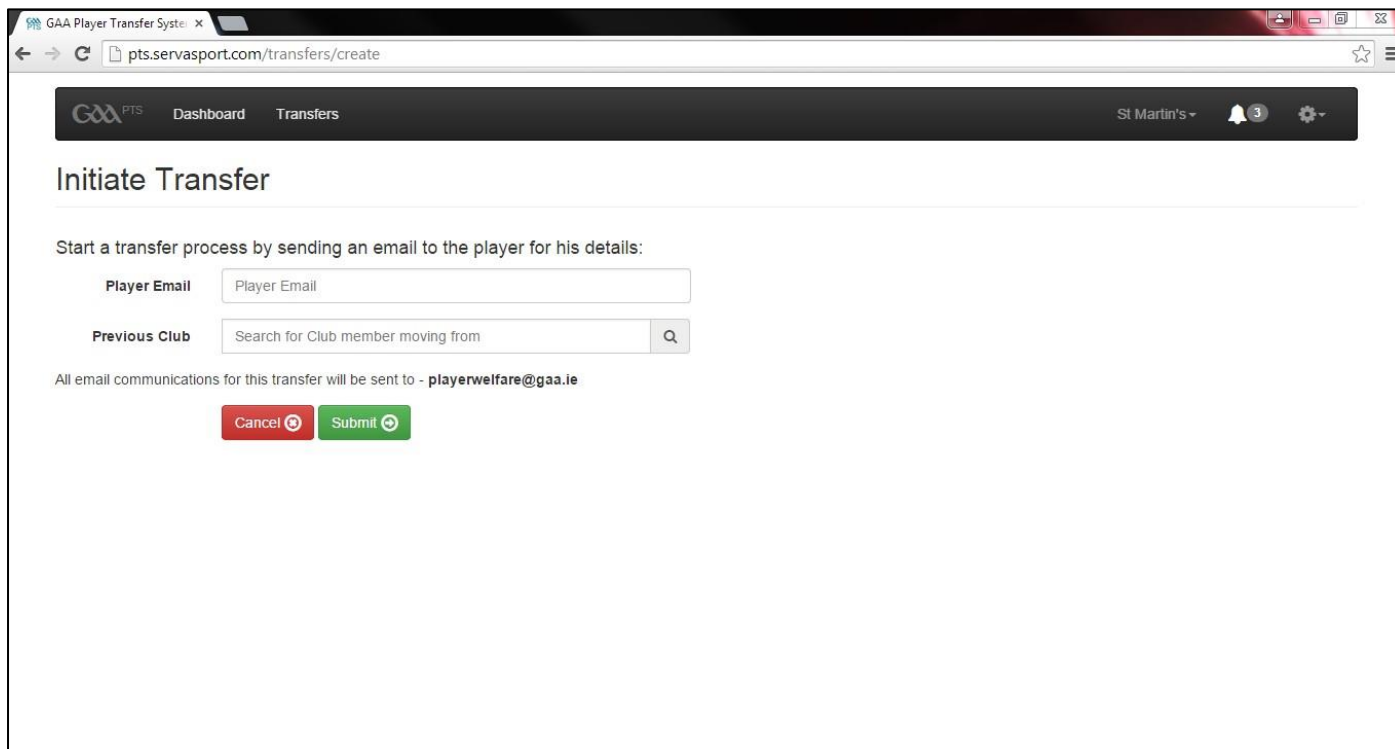
Figure 3 'Initiate Transfer' button

Input Player Details

On the initiate transfer page:

➔ Input player's e-mail address
➔ Select the Club he wishes to leave

➔ Click 'Submit'

Figure 4 Input player's e-mail address and select Club leaving

C. Ensure player receives online application

An e-mail is now sent to the player entitled 'Online Inter-County Transfer Application'

➔ It would be prudent to check with the player to ensure that the e-mail did not go into junk or spam folders in his e-mail account
➔ Player is prompted to submit transfer application via online application form
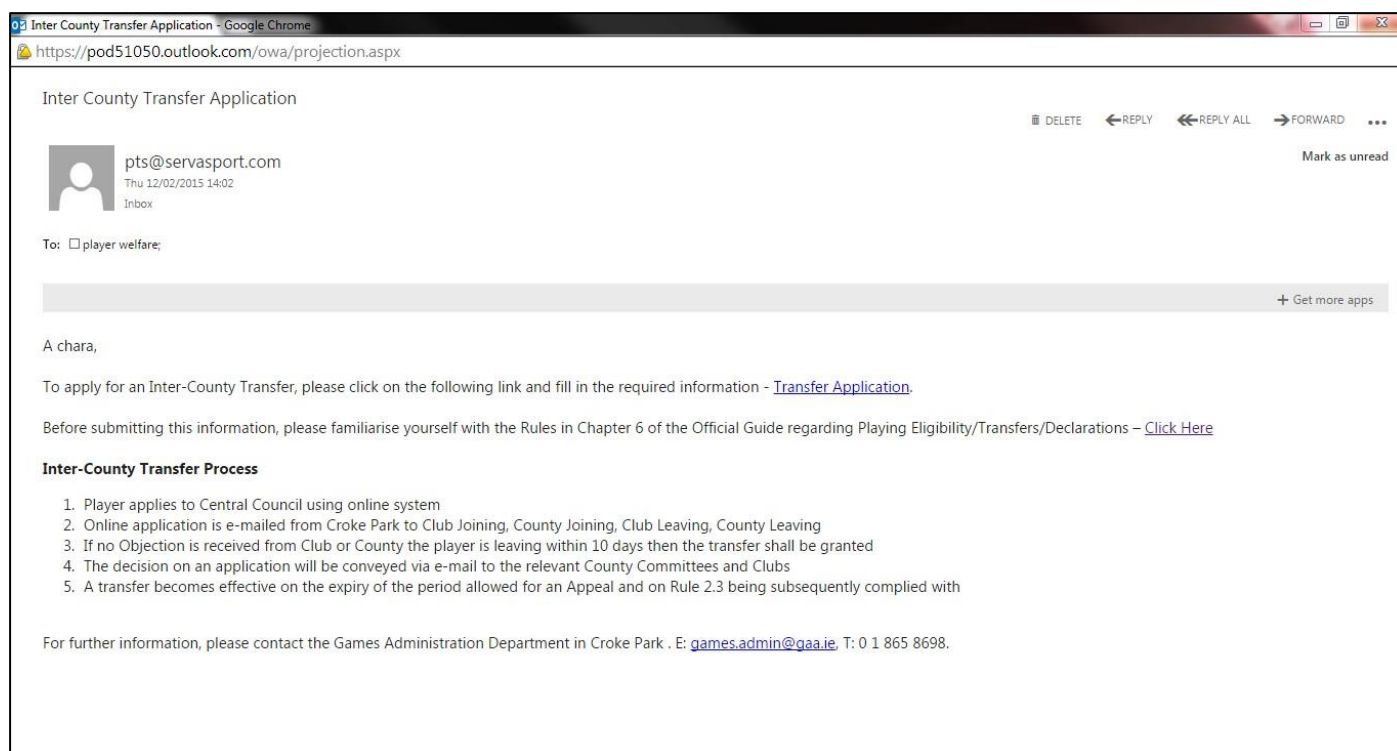
Figure 5 E-mail received by player directing him to online application form

Player's Transfer Application

➔ Information is filled in by the player and submitted
➔ Players are reminded of the rules before the application is accepted

Figure 6 Online Inter-County Application Form

Application is submitted and sent back to the Club Secretary for approval.

D. Review information and submit to Central Council

Club Secretary receives a notification via e-mail (See Figure 6) that the player has applied for a transfer application by completing the details. At this stage, the Secretary may:

➔ Log in to PTS.
➔ Review the details submitted by the player (See Figure 7).
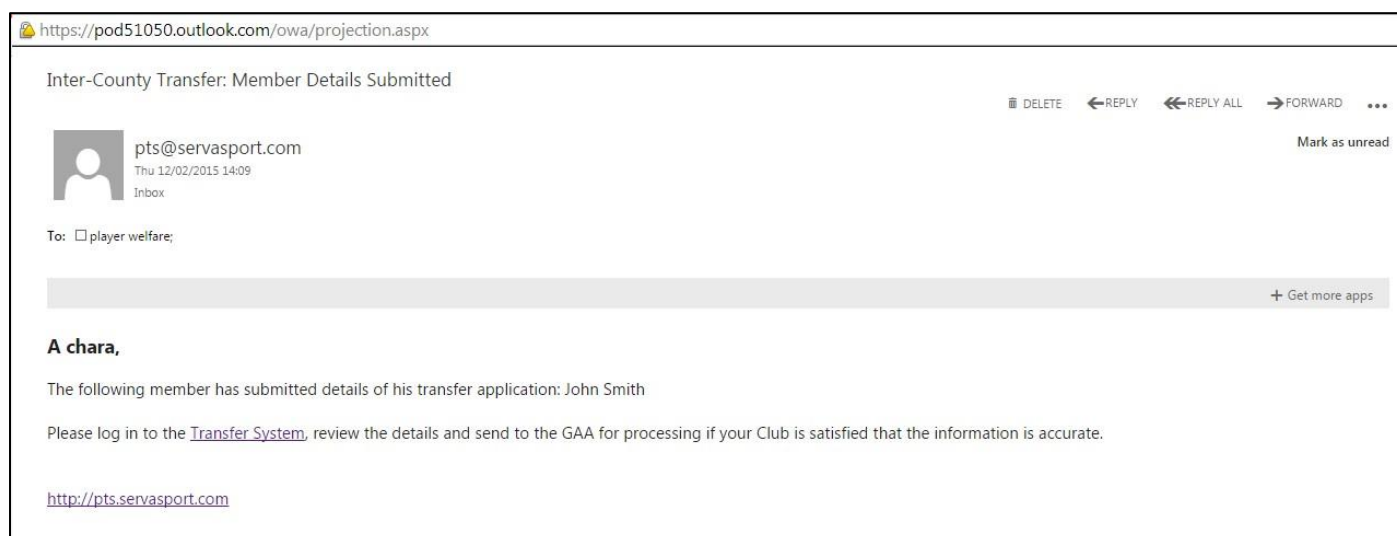
Figure 7 E-mail to Club when application has been submitted

Transfer Application Review

After logging into to PTS, the Secretary will see a notification showing that the player has submitted his details.

➔ Click 'Go to' which will take you to the 'Transfer Application Review' page.

Figure 8 Review of transfer application

Two options are available for the Club Secretary:

➔ Click 'Accept' - If satisfied that the details are correct (This will send the application to Central Council for processing).

➔ Click 'Seek Amendment' - If the Club feels that the details are incorrect, the Secretary should click 'Seek Amendment' which will send an e-mail back to the player suggesting the amendments.

Once 'Accepted', no further action is required by the Club.

E. Application processed by Central Council/Provincial Council

• The Administrators of the PTS on behalf of Central Council/Provincial Council will be notified when the transfer has been submitted.

• If all of the details appear to be in order, Central Council/Provincial Council will forwarding the application to all parties for consideration.

- If an application is rejected, Central Council/Provincial Council will contact the rejecting party by e-mail to invite a formal objection. Subject to Sub-rule (b) of Riail 6.6 (b) T.O. 2017, the application shall be granted if there is no objection from the Club or County the player is leaving within ten days of the forwarding of the application to the County by the Central Council.

F. Notification of Decision on Application

- The decision on a transfer application will be conveyed via e-mail to both County Secretaries and both Club Secretaries.
- All parties will have the option of lodging an Appeal within three days of the notification of decision.
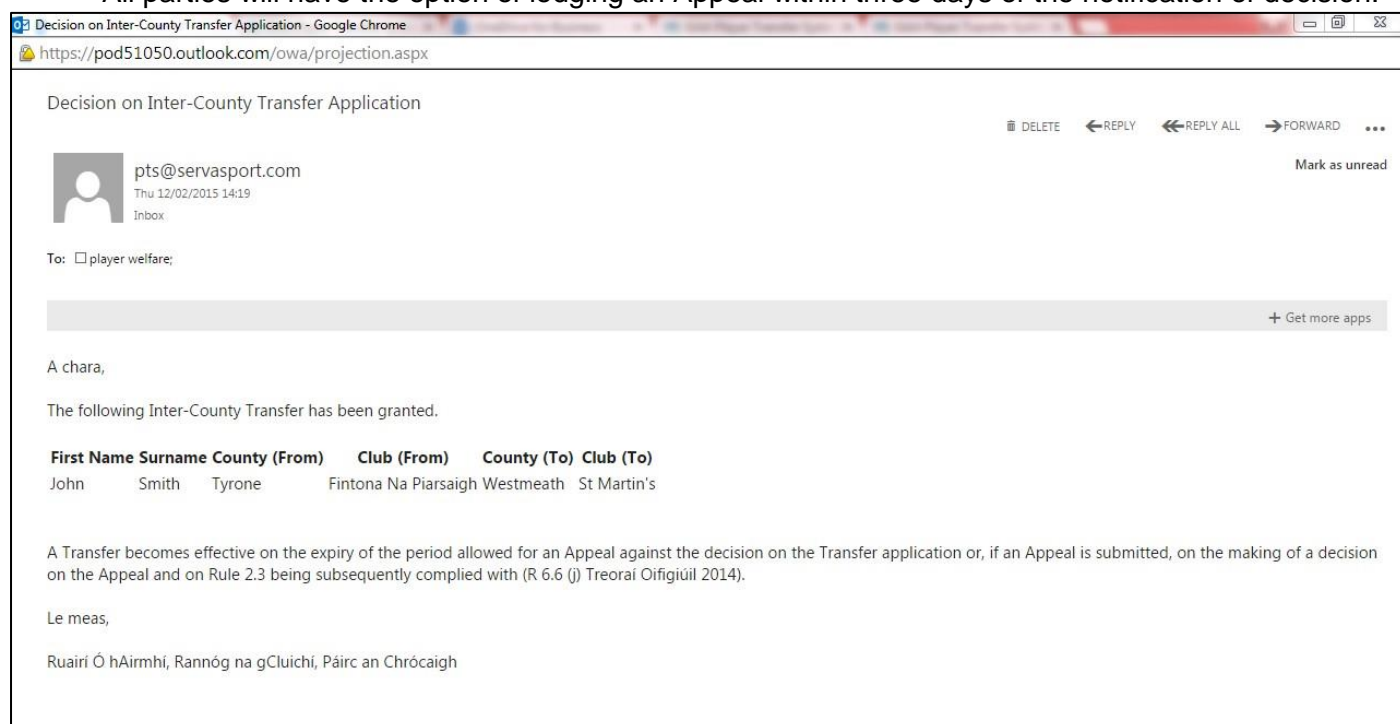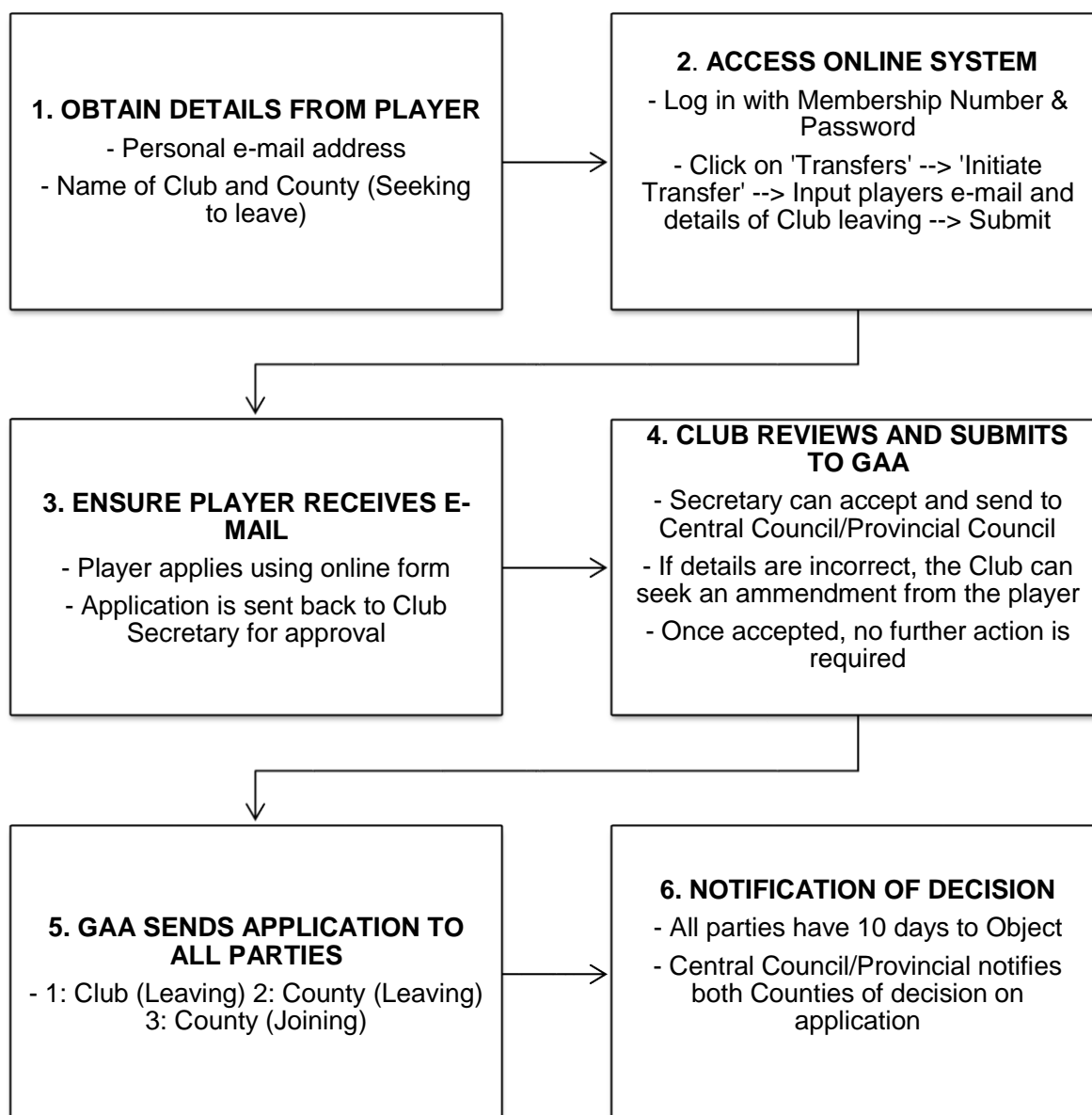

Figure 9 Example of Decision on Transfer Application

Figure – Online Inter-County Transfer Process (For Club a Player wishes to join)

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┌────────────────────────────┐        ┌────────────────────────────┐
│ 1. OBTAIN DETAILS FROM     │        │ 2. ACCESS ONLINE SYSTEM    │
│         PLAYER             │        │ - Log in with Membership   │
│ - Personal e-mail address  │   →    │   Number & Password        │
│ - Name of Club and County  │        │ - Click on 'Transfers' -->  │
│   (Seeking to leave)       │        │   'Initiate Transfer' -->   │
│                            │        │   Input players e-mail and │
│                            │        │   details of Club leaving   │
│                            │        │   --> Submit               │
└────────────────────────────┘        └────────────────────────────┘

┌────────────────────────────┐        ┌────────────────────────────┐
│ 3. ENSURE PLAYER RECEIVES  │        │ 4. CLUB REVIEWS AND SUBMITS│
│         E-MAIL             │        │        TO GAA              │
│ - Player applies using     │   →    │ - Secretary can accept and │
│   online form              │        │   send to Central Council/ │
│ - Application is sent back  │        │   Provincial Council       │
│   to Club Secretary for    │        │ - If details are incorrect,│
│   approval                 │        │   the Club can seek an     │
│                            │        │   ammendment from the      │
│                            │        │   player                   │
│                            │        │ - Once accepted, no further│
│                            │        │   action is required       │
└────────────────────────────┘        └────────────────────────────┘

┌────────────────────────────┐        ┌────────────────────────────┐
│ 5. GAA SENDS APPLICATION   │        │ 6. NOTIFICATION OF DECISION│
│      TO ALL PARTIES        │        │ - All parties have 10 days │
│ - 1: Club (Leaving)        │   →    │   to Object                │
│   2: County (Leaving)      │        │ - Central Council/Provincial│
│   3: County (Joining)      │        │   notifies both Counties of│
│                            │        │   decision on application  │
└────────────────────────────┘        └────────────────────────────┘
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2. Process for the Club Secretary a Player wishes to Leave

A. Notification of Online Transfer Application

Once an application has been submitted by the player and the Club a player wishes to join, Central/Provincial Council will forward it to all other parties i.e. County Secretary (Joining), Club Secretary (Leaving), Club (Joining)

E-mail received by Club

- E-mail sent to the Club's official GAA e-mail account containing a link to the player's application
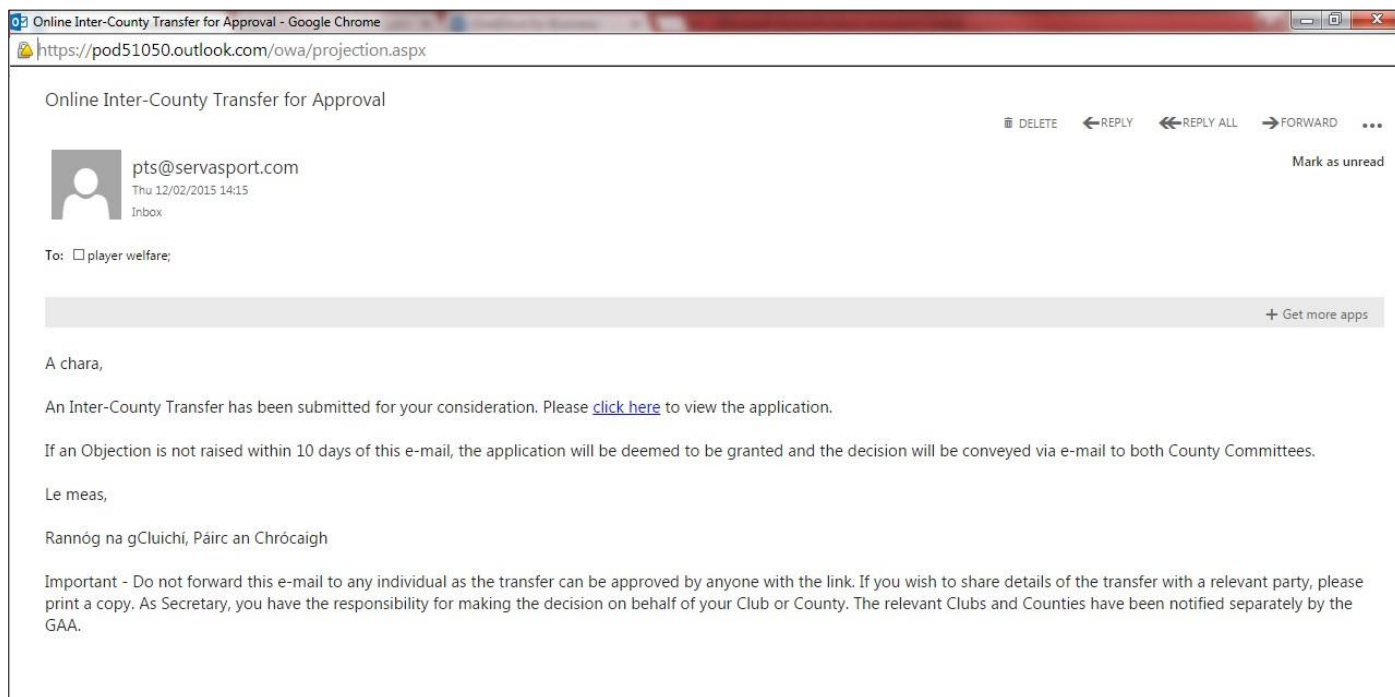- A 10 day period commences during which an Objection may be lodged by the Club or County

Figure 10 E-mail to Club Secretary – 'Online Inter-County Transfer for Approval'

B. Decision conveyed on Application

The Club Secretary now has two options to convey the Club's decision on the application; he/she can:

- **Option 1)** Click on **'Click here'** in the e-mail to view details of the application
- **Option 2)** Log in to the Player Transfer System (PTS) [**pts.gaa.ie**] using his/her Membership Number and Password

Overview of Option 1 – Follow the link in the e-mail

➔ Click on the '**Click here'** link in the e-mail
- This will display the information relating to the transfer application.
- Upon viewing the information, the Club Secretary can either choose to 'Accept' or 'Reject' the application.

Figure 11 Option 1 – Page appears when Secretary clicks on the 'Click here' link in the e-mail

➔ **Accept** – If the application is accepted then Central Council will be notified and the application will be granted if there are no Objections from any other parties within the period allowed.

➔ **Reject** – If the Club decides to 'Reject' the application, the Secretary must provide a short reason. An Administrator on behalf of Central Council/Provincial will then liaise with the Club on the process for Objecting to the application in accordance with the General Rules of the Association.

Option 2 – Access the Player Transfer System

County Secretary visits the Player Transfer System at **pts.gaa.ie** and logs in with his/her GAA Membership Number and Password.
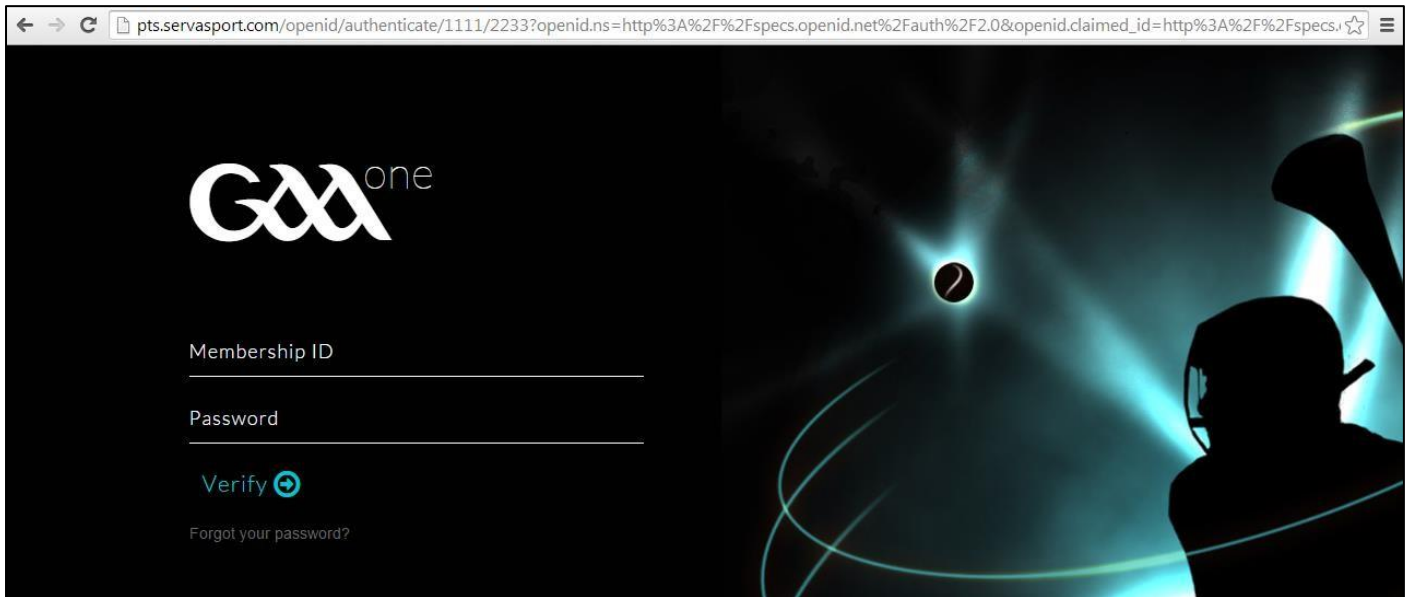
Figure 12 Player Transfer System - pts.gaa.ie

Decision using Transfer System

➔ Go to the 'Transfers' section
  • Under 'Next Actions', the following options are available:
    ○ Select 'View Status' – This will allow you to determine if the Club in your jurisdiction has approved the transfer.
    ○ Select 'Approve' – This will notify Central Council that the County has no Objection to the transfer.
    ○ Select 'Reject' – The Secretary will provide a brief reason as to why the County wishes to Object to the transfer. An Administrator in Croke Park/Provincial Office will liaise with the County on the process for lodging a formal Objection.

Notification to Club of Transfer Application

The Club Secretary a player wishes to leave will be notified in a separate e-mail from Central/Provincial Council that an Online Inter-County Transfer has been submitted for the Club's approval. The County Secretary should not forward the e-mail from the Player Transfer System as the link in the e-mail is only for the County Secretary. If the County Secretary wishes, he/she can print or save a PDF version of the application and send it to the Club for consideration.

C. Notification of Decision on Application

  • Subject to Riail 6.6 (b) T.O. 2014, an application shall be granted by Central Council if there is no Objection from the Club or County the player is leaving within 10 days of the forwarding of the application to the County by Central Council.
  • The decision on a transfer application will be conveyed via e-mail to both County Secretaries and both Club Secretaries.
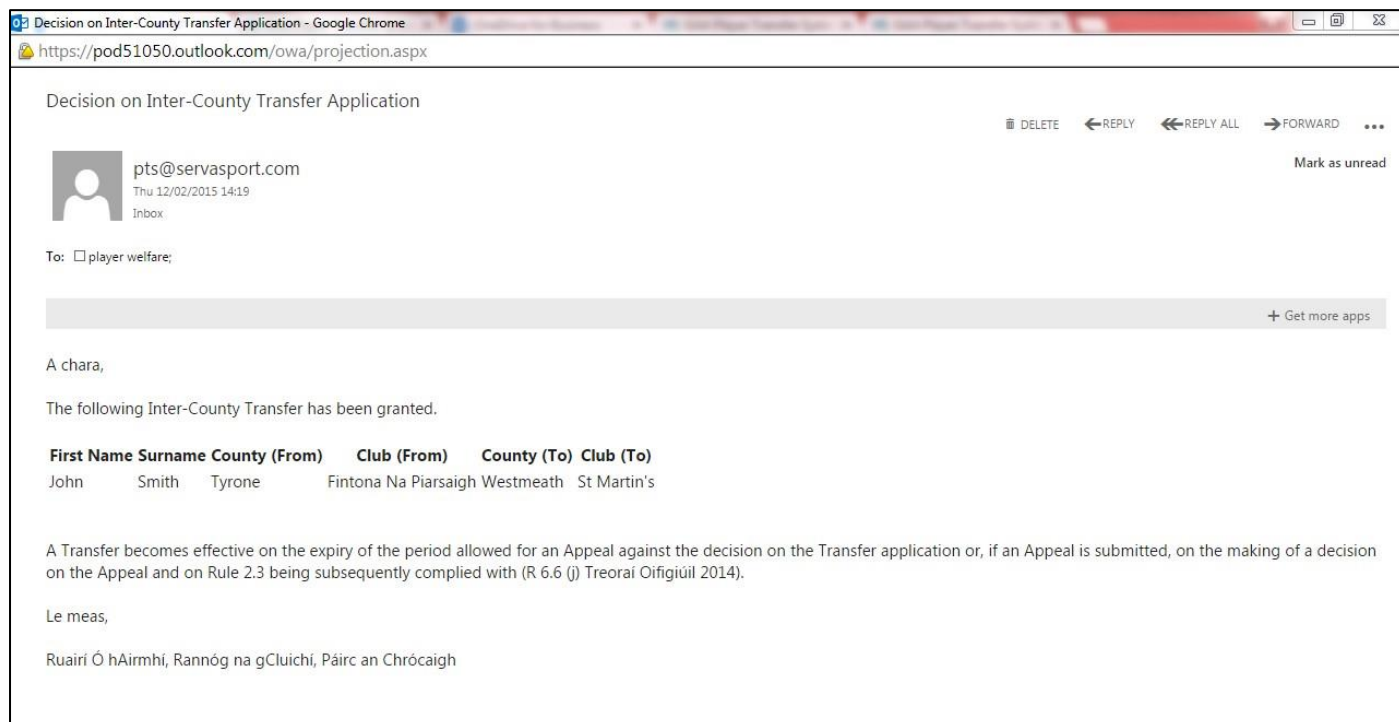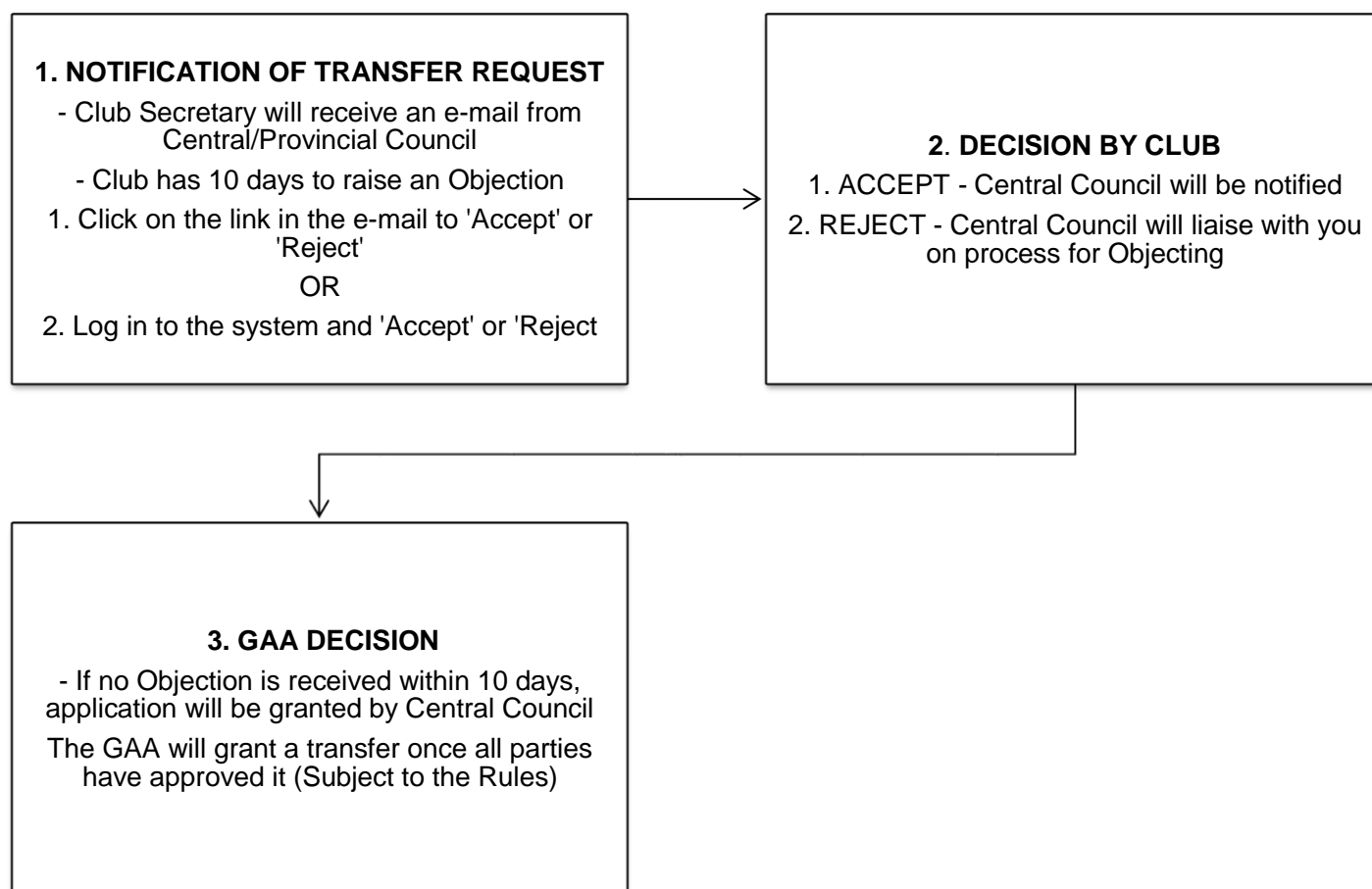
Figure 13 Example of Decision on Transfer Application

County Secretaries are encouraged to forward the e-mail in the Figure above to Clubs

Figure – Online Inter-County Transfer Process (For Club a Player wishes to leave)

1. NOTIFICATION OF TRANSFER REQUEST
- Club Secretary will receive an e-mail from Central/Provincial Council
- Club has 10 days to raise an Objection
1. Click on the link in the e-mail to 'Accept' or 'Reject'
OR
2. Log in to the system and 'Accept' or 'Reject'

2. DECISION BY CLUB
1. ACCEPT - Central Council will be notified
2. REJECT - Central Council will liaise with you on process for Objecting

3. GAA DECISION
- If no Objection is received within 10 days, application will be granted by Central Council

The GAA will grant a transfer once all parties have approved it (Subject to the Rules)

3. General Information

Getting Started – Logging in to the system

Perform Login

To log into the system perform the following steps:

- ➔ Enter your 7 digit GAA Membership Number
- ➔ Enter your password in the Password textbox (Passwords are case sensitive) ➔ Click the 'Verify' button

Finding Membership Number

1. Option 1 – Locate the number at the bottom of your Membership Card.
2. Option 2 – Ask your Club Registrar to locate it on the membership system.
3. Option 3 – E-mail your County Secretary with your request.

Invalid Login and Forgotten Passwords

A 'Fix errors' message will be displayed in the following circumstances:

1. The Membership ID in question has not been granted login privileges to the system.
2. The Membership ID in question has had its login privileges revoked by a System or Club Administrator.
3. The Username/Password is incorrect.

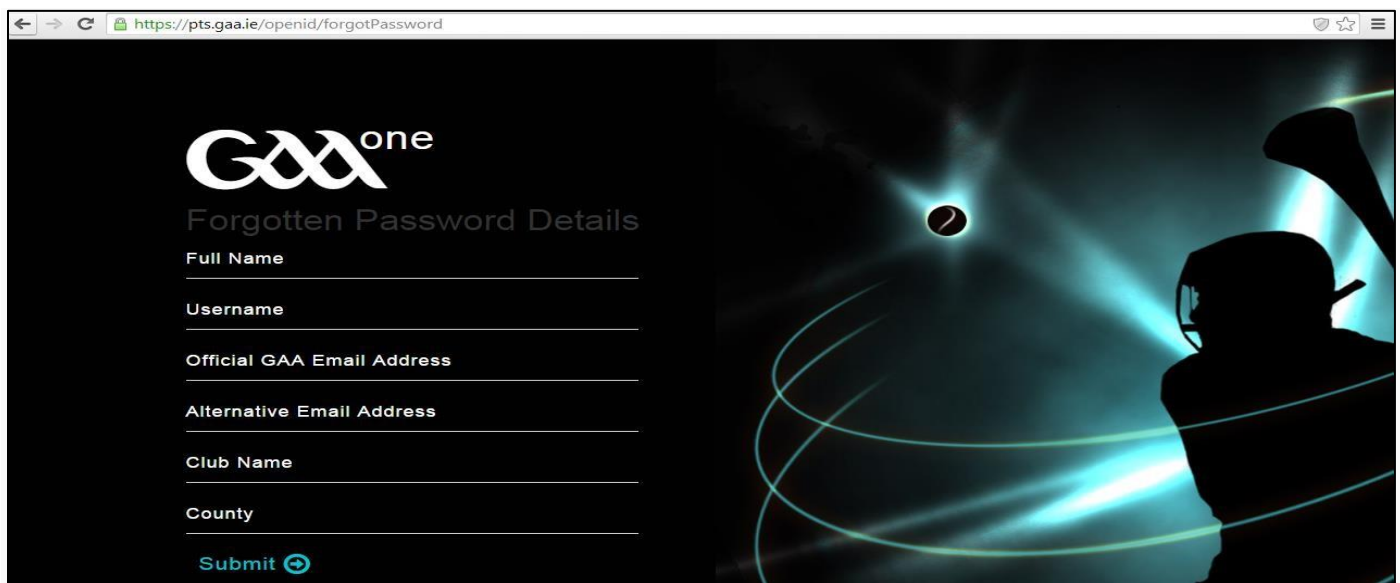You will need to reset your password, to do so click 'Forgot your Password?' and submit the form shown in the Figure below to request a new password.

Figure 14 Request a Password reset from Servasport Support

* NOTE *

- Login credentials can only be sent to the official GAA Club Secretary e-mail address (i.e. secretary.stsaviours.dublin@gaa.ie).
- If your Club does not have an official GAA e-mail account, please ask your County Secretary to request a password from the Games Administration Department in Croke Park.
- The password issued by the Servasport Support team is effectively a temporary password. The Secretary will be asked to reset his/her password to a new value the first time he/she attempts to use this password.

Password Reset

Users may be required to reset their passwords from time to time, in order to help maintain system security. In such instances they will be required to specify the following information:

- Current Password
- New Password

- o The new password must be entered twice for validation purposes. o The new password value must contain alphanumeric characters, be at least eight characters in length and contain at least one digit.
    - o The new password must differ from previous passwords.
- Contact Name
- Contact Email Address
- Contact Number

Please contact the Servasport Support team if there are any issues performing the password reset by click 'Contact Support'

Contact Support

Servasport support details:

Email: support@servasport.com
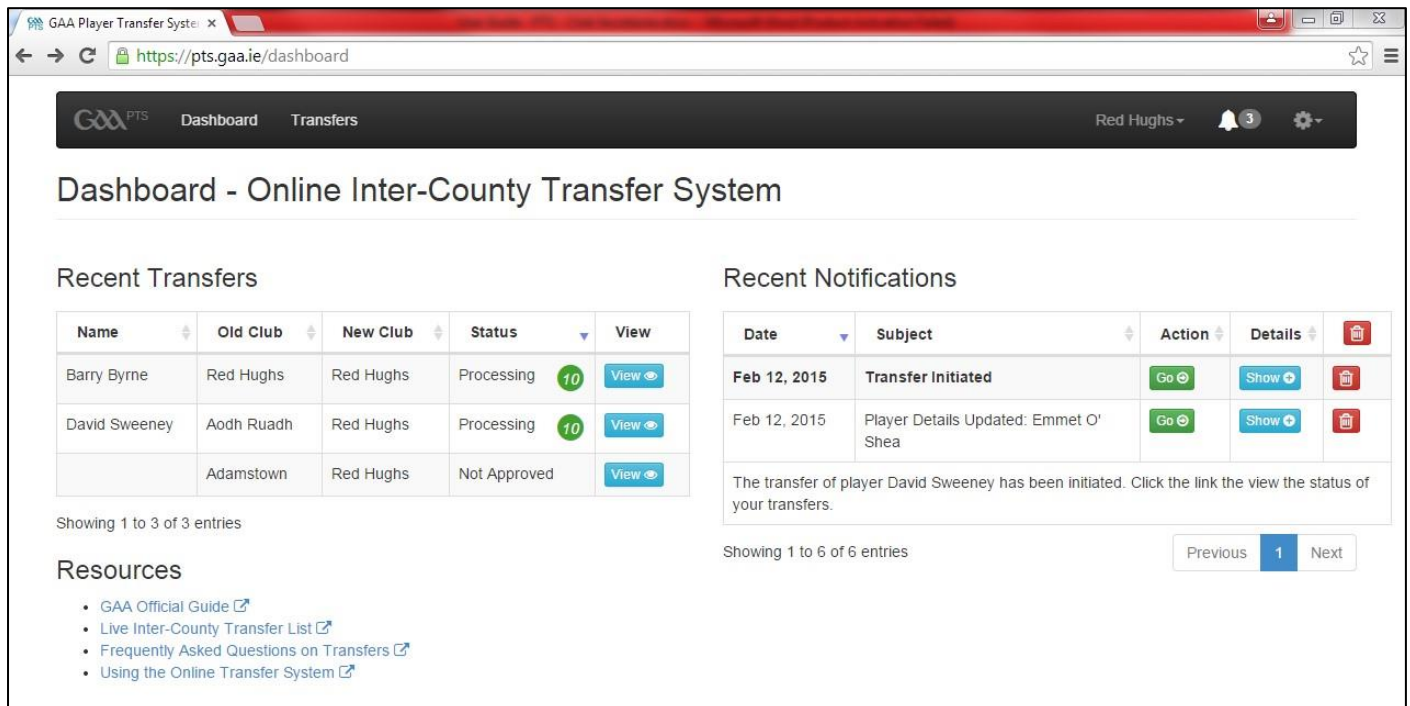
Phone: Ireland: 048 90 313 845

Six Counties and Britain: 028 90 313 845

International: +44 2890 313 845

Player Transfer System Structure

Dashboard Section

The Dashboard has three main sections 1) Recent Transfers; 2) Recent Notifications; 3) Resources.

Figure 15 Player Transfer System Dashboard
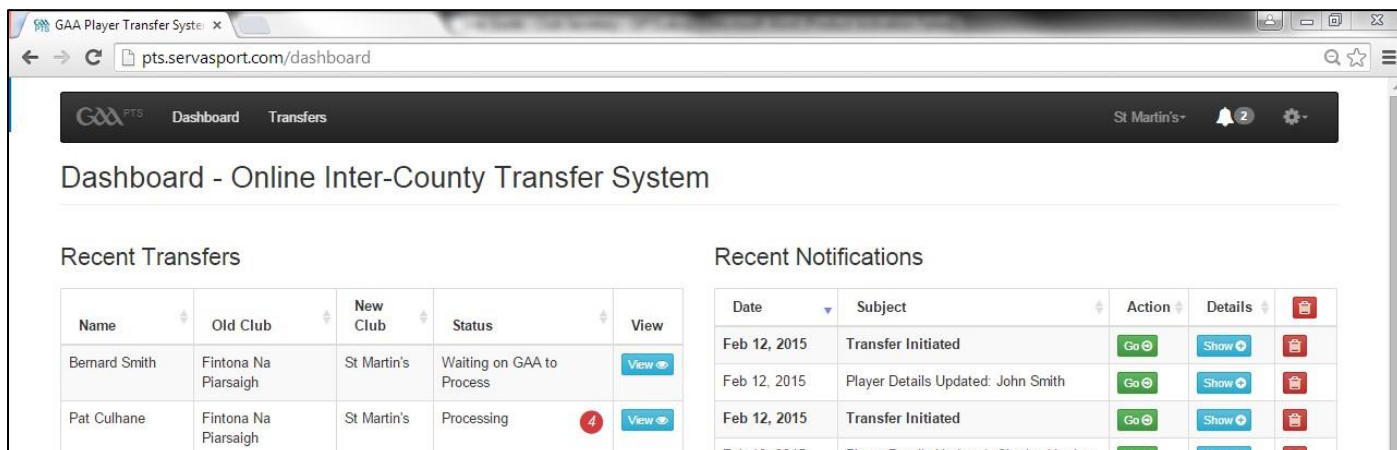
Recent Transfers

A list of 'Recent Transfers' is presented with the following information in relation to transfer applications:

- Applicant's Name
- Old Club
- New Club
- Status of Transfer e.g. 'Waiting on GAA to Process', 'Processing'
- A green or red circle indicating the number of days remaining for the Club and Counties to consider the application (Riail 6.6 (e) T.O. 2014).

Viewing Details of a Transfer Application

➔ Click on the 'View' button to display all information on the transfer application

Figure 16 Views details of an application

Details and Status of Transfer Application

The transfer application details illustrated in the figure below will display if the Secretary clicks on the 'View' button.
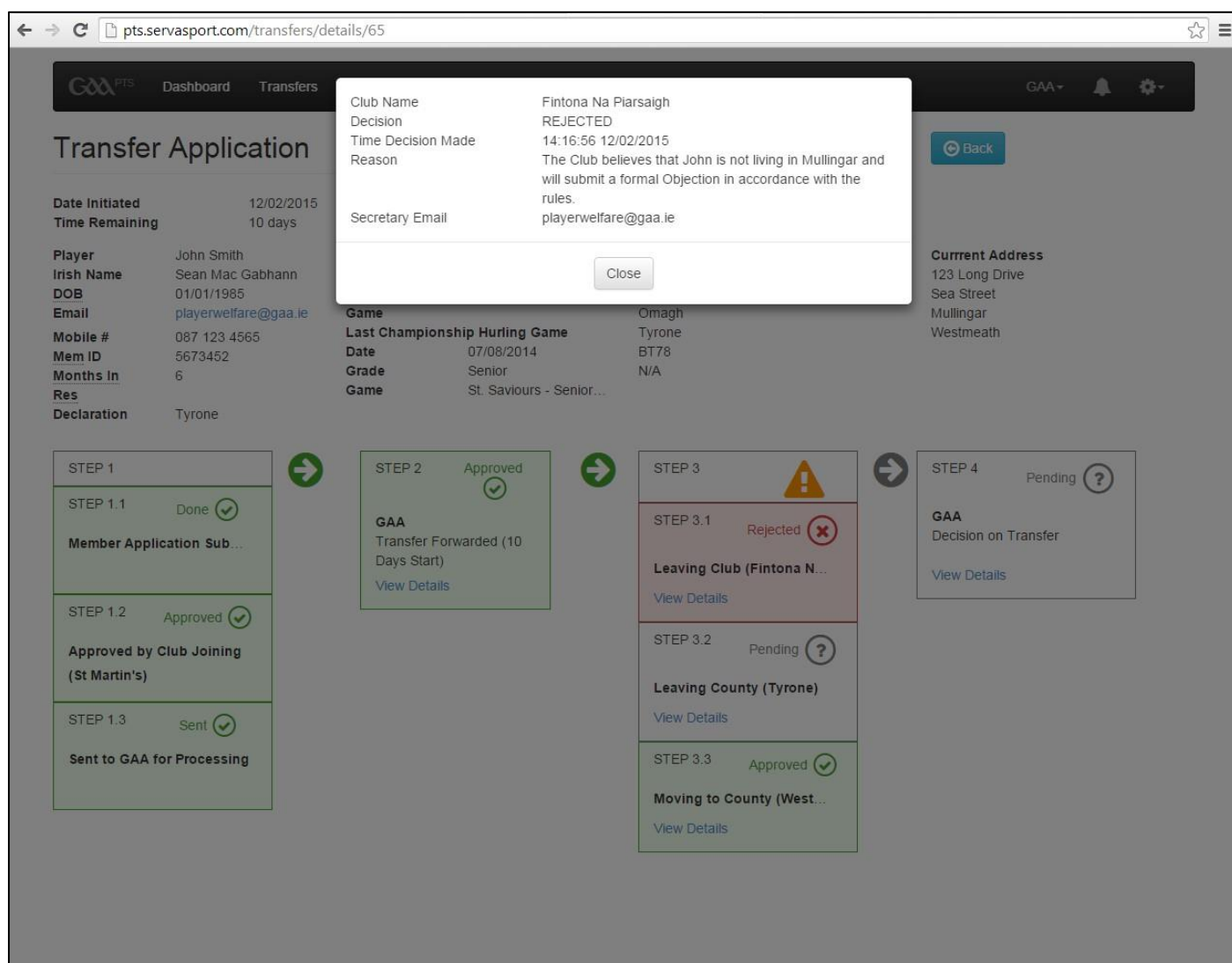

Figure 17 Status of Transfer Application

The 'Transfer Application' page allows all relevant parties to determine the stakeholders that are yet to approve an application and whether or not anyone has rejected it. From viewing the screenshot in the Figure above, the County Secretary can see that the application is pending at Tyrone County Level, has been Rejected by the Club, and has not yet approved by the GAA.

View details of a Decision
> ➔ Click on 'View Details' under any step of the process to view:
> • Decision Maker i.e. Club/County
> • Decision

- • Time Decision Made
- • Reason
- • Club's E-mail Address

Figure 18 View Details of Decision

The Figure above shows the details of the decision made by the Club the player in question wishes to leave.

Recent Notifications

Examples of notifications for a Club Secretary would be:

- Transfer Initiated – This confirms that an e-mail has been sent to the player with a link to the online transfer application
- Player Details Updated: John Smith – This means that John Smith has submitted his transfer application for your review. You will be prompted to click on the link to review these details.
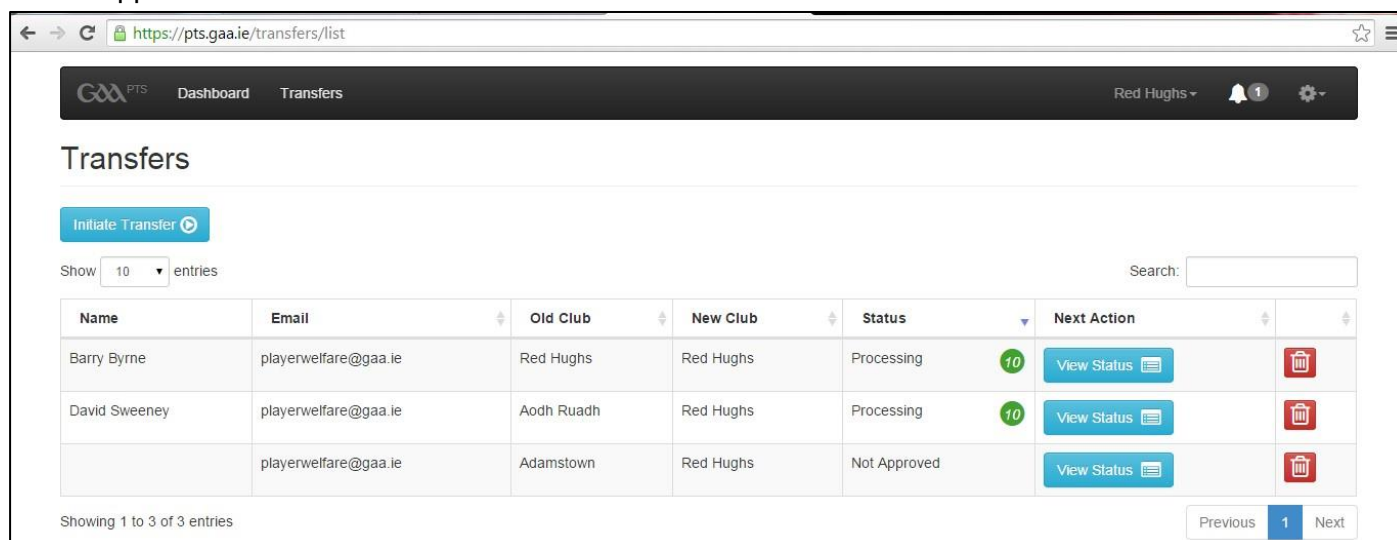
Resources

The following resources are available on the dashboard:

- **GAA Official Guide** – The General Rules of the Association.
- **Live Inter-County Transfer List** – A list of all Inter-County transfers that have been approved by the C.C.C.C. This list includes transfer processed using the online and paper based systems.
- **Frequently Asked Questions on Transfers** – Answers to frequently asked questions on transfers, sanctions and authorisations.
- **Using the Online Transfer System** – User guides on the Online Transfer System.

Transfers Section

The 'Transfers' section allows a Club Secretary to:

1) Initiate Transfer – This is used to start the process for a player to wishes to join a Club
2) Approve or Reject – If the Club doesn't use the link in the e-mail to Approve or Reject the transfer, the Secretary can go to the transfers section within the period allowed and either 'Approve' or 'Reject' the application

Figure 19 'Transfers' section of PTS

Making a Decision on a Transfer

➔ Go to the 'Transfers' section
- Under 'Next Actions', the following options are available:

- o Select 'View Status' – This will allow you to determine if the Club in your jurisdiction has approved the transfer.
- o Select 'Approve' – This will notify Central Council that the County has no Objection to the transfer.
- o Select 'Reject' – The Secretary will provide a brief reason as to why the County wishes to Object to the transfer. An Administrator in Croke Park will liaise with the County on the process for lodging a formal Objection.

Printing of Applications

An appropriate Club or County Secretary can print a copy of the application if he/she wants to share it with an appropriate Committee or keep a copy for official purposes. If a user prints an application, a page similar to the one below will be printed.

Printing Option

- ➔ Click on 'View Status'
- ➔ Click on the 'Print' button
- ➔ Print to your preferred printer

Save as PDF Option (If your internet browser is Google Chrome)

- ➔ Click on 'View Status
- ➔ Click on 'Print' button
- ➔ In the 'Destination' section of the Print Preview, click on 'Change'
- ➔ Under 'Local Destinations' – Click on 'Save as PDF'
- ➔ Give the application an appropriate name and save to your computer

Figure 20 Print out of Online Inter-County Transfer Application

Sanctions

USGAA/New York/Canada Club Level Options

1) Initiate a sanction (This is used to start the process if a player wants to join your Club)
2) View status of application
3) Accept application
4) Reject application

Please note sanctions will only be processed during the specified periods in rule.

Irish Club:level options

1) View status of application
2) Accept application
3) Reject application

County:level options

1) View status of application
2) Accept application
3) Reject application

Historical Data

All Levels

Review and create reports on past Transfers and Sanctions.

4. More Information

For more information, please visit - http://www.gaa.ie/the-gaa/rules-regulations/transfers-and-sanctionsinformation