

GameDay Transfers

December 2023



1. Permits and transfers (players only)

(This is often known in ice hockey as dispensation or two-way)

The Gameday Passport system will oversee all matters concerning transfer requests, multi-club registrations, and dispensations. Within the Gameday system, these aspects will be collectively categorised as 'transfers'. Please note, transfers are for **players** only.

The process always begins with the borrowing club requesting a transfer (permit) from the player's primary club (this will be the first club the player registered with).

The process flow is as follows:



It is important that you follow the below instructions carefully to ensure the transfer process is administered correctly.

You must include the permit type as outlined below, and permit start and end date, or the transfer will default to permanent and show as 'cleared out' from your club.

Please note: Players are restricted from having more than one ongoing transfer simultaneously. This means that submitting a second transfer for a player with a pending transfer is not allowed.

[Guide: Transfers and clearance](#)

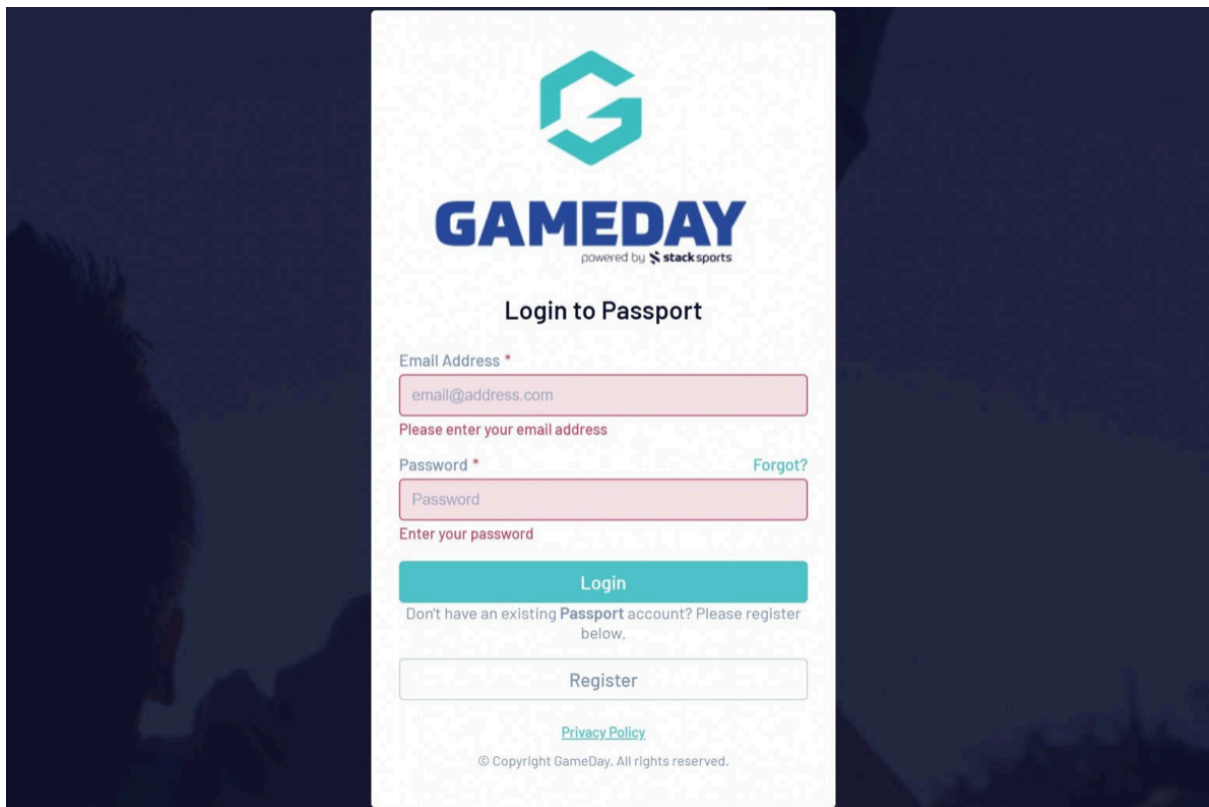
Transfer types

EIH Regulation	Reason for transfer	Permit type	Date permit from	Date permit to
<p>Registering for more than one club.</p> <p>Choose this option if the player will play for more than one club for the season, or the same club in different sections where the player is eligible to play up, for example a Leeds Junior Knights player who is also playing in the Leeds Junior Knights WNIHL U16 team.</p>	Dual registration	Dual registration across to clubs	Date you wish to dual register player from e.g. today	End of membership year e.g. 31/07/2024
<p>Permanent transfer</p> <p>Choose this option if the player is moving to another club permanently until the end of the season. Permanent transfers cost £10 and are only available until 31 January 2024.</p>	Permanent transfer	Permanent transfer or N/A	Date you wish to transfer the player from e.g. today	End of membership year e.g. 31/07/2024
<p>Emergency transfer</p> <p>Choose this option if a player is being requested for a stand-alone match. This was formerly referred to as seeking dispensation from the 'player pool'.</p>	Loan	Emergency transfer (less than 7 days)	Date before the match you wish to borrow them for	Day after the match you wish to borrow them for
<p>Transfer / loan (more than 28 days)</p> <p>Choose this option if a player is being requested on loan on a temporary basis, for example as a replacement for a player on the injury list. The loan must be for a minimum of 28 days.</p>	Loan	Temporary transfer (more than 28 days)	Date before the match you wish to borrow them for	Date at least 28 days after the permit from date

Processing the transfer in GameDay

Step 1:

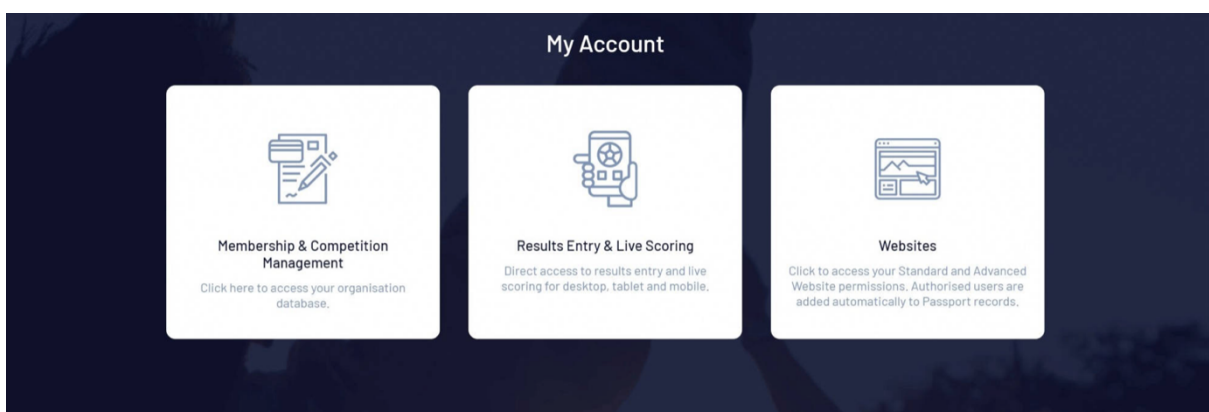
Log into your GameDay Passport account: <https://passport.mygameday.app/login/>



The screenshot shows the GameDay Passport login interface. At the top is the GameDay logo, a stylized 'G' in teal, with the text 'GAMEDAY powered by stacksports' below it. The heading 'Login to Passport' is centered. There are two input fields: 'Email Address *' with a placeholder 'email@address.com' and a red error message 'Please enter your email address'; and 'Password *' with a placeholder 'Password' and a red error message 'Enter your password'. A teal 'Login' button is below the password field. To the right of the password field is a 'Forgot?' link. Below the login button is a 'Register' button and a note: 'Don't have an existing Passport account? Please register below.' At the bottom, there is a 'Privacy Policy' link and a copyright notice: '© Copyright GameDay. All rights reserved.'

Step 2:

Click on 'Membership and Competition Management'.

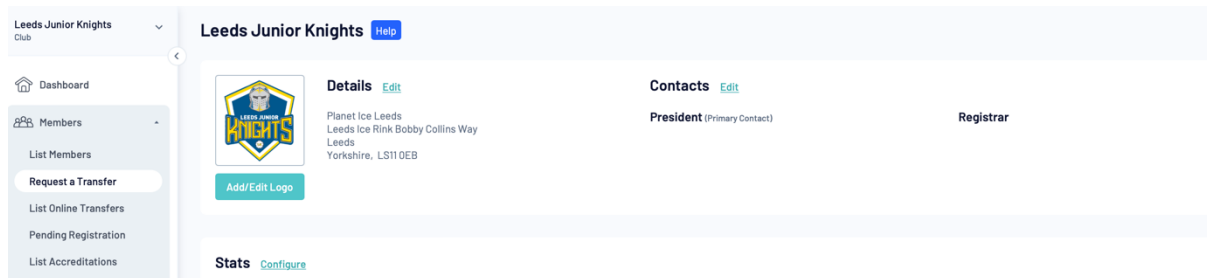


Step 3:

Access your club's portal by clicking on the logo.

Step 4:

Click on 'Request Transfer' on the Members menu.



Step 5:

If you are aware of the player's National ID then enter it in the box provided and click 'Select'.

Alternatively, you can search using the association where you wish to transfer the player from or the player's surname and date of birth.

Request a Transfer

Please fill in the appropriate information below to Request a Transfer

Select the Source Operational Area from which the required member is from.

Operational Area Body:

--Select a Source Operation...

or

Search on National ID :

or

Search system wide by Surname & Date of Birth

Surname:

Date of Birth:

Day ▼

Month ▼

Year ▼

Select

Step 6:

Select the player from the list shown whom you wish to transfer.

Step 7:

The player's details will automatically populate from the player selected for the transfer.

You must complete the following fields in the transfer request:

- Reason for transfer using the drop-down
- Permit type using the drop-down
- Date permit from
- Date permit to
- Additional information is optional; use for netminders or anything which may help league management to process your request such as requesting a player due to injury etc.

A quick guide to transfer types can be found above.

Fill in the **'Reason for transfer'**.

Details	
Member Name	Jonas Bennett
National ID	EIH0000163
Date of birth	29/04/2009
Defaulter ?	
Address Suburb	Sheffield
Address State	
Source Association	England Ice Hockey - Juniors
Source Club	Leeds Junior Knights
Reason for Transfer	<input type="text" value="Dual Registration"/>
Reason for Transfer	<input type="text" value="Dual transfer"/>
Additional Information	<input type="text" value="Netminder"/>
Reference Number	<input type="text"/>
Transfer Priority	<input type="text" value="Select Priority"/>

Select correct reason from drop down options.

Add any relevant details if necessary (optional field).

Choose the permit type and enter date permit from and to and select **'Update Transfer'** at the bottom of the page.

Clear as Player Active ?

Clear as Coach Active ?

Clear as Match Official Active ?

Player has an Agent ?

Agent Firstname

Agent Surname

Agent Nationality

Agent License Number

Agency Name

Agency Email

Do not use this button!

Select the permit type to match the reason for transfer.

Update Transfer

Permit Type: Dual Registration across Two Clubs

Date Permit From: 01/01/2024

Date Permit To: 31/07/2024

Update Transfer

Submit the transfer.

Complete the permit from and to dates (for permanent transfers you can omit the permit to date).

Step 8:


The transfer will then go through various levels of approval as outlined at the beginning of this document, including going to the player / parent / carer / guardian.

To check the transfer status, view the list of online transfers in your club's member section.

Test Club 4 Club

List of Transfers

Clearance Ref: Name: From Club: To Club: Year: 2023 Status: Approved Filter

Name	Date of Birth	From Association	From Club	To Association	To Club	This level's status	Overall status	Application Date	Created By	Ref. No.	Alert Date	Year
 Unattached, Without	06/06/1994	England Ice Hockey...	Test Club 1	England Ice Hockey...	Test Club 4	Approved	Approved	18/03/2024	Online Clearance	2451586		2023