



Online Transfer System

User Guide – Sanctions – US/New York/Canada

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1. Process for the Club Secretary a Player is Sanctioning to

A. Obtain details from player

Club Secretary (in US/New York/Canada) requests the following information from prospective player:

- Personal e-mail address.
- Name of the Club and County player is a member of in Ireland, or Britain (Members of Clubs in Britain can only sanction to the US if the club of which they are a member is there First Club).

B. Access Player Transfer System

Club Secretary visits the Player Transfer System (PTS) at pts.gaa.ie and logs in with log-in details provided.

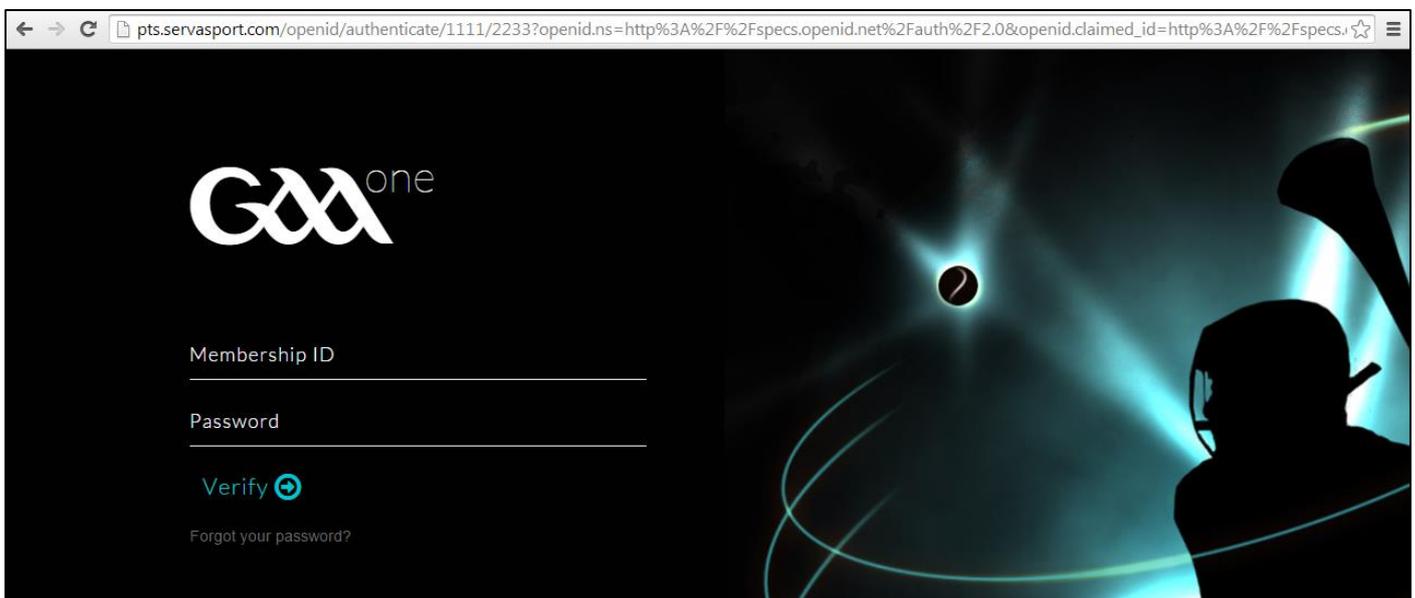


Figure 1 Player Transfer System Access - pts.gaa.ie

Go to Sanctions Section

→ Click on 'Transfers' section on top of screen

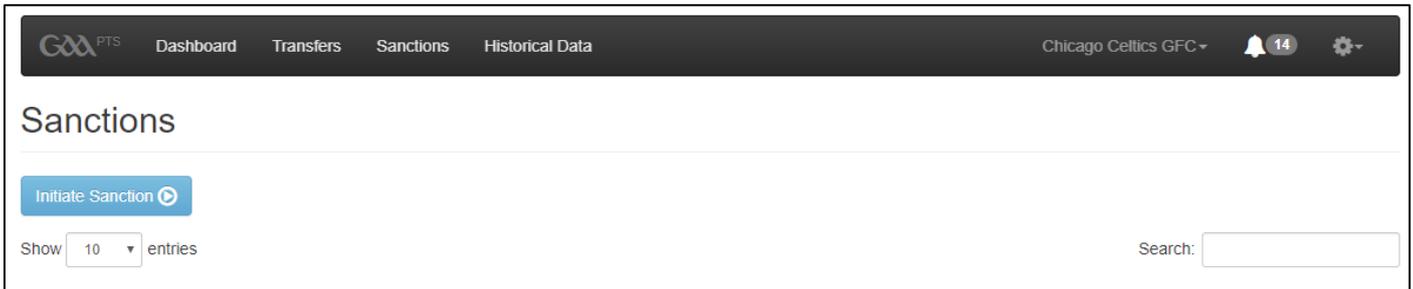


Figure 2 'Sanctions' section of PTS

Initiate an Application

→ Click on 'Initiate Sanction'

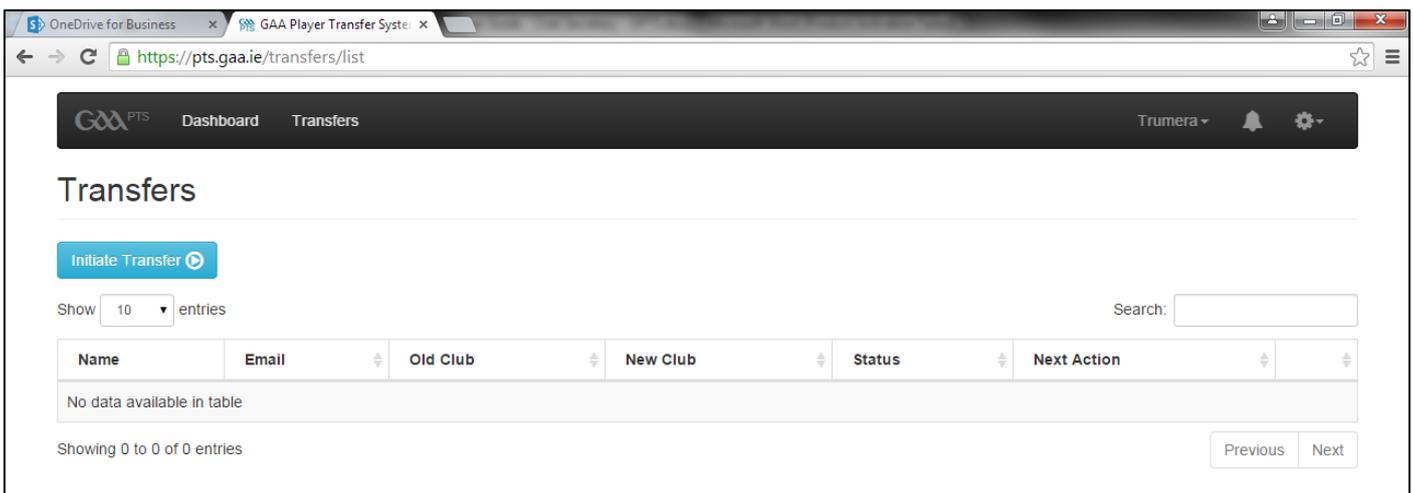


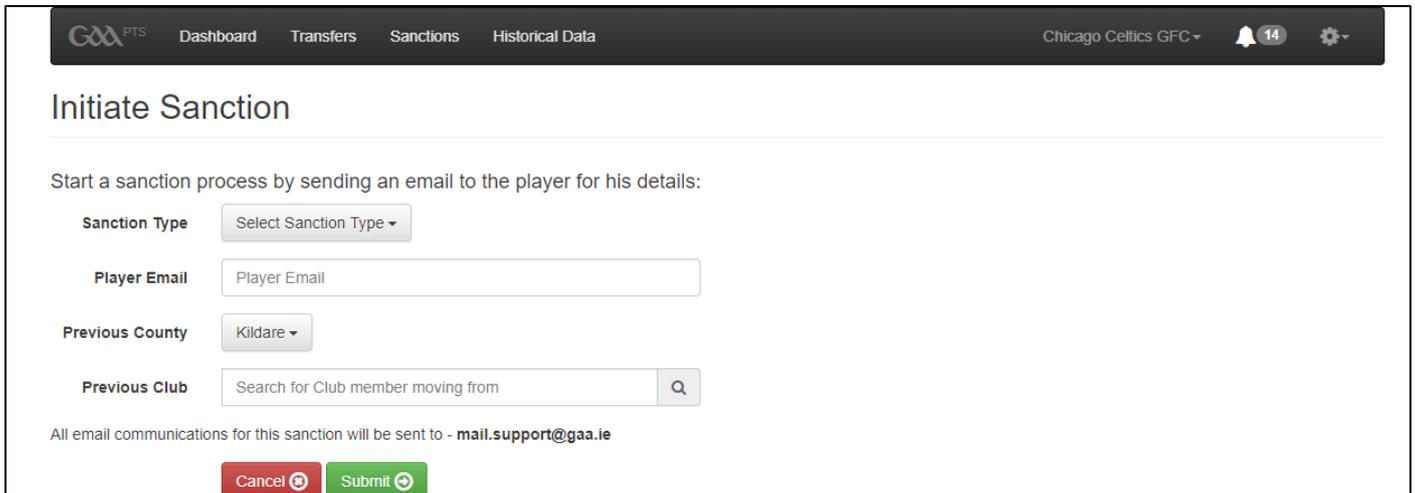
Figure 3 'Initiate Sanction' button

Input Player Details

On the initiate sanction page:

- Select appropriate Sanction Type from
 1. USGAA
 2. USGAA J1
 3. Canada
 4. New York
- Input player's e-mail address
- Select his Club in Ireland/Britain by
 1. Selecting the county first
 2. Searching for the club name by typing into the Previous Club

- ➔ and
- ➔ Click 'Submit'



The screenshot shows a web interface for initiating a sanction. At the top, there is a navigation bar with the GAA PTS logo and menu items: Dashboard, Transfers, Sanctions, and Historical Data. On the right side of the navigation bar, it displays 'Chicago Celtics GFC', a notification bell with '14', and a settings gear icon. The main heading is 'Initiate Sanction'. Below the heading, there is a text instruction: 'Start a sanction process by sending an email to the player for his details:'. The form contains four fields: 'Sanction Type' with a dropdown menu showing 'Select Sanction Type'; 'Player Email' with a text input field containing 'Player Email'; 'Previous County' with a dropdown menu showing 'Kildare'; and 'Previous Club' with a search input field containing 'Search for Club member moving from' and a search icon. Below the form, there is a note: 'All email communications for this sanction will be sent to - mail.support@gaa.ie'. At the bottom of the form, there are two buttons: a red 'Cancel' button and a green 'Submit' button.

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 'Sanction 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

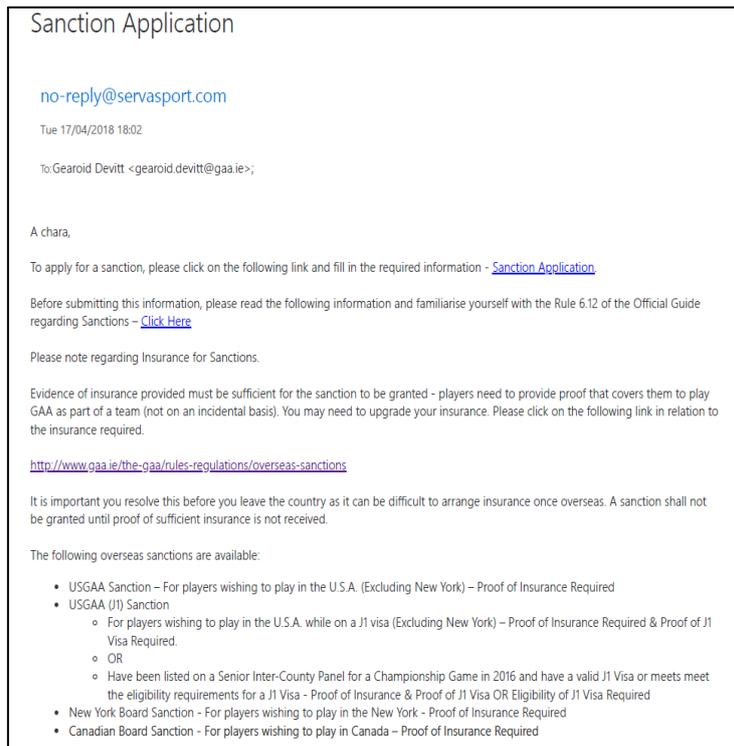


Figure 5 E-mail received by player directing him to online application form

Player's Sanction Application

- ➔ Information is filled in by the player and submitted
- ➔ Players must upload insurance documents as part of application (And proof of J1 Visa if applying for a J1 Sanction).
 1. The only currently acceptable insurances are those provided by Chubb (available via the link below on gaa.ie) and USIT(MAPFRE - which must include confirmation of an upgrade from the standard cover of "Hazardous Activities Grade 1": to include "Hazardous Activities: Grade 5").
 2. **Please note Travel insurance must be purchased before the player leaves Ireland - Further details below.**
- ➔ Players are reminded of the rules before the application is accepted

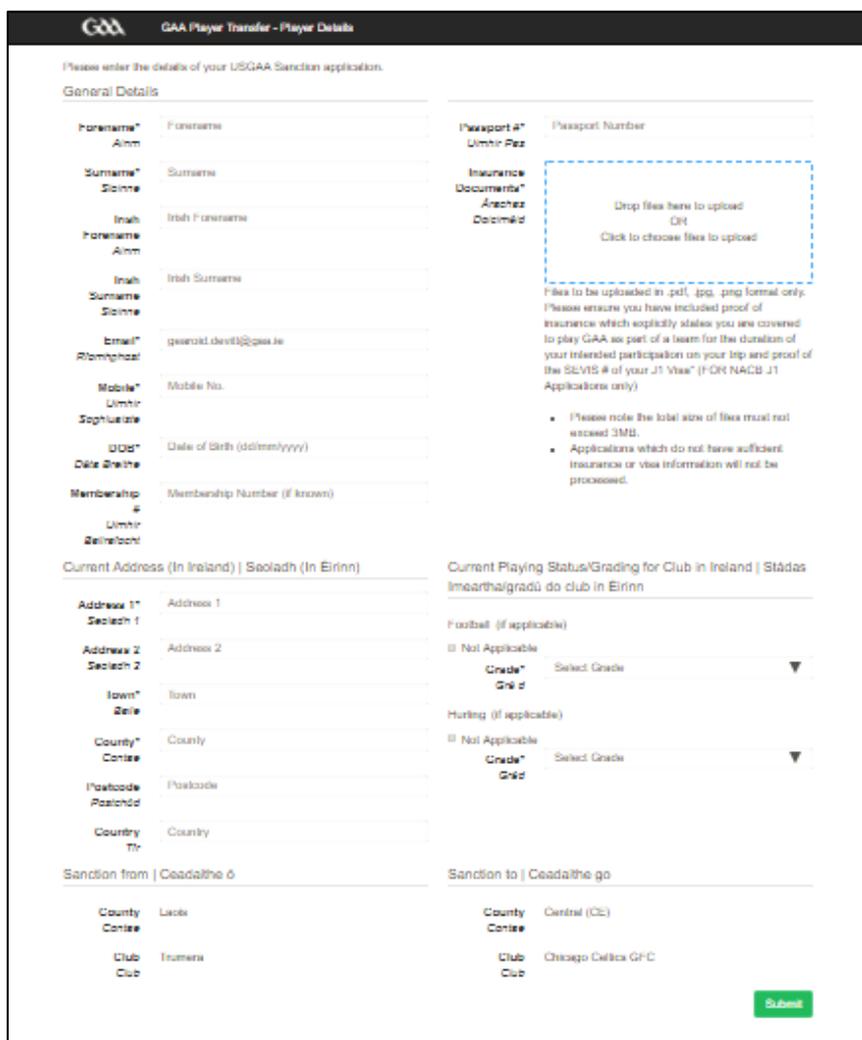


Figure 6 Online Sanction Application Team

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 sanction application by completing the details. At this stage, the Secretary may:

- ➔ Log in to PTS.
- ➔ Review the details submitted by the player following the link by e-mail.

Transfer Sanction 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 'Sanction Application Review' page.

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 / attached and/or Correct insurance type.

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

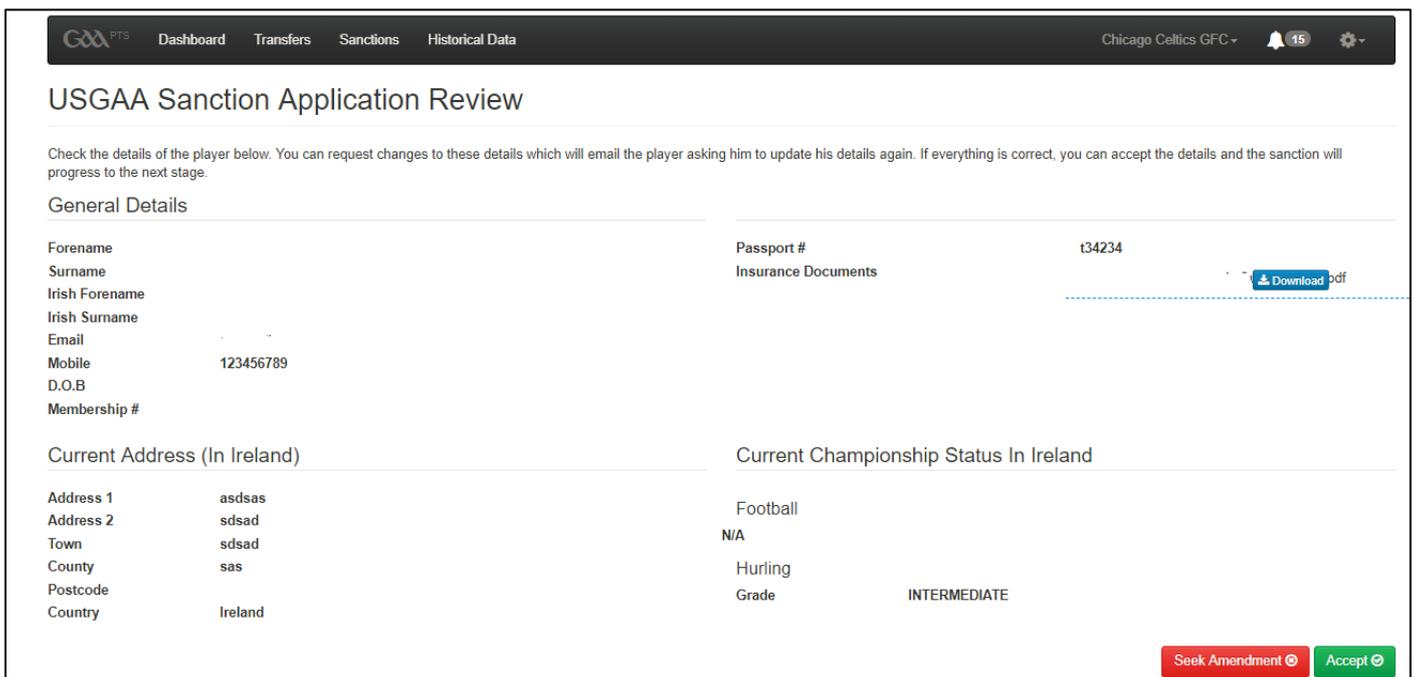


Figure 7 Review of Application Screen

E. Application processed by Central Council

- The Administrators of the PTS on behalf of Central Council will be notified when the transfer has been submitted.
- If all of the details appear to be in order, Central Council will forward the application to all parties for consideration.

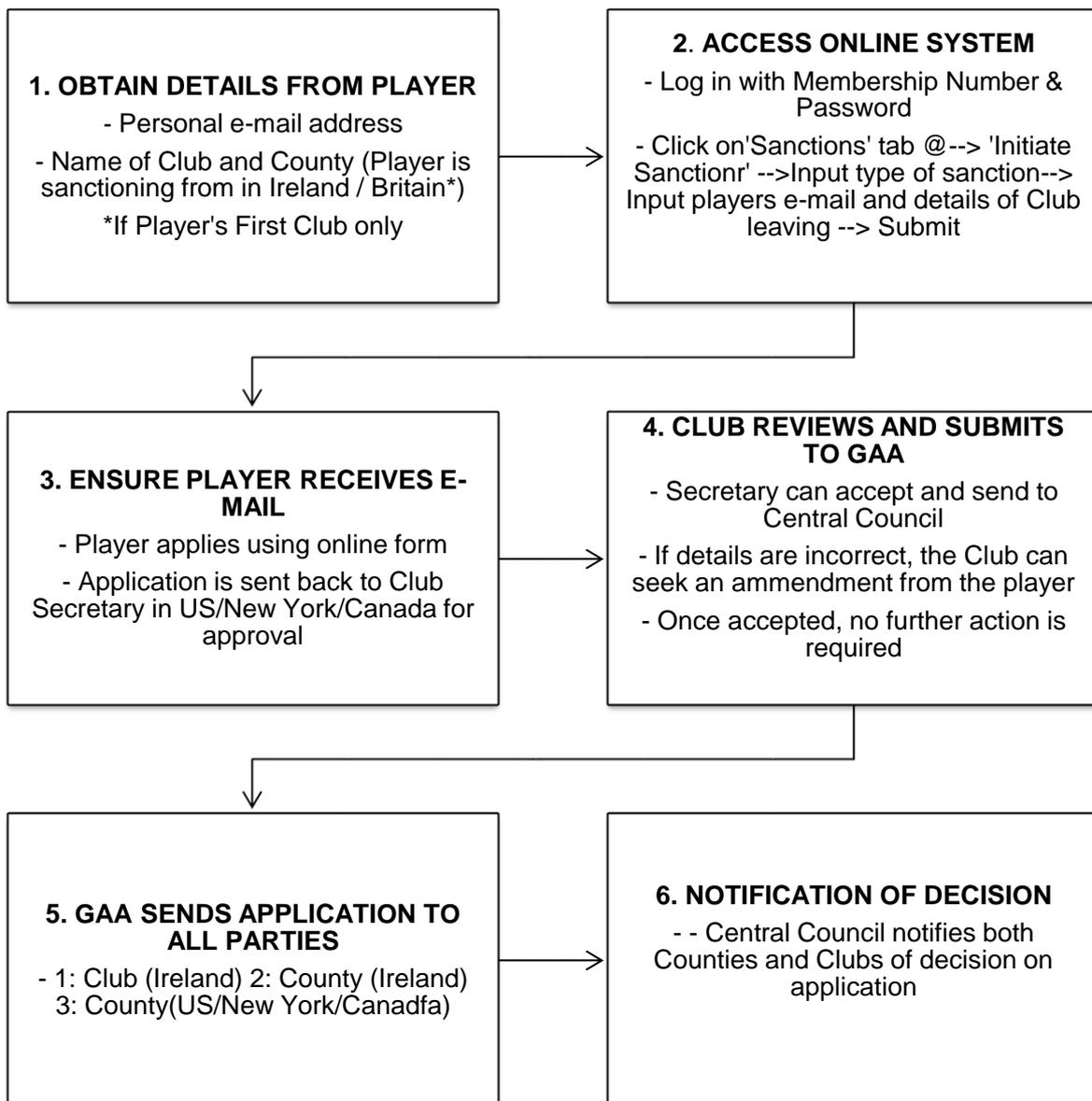


- If an application is incomplete, Central Council will advise the player and club as to why the application has not been processed, if further information is required OR if a new application is required for the person.

F. Notification of Decision on Application

- The decision on a sanction application will be conveyed via e-mail to both County Secretaries and both Club Secretaries when the sanction has been approved.

Figure – Online Inter-County Sanction Process (For Club a Player wishes to sanction to in US/New York/Canada)



2. Process for the Club Secretary (Ireland) a Player wishes to Sanction From

A. Notification of Online Sanction Application

Once an application has been submitted by the player and the Club a player wishes to sanction to, Central/Council will forward it to all other parties i.e. County Secretary (Sanctioning to), Club Secretary (in Ireland), County Secretary (in Ireland)

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

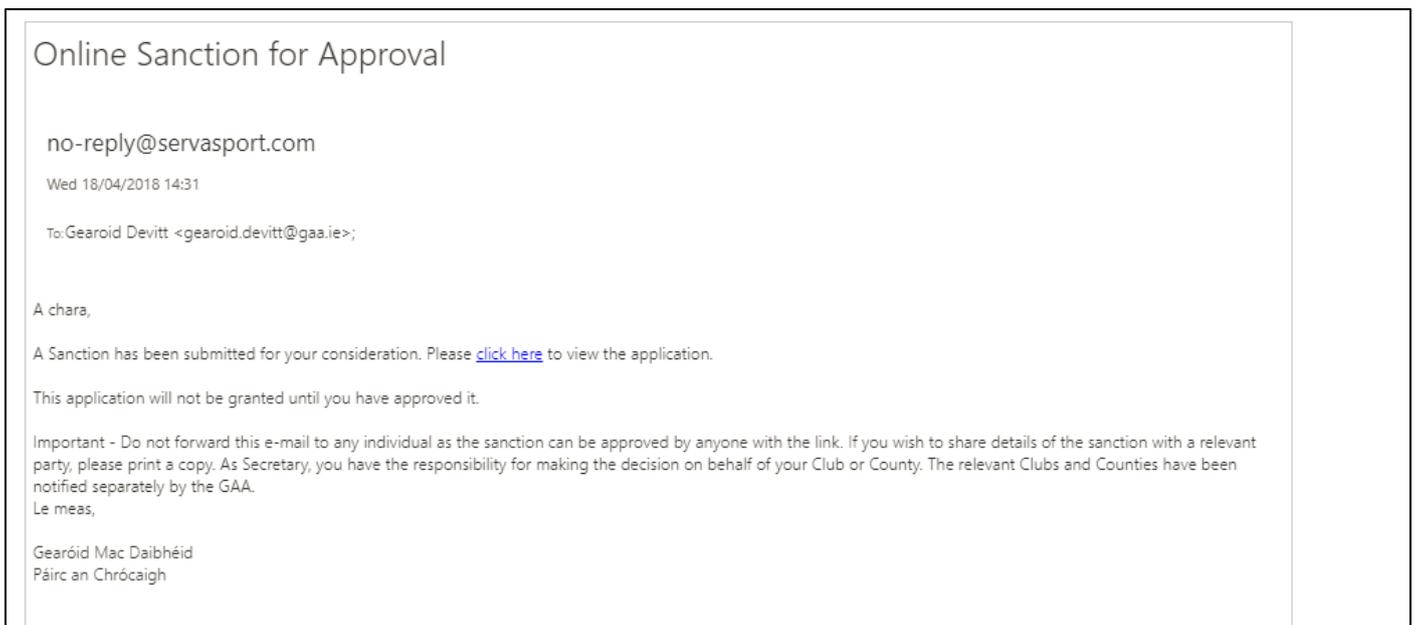


Figure 8 E-mail to club and county inviting approval

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

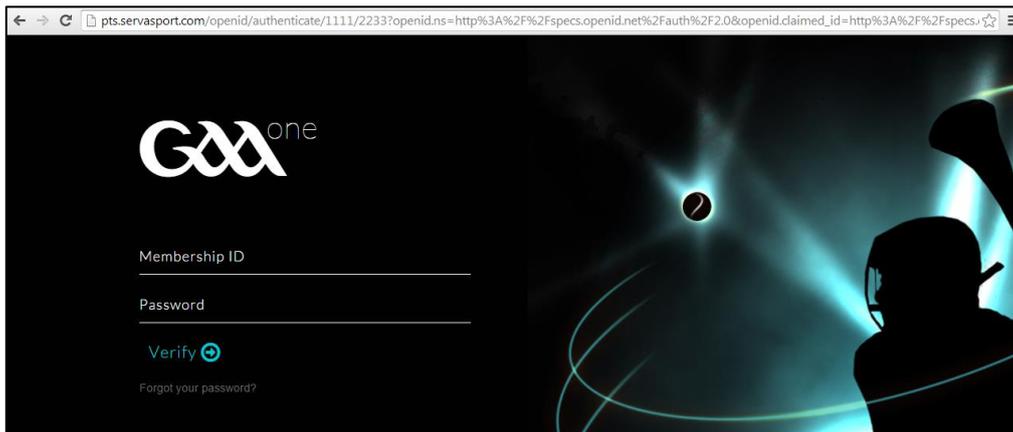
Overview of Option 1 – Follow the link in the e-mail

- ➔ 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.
- ➔ **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.

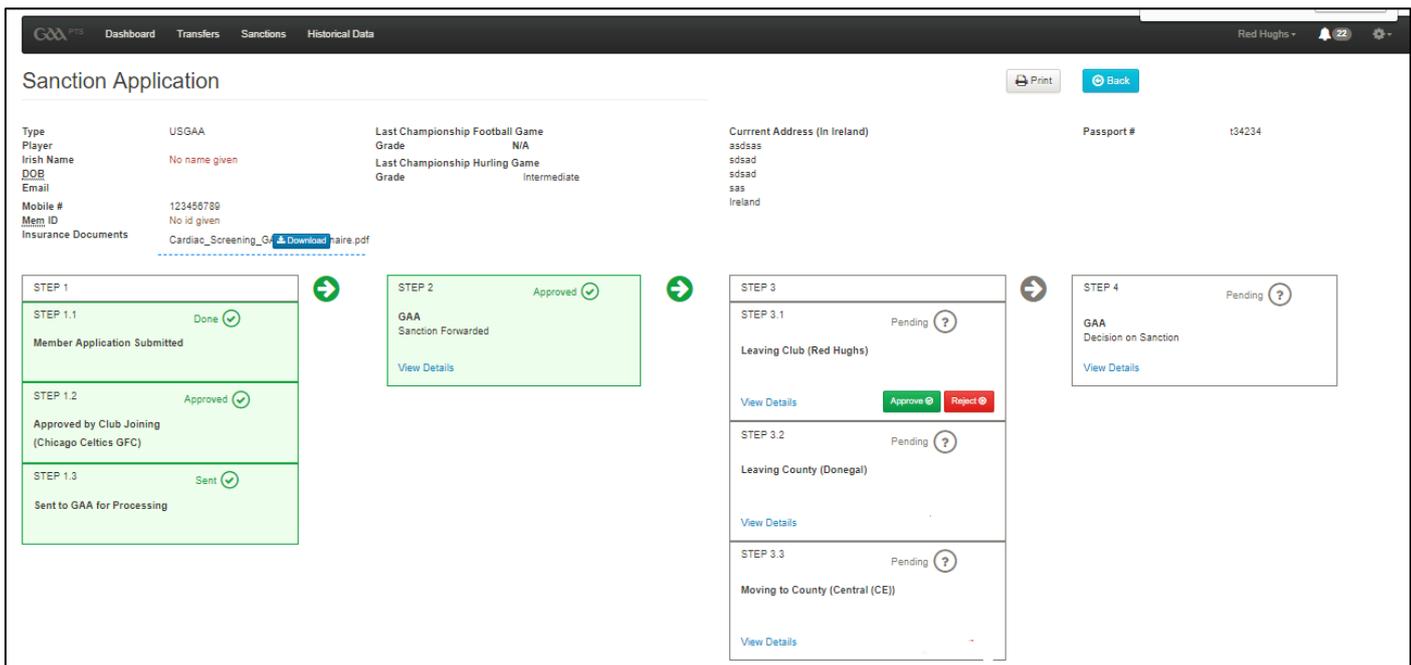
Option 2 – Access the Player Transfer System

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



Decision using Transfer System

- Go to the ‘Sanctions’ section
- Under ‘Next Actions’, the following options are available:
 - Select ‘Review Player Details’ – 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 sanction.
 - Select ‘Reject’ – The Secretary will provide a brief reason as to why the County wishes to reject the sanction. An Administrator in Croke Park will liaise with the County in this instance.



Sanction Application

Type: USGAA
 Player: [Redacted]
 Irish Name: No name given
 DOB: [Redacted]
 Email: [Redacted]
 Mobile #: 123456789
 Mem ID: No id given
 Insurance Documents: Cardiac_Screening_G... Download [Redacted].pdf

Last Championship Football Game Grade: N/A
 Last Championship Hurling Game Grade: Intermediate

Current Address (In Ireland): asdasd, sdsad, sdsad, sas, Ireland

Passport #: 134234

STEP 1 (Done ✓)
 STEP 1.1: Member Application Submitted
 STEP 1.2: Approved ✓
 Approved by Club Joining (Chicago Celtics GFC)
 STEP 1.3: Sent ✓
 Sent to GAA for Processing

STEP 2 (Approved ✓)
 GAA Sanction Forwarded
 View Details

STEP 3 (Pending ?)
 STEP 3.1: Leaving Club (Red Hughs) - Pending ?
 View Details [Approve] [Reject]
 STEP 3.2: Leaving County (Donegal) - Pending ?
 View Details
 STEP 3.3: Moving to County (Central (CE)) - Pending ?
 View Details

STEP 4 (Pending ?)
 GAA Decision on Sanction
 View Details

Figure 9 – Review Application screen for clubs

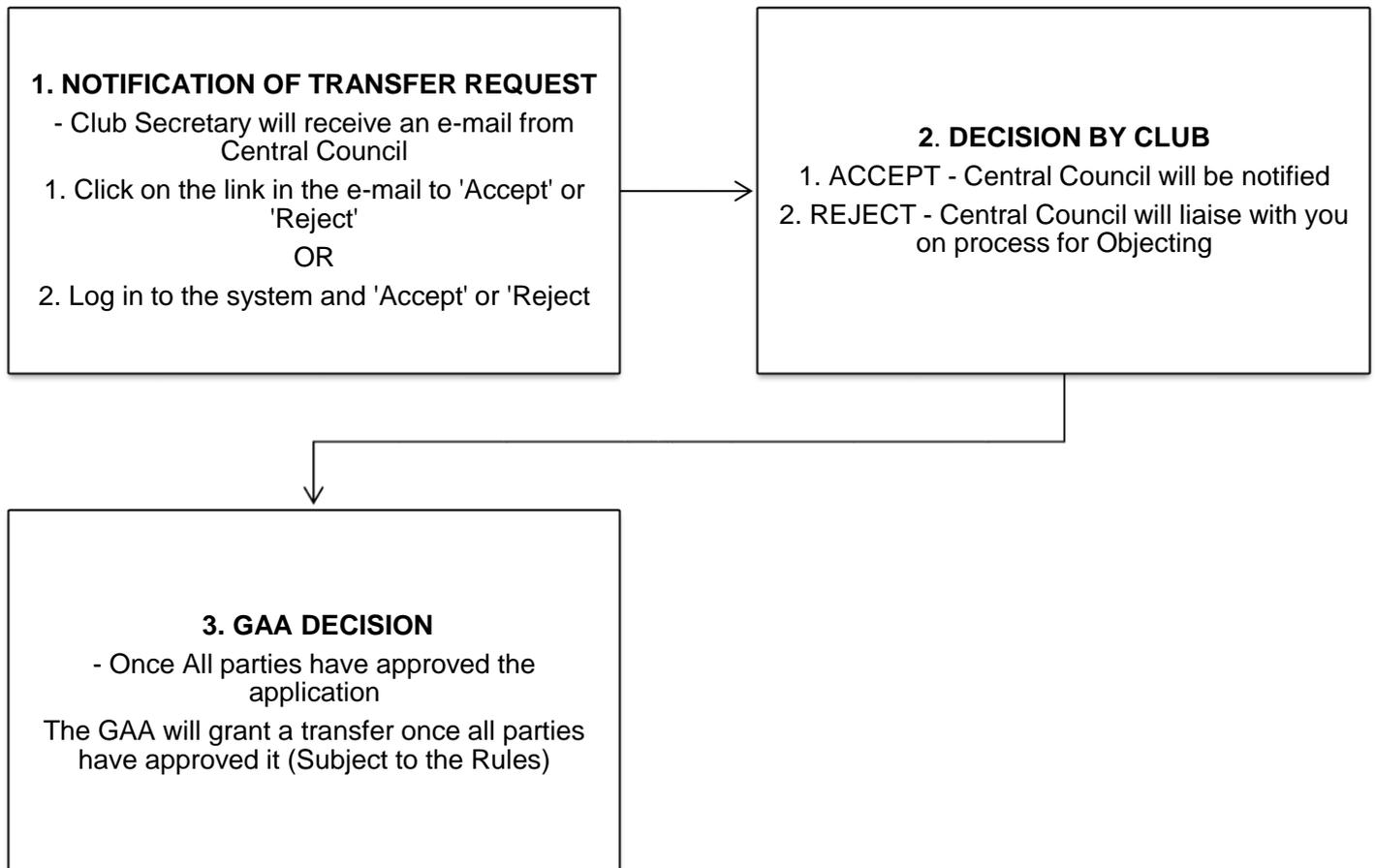
Notification to Club of Transfer Application

The County Secretary a player wishes to sanction from will be notified in a separate e-mail from Central Council that an Online Inter-County Sanction has been submitted for the County’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

- Once the application has been approved by all relevant parties the sanction will be granted.
- The decision on the sanction application will be conveyed via e-mail to both County Secretaries and both Club Secretaries and the player.

Figure – Online Inter-County Sanction Process (For Club a Player wishes to Sanction from)



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

E-mail your County Secretary with your request.

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, Club and Games Administration

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