

Managing Athlete Transfers

Guidelines

Rationale:

1. Athletes are entitled to register with a Special Olympics Club of their choice.
2. Factors that an athlete needs to consider before joining or transferring to another a Club are:
 - Sports offered
 - Locality of training venues
 - Suitability of training days and times
 - Coach preference
 - Transport
 - Club culture
3. The new Club must be able to provide regular training and competition opportunities for the transferring athlete.
4. An athlete is entitled to transfer to another Club for one or more sports or completely transfer to a new Club.
5. It is important to ensure that before an athlete transfers she/he has had an opportunity to consider all aspects of the move.
6. To provide an open, transparent and supportive transfer process so that athletes and volunteers are fully informed.

Transfer Process:

1. All athletes are encouraged to belong to the Club in their own locality.
2. Athlete must approach existing coach /team manager/coordinator with their intention to transfer so that any outstanding matters can be dealt with by the Club (uniforms, fees etc)
3. Club Coordinator at the existing Club, or appointed Executive member, meets with the athlete and her/his parents/caregivers to discuss reason(s) for transferring.
4. Athlete's case is presented to her/his existing Club Executive for sanctioning.

Considerations –

 - Uniforms and equipment
 - Outstanding money owed
 - Athlete is not part of an important forthcoming team event
 - Athlete Transfer Approval form completed
5. Existing Club Executive communicates with new club to provide –
 - Transferring athletes intentions
 - Relevant information eg, copies of athlete registration, medical, Code of Conduct, medication information and, coaches name and contact details.
 - Any other relevant information
 - Copy of Athlete Transfer Approval form
6. Copy of Athlete Transfer Approval form sent to relevant Special Olympics Regional Sport Coordinator.
7. The Regional Sports Coordinator will record changes in GMS and inform Data Entry Coordinator.

*Note: A new athlete medical form **is not required** for transferring athletes.*



Athlete Transfer Approval Form

To be completed by existing Club.

Athlete's Name:

Date of Birth:

Existing Club:

Club Transferring to:

Complete Transfer: Yes / No

Partial Transfer – sport/s transferring for:

Existing Club

1. Transfer approval granted: Yes / No
If transfer is not approved state reason/s: (should only be for outstanding fees, equipment, uniforms etc)

2. Copies of registration forms provided:

Yes / No

3. Coaches name:

Phone number:

Signed:

Chair Person/Coordinator _____

Date:

New Club

1. Transfer Approval received

Yes / No

2. Copies of registration forms and medical received

Yes / No

3. New athlete registration form initiated (if required)

Yes / No

4. Regional Sports Coordinator provided copy of completed Approval Form

Yes / No

Signed:

Chair Person/Coordinator _____

Date:

Dual Club Status

Please state athlete's Base Club:

Secondary Club:

A copy of this Approval form to be retained by both Clubs.