

Managing Athlete/Volunteer Transfers

Guidelines

1. Athletes/Volunteers are entitled to register with a Special Olympics Club of their choice.
2. All athletes/volunteers are encouraged to belong to the Club in their own locality.
3. Factors that an athlete/volunteer needs to consider before joining or transferring to another Club include:
 - Sports offered
 - Locality of training venues
 - Suitability of training days and times
 - Coach preference
 - Transport
 - Club culture
4. The new Club should be able to provide regular training and competition opportunities for the transferring athlete/volunteer.
5. An athlete/volunteer is entitled to transfer to another Club for one or more sports (Dual Club Athlete) or completely transfer to a new Club.
6. It is important to ensure that before an athlete/volunteer transfers they have had an opportunity to consider all aspects of the move.
7. The guidelines aim to provide an open, transparent, and supportive transfer process so that athletes and volunteers are fully informed.

Transfer Process:

1. An athlete/volunteer must approach their 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), before the transfer is commenced.
2. An identified person from the existing Club shall meet with the athlete/volunteer and their parents/caregivers to discuss reason(s) for transferring.
3. The athlete/volunteer's case shall be presented to their existing Club Executive for approval. Standard considerations include;
 - Uniform and equipment return
 - Outstanding money owed
 - Athlete/Volunteer is not part of an important forthcoming team event
 - Athlete/Volunteer Transfer Approval form completed
4. The existing Club Executive shall communicate with the new club to provide –
 - Transferring athlete/volunteer's' intentions.
 - Relevant information:
 - Athletes - copies of athlete registration, medical, Code of Conduct, medication information and coaches name and contact details.
 - Volunteers – copies of volunteer registration and contact details
 - Any other relevant information
 - Copy of *Athlete/Volunteer Transfer Approval Form*
5. The new club shall provide a signed copy of the *Athlete/Volunteer Transfer Approval Form* to their Regional Sport Coordinator (RSC).
6. The RSC sends the *Athlete/Volunteer Transfer Approval Form* to the Administration Officer, who will record changes in Games Management System (GMS).
7. The Administration Officer sends the approved *Athlete/Volunteer Transfer Approval Form* to the new club and previous club and copies in both RSCs, for record keeping and confirmation that the transfer has taken place.

*Note: A new athlete medical form/Police Vetting form **is not required** for transferring athletes/volunteers; this is provided to the new club by the existing club.*

Athlete/Volunteer Transfer Approval Form

To be completed by existing Club.

Athlete/Volunteer's Name:

Athlete/Volunteer's ID Number (if known):

Date of Birth (DD/MM/YYYY):

Existing Club:

Club Transferring to:

Complete Transfer: Yes No

If a Partial Transfer, which sport/s is the athlete/volunteer transferring for:

Existing Club

1. Copies of registration forms provided: Yes No
- Athletes – Athlete registration and medical forms, Code of Conduct, medication information and, coaches name and contact details
 - Volunteers – Volunteer registration and contact details

3. Coach's name (Athletes only):

Phone number:

Chairperson/Coordinator name:

Date:

New Club

- Transfer Approval received Yes No
- Copies of registration forms received Yes No
- Regional Sports Coordinator provided copy of completed Approval Form Yes No

Dual Club Status (if applicable)

Please state athlete/volunteer's Primary Club:

Secondary Club:

Chairperson/Coordinator name:

Date:

Office Use Only

Transfer approval approved:

Yes No

Administration Officer name:

Date: