

## Managing Athlete/Volunteer Transfers

### Guidelines

1. The guidelines aim to provide an open, transparent, and supportive transfer process so that athletes and volunteers are fully informed, and clubs know where they stand.
2. Athletes/volunteers can register with a Special Olympics Club of their choice.
3. Athletes/volunteers are encouraged to belong to the Club in their own locality.
4. Factors that an athlete/volunteer should consider before joining or transferring to another Club include:
  - Sports offered
  - Accessibility of training venues
  - Suitability of training days and times
  - Coach preference
  - Transport
  - Club culture
5. The new Club should be able to provide regular training and competition opportunities for the transferring athlete/volunteer.
6. An athlete/volunteer may hold a dual membership across two different clubs, wherein they are involved in one sport(s) at one club, and a second sport(s) at another. Therefore, an athlete/volunteer may transfer to another Club for one or more sports (partial transfer) or completely transfer to a new Club.
7. It is important to ensure that before an athlete/volunteer transfers they have had an opportunity to consider all aspects of the move.

### Transfer Process:

1. An athlete/volunteer needs to contact their existing Club chair/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 upcoming event
  - Athlete/Volunteer Transfer Approval form is completed
4. The existing Club Executive shall communicate with the new club to provide:
  - Transferring athlete/volunteer's intentions
  - Copy of *Athlete/Volunteer Transfer Approval Form*
  - History of communications and any disciplinary issues with the existing club, if applicable
  - Any helpful information regarding the athlete/volunteer's involvement with the existing club
5. The new club shall provide a signed copy of the *Athlete/Volunteer Transfer Approval Form* to both their Regional Sport Coordinator (RSC) and the Administration Officer, who will action the transfer in Sporty. The club does not need to action anything in Sporty – this will be managed by SONZ.
6. The Administration Officer sends the approved *Athlete/Volunteer Transfer Approval Form* to the new club, previous club and RSC, 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 information is provided to the new club within Sporty.*



## Athlete/Volunteer Transfer Approval Form

To be completed by existing club first, then forwarded onto new club, then onto Administration Officer and RSC

**Athlete/Volunteer's Name:**

**Date of Birth (DD/MM/YYYY):**

**Existing Club:**

**Club Transferring to:**

**Is this a Full Transfer or a Partial (Dual Club Registration) Transfer?**

**Full Transfer**

*Leaving Existing Club entirely*

**Partial (Dual Club Registration) Transfer**

*Remaining a member of Existing Club*

→ If Full Transfer, complete sections **1** & **2**

→ If Partial (Dual Club Registration) Transfer, complete sections **1**, **2** & **3**

### 1) Existing Club

**Chairperson/Coordinator signed:** \_\_\_\_\_

**Date:**

**Chairperson/Coordinator name:** \_\_\_\_\_

### 2) New Club

**Chairperson/Coordinator signed:** \_\_\_\_\_

**Date:**

**Chairperson/Coordinator name:** \_\_\_\_\_

### 3) Dual Club Registration (if applicable)

Please state athlete/volunteer's Primary Club\*:

Secondary Club\*\*:

**Which sport/s is the athlete/volunteer transferring for:**

\*An athlete/volunteer's Primary Club is who they predominantly attend and participate with.

\*\*An athlete/volunteer's Secondary Club is who they additionally attend and participate with.

### Office Use Only

Transfer form received and approved:

**Yes**  **No**

Administration Officer name:

Date: