

	POLICY & PROCEDURE	POLICY NUMBER: 201 G
	Subject: TRANSFER POLICY	EFFECTIVE DATE: 01-01-2010 Revised 7-25-2017

I. GENERAL ABSTRACT:

From time to time during each registration year, athletes transfer from one USA Swimming Group Member (“Club”) to another. Some transfers are from another LSC to Arizona; some are within the Arizona LSC. The following is the policy and related fees for handling such transfers.

A. The Local Swim Committee for the geographic state of Arizona is Arizona.

II. ATHLETE TRANSFER – FROM A LSC OTHER THAN ARIZONA

A. Any athletes that seek to transfer from an LSC and Club outside the geographic boundaries of the Arizona Local Swimming Committee shall do so without charge by completing the Out of LSC Athlete Transfer form and sending it via fax, scanned email or mail to the then office of Arizona Swimming. The form is available on the AzSI website in the Document Library.

1. Upon validation of current registration, Arizona LSC will issue an USA Swimming Athlete Membership to the athlete, sent to the address indicated on the Transfer Form.
 - i. Such registration will take into account the 120 day unattached requirements, if applicable.
2. Transfer for athletes who are found not to be registered for the current year will be rejected.
3. There is no fee for transfers from outside of Arizona to clubs within Arizona.

III. ATHLETE TRANSFER – FROM CLUB WITHIN ARIZONA TO CLUB WITHIN ARIZONA

A. Any athletes that seek to transfer from one Arizona Club to another Arizona Club shall do so by completing the on-line Athletes Transfer form together with the payment of the then current transfer fee as listed in the Annual Statement of Fees and Charges. The Athlete Transfer portal may be found on the home page of the AzSI web page at www.azswimming.org.

1. Upon validation of current years registration, Arizona LSC will issue an USA Swimming Athlete Membership card to the athlete, sent to the address indicated on the Transfer Form.
 - i. Such registration will take into account the 120 day unattached requirement, if applicable.

IV. ATHLETE TRANSFER AT TIME OF ANNUAL REGISTRATION RENEWAL

- A. Athlete who submits a transfer at the time of the renewal of their annual registration shall not be subject to a transfer fee.
 1. Such athlete shall be subject to the 120 day rule.

V. ATHLETE TRANSFERS AS RESULT OF CLUB MERGER OR SALE

- A. Clubs wishing to merge with another Club or to the acquisition of one Club by another shall be subject to negotiated bulk transfer fee.
 1. Such bulk fee shall cover the transfer of any and all of the athletes from one club to the acquiring club at the time of such merger providing such transfer is solely as the result of the club merger or acquisition.
 2. Athletes who transfer at the time of the merger/acquisition to a Member Club other than the acquiring club shall be subject to the individual transfer fee outlined in II above.
 3. The transfer fee charged will be negotiated between AzSI and the acquiring club. The Executive Director of Arizona Swimming shall be responsible for negotiating the bulk transfer fee by and between the Clubs involved. Athletes transferring from one Club to a Club different than the acquiring Club at the time of a merger or acquisition shall be subject to the individual transfer detailed in II above.

VI. NON ATHLETE TRANSFERS

- A. Any non-athletes that seek to transfer from one Arizona Club to another Arizona Club shall do so by contacting the Arizona Swimming office by email and informing the membership chair of the change.
 1. Upon validation of current years registration and certifications, as appropriate, Arizona LSC will issue an new USA Swimming non-Athlete Membership card to the non-athlete, sent to the address in SWIMS.

Date	by Whom	Abstract	Sections
11/18/2009	HOD	Codification of Policy	All
7/25/2017	Office	Scrivener	III.A.2