



ATHLETE INTER-CLUB TRANSFER POLICY

This policy guides the movement of competitive athletes from one club to another. It recognises that, from time to time, for various reasons, athletes and/or their parents desire to change clubs. This policy does not cover the movement of “learn to swim” students from one club to another, as the ABSF membership is strictly with clubs that register competitive swimmers annually with the federation.

We are a small community, and while feelings of acute disappointment arise when an athlete and their parent express a desire to switch to another club, despite significant effort being expended in training that athlete, these feelings can be managed if the exit is handled correctly.

1. To initiate a transfer, download the transfer form online at the ABSF website, or access it here from this [link \(link to be inserted\)](#).
2. Both the coach/leader of the old club and the new club should be emailed the form.
3. **PLEASE NOTE:** There is a line on the transfer form to sign indicating that you have no outstanding debt to the team you are leaving. The coach of the new team should check with the old team to verify this.
4. Please be advised that the ABSF cannot get involved with financial disputes. If the old club claims that there are financial obligations unsettled, the transfer will NOT be authorised.
5. The coach/leader of the old team should write and email a letter of release to the new coach/club leader and copy the secretary@absf.ag. The date of this letter will be the official transfer date of the athlete.
6. The coach of the old team should email the best individual times of the athlete, and the meet where they were achieved, to the new coach so that their entries can be input into the new club's team manager database.
7. The waiting period is 120 days (approximately 4 months) from the **date the transfer is made official** before the swimmer can participate “attached” to the new club. This period represents a mesocycle, which will then give the second coach time to make his/her training effective on the swimmer rather than benefiting in competition from the training of the previous coach.
8. A swimmer in “unattached” status can still practice with their new team, be a part of that team's activities, but cannot score or post times as a member of that team until their 120-day waiting period is over. Unattached swimmers can not compete in any relays at Championship meets. Regular calendar meet hosts may allow unattached swimmers to swim relays, but those times will not be considered official, but instead, exhibition.
9. Coaches, club members, parents, agents, officials, and volunteers of a club ARE NOT to poach swimmers from another club who are members of the ABSF. This is an unethical way to gain

more swimmers, which causes contention and strife between clubs. If this happens, then a complaint should be filed with the Federation with proof, and that coach and/or club can be sanctioned. This is further addressed in the general code of conduct policy.

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