



## **ATHLETE TRANSFER POLICY**

**Amended: September 1, 2015**

Athletics Ontario believes that all athlete transfers, whether done during a calendar/membership year or at the beginning of a new calendar year, should be done with full knowledge and disclosure to all coaches and clubs involved.

An Athletics Ontario coach, club official, athlete, parent of an athlete, or any other agent acting on behalf of an AO club (herein called Club/Coach) is NOT PERMITTED to contact another Athletics Ontario athlete, for the purpose of recruiting or the discussion of membership status at any time during a calendar/membership year while said AO athlete is currently registered with another Athletics Ontario Club or Coach.

If a Club/Coach, other than the Club/Coach of record of an AO athlete, is approached by an AO athlete for the purpose of transferring to another AO Club/Coach, the 'new' Club/Coach MUST communicate the details of the contact to the Athletics Ontario Club/Coach of record of said athlete or to Athletics Ontario. Failure to do so will be considered a breach of the AO Code of Conduct.

### **POLICY**

#### **1) Mid-Year Transfers**

- a) All athletes who wish to transfer from one Club/Coach to another Club/Coach during a calendar/membership year MUST notify AO using the application form in the appendix of this policy. Failure to comply with this notification step may result in sanctions including but not limited to those listed in the AO Code of Conduct, up to and including termination of membership in AO, and may be imposed against said athlete and/or the "new" Club/Coach.  
Once the AO Application for Transfer has been completed, and confirmation from AO received, the athlete may train with the 'new' Club/Coach as appropriate.  
Both the 'former' and 'new' Clubs/Coaches MUST be involved in the completion of the Application for Transfer and acknowledge notification of the transfer.  
If all parties agree (including the athlete, the "former" Club/Coach and the "new" Club/Coach) the athlete may represent the new club immediately. If either party does not agree, the athlete may continue to compete for and represent the "former" club; otherwise the athlete MUST compete as "Disassociated" for the remainder of the calendar/membership year.
- b) In situations where an athlete indicates that a club has registered him or her as a member of the club without the athlete's consent, the club must produce a club membership form which has been signed by the athlete (or guardian) in order to have the athlete represent that club. If no form is available, the athlete may transfer to, and represent, another club.
- c) If an athlete is registered as an 'Indoor Member' and that membership expires, the athlete may transfer to and represent a new club for the rest of the year.
- d) An athlete may leave a club and compete as 'Unattached' at any point in a membership year without signatures from either of the clubs. Athletes doing so must pay an additional membership fee to Athletics Ontario to move to the 'Unattached' membership category.

## 2) End of Year Transfers

- a) All athletes may transfer to any Athletics Ontario Member Club/Coach at the beginning of any calendar/membership year without restriction. If an athlete wishes to move to another club at the beginning of a new membership year, no communication with AO is required. However, AO strongly recommends that said athlete communicate with his/her previous club regarding their intentions.

## 3) Unattached Athletes

- a) Athletes registered in the 'Unattached' membership category may transfer their membership status to an Athletics Ontario club at any time in any given year. Said athletes are required to notify AO regarding their intent to transfer their membership to a new Club/Coach by completion of the "Athletics Ontario Application for Transfer" in the appendix attached to this policy and receive confirmation, before they compete for the new Club/Coach. The difference in registration fees between the fee paid for an Unattached Athlete membership and that of the new membership category will NOT be reimbursed by AO.

### NOTES:

- i. Athletes may transfer from one club to another club ONLY ONCE during any given membership year.
- ii. If funds and/or property are owed to the former Club/Coach by an athlete, such reimbursements, and/or return of property MUST be completed. If these funds and/or property are not returned, the "previous" Club/Coach may file an appeal to AO, and if substantiated by AO, sanctions including but not limited to those listed in the AO Code of Conduct, up to and including termination of membership in AO, may be imposed against said athlete. Once all outstanding funds are paid and property returned, the sanctioned athlete may be reinstated upon written appeal to AO.
- iii. All Applications for Transfer must be sent to the Athletics Ontario office for review and acceptance. Transfers are NOT complete until the paperwork has been received and confirmed by the Athletics Ontario office, and athletes may NOT compete for the new club or as 'Disassociated' athletes until the transfer has been finalized.

## COACHES AND RECRUITING

The Athletics Ontario position is that recruiting of an athlete while the athlete is training with and/or competing for another Club/Coach is unethical and NOT PERMITTED. An Athletics Ontario coach, club official, athlete, parent of an athlete, or any other agent acting on behalf of an AO club (herein called Club/Coach) is NOT PERMITTED to contact another Athletics Ontario athlete, for the purpose of recruiting or the discussion of membership status, at any time during a calendar/membership year, while said AO athlete is currently registered with another Athletics Ontario Club or Coach.

If Club/Coach is involved in such prohibited activity, and if such activity is substantiated to the satisfaction of AO, sanctions including, but not limited to those listed in accordance with the AO Code of Conduct, up to and including termination of membership in AO, may be imposed against any and/or all individuals involved.



**APPLICATION FOR TRANSFER**

**Athlete Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Athletics Ontario Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Current Club Information:**

Club Name: \_\_\_\_\_ Coach: \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**New Club Information:**

Club Name: \_\_\_\_\_ Coach: \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Reasons for Transfer:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I **DO** \_\_\_ or **DO NOT** \_\_\_ wish to represent my **CURRENT** club until calendar/membership year end.  
 (Check desired response)

\_\_\_\_\_  
 Signature of athlete

\_\_\_\_\_  
 Date

**Current Club:** We do hereby acknowledge receipt of the Application to Transfer from the above athlete.

We **DO** \_\_\_ or **DO NOT** \_\_\_ support the athlete representing **OUR** club until calendar/membership year end.

(Check desired response)

\_\_\_\_\_  
 Signature of current coach

\_\_\_\_\_  
 Date

**New Club:** We do hereby acknowledge receipt of the Application to Transfer from the above athlete.

We **DO** \_\_\_ or **DO NOT** \_\_\_ support the athlete representing **FORMER** club until calendar/membership year end.

(Check desired response)

\_\_\_\_\_  
 Signature of new coach

\_\_\_\_\_  
 Date

**Please mail this form to the Athletics Ontario office at:**

3 Concorde Gate  
 Suite 211  
 Toronto, ON, M3C 3N7

**Important Note:** All Applications for Transfer must be sent to the Athletics Ontario office for review and acceptance. Transfers are **NOT** complete until the paperwork has been received by the Athletics Ontario office, and athletes may not compete as 'Disassociated' athletes until the transfer has been finalized.