|  |  |  |
| --- | --- | --- |
|  | **Club Transfer Form**  For swimmers who are members of multiple clubs  or adding additional club/s | **Ref: R5.1.4** |

# Nominating a 2nd Claim Club

Any **swimming** member who wants to add a club in addition to their Primary/First Claim Club can do so via the paper form on page 3.

* Please do not attempt to nominate or change an existing 2nd claim club online because this will just swap one club for another
* The completed and signed paper form is to be posted or emailed to Scottish Swimming to complete the transfer
* If a member is a **non-swimmer**, a member of the new club should send us an email with their date of birth and name and there is no need to complete a form, by emailing info@scottishswimming.com

# Transferring to a club which is already one of the clubs listed on a member’s profile (i.e. a second or possibly third claim club)

* Some members have more than one club listed in their profile – one club will be their primary/first claim club and the others listed as additional 2nd or 3rd claim clubs
* The primary club is the club that the member represents - there are some exceptions to this rule that apply to water polo clubs, or if as a swimmer you have written permission to compete for a club other than your primary club
* If a member has more than one club listed on their profile and would like to switch the primary club, they MUST complete the paper form and get approval from the respective clubs
* The completed and signed paper form is to be posted or emailed to Scottish Swimming
* On receipt of the completed form, Scottish Swimming will manually administer the changes between clubs. An email will be sent to the member to confirm the transfer is complete

**The Process**

This form is for members who have more than one club or to add additional clubs - for swimmers only. By completing this form the swimmer and club executive named on this form will provide authorisation for the governing body to process the change of club/s.

**Relevant Company Rules**

Full rules can be found in the Scottish Swimming Information Guide on the website, but some key ones are listed below:

R5.1.4 Artistic Swimming, Diving, Masters, Open Water and Swimming:

An individual who is a member of more than one club can use this form to indicate which is their First and Second claim club. The individual shall be eligible to compete for their second claim club with the **written** **permission** of their first claim club.

Competitors cannot represent their first and second claim clubs in the same competition.

R5.1.5 Water Polo:

A water polo player may play for their first or second claim club in any Scottish competition. Once committed to a team for a particular age group in that competition, they cannot play for another team in the same age group within that competition for the duration of that competition.

A water polo player may play for their second claim club in any Scottish competition, if the first claim club does not enter a team into a particular age group.

**The applicant (member)**

* It is the member’s responsibility to ensure this form is completed and sent to Scottish Swimming
* The member should complete the blue sections
* The member should send this form to each club, one club at a time, for them to sign the orange section applicable to them and return back to the applicant. This process can be done either via email or by printing and getting signatures. During this period we recommend emailing the form to avoid risk
* Once all clubs have signed approval, the member should sign Section Three (in blue), then email the form to Scottish Swimming

**The Club**

* It is the member’s responsibility to ensure each club signs this form
* The club executive should check they are happy with the changes, that fees are up to date, then sign the orange section applicable to them, and return to the member. Once all clubs have signed, the member will forward to Scottish Swimming

**Scottish Swimming**

* Once a form is received signed by all clubs and the applicant, we will process the request ASAP and advise the member once it is complete

**Section One - Declaration by Applicant** **(Swimmer)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Forename:** |  | **Surname:** |  |
| **SASA Membership No:** |  | **Email:** |  |

## Section Two – Club Choices

Please note – the Club Name section (blue) should be completed by the swimmer. The Club Executive should check they approve the change of club and sign the relevant orange box. After a club signs their approval, please return the form to the member (not to Scottish Swimming).

|  |  |  |
| --- | --- | --- |
|  | **CLUB NAME** | **CLUB EXECUTIVE (typed)**  **SIGNATURE & EMAIL ADDRESS** |
| **Current 1st Claim Club:**  (Fee paying club) |  |  |
| **Change my 1st Claim Club to:**  (if applicable) |  |  |

|  |  |  |
| --- | --- | --- |
| **I wish to nominate a 2nd Claim club:** |  |  |
|  |  |  |
| **Additional Clubs:**  (if applicable) |  |  |
|  |  |  |
|  |  |  |

**Section Three – Approval**

I have read and understood the requirements of Company Rule R5.0 refer page 71 of the[Information Guide](https://ocs-sport.ams3.cdn.digitaloceanspaces.com/scotswim-full/2022/11/Information-Guide-22-23-Nov-17.pdf)

[and Governance Documentation booklet](https://ocs-sport.ams3.cdn.digitaloceanspaces.com/scotswim-full/2022/11/Information-Guide-22-23-Nov-17.pdf)

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** (typed)**:\***  (Applicant/Parent/Guardian) |  | **Date:** |  |

*\* For swimmers under 16 years the applicant (Swimmer) declaration must be signed/typed by a parent or guardian.*

**Notes:-**

1. Typed name on this document is accepted as your signature
2. It is the responsibility of the swimmer’s 1st Claim Club for ensuring that the Scottish Swimming membership fee for the current year has been paid before signing the form
3. Once the Change of Club form has been processed, the swimmer will receive a confirmation email

**The Applicant (Swimmer) should Email the completed form to:** [**info@scottishswimming.com**](mailto:info@scottishswimming.com)