



Athlete Transfer Policy			
Reviewed:	July 2021	Effective:	July 28, 2021
Next Review:	July, 2024	Approval:	Board of Directors

Purpose

1. Athletics Ontario (“AO”) believes that all athletes have the right to choose who coaches them and which club they represent. The purpose of this policy is to outline to athletes, coaches and club executives the process for an athlete’s request for transfer.

Application

2. This Policy applies to the following transfers by athletes:
 - a) A transfer from a club that is an AO member to another club that is an AO member;
 - b) A transfer from a club that is not an AO member to another club that is an AO member;
 - c) A transfer from a coach who is not associated with a club that is an AO member to a club that is an AO member;
 - d) A transfer from a coach who is not associated with a club to another coach who is an AO member but who is not associated with a club.

General Rules

3. Athletes may transfer only once during any calendar year, unless another transfer is approved by AO as contemplated in s. 11.
4. If funds and/or property are owed by an athlete to the club or coach from which the athlete is transferring, such funds must be paid and/or such property must be returned before the transfer can take effect.
5. If funds and/or property are not paid or returned, the club/coach from which the athlete is requesting a transfer may file a complaint with AO pursuant to the *Complaints, Dispute Resolution and Discipline Policy* included in the [AO Safe Sport Policy Manual](#). Sanctions as outlined in that Policy, including suspension or termination of membership, may be imposed against the athlete. Once all outstanding funds are paid and/or property returned, the sanctioned athlete may be reinstated upon written appeal to AO.

6. Failure to follow the requirements of this Policy may constitute a breach of AO's *Code of Conduct* included in the [AO Safe Sport Policy Manual](#) and may result in sanctions pursuant to AO's *Complaints, Dispute Resolution and Discipline Policy*, including suspension or termination of membership

End of Year / Beginning of Year Transfers

7. Athletes may transfer to any AO member club or coach at the end or beginning of any calendar year prior to renewing their membership without restriction. No communication with AO is required, however AO strongly recommends the athlete communicates their intentions with their previous club/coach.

Mid-year Transfers

8. An athlete wishing to transfer to any AO member club or coach during a calendar year must notify AO using the Athlete Application for Transfer in the form attached to this Policy.
9. The Athlete Application for Transfer must be signed by a director of the board or the manager of the club to which the athlete is transferring or by the coach to whom the athlete is transferring (if the coach is not associated with a club), as the case may be.
10. Once the Athlete Application for Transfer has been completed and submitted to AO and approval from AO has been received, the athlete may train and compete for the new club/coach as requested.
11. Notwithstanding the general rule that an athlete may transfer only once during a calendar year, an athlete may request that AO approve another transfer. In the Athlete Application for Transfer, the athlete must outline the reason for the transfer, and AO has the discretion to approve or deny the transfer. Each additional transfer will be decided on a case-by-case basis.

Unattached Athletes

12. For athletes who had been registered in the unattached membership category and who transfer to an AO member club, the difference in AO membership fees from being in the unattached membership category to being a club member will not be reimbursed by AO.
13. An athlete leaving a club and changing their membership registration to the unattached membership category at any point in a calendar year must pay an additional membership fee to AO to register in the unattached membership category.

Code of Conduct

14. All coaches, athletes and clubs are urged to review the AO *Code of Conduct* included in AO's [Safe Sport Policy Manual](#), for responsibilities relating to recruiting of athletes and potential areas of infractions in dealing with transfers.

Athlete Application for Transfer

Athlete Information:

Last Name: _____ First Name: _____ Athletics Ontario # _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Email: _____

Current Club/Coach Information:

Club Name: _____ Coach Name: _____

Contact Information: _____

New Club/Coach Information:

Club Name: _____ Coach Name: _____

Contact Information: _____

Reasons for Transfer:

The athlete confirms that no funds and/or property is owed by the athlete to the club or coach from which the athlete is transferring. The club and/or coach to which the athlete is transferring confirms that they have read and, in connection with this transfer, are in compliance with the AO Code of Conduct and the responsibilities relating to recruiting of athletes, and that they understand the potential areas of infractions in dealing with transfers.

Signature of Athlete

Name (please print)

Date

Signature of Parent/Guardian
(if athlete is under 18 years of age)

Name (please print)

Date

Signature of Member of the Board of
Directors or Manager of New Club

Name (please print)

Date

Signature of New Coach

Name (please print)

Date

Please email this form to Athletics Ontario at: office@athleticsontario.ca

NOTE: All applications for transfer must be sent to Athletics Ontario for review and acceptance. Transfers are not complete until the application, with all required information and signatures, has been received by Athletics Ontario and Athletics Ontario has approved the transfer. It may take up to 2-5 business days for a fully completed application to be processed and approved by Athletics Ontario. Athletes may not compete as "unattached" or for their new club until the application has been approved by Athletics Ontario.