



## CLUB POLICY: ATHLETE TRANSFER PROCEDURE

This document is the Athlete Transfer Procedure for **Cults Otters ASC** and based upon Scottish Swimming's procedure.

Following discussion at the 2024 Coaches Technical Panel, Scottish Swimming felt it was appropriate to provide some guidance to coaches in respect of dealing with the movement of swimmers between programmes and clubs. **Cults Otters ASC** have accepted the below procedure and apply it where necessary.

It is accepted that inter-club transfers can be a challenging time for coaches, however in applying the below, it is anticipated that relationships and unity between coaches can be maintained in the best interests of both coaches and swimmers.

This guidance is intended for use by coaches however, should any coach/individual become aware of any child wellbeing concerns please refer to current Scottish Swimming policies and procedures for such matters.

The club transfer procedure is as follows:

- 1) Swimmer/ Parent/Guardian of Swimmer discuss the swimmer's situation with Current Coach. A suitable prospective club is identified.
- 2) Current Coach contacts Prospective Coach to discuss swimmer situation following discussion with Swimmer/Parent/Guardian.

If a swimmer/Parent/Guardian approaches the prospective coach directly without speaking to the Current Coach, the Prospective Coach advises Swimmer/Parent/Guardian to discuss and address any issues or concerns with the Current Coach before contacting again.

- 3) Swimmer/Parent/Guardian decides after dialogue with Current Coach has occurred to approach Prospective Coach.
- 4) Prospective Coach discusses with Swimmer/Parent/Guardian
- 5) Prospective Coach contacts Current Coach to discuss
- 6) Transfer decision made by Swimmer/Parent/Guardian and informs all parties of decision
- 7) Appropriate transfer forms completed by Swimmer/Parent/Guardian. Prospective Coach contacts Current Coach / club officials to expedite transfer (registrations; record of times; relevant background; time-scales & start date etc).