



Policy Title:	Athlete Registration and Transfer Policy	Policy No: SSO 2-14
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Objective

The purpose of this policy is to clarify rules relating to the registration of athletes with Synchro Swim Ontario as well as rules and procedures for athletes transferring club affiliation within Ontario.

Application of This Policy

This policy applies to Synchro Swim Ontario and its club members.

Good Standing

Definition – An athlete will be in good standing provided that the athlete:

- a) Has complied with the bylaws, policies and rules of the club member;
- b) Has completed and submitted all documents as required by the club member;
- c) Has made all required payments;
- d) Is not subject to a disciplinary investigation or action by the club member, or if subject to disciplinary action previously, has satisfied all terms; and
- e) Has not been suspended or expelled by the club member, or had other restrictions or sanctions imposed by the club member.

Club members must report to Synchro Swim Ontario any athlete that has not paid the appropriate fees from the prior competitive year and/or is not in good standing by **October 1st** of each year.

Athlete Registration

Athletes will be considered registered with Synchro Swim Ontario under the following circumstances:

- a) The athlete is in good standing;
- b) The athlete has made an application for registration in a manner prescribed by the club member and the club member has accepted the application;
- c) Registration fees have been paid as prescribed by the club member; and
- d) The club member has registered the athlete in the manner prescribed by Synchro Swim Ontario.

Athletes whose applications have been accepted by the club member but are not yet entered into the Synchro Canada E-Sport registration system will be considered registered with Synchro Swim Ontario prior to any deadline prescribed by Synchro Swim Ontario.

Athletes will not be considered registered with Synchro Swim Ontario where the athlete is reported to Synchro Swim Ontario as not in good standing.

Athlete Transfer

Competitive athletes transferring from one club member to another within Ontario must submit an Athlete Transfer Form. Competitive athletes transferring from one club member to another during the competitive year must also pay the prescribed transfer fee. (See Appendix A)

- a) An Athlete Transfer Form or fee is **not required** for recreational athletes transferring from one club member to another.
- b) An Athlete Transfer Form or fee is **not required** for athletes that have not been registered with a club member for the prior two competitive years.
- c) A transfer fee is **not required** for competitive athletes transferring from one club member to another at the beginning of the competitive year (i.e., prior to September 1st of each year and/or prior to having signed an application for registration with the original club).

An officer of the club member that the athlete is leaving must sign the Athlete Transfer Form and must report to Synchro Swim Ontario whether any fees from the prior competitive year remain outstanding and/or the athlete is not in good standing.

No athlete transfer will be approved by Synchro Swim Ontario where fees from the prior competitive year remain outstanding and/or the athlete is reported as not in good standing.

There is a mandatory waiting period of sixty (60) days from the date the officer of the club member that the athlete is leaving signed the Athlete Transfer Form. During this period, the athlete will be considered a transfer swimmer in accordance with the Synchro Swim Ontario Rule Book.



APPENDIX A

ATHLETE TRANSFER FORM

This form should be submitted to Synchro Swim Ontario, 128 Galaxy Blvd., Etobicoke ON M9W 4Y6 or membership@synchroontario.com. Competitive athletes transferring from one club member to another during the competitive year (i.e., after September 1st of each year and/or after having signed an application for registration with the original club) must also submit the prescribed transfer fee of \$50.

Athlete Information

Athlete Name: _____
Address: _____
Province: ON Postal Code: _____
Telephone: _____ Date of Birth: _____ CASSA#: _____

Transfer Details

Requesting transfer from: _____ Date of last swim: _____
(Name of Club)
Address: _____
Province: ON Postal Code: _____
Requesting transfer to: _____
(Name of Club)
Address: _____
Province: ON Postal Code: _____
Reason for requesting transfer? _____

Athlete's Signature

Parent's Signature (if under 18 yrs)

Authorization

For "Releasing Club Use Only"

Club Name: _____ Athlete Name: _____
We support the athlete transfer: Yes No
The named athlete is in good standing: No Yes

If No, please provide a reason (e.g. unpaid fees):

Name & Title of Releasing Club Official

Signature of Releasing Club Official

Date of Release

Payment options:

Cheque Visa/MasterCard

Use card authorized on file

 Visa MasterCard

Card #: _____

Expiry: _____ CVV: _____

Name on Card: _____

Signature: _____