

TRANSFERRING YOUR ATHLETE TO A NEW CLUB

1. **Log into your account on the USA Swimming website and choose the membership of the athlete you wish to transfer to a new club and click on their name.**
2. **Next you will see the following screen. Click on the “Club Transfer” pill to proceed.**

Member Name: ██████████
Member Id: ██████████
Roles: Athlete ✓

General Profile Administrative

Info Contact Info **Club Transfer** Ethnicities Disabilities

Requirements All Courses Affiliations Upgrade

Member Info

Birth Certificate

UPLOAD BIRTH CERTIFICATE (*.pdf), (*.doc), or (*.docx)

Legal First Name* Preferred Name Middle Name or Middle Initial

Legal Last Name* Maiden Name Suffix

Email* US Citizen Birth Date

✓ Yes

3. **You will now see the transfer screen. Click on the down arrow by the current club’s name.**

← Back to Member Search

Member Name: ██████████
Member Id: ██████████
Roles: Athlete ✓

General Profile Administrative

Info Contact Info **Club Transfer** Ethnicities Disabilities

Requirements All Courses Affiliations Upgrade

Member Club Transfer

CLUB

YWCA Flying Fish

↓

4. Once you click on the down arrow you will proceed with the transfer to the new club. Click on "Initiate Transfer"

Member Name: [REDACTED]

Member Id: 22602010ES1047

Roles: Athlete 

General

Profile

Administrative

Info

Contact Info

Club Transfer

Ethnicities

Disabilities

Requirements

All Courses

Affiliations

Upgrade

Member Club Transfer

CLUB

YWCA Flying Fish

MEMBER ROLE

EFFECTIVE DATE

EXPIRATION DATE

STATUS

Initiate Transfer

Premium Athlete

10/07/2019

12/31/2023

Transfer Eligible

5. You will now fill out the new club code and/or name of the new club in the space provided marked "New Club*" Put in the first and last name of the person completing the transfer and click on "Submit"

Info

Contact Info

Club Transfer

Ethnicities

Disabilities

Requirements

All Courses

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Member Club Transfer

Current Club Info

Club	Member Role	Last Competition Date
YWCA Flying Fish (IL/YWFF)	Premium Athlete	04/02/2023
Meet Name	City	State
2023 NC TEAM Sunkissed Invitational	Charlotte	NC

Transfer Form

New Club*

This will confirm that the above information is correct. I understand that the above athlete will remain Unattached for 60 consecutive days from the date of last open sanctioned competition in accordance with USA Swimming Rules and Regulations 203.3.

First and Last Name*

Date

04/03/2023

The club from which the athlete is transferring will be notified that this transfer has occurred. The old club has the responsibility to notify the LSC Registrar of the new club within sixty (60) days if the club has obtained a court judgment in accordance with USA Swimming Rules and Regulation 203.6. If there is a court judgment, the swimmer will be Unattached until such time as the judgment has been satisfied.

SUBMIT TRANSFER

BACK

You have now completed the club transfer process. The process will be approved by the LSC Registrar and your new club will be invoiced for the transfer fee.