

PROCEDURE

SWIMMER TRANSFER

From time to time, our swimmers choose to change swimming clubs.

The following is the procedure that needs to be followed to implement this transfer -

1. The swimmer's family must initially make contact with the proposed NEW Club to confirm that they have the capability to accept the swimmer.
2. The swimmer's family must then advise both the CURRENT Club, the NEW Club, and Swimming Waikato of their intention to change Clubs. This must be done via email.
3. On receipt of this email, the CURRENT Club must provide the NEW Club and Swimming Waikato with an email confirming the swimmer's financial status and membership type –

"Advising that Jane Smith has been given clearance to transfer from ABC Swimming Club to XYZ Swimming Club.

Competitive Affiliations have / have not been paid for the current season.

Jane Smith is a Competitive / Club swimmer"

4. Swimming Waikato will follow up if the Competitive Affiliations have not been paid as this will need to be resolved prior to the transfer being approved.
5. Once the financial status is confirmed, Swimming Waikato will enter the Swimmer Transfer into the SNZ Database.
6. Once the details of the transfer have been entered into the Database, Swimming Waikato will email both Clubs, advising them that they are able to confirm the transfer in the system.
7. The process for both Club's to approve this transaction is –
 - a. Login to the Swimming New Zealand Database
 - b. The pending Club Transfers appear on the home page of the Database
 - c. Click on the name of the appropriate swimmer
 - d. Change the Club Status to 'approved'