



# Athletic Association of Ireland Manual Transfer Form

## Part One - Must be Completed in all Transfers

### Section A: To be completed by Athlete seeking transfer

Surname:

First Name:

Date of Birth:  Reg. No.

### I request a Transfer of Club:

From: \_\_\_\_\_ To: \_\_\_\_\_

Signature of Athlete \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent / Guardian where athlete is a minor: \_\_\_\_\_

Date: \_\_\_\_\_

### Section B: To be completed by New Club

We accept /refuse the request to transfer (Delete as appropriate): Name

of Athlete: \_\_\_\_\_

Signature: Hon. Club Sec. \_\_\_\_\_ Date: \_\_\_\_\_

### Section C: To be completed by Outgoing Club

We consent / refuse the request to transfer (Delete as appropriate): \_\_\_\_\_

Signature: Hon. Club Sec. \_\_\_\_\_ Date: \_\_\_\_\_

### Section D: To be completed by outgoing County Board

Received by County Board: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by County Board: \_\_\_\_\_ Date: \_\_\_\_\_



# Athletic Association of Ireland

## Part 2 - To be completed only if an Inter County Transfer request is required

### Section E: To be completed by Incoming County Board in the case of out of County Transfers

Received by County Board: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by County Board: \_\_\_\_\_ Date: \_\_\_\_\_

### Section F: To be completed by Outgoing County

We consent / refuse the request to transfer (Delete as appropriate):

County Name: \_\_\_\_\_

Signature: Hon. County Sec. \_\_\_\_\_ Date: \_\_\_\_\_

### Section G: To be completed by New County

We accept / refuse the request to transfer (Delete as appropriate):

County Name: \_\_\_\_\_

Signature: Hon. County Sec. \_\_\_\_\_ Date: \_\_\_\_\_

### Section H:

Received by AAI Office: \_\_\_\_\_ Date: \_\_\_\_\_

Please forward completed and signed Transfer Form to:

Registrations  
Athletic Association of Ireland  
19 Northwood Court Northwood  
Business Campus Santry  
Dublin 9

# Athletic Association of Ireland Bye Laws amended May 2021

## 1. TRANSFERS

1. An application for a transfer of a registered member from one affiliated Club to another club shall be made on the company transfer application form.
2. All registered members who wish to transfer will be required to complete a transfer application form.
3. If a registered member of an affiliated club wishes to represent an affiliated Third Level Institution, transfer procedures will apply.
4. There will be 2 (two) transfer dates 1<sup>st</sup> April and 1<sup>st</sup> September each year.
5. Transfer date 1st October each year applying for Third Level Institutions.
6. The application form shall be forwarded to the registrar/secretary of the county board by the club that the member wishes to join prior to the April or September County Board Meeting or in the case of a Third Level Institution the October Board meeting.

**The form must be signed in the following order by the:**

- Member (in the case of a minor by the parent or guardian)
- New Club
- Outgoing Club
- County Board (outgoing club)
- County Boards (out of county club transfer)
- County Boards (inter county transfer)

## 2. COUNTY BOARD

The completed form shall be received no later than 7 days before the beginning of the transfer month.

County board Meeting in April or September or October in the case of Third Level Institution transfer will review the application, sign and date form provided the member is in good standing with the Association.

Forward the completed forms to the Athletic Association of Ireland Ltd.

Inform both clubs of the decision and inform them of the effective transfer date.

If the transfer is an out of county transfer, the form is to be forwarded to the New County.

Transfers not approved i.e. disputed transfers - at the agreed dates April or September must be forwarded to the Transfer Appeals Committee.

In the absence of a County Meeting in April or September, or if the application is delayed by the county for other reasons, transfer requests will be referred to the Transfer Appeals Committee.

All transfer forms received by an incoming county to be forwarded to the Athletic Association of Ireland Ltd.

### **3. REGISTERED MEMBER DUTIES**

From the date of approval, a member will not be entitled to compete for either the outgoing or incoming clubs for the remainder of the months.

Transfer is effective on 1<sup>st</sup> May or 1<sup>st</sup> October whichever applies.

Athletes may compete as an individual during the month of April or September in which the transfer request is made.

Athlete must wear white colours if competing in any competition during that period of time.

Athletes who are granted a transfer will not be eligible to transfer again for a further year.

Athletes who transfer between Athletics Association of Ireland and Athletics Northern Ireland affiliated clubs will be subject to the transfer procedure of the governing body of the club they are joining.

If the registered member is moving from one county to another, the registered member has the choice to represent the new county or continue to represent the old county in Inter County Competition; the county they wish to represent must be indicated on the transfer form.

If at another time the registered athlete wishes to change his county allegiance from the above, an-inter county transfer will be required.

### **4. LAPSED MEMBERSHIP**

If between one and three full calendar years has elapsed since last registration a transfer application form must be completed and forwarded to the relevant county board of his previous club.

Transfer dates will not apply provided the athlete is in good standing with his previous club.

### **5. APPEALS SYSTEM**

An appeal of any transfer application refused by a county board can be made to the Transfer Appeals Committee appointed by the Board of the Athletics Association of Ireland Ltd. which will include a representative from each province.

The Transfer Appeals Committee will meet when required.

A transfer appealed shall not come into force until ratified by the Transfer Appeals Committee.

In the event of a club or county refusing to sign a transfer, the Transfer Appeals Committee will consider the application.

The Transfer Appeals Committee will inform the relevant county of their decision (in writing) along with the athlete. The decision of the Transfer Appeals Committee is final.

## **6. UNATTACHED ATHLETES**

The Transfer Appeals Committee has sole authority to grant an unattached status to a registered athlete.

An application for an unattached status for a registered member can only be made by the new club, transfer forms must be completed by both clubs.

In exceptional circumstances and solely at the discretion of the Transfer Appeals Committee an unregistered athlete may be registered without a club and compete as an unattached athlete until the next transfer window.

In exceptional circumstances and subject to approval by the Transfer Appeals Committee a registered member may compete as an unattached athlete until the next transfer window , or a date agreed by the committee

After this period the registered member must join an affiliated club.

If the athlete has formerly been a member of an affiliated club, they shall require a transfer, please refer to lapsed membership above. The set April and September transfer dates will not apply.

## **7. Competition within Ireland for athletes (North /South) who are registered members of more than one club in Ireland.**

May only compete for 1 club in open competition: this will be the club which the athlete has been a registered member of the longest.

Having competed for a club in open competition an athlete cannot compete for another club in open competition within Ireland without going through the normal club transfer procedure.