

## Club Transfer Release Form

### Section 1

**This section is to be completed by the member wishing to be released/ transferred**

I, \_\_\_\_\_ currently a member of \_\_\_\_\_,  
(Member name) (Name of current club affiliated with)

desire to transfer my club membership for the balance of the club membership year to:

\_\_\_\_\_. AA #: \_\_\_\_\_  
(Name of new club)

Address: \_\_\_\_\_  
Street City Prov. Postal Code

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
DD/ MM / YYYY

### Section 2

**This section is to be completed by the releasing club**

I, \_\_\_\_\_ acting in the capacity of: \_\_\_\_\_  
(Name of releasing club executive member) (Position held in releasing club)

With \_\_\_\_\_ do hereby consent to the transfer request made.  
(Name of releasing club)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
DD/ MM / YYYY

The above does  / does not  have outstanding funds with our club.

**Outstanding funds:** 1. \_\_\_\_\_ other \_\_\_\_\_

#### Please check the appropriate box

This amount \$ \_\_\_\_\_ will be kept from the following Association Funding the club has already received, to cover outstanding funds owed by the athlete as outlined above (within applicable guidelines).

AADP Funding  Championship Travel Funding  High Performance Training Camp Funding

- The remainder of the Association Funds \$ \_\_\_\_\_ will be forwarded to Athletics Alberta to distribute to the second club.

Please forward this amount \$ \_\_\_\_\_ to the club from the following Association Funding Programs owed to the athlete in order to cover his/her outstanding funds.

AADP Funding  Championship Travel Funding  High Performance Training Camp Funding

### Section 3

**This section is to be completed by the new club**

I, \_\_\_\_\_ acting in capacity of \_\_\_\_\_  
(Name of new club executive member) (Position in Club)

with \_\_\_\_\_ agree to accept the above named athlete when Athletics Alberta  
(Name of new club)

clearance is given and do acknowledge and accept the funding distribution as outline above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
DD/ MM / YYYY



**athletics**  
**alberta**

**Release or Transfer Policy**

The following are the policies and procedures for athletes who transfer clubs:

1. The “Request for Release Form” must be completed and returned to the Athletics Alberta office before an athlete will be acknowledged as transferred.
2. If both signatures are included, transfer will become effective immediately. Please note that the signatures must be of the club officers registered with Athletics Alberta. These club officers must either have their club’s Executive’s approval of this transfer or have the club’s power vested in them to sign such a form.
3. If only the second club’s signature is received, the athlete must continue to compete for the club of first registration until the request is investigated by Athletics Alberta.
4. An athlete can only transfer to a club registered with Athletics Alberta. If the club is not registered, then the athlete will be listed as unattached when the club of first registration gives its approval of transfer.
5. Outstanding Funds owed by the athlete to the club of first registration must be resolved by the athlete and the two clubs before transfer will be accepted.
6. Athletics Alberta can only help clubs with outstanding funds in the following manner.
  - a. Association Funding such as AADP, Championship Travel, High Performance Funding can be distributed between the two clubs if both clubs come to an agreement on the distribution.
7. If an athlete transfers clubs and the club of first registration has already received Association Funding for this athlete, the club may keep that funding or a portion thereof, to cover the athlete’s Outstanding Funds owed, provided:
  - a. The funds are only withheld for eligible expenses as outlined in the applicable Funding Program’s Policy.
  - b. The details of the amount withheld are communicated to the second club as per the attached form.
  - c. The remainder of the Association Funding is sent to Athletics Alberta to be forwarded to the second club once proper documentation (AADP) has been received.

---

For more information, please contact the Athletics Alberta Office at:

**Athletics Alberta**  
**Percy Page Centre**  
**11759 Groat Road**  
**Edmonton, AB**  
**T5M 3K6**  
**Ph: (780) 427-8792**  
**Fax: (780) 427-8899**

**Email: [info@athleticsalberta.com](mailto:info@athleticsalberta.com)**