



# Athlete Transfer Policy

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<b>Date agreed</b>	<i>May 2016</i>
<b>Date of Review</b>	<i>May 2017</i>

## Transfers

1. The transfer of an athlete from one club to another must be completed on a "Transfer Form". The new club must initiate the transfer form and obtain the consent of the athlete, (or parent/guardian where necessary). Both clubs must sign the transfer form.
2. The new club must forward the completed form to Hockey Wales (HW).
3. If the existing club refuses to sign an athlete's transfer form within seven days or withholds the athlete's transfer, then the new club may make application to HW to intervene and make a decision as to whether the transfer should take place.
4. Transfers shall not be withheld unless there are exceptional circumstances or the athlete is in financial or other dispute with their existing club.
5. A transfer should normally take no longer than seven days to complete and written notice will be given to both clubs.
6. An athlete transferring to or from another club within Wales cannot transfer again during the season unless the club has been disbanded or ceases to play.
7. No transfer will be permitted after 31st December of each year unless approved by the appropriate Region. Approval will only be considered in exceptional circumstances or if the club disbands or ceases to play.
8. The rules applicable to each league or competition will apply to transferring athletes i.e. be league or cup tied.
9. Only one approach shall be made by a club to the same athlete during the current season; see interpretations for the meaning of 'approach' and 'season'.
10. Any club found guilty of inducing or attempting to induce, either directly or indirectly, an athlete or athletes of another club to join their club shall be guilty of misconduct and shall be liable to expulsion or such penalty as the HW Disciplinary Committee shall decide; see interpretations for the meaning of 'induce'.
11. As a matter of good practice clubs should record in writing all relevant matters in this section. The Pitchside Code of Conduct applies in all matters relating to transfers.
12. All above information relates to transfers between clubs affiliated to HW. Please contact HW if the transfer relates to or from a club in another country.

## Procedure (Please refer to App 1 Flow Chart)

1. EHL (English Hockey League) teams should follow the guidance provided by England Hockey.
2. For transfers between 1<sup>st</sup> September and 31<sup>st</sup> December a transfer can be agreed subject to both clubs and player completing the transfer form which should then be forwarded to Hockey Wales. Please note that Regional League regulations vary and these should be checked prior to proceeding further.
3. Between 1<sup>st</sup> January and 31<sup>st</sup> July transfers are only allowed in exceptional circumstances when the same procedures as above should be followed.
4. Athletes may transfer during August without a transfer form, however Hockey Wales must be advised that the athlete has changed clubs
5. In all situations the transferring athlete may not play for their new club until confirmation has been received from their Region and any waiting period (or other) restrictions have been complied with. Confirmation of the transfer will be issued to the existing club and the new club.
6. A copy of the confirmation must also be forwarded to the appropriate league secretary by the new club together with any transfer form that particular league may require.

## Interpretations

'Season' shall mean 1st September to 31st August as appropriate.

'Approach' shall mean that the existing club is informed by the new club or the player that there will be discussion as to the transfer.

'Inducing' or "attempting to induce" means that the existing club is not made aware of any discussion as to the transfer.

Where there is any doubt about the construction of any of the above, clubs should refer to HW to avoid error.

## **Appendix 1**

### **Flow Chart**

## **Appendix 2**

### **Transfer Request form**

## **Further Information**

For further information about this policy please contact:

Hockey Wales

Sport Wales National Centre

Sophia Gardens

Cardiff

CF11 9SW

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