

 <p>Singapore Aquatics</p>	Document:	
	SAQ Change of Club Policy (January 2024)	
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	Prepared by: Tessa Date: 17 June 2022	Approved by Executive Committee Date: 10 October 2022

1. Policy Statement

1.1 Singapore Aquatics is the governing body for the five aquatics sports (Swimming, Artistic Swimming, Water Polo, Diving and Open Water Swimming) in Singapore. As the governing body for the sport of Swimming, Singapore Aquatics (SAQ) is the mediator in issues concerning the sport that will happen amongst and between its Affiliates.

2. Purpose & Scope

2.1. This Policy establishes the procedures for the Association's Affiliates with regard to athletes transferring club representation and the validity of club representation.

2.2. This Policy is not only to guide the process of athletes transferring club representation but is written in the interest of all Affiliates and to help facilitate the transfer.

3. Terms and Definitions.

3.1. "Association" refers to Singapore Aquatics or SAQ.

3.2. "Affiliate" refers to a club that is affiliated to the Singapore Aquatics and thus recognised as a member of good standing.

3.3. "Athlete" refers to a swimming/artistic swimming/water polo/diving athlete who is a registered member of an SAQ affiliate.

3.4. "Transfer" refers to the action of changing from club A to club B or simply, a change of club representation.

3.5. "Club Representation" refers to the club's name that the athlete will be associated with when they compete.

3.6. "Unattached" refers to athletes who do not belong to an affiliate club.

3.7. "Releasing Club" refers to the club that the athlete is leaving and is the last club that the athlete was registered with.

3.8. "New Club" refers to the club that the athlete is joining.

3.9. "Withdrawal Date" refers to the date that the athlete is officially not part of the releasing club.

3.9. "Policy" refers to this Change of Club Policy.

4. Club Membership & Representation

- 4.1. Athletes must be a member of an affiliate club in order to participate in national meets organised by SAQ or to represent Singapore.
- 4.2. Whilst athletes can be members of more than one affiliate, athletes can only represent one affiliate club at all times.
- 4.3. An athlete may represent only one affiliate with the following exceptions.
 - a. An athlete can represent an educational institute and be an existing representative of an affiliate club **only** during the MOE inter-school meets.
 - b. An athlete can represent different affiliate clubs for another sport.
- 4.4. Athletes can represent their educational institute provided that:
 - a. The athlete does not belong to any affiliate club; and/or
 - b. The educational institute is either
 - i. a registered affiliate; or
 - ii. a Ministry Of Education (MOE) registered school
- 4.5. If there is a period of inactivity in which the athlete did not officially withdraw from the club, they will be regarded as a member of the club still.

5. Types of Transfers

- 5.1. Change of Club – Athlete transfers from Club A to Club B
- 5.2. Merger of Clubs – Club A and Club B merges to form Club C
 - a. The newly formed Club C will be considered a new club and would need to apply for affiliation status again. Along with the affiliation application, Club C will need to list out in writing all the athletes that are now current members. The athletes do not need to serve the 3-months' notice period.
- 5.3. Closure of Club – Club A closes and thus athlete applies to Club B.
 - a. In this situation, the 3-month notice requirement does not apply.

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6. Transfer Situations

- 6.1. Mutual Agreement – Releasing Club and Athlete both come to an amicable agreement regarding the transfer. Athlete can represent the new club and has to be released immediately once the official withdrawal date is finalised.
- 6.2. Transfer Dispute – The releasing club disputes the transfer of the athlete but cannot stop the transfer from happening. Thus, the athlete will be put under the 3-month notice period, starting from the official withdrawal date.

7. Notice Period

- 7.1. The releasing club and the athlete must both agree on the official withdrawal date which will also serve as the start date of the notice period.
- 7.2. The new club will be notified about the notice period via the SAQ Change of Club Form and will need to acknowledge receipt on the form.
- 7.3. If the releasing club decides not to impose the notice period, the athlete can represent the new club immediately.
- 7.4. If the releasing club decides to impose the notice period, the athlete will have to serve the 3-month notice period
- 7.5. If a national meet falls within the duration of the 3-month notice period, the athlete can only compete representing the releasing club.
- 7.6. The athlete is allowed to train with the new club during the notice period.
- 7.7. Once the athlete has served the notice period, the athlete will be allowed to represent the new club one day after the end date.
- 7.8. If the athlete has outstanding financial issues with the releasing club, they must be settled before the official withdrawal date is decided.
- 7.9. In the event that the athlete opts out of the notice period, they will be considered “unattached”. Unattached athletes cannot represent any club and thus will not be able to swim in any national meet organised by SAQ.

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8. Procedure

- 8.1. An athlete who wishes to change clubs must inform the releasing club of their intention. Once informed, the releasing club must decide on the official withdrawal date. If the withdrawal is disputed, the releasing club must indicate on the SAQ Swimming Change of Club Form, page 2 to impose the 3-months' notice period.
- 8.2. The releasing club and the athlete must agree upon official withdrawal date, which will also serve as the start date of the notice period. Upon this decision, the releasing club must then obtain the SAQ Swimming Change of Club Form and get the athlete to fill it in before sending it to SAQ.
- 8.3. Once the completed and acknowledged form has been received by SAQ, the new club will then be sent a copy to acknowledge the notice period for the athlete.
- 8.4. The effective date of the change in club representation will be the later of:
 - i. The agreed withdrawal date between the releasing club and the athlete; or
 - ii. The end of the 3-month notice period (if any); or
 - iii. 7 days after the submission of the forms to SAQ

9. Terms & Conditions

- 9.1. There should not be a transfer/release fee charged to the athlete.
- 9.2. This policy is applicable to all SAQ registered athletes in the SAQ database.
- 9.3. This policy is accurate as of the published date and may be subject to changes and edits as deemed by SAQ.

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