

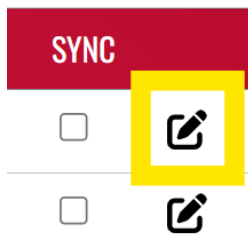
How to Transfer a Member (as a Club User)

Please note:

- This should only be used if a member has left your club or is no longer affiliated with your club.
- Clubs may only initiate a transfer to the Unattached club for your LSC.
- All other transfers should be initiated by the member/parent or through the LSC with member/parent authorization.

To initiate a member transfer:

- 1) Verify that you are a Club Admin, Head Coach, or Club Registrar.
- 2) Log into hub.usaswimming.org.
- 3) **Navigate to Club > My Club > Team Management > Athlete Roster/Non-Athlete Roster.**
- 4) On the roster, identify the member that requires a transfer and click on the View/Edit icon:



You will be taken to the View/Edit Member page. Click the "Club Transfer" pill to view the "Member Club Transfer" table as shown below.



View/Edit Member

← Back to My Dashboard

Member Name: Child Member

Member ID: 4808E541662349

Roles: Athlete

General Profile

Info Contact Info **Club Transfer** Ethnicities Requirements

All Courses Affiliations Upgrade Reports

Member Club Transfer

CLUB
Bolles School Sharks

Click the down arrow to expand the table (shown immediately above), and then click "Initiate Transfer" on the right side of the table.

Member Club Transfer

CLUB			
Bolles School Sharks			
MEMBER ROLE	EFFECTIVE DATE	EXPIRATION DATE	STATUS
Premium Athlete	04/14/2024	12/31/2024	Transfer Eligible

Enter the name of the club the member is transferring to (New Club) and the member's first and last name in the Transfer Form. Then click the "Submit Transfer" button.

Member Club Transfer

Current Club Info

Club	Member Role
Bolles School Sharks (FL/BSS)	Premium Athlete

Transfer Form

New Club*

Shark Attack

This will confirm that the above information is correct. I understand that the above athlete will remain Unattached for 60 consecutive days from the date of last open sanctioned competition in accordance with USA Swimming Rules and Regulations 203.3.

First and Last Name*

Child Member

Date

04/14/2024

The club from which the athlete is transferring will be notified that this transfer has occurred. The old club has the responsibility to notify the LSC Registrar of the new club within sixty (60) days if the club has obtained a court judgment in accordance with USA Swimming Rules and Regulation 203.6. If there is a court judgment, the swimmer will be Unattached until such time as the judgment has been satisfied.

[SUBMIT TRANSFER](#) [BACK](#)


After submitting your transfer, the transfer status will update to "Pending," and the transfer information will appear under the "Club Transfer" pill on the member's View/Edit Member page. For updates on your transfer status or to receive assistance, please contact your LSC Registration Chair.

View/Edit Member

[← Back to My Dashboard](#)

Member Name: Child Member

Member Id: 4808E541662349

Roles: Athlete 

General	Profile			
Info	Contact Info	Club Transfer	Ethnicities	Requirements
All Courses	Affiliations	Upgrade	Reports	

Member Club Transfer

Club Transfer Status:	Pending	Member Role:	Premium Athlete
Current Club:	Bolles School Sharks (FL/BSS)	New Club:	Aces Swim Club (CO/ACES)
Transfer Requested By:	Child Member	Transfer Request Date:	04/14/2024

[BACK](#)