

How does an LSC access and approve or reject a club transfer?

When an athlete/member completes and submits a request to transfer clubs, their request will appear as an Administrative Approval item for the LSC the athlete is transferring to. An LSC admin can then review the request to reject/approve the transfer. All standard club transfer rules apply from the date of approval.

To access a club transfer:

1. Login to your USAS account
2. Click on 'Admin' from the top right navigation options and select 'Workflows' from the dropdown
3. You will then be taken to the 'Administrative Approvals' page, pictured below, and click 'Member Club Transfer'.

Administrative Approvals

APPROVAL QUEUE	NEW REQUESTS	REQUIRES REVISIT
Member Club Transfer	12	0
New Club Registration	9	2
Meet Sanction	15	0

To approve a club transfer:

1. Select the athlete/member from the table shown below:

Club Transfer Request Queue

[Go back to Administrative Approvals list](#)

NAME	TRANSFER REQUEST DATE	TRANSFER FROM CLUB	TRANSFER TO CLUB
James Bondurant	06/06/2022	SwimAtlanta	Aces Swim Club
Testing-BOGO1 Eduardo	07/29/2022	Lew-Port Swim Club	Addison Otters Swim Team
Testing-Staff Eduardo	07/28/2022	Saratoga Ymca Stingrays	Addison Otters Swim Team
Testing-Life Eduardo	07/28/2022	Lew-Port Swim Club	Addison Otters Swim Team
Ben Smith	07/27/2022	Badfish Aquatics	CAC Boulder Riptide
Peter Baci	07/30/2022	Bolles School Sharks	Patrick Test Club
John Abernethy	07/19/2022	South Lyon Aquatics	Adirondack Bluefins
Aaron Frollo	07/17/2022	Fishers Area Swimming Tigers	Dan AD Club
Catherine Galletti	07/29/2022	Bolles School Sharks	Albany Starfish
Abigail Pilkenton	07/17/2022	Dynamo Swim Club	ACES
Testing Eduardo	07/28/2022	Lew-Port Swim Club	Addison Otters Swim Team
Benjamin Smith	07/18/2022	Star Aquatics	Adirondack Bluefins

2. Review the request. You are able to override the Last Competition Date, if needed.

3. From here you are able to approve or reject the request.

NOTE: Once a transfer is approved, the member is now no longer associated with its previous club. The member will either immediately attach to the new club or will be an Unattached member until the 120 day rule is complete.

[LSC Workflows Tutorial Video](#)