

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 at <http://hub.usaswimming.org>
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:

Filter By LSC (Being Transferred To)

Utah Swimming

NAME	TRANSFER REQUEST DATE	TRANSFER FROM CLUB	TRANSFER TO CLUB
	08/03/2025		
	08/04/2025		
	08/04/2025		
	08/04/2025		
	08/04/2025		
	08/04/2025		
	08/05/2025		
	08/05/2025		

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.

[Go back to Administrative Approvals list](#)

Name:

Member Id:

Current Club:

Transferring To:

Transfer Initiated Date:

Membership Type:

Last Meet:

Meet Dates:

Is Birth Date Confirmed:

Speedo Sectionals

07/17/2025 - 07/20/2025

No

Last Open Competition Date*

Attach Date:

July 19 2025

09/18/2025

APPROVE

BACK

REJECT

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 60-day rule is complete.

