

How does an LSC transfer a member?

To initiate a club transfer for a member:

1. Login to your USAS account
2. Click on 'Member' from the top right navigation options and select 'Member Details' from the dropdown
3. You will then be taken to the 'Member Search' page, pictured below, and enter information to filter your search to find the member for transfer.

Member Search

Organization*	Birth Date	Competition Category
<input type="text" value="USAS"/>	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="Year"/>	<input type="text" value="--"/>
Legal First Name or Preferred Name	Middle Name or Middle Initial	Legal Last Name or Maiden Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Sort Results By		
<input type="text" value="--"/>		

Show Advanced Search

<input type="button" value="SEARCH FOR MEMBER"/>	<input type="button" value="CLEAR FORM"/>
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0 Search Results

Hide Filters

NAME	COMPETITION CATEGORY	BIRTH DATE	MEMBER ROLE	ORGANIZATION	EXPIRATION DATE
No Results					

- To filter your search to a greater detail, click 'Show Advanced Search' to reveal the following search fields:

Member Search

Organization* USAS	Birth Date Month Day Year	Competition Category --
Legal First Name or Preferred Name	Middle Name or Middle Initial	Legal Last Name or Maiden Name
City	State	Zip Code
Member Id	Email	Phone Number +1
Member Type or Member Role	Current or Expired Membership? --	Sort Results By --

Hide Advanced Search

SEARCH FOR MEMBER CLEAR FORM

0 Search Results

Hide Filters

NAME	COMPETITION CATEGORY	BIRTH DATE	MEMBER ROLE	ORGANIZATION	EXPIRATION DATE
No Results					

- Once you have the member you are searching for, click on the member's name

- When you are in the View/Edit Member, click on the Club Transfer pill
View/Edit Member

← Back to Member Search

Member Name: Ray Davis

Member Id: 0DEC42C7AFCAC1

General Profile Administrative

Info Contact Info Club Transfer Ethnicities Disabilities

Requirements Affiliations Upgrade

Member Club Transfer

CLUB

Merced Skimmers Swim Team

- Click on the down arrow to expand the club

8. Then click on 'Initiate Transfer', you will be take to the 'Member Club Transfer' form

Member Club Transfer

Current Club Info

Club	Member Role
Merced Skimmers Swim Team (CC/MERC)	Premium Athlete

Transfer Form

New Club*

This will confirm that the above information is correct. I understand that the above athlete will remain Unattached for 120 consecutive days from the date of last open sanctioned competition in accordance with USA Swimming Rules and Regulations 203.3.

First and Last Name*

Date

08/02/2022

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

9. Enter the required information

10. Click 'Submit Transfer'

Once you have initiated the transfer, you will have to approve the transfer in LSC Workflows.

[LSC Workflows Tutorial Video](#)