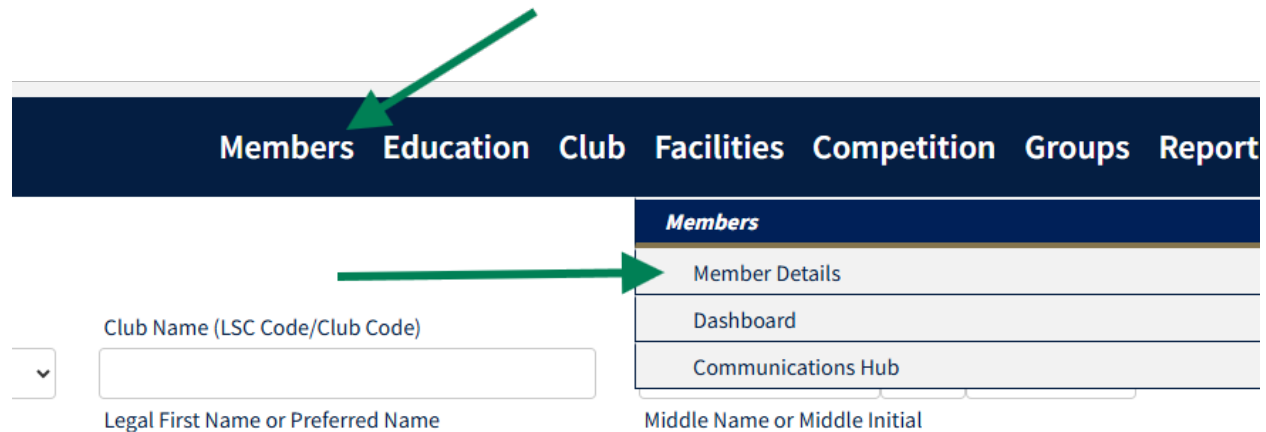


How does an LSC transfer a member?

To initiate a club transfer for a member:

1. Login to your USAS account at <http://hub.usaswimming.org>
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"/>
--	---

0 Search Results

Hide Filters

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

4. 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					

5. Once you have the member you are searching for, click on the member's name
6. When you are in the View/Edit Member, click on the Club Transfer pill

← Back to Member Search

Member Name: [REDACTED]

Member Id: [REDACTED]

Roles: Member [REDACTED]

MERGE

General	Profile	National Team	Administrative
Info	Contact Info	Club Transfer	Ethnicities
Requirements	All Courses	Affiliations	Disabilities
		Upgrade	Reports

Member Info

Birth Certificate (Optional)

UPLOAD BIRTH CERTIFICATE (*.pdf), (*.doc), or (*.docx)

7. Click on the down arrow to expand the club
8. Then click on 'Initiate Transfer', you will be taken to the 'Member Club Transfer' form

General

Profile

National Team

Administrative

Info

Contact Info

Club Transfer

Ethnicities

Disabilities

Requirements

All Courses

Affiliations

Upgrade

Reports

Member Club Transfer

CLUB

MEMBER ROLE	EFFECTIVE DATE	EXPIRATION DATE	STATUS	
Other	2024	12/31/2025	Transfer Eligible	Initiate Transfer

9. Enter the required information

Member Club Transfer

Current Club Info

Club

Member Role

Other

Transfer Form

New Club*

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*

Date

08/14/2025

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

10. Click 'Submit Transfer'

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