

## **Swimmer Movement Protocol**

Why has this protocol been produced?

- So that there is a standard process for swimmers moving between clubs/programmes
- To develop a closer working relationship between clubs in the West Midlands & avoid resentment between clubs
- To ensure that swimmer movement is fully transparent

### **The Process**

- Receiving coach gets a phone call, email or correspondence from swimmer/parent
- Response from receiving coach should be, have you spoken to your existing coach about the matter?

If the answer is YES then the receiving coach is to contact the current coach to discuss the matter and agree a way forward

If the answer is NO then the swimmer/parent must go and discuss with current coach and receiving coach will also get in contact with current coach to try and agree way forward

- If all parties in agreement with the move after the above process all parties to complete and sign a Standard Athlete Transfer Document (as detailed below)
- When the Standard Athlete Transfer Document is complete & signed by all parties the receiving coach is to send a copy to current coach, parent/swimmer and West Midlands ASA head office
- If all parties not in agreement with the transfer then meeting to be held to try and resolve the matter

**Standard Athlete Transfer Document**

I coach .....x.... from .....x..... Swimming Club acknowledge that swimmer .....x..... will transfer to .....x..... Swimming Club on date ....x.... with my approval/disapproval\* (\* delete as applicable)

**Parent/Swimmer Reason for transfer**

**Current Coaches understanding of reason for transfer & if applicable reason for disapproval**

**Any action that is required**

**Signed:-**

Current Coach:-.....

Parent:-.....

Receiving Coach:-.....