

CHANGE OF CLUB PROCESS

INFORMATION FOR CLUBS

(EFFECTIVE 1st MAY 2024)

1. Send the following link (Change of Club form) to the athlete:
[Change of First Claim Club \(google.com\)](#)
2. Athlete to enter personal details.
3. Athlete to choose new club and former club from drop down boxes.
4. Athlete submits form.
5. Both the new club and former club receives the form by e-mail.
6. The club they are moving to does not have to do anything.
7. The club they are leaving must approve by e-mail.
8. If approved, e-mail comes to **scottishathletics** membership.
9. If not approved e-mail comes to **scottishathletics** membership.
10. Depending on reasons for not approving the change of club, the Hardship and Rules Committee will then decide whether or not a ban or any other penalty should be imposed before the athlete can change club . The outcome will be communicated to the athlete by e-mail from **scottishathletics**.
11. If there is no response from the club the athlete is leaving after ten days, approval is automatically given to the athlete to change clubs.
12. If the athlete is over 15 years old, they must pay the £10 fee to **scottishathletics**.
13. Once payment has been received, approval to move to the new club is e-mailed to the athlete.