Eligibility Flow Chart

Application to Home Country to change First Claim Club

Athlete logs into their online athlete portal – selects ‘CLUB TRANSFER’ tab

Athlete SELECTS CLUB they are transferring to, and gives REASON FOR LEAVING current club

IF Athlete has already transferred clubs within previous 12 months, they will be asked to give reason for their second change.

Secretary, Membership Secretary and Chair of Athlete's current club will be sent an automated email asking them to APPROVE or REFUSE transfer

IF Club official CONFIRMS transfer

IF Club FAILS TO RESPOND within 28 days

IF club REFUSE, athlete and membership services notified

Reason for refusal deemed VALID e.g. Athlete holds tangible assets belonging to club

Membership Services MEDIATE any dispute between club and athlete

IF dispute RESOLVED

IF dispute NOT resolved

Any fully completed paper application forms will be processed online.

Athlete is marked as “RELEASED” Athlete will be notified by email

All athletes marked as “Released” will have applications sent to virtual ELIGIBILITY COMMITTEE on the 11th of the month

Virtual committee consider all applications and make DECISIONS by 20th of the month

IF application is APPROVED by committee, athlete will be added to monthly transfer list

TRANSFER LIST published on 22nd of the month.
List sent to all transferring athletes, clubs receiving transferring athletes, and all other interested parties. List also published on England Athletics website

Athlete TRANSFERRED on 1st of the next month

IF Committee decide to IMPOSE A BAN

Athlete notified of reason for ban and length of ban

Athlete can APPEAL ban

IF appeal UNSUCCESSFUL Athlete transferred after ban

IF appeal SUCCESSFUL

Application CLOSED