



# Player Transfer Policy

## Policy:

All U15 and under aged players who wish to register on a team outside their own District/Home Association must receive a player transfer each year.

Associations that fail to obtain or submit an approved Player Transfer will deem the affected player ineligible from further participation.

## Purpose:

- To help prevent a decline in player numbers.
- For the sport to grow, the softball community must continue to support and develop grassroots programs.
- To give District or Minor Associations the opportunity to develop their teams and programs without the fear of losing players to other Associations.
- To develop fair and equitable criteria for players wishing to participate in programs outside their District or Minor Association.
- To provide an earlier deadline for player movement.
- To gain a better understanding of player movement from Association to Association.
- To give District or Minor Associations the opportunity to foster the skill development of their players.

## Definitions:

**Team** – a team is a group of individuals working together to achieve a common goal. A group does not necessarily constitute a team. Teams normally have members with complementary skills and generate synergy through a coordinated effort which allows each member to maximize their strengths and minimize their weaknesses.

**Home Association** – The first District or Minor Association in which the Player ever registered with.

**District Association** – For the purpose of the Player Transfer Policy – within a major center, may have two (2) or more recognized divisions in operation and/or two (2) or more softball associations and be in good standing with three (3) consecutive years membership with Softball Alberta.

**Member Association** – Minor Association in good standing with three (3) or more consecutive years membership with Softball Alberta. Refer to Article 1 – General and Definitions – Member Associations.

**Authorized signature** – is the signature of the designated authority of the Association. Any Associations that offer baseball and softball programs under the same Association Board/Executive, the designated signing authority shall be the individual responsible for the *softball program*.

**Player** – is an individual registered or intending to register with the intention of participating in the game of softball

**Receiving Association** – the Association to which the player is being transferred to.

**Releasing Association** – the Player’s Home Association which they are seeking a transfer from.

**Resident District Organizer** – the District Organizer responsible for the area which includes the player’s resident District or Minor Association.

**Transfer to District Organizer** – the District Organizer responsible for the areas to which the player is requesting a transfer to.

**Provincial District** - a common geographic subdivision in the Province of Alberta, as determined by the Board. Refer to Softball Alberta Official Handbook.

#### Parameters:

- For the purpose of Releasing Players, only the players Home Association may do so.
- For the purpose of Receiving Players, only a Minor Association in good standing, with **three (3) consecutive year’s** membership with Softball Alberta may do so.
- Each Minor Association may have specific submission dates or deadlines dates.
- Refer to player’s Home Association policy prior to submitting application.
- It is expected that all Associations will work cooperatively to accommodate the development of viable teams and players.
- It is the responsibility of the player, parent/guardian of the player, to ensure all requirements of the transfer have been met and that the transfer has been completed.
- Player, Parent/Guardian must follow the Application Process.
- All required Player Transfer forms must be received by the Softball Alberta office by the following deadlines:
  - Teams required to register in Qualifier Series – Roster Deadline – April 15
  - Teams required to register directly in Provincial Championships - June 15
- Receiving Association President or Designate, shall initiate communication with the Releasing Association President or Designate, regarding the requested player transfer. All communication and documentation will be between the Receiving and Releasing Associations **ONLY**.
- Player Transfers are for a **one-year term**, expiring on August 31 of the current year.
- Players return to their Home Association upon expiration of the transfer.
- Subsequent transfers must be signed by all affected parties.
- Players may attend training camps outside their Home Association without a Player Transfer. However, attending training camps or tryouts, including being offered a position on a team, does not constitute a reason for transfer.
- Coaches, managers, team representatives, or Associations must not offer a player a position on a team without an Approved Player Transfer.

#### Timelines:

- The Player Transfer Application form will be available on the Softball Alberta website in the first half of January of each year.
- Releasing Association must respond to the Receiving Association within:
  - Received prior to Releasing Association submission deadline – acknowledgement of receipt of transfer request; then has 7 days from submission deadline to provide approval or denial
  - Received by Releasing Association on or after submission deadline – 7 days from submission date or date transfer request received

- Denied Transfer Request
  - Receiving President or designate has 7 days to complete the Releasing Association Appeal Process Application Form
  - Releasing Association has a maximum of 14 days to review, and provide written decision of Appeal Committee
  - Receiving President or designate has 7 days from date of appeal written notice to file an appeal with Softball Alberta.
  - Softball Alberta has 14 days from letter of appeal to render a final decision.
- Unless the Releasing Association has a shorter timeline than that of Softball Alberta the Softball Alberta timeline shall be in effect for requests, responses and appeals.

#### Boundaries:

- The boundary of each District or Minor Association will be defined by its municipal boundaries or Urban Service area. Any discrepancies shall be clarified by Softball Alberta.
- Players residing within the boundaries of a District Association shall register with that Association.
- In the event where the player resides in the middle to two (2) Associations, or if there are more than one (1) Association within their city, town, village, or hamlet boundary lines and the player chooses one over the other, then that Association will be used as the Players Home Association.
- If the two (2) Associations are in different Provincial Districts, the player must register with the District Association in the Provincial District of the Player's residence.

#### Application:

- Player Transfer Forms are located on the Softball Alberta website: [www.softballalberta.ca](http://www.softballalberta.ca)
- Incomplete forms will not be accepted or considered.
- Player, Parent or Guardian fills out the Player portion of the transfer form
- Player, Parent or Guardian forwards Player Transfer form to the Receiving Association or Designate.
- Receiving Association President or Designate shall initiate communication with Releasing Association's President or Designate regarding the requested player transfer.
- Releasing Association must acknowledge receipt of Player Transfer within 7 days if transfer request is received before their submission deadline date or provide Approval or Denial of transfer if received on or later than submission date.
- All communications and documentation must be between the Receiving and Releasing Associations. Players, Parents or Guardians are not permitted to contact Releasing Association.

#### Approved Player Transfer

- If both the Releasing Association and the Receiving Association agree, the player is permitted to play for the team outside his or her District/Home Association.
- Transfer must contain the Authorized Signature of the Releasing Association and Receiving Association.
- Receiving Association President or Designate must forward the completed transfer to the following:

- Softball Alberta – [admin@softballalberta.ca](mailto:admin@softballalberta.ca)
- Softball Alberta Minor Director – [minordirector@softballalberta.ca](mailto:minordirector@softballalberta.ca)
- Softball Executive Director – [michele@softballalberta.ca](mailto:michele@softballalberta.ca)
- Releasing District Organizer – <https://www.softballalberta.ca/contacts>
- Receiving District Organizer – <https://www.softballalberta.ca/contacts>

#### **Denied Player Transfer:**

- Releasing Association President or Designate must forward denied transfer form to the following:
  - Softball Alberta Minor Director – [minordirector@softballalberta.ca](mailto:minordirector@softballalberta.ca)
  - Softball Alberta Executive Director – [michele@softballalberta.ca](mailto:michele@softballalberta.ca)
- The Releasing Association MUST provide rationale for denial, information on the releasing association's appeal process, and options for the player.
- Receiving President or designate – must follow the Appeal Process – see Softball Alberta Player Transfer Appeal Policy and Processes.

#### **Appeals:**

- First point of appealing a denied Player Transfer is to the Releasing Association. Refer to Denied Player Transfer Appeal Process.
- Failing to submit an appeal application within the Releasing Association's or Softball Alberta's deadlines will result in the Receiving Association's appeal automatically denied.
- The decision of the Softball Alberta Appeals Committee will be final and binding.