



Subject Participant Clearance Procedure

Subject No: DBSA 007

Issue No: 13

Date of Issue: OCT-18

Participants must register with DBSA to gain access to the association's equipment and facilities.

Part of the registration requires a participant to nominate a Club or register with DBSA if they wish to participate in the DBSA racing season.

Participants are able to apply for a transfer to another Club or DBSA prior to paying the registration fee for that year. The Clearance application must be submitted on the appropriate form and authorised by their current Club, prospective new Club or DBSA. It is then to be forwarded to the Board for processing.

The main reason for withholding a clearance would be financial – i.e. if the participant owes their current Club any money or needs to return equipment.

The procedure ***for those transferring between Clubs:***

1. The Participant completes the appropriate section of the form and submits it to their Club.
2. The Club either grants or denies the clearance and if denied gives a reason and returns the form to the Participant.
3. If the Participant is transferring to another Club, then the new Club needs to acknowledge on the form their acceptance of the Participant.
4. The Participant then submits the form to the DBSA Board or rectifies the problem if denied and resubmits the form to their Club for approval.
5. If the Club refuses to grant a clearance without a just reason the Participant can appeal to the DBSA Board for adjudication.

The procedure ***for those transferring to DBSA:***

1. Follow steps #1-2 above.
2. If the Club denies the clearance application then the Participant is to rectify the problem with the Club and resubmits the form back to their Club for approval.
3. If the Club refuses to grant a clearance without a just reason the Participant can appeal to the DBSA Board for adjudication.
4. If the Club endorses the clearance application then the form is submitted to DBSA for consideration.
5. If DBSA approves the clearance application then the Participant is to submit to DBSA a Participant Registration Form and pay the respective registration fee.

The procedure ***for those transferring from DBSA:***

1. The Participant completes the appropriate section of the form and submits it to their incoming Club to endorse.
2. Once endorsed, the Participant then submits the form to DBSA to endorse.
3. Once endorsed, DBSA will advise the Participant and incoming Club, update Revolutionise records and the Participant can then register in the normal fashion.

Conditions:

1. Any one Club can accept a maximum of six registered paddlers from other Clubs in any one season.
2. Any one Club can accept a maximum of three registered paddlers from any other single Club.
3. A clearance is required whenever a participant wishes to change Clubs even if they have not re registered with their current Club.
4. Any paddler can try out twice with another Club in a new season (if not already registered with a Club) before applying for a clearance to a different DBSA Club.
5. It is not possible to finish with one Club at the end of a season and register with another Club at a later date without obtaining a clearance prior.
6. Whenever a Club wishes to discuss accepting a transfer from a member of another Club it is recommended that permission to discuss the move be obtained from the member's current Club as a matter of courtesy.
7. The use of State Squads for recruiting purposes is unacceptable and any movement of paddler/s or sweep/s within six months of having competed at an Australian Championship will be carefully reviewed by the DBSA Board to discourage poaching.
8. Excepting that in Condition Clauses 1 and 2, an appeal may be lodged with the Board of DBSA in exceptional circumstances. If the paddler has raced with a Club during that season it will be very difficult to justify a clearance under exceptional circumstances.

POLICY REVIEW

This Policy will be reviewed annually to ensure that the document remains current, practical and relevant for DBSA. The next review date being October 2019.

Endorsed by:

Dated: Thursday 11 October 2018

Signed: _____

Chris Kelley
President DragonBoat SA



STEPS TO FOLLOW:

Participants and Clubs are to follow the below procedures when they are processing a clearance application to/from another Club:

- Participant to complete Clearance Application form (available on website)
- Participant to seek written approval/notice of rejection from Outgoing Club
- Once received Participant or Outgoing Club to then forward clearance form to Receiving Club seeking their agreement for the transfer
- Once received New Club to forward clearance form to DBSA Secretary for DBSA consideration and ratification

Note: Both Outgoing and Receiving Clubs are entitled to reject the application on just grounds and must outline their reasons. The Participant has the right to resubmit it again to the Outgoing Club for re-assessment.

Once DBSA Board approval has been received and Participant, Outgoing and Receiving Club notified:

- The Receiving Club is to process the Participant's Registration and send in notification of this to DBSA on the Club Payment Advice form
- DBSA will process the registration and apply this to the new Club
- DBSA will then issue an ID card