



Participants must register with DBSA to gain access to the association's equipment and to participate in organised racing.

Part of the registration requires a participant to nominate a club if they wish to participate in the DBSA racing season.

Participants are able to apply for a transfer to another club 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. It is then to be forwarded to the Board for processing.

The main reason for withholding a clearance would be financial – if the participant owes their current club any money.

The procedure is as follows:

- ✚ The applicant completes the appropriate section of the form and submits it to their club.
- ✚ The club either grants or denies the clearance and if denied gives a reason and returns the form to the applicant.
- ✚ The applicant then submits the approved form to the DBSA Board or rectifies the problem if denied and resubmits the form to their club.
- ✚ If the club refuses to grant a clearance without a just reason the applicant can appeal to the Board of DBSA for adjudication.

Application form attached.

Note:

- ✚ A clearance is required whenever a participant wishes to change clubs even if they have not re registered with their current club.
- ✚ 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.

Endorsed by:

.....
**DragonBoatSA Chairman on behalf of the
DragonBoatSA**

...../...../.....
Date



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 Donor Club
- ✚ Once received Participant or Donor Club to then forward clearance form to Receiving Club seeking their written consensus for the transfer
- ✚ Once received New Club to forward clearance form to DBSA Secretary for DBSA consideration and ratification

Note: Both Donor 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 Donor Club for re-assessment.

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

- ✚ The Receiving Club is to send in Participant's Registration Form along with the covering Club Payment Advice form and either payment or advice of payment noted on it
- ✚ The Database Administrator will transfer the Participant's online details to the Receiving Club
- ✚ The Database Administrator will process the registration and issue an ID card