

## POLICY: INDIVIDUAL CLEARANCE PROCEDURE

<b>Policy No</b>	007	<b>Issue</b>	18
<b>Board Approval</b>	October 2023	<b>Review cycle</b>	Annually
		<b>Next review</b>	October 2024

### Objective

This Clearance Policy has been established to manage individual mobility, a fair allocation of paddlers across Clubs and to maintain the integrity of competition.

### Overview

Individuals must register with DBSA to gain access to the Association's equipment, facilities, and insurance coverage.

Part of the registration process each season requires an individual to register with DBSA and be a member of a Club if they wish to participate in the DBSA racing season.

If a present or past individual wishes to transfer to another Club they need to submit a completed Clearance Application Form to the DBSA Board for consideration (after following the appropriate procedure outlined below under 'Procedure' and taking 'Conditions' into consideration).

### Purpose

The purpose of this policy is to set out the rules for individual clearances and the process to be followed.

### Procedure (for those transferring between Clubs)

Individuals and Clubs are to follow the below procedures when they are processing a clearance application:

1. The individual completes the appropriate section of the Clearance Application form (found on website) and submits it to the Club they are a member of (or were, if they have not participated in the sport in the previous seasons).
2. The Club either grants or denies the clearance and if denied, gives a reason and returns the form to the individual.
3. Any clearance must be tabled at the Outgoing Club's next scheduled Committee meeting and approval / rejection outcome be recorded in the minutes and signed off on Clearance Application form.
4. Once received, the individual or Outgoing Club is to then forward clearance form to Receiving Club seeking their agreement for the transfer.
5. Any clearance must be tabled at the Receiving Club's next scheduled Committee meeting and approval / rejection outcome be recorded in the minutes and signed off on Clearance Application form.
6. The individual then submits the form to the DBSA Secretary for DBSA consideration and ratification or rectifies the problem if denied and resubmits the form to their Club for approval.
7. If the Club refuses to grant a clearance without a valid reason, then the individual makes the appropriate notation on the Clearance Form and submits it to the DBSA Board for consideration.
8. The individual has the right to resubmit it again to the Outgoing Club for re-assessment.

### Conditions

1. Any one Club can accept a maximum of six (6) registered paddlers from within the association in any one season.
2. Any one Club can accept a maximum of three (3) registered paddlers from any other single Club in any one season.



3. A clearance is required whenever an individual wishes to change Clubs even if they have not re-registered with their current Club. A returning paddler who has not been a financial member of DBSA for two or more consecutive years does not require a clearance and can join the Club of their choice.
4. Any prior or current individual can try out twice with another Club in a season (but must register with DBSA to gain access to the association's equipment and facilities if not already registered with a Club) before applying for a clearance to a different club.
5. Individuals that have been registered with one Club are required to gain a clearance before joining another Club. Note: Clearances will not be accepted to DBSA as it is not a registered Club.
6. Individuals can be an associate member of another Club but can only participate in local or national regattas (racing events) for the primary Club, not the associate member Club.
7. It should be noted that the use of State Squads participation 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.
8. Excepting that in Condition Clauses 1 and 2, an appeal may be lodged with the Board of DBSA in exceptional circumstances. If the individual has raced with a Club during that season, it will be very difficult to justify a clearance under exceptional circumstances.
9. Clearances will not be granted if the past or present individual has any debts (financial or equipment) outstanding for their existing Club (Club they were a member with) and / or DBSA.
10. If an individual wishes their clearance application to be considered under exceptional circumstances by the DBSA Board there is an expectation that reasonable efforts to resolve any issues have been attempted with their current club.
11. Only one clearance per person during any 12 month period.
12. There is a black-out period from 1 January to 30 April each year during which clearances will not be accepted.
13. With the introduction of a subscription mode, if a paddler wishes to change clubs at the end of the period a clearance form will only be accepted in the month period prior to expiry or within the first month of fee payment / membership.

Note: A paddler must be financial to paddle with any Club. If a paddler makes payment to their existing Club and then decides within the first month to transfer a refund of the paid Club fee is at the discretion of the Club.

Once DBSA Board has made a decision on the clearance, advice is given to the individual, Outgoing and Receiving Club

### **Appeals**

Accepting that during the season, exceptional circumstances may arise that warrant a clearance review outside the transfer criteria an appeal may be lodged with the DBSA Board.

If the paddler has raced with a Club during that season it will be very difficult to justify a clearance.

