



POLICY: INDIVIDUAL CLEARANCE PROCEDURE

Policy No	007	Issue	22
Board Approval	May 2026	Review cycle	Annually
		Next review	May 2027

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 a DBSA Member Club to gain access to the Association's equipment, facilities, and insurance coverage and 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 SA Clubs)

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

1. The individual completes the appropriate section of the Clearance Application form (found on the 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 the 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.

Procedure (for those transferring from an interstate Club)

Individuals seeking to register with a DBSA Member Club from an interstate Club must complete the following process prior to registration:

1. Application Submission
The individual must complete the DBSA Clearance Application Form (found on the website).
2. Outgoing Club / Association Clearance
The individual must seek clearance from their most recent Club and/or relevant interstate association (where applicable).

The outgoing Club or association must confirm whether the clearance is approved or declined and provide reasons if declined.

3. Receiving Club Endorsement
The completed application must be provided to the proposed DBSA Member Club for consideration.

The Receiving Club must formally accept or decline the transfer, with the decision recorded at the Receiving Club's next scheduled Committee meeting and the outcome be recorded in the minutes and signed off on Clearance Application form.



4. **Submission to DBSA**
Once endorsed by both the outgoing entity and Receiving Club, the individual must submit the completed Clearance Application Form to the DBSA Secretary for review and ratification by the DBSA Board.
5. **DBSA Determination**
The DBSA Board will assess the application, considering compliance with this policy and any relevant conditions, and will advise the individual and relevant Clubs of its decision.
6. **Non-response or Dispute**
Where the outgoing Club or interstate body does not respond within a reasonable timeframe, or a dispute arises, the matter may be referred to the DBSA Board for determination based on available evidence.

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 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 associate members of another Club but can only participate in local regattas (racing events) for the primary 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.

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 the DBSA Board has decided 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.

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