



**Calisthenics Victoria Incorporated (CVI)
Participant Transfer Policy & Procedure (V01)**

Version Control, Change History and Distribution

Version Control

Document Name:	Participant Transfer Policy & Procedure
Prepared by:	GGWP
Endorsed by:	CVI Board
Date Endorsed:	19 April 2016
Version:	1.0
Review Date:	19 April 2018

Change History

Amendment Date	Version No.	Page No(s) replaced	Description of change

Distribution:



Calisthenics Victoria Inc.

PARTICIPANT TRANSFER POLICY & PROCEDURE

Statement of Commitment

- 1.1** Calisthenics Victoria Incorporated (CVI) is responsible for maintaining a database of the Victorian calisthenics membership.
- 1.2** The database contains details of all CVI membership categories and their respective registration procedures, the accuracy of which the database relies on.
- 1.3** CVI in conjunction with its members will ensure the database's accuracy and that it is up to date and correct for all members to enable transfers pursuant to this policy to be effected without delay.
- 1.4** CVI and its members will, consistent with the CVI Privacy Policy, keep confidential, all registration data on the database and all complaint details unless disclosure is required by law, or in order to deal with a complaint as required in clause 4.

Transfer Policy Application ("the policy")

- 2.1** This Policy applies to all members, entitled members, participants (both competitive and recreational), coaches and affiliated organisations.
- 2.2** The policy applies when a participant registered with an affiliated Club (**Prior Club**) wishes to transfer to another affiliated Club (**New Club**).
- 2.3** A financial member of an affiliated club, defined as a "Registered Pupil", whose name has been recorded by the Membership Administrator shall be deemed to be a registered member of the club until 31st March the next year.
- 2.4** A former member of a club who has been a registered pupil within the past five (5) years will still need to complete a "Transfer Form" as set out in this policy.

Roles and Responsibilities of Parties Involved

3.1 Registered Pupils

A registered pupil wishing to transfer to a New Club must:

- (a) Advise the New Club that they are wishing to transfer

- (b) Settle all outstanding accounts and obligations at the Current Club
- (c) Complete the “Transfer Form” – See Schedule 1 attached

3.2 Clubs

- (a) The New Club must forward the “Transfer Form” to CVI once completed and signed by the pupil.
- (b) The Prior Club must advise CVI within 14 days of receiving same, whether the application is approved or not.
- (c) Both Clubs must deal with transfer applications in an impartial, timely and confidential manner.
- (d) In the event where monies/goods are owed by the transferring pupil, the Prior Club must provide evidence to CVI of any monies allegedly outstanding by the pupil to the Prior Club.
- (e) Include this policy within its own materials related to good governance and distribute, promote and implement this policy in its related administration procedures.

3.3 CVI

- (a) Forward any transfer forms received by New Clubs to Prior Clubs.
- (b) Deal with transfer applications in an impartial, timely and confidential manner.
- (c) Consult with all parties involved to facilitate agreement in relation to the proposed transfer should there be any dispute.
- (d) Assist with administrative procedures to ensure the accuracy of the database is maintained.
- (e) Seek to identify any transfer requirements, which have not been met by the pupil or an affiliated Club.
- (f) Will not refuse approval of transfers when outstanding financial obligations amount to the sum of \$50.00 or less.
- (g) A registered pupil who transfers during the currency of their registration shall have their registration fee credited to their New Club.

Complaints:

- 4.1** CVI will deal with any complaints about failure to comply with this policy promptly, seriously, sensitively and in accordance with the principles of natural justice.

- 4.2** If there is a dispute about a failure to comply with the policy which can not be resolved by consultation, CVI may direct the parties to attend mediation with CVI in accordance with CVI's Grievance By-Law to attempt to resolve the dispute.
- 4.3** If the dispute is not resolved at mediation or one or more parties fail to attend the mediation then CVI may approve a transfer even if all of the transfer requirements have not been met.

Governing Principles

- 5.1** A Prior Club may not refuse permission for any pupil to transfer to a New Club unless:
- (a) The pupil has outstanding accounts at, or otherwise has not fulfilled any financial commitments to, the Current Club.
 - (b) The transfer does not comply with this Policy or any CVI By-Laws.
- 5.2** Any refusal of a transfer by a club shall be subject to acceptance by the CVI Administration Manager.
- (a) Any financial member of a Calisthenics Club is considered to have contracted with their Club until the completion of the current financial year.
 - (b) Where a club refuses a financial member a transfer, CVI will arbitrate between the calisthenics club/college refusing the transfer and the member to establish a fair and reasonable outcome.
 - (c) Where a Club can prove that a previous member has undischarged obligations, financial and/or otherwise, the CVI Administration Manager may suspend that member's registration. The CVI Administration Manager shall immediately notify the Clubs involved.
- 5.3** Once the transfer is complete, the pupil must pay all required fees to the New Club, with the exception of CVI registration fees if they have already been paid for the current calendar year.

Poaching:

- 6.1** The exchange of pupils from Club to Club is unavoidable, however the practice of inviting pupils to leave one Club and join another is undesirable and unethical.
- 6.2** No Club shall offer, or knowingly permit any person associated with their Club to offer, either directly or indirectly any inducement, financial or otherwise to a member to transfer from their Current Club to a New Club.

- 6.3** The onus is on the complainant to prove to CVI that such an inducement has been made.
- 6.4** If it is proven that a Club Official, Parent or Registered Pupil has made such an inducement a penalty as judged by CVI will apply as deemed appropriate in accordance with clause 7.8 of the Constitution.
- 6.5** If it is proven that a Coach has made such an inducement the matter will be addressed through the Victorian Calisthenics Coaches Association (VCCA), in conjunction with CVI.

Changes to Policy

CVI may review this policy as it sees fit in accordance with Clause 12 of the organisations Constitution. Affiliated members may submit changes for CVI's consideration. Any altered policy will be distributed in accordance with CVI procedures.

APPENDIX 1 – FLOW CHART

APPENDIX 2 – TRANSFER FORM

Appendix 1

TRANSFER POLICY FLOWCHART

This flowchart sets out the procedure by which a registered pupil (competitive or recreational) or a pupil who has been registered in the past 5 years needs to follow when changing clubs.



CALISTHENICS VICTORIA INC.

Pupil Transfer Form



Name:

Address:

.....Post Code:

Phone No:Female / Male:

Date of Birth:CVI Registration No:

Wishes to transfer to:

New club:Club No.:

Date of commencement at new club:

*Registration category (please tick): Competitive Recreational

Age Section:

Signature of Club Administrator:

Date transfer received at CVI Office:.....

Prior Club:

Name of prior club:Year last attended:

If the above named pupil is not free of debt, this form should be returned to the CVI office by.....

Please state the nature and amount of the debt:

.....
.....
.....
.....

Please note that this form will be revised following the 2016 pupil registration period in April 2016.

