



## **A GUIDE TO CHANGE OF CLUB ELIGIBILITY & EXEMPTION.**

### **CLUB RESPONSIBILITY**

1. When an athlete resigns from your club to join another, please ensure that he / she receives a copy of the CHANGE OF FIRST CLAIM CLUB AND EXEMPTION APPLICATION form.
2. Two duly appointed club officers MUST sign section 4 of the CHANGE OF FIRST CLAIM CLUB AND EXEMPTION APPLICATION form concerning the resignation of the club member. UKA Rules for Competition require the club to consider the athlete's resignation within one calendar month of receipt (Rule 3 (7)).
3. If an athlete's resignation is being withheld as a result of financial indebtedness, then the Club must advise the athlete in writing of the specific details for the debt within 2 weeks of the date that the resignation was considered by the Club Committee.
4. If the Club objects to the reason stated by the athlete for leaving the club it is important that a separate letter is sent to Athletics Services explaining their position. Similarly if the club supports the application then a letter of support should be provided.
5. When a new member joins your club who has been a member of another club it is worth checking to see if they have been given a CHANGE OF FIRST CLAIM CLUB AND EXEMPTION APPLICATION form by their previous club. If not, this could hold up their eligibility to compete for your club in team competition.
6. *The date of resignation is the date that the athlete sends his/her resignation to the club, not the date of the committee meeting that accepts the resignation (rule 3(7)).*