

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

### **ATHLETES RESPONSIBILITY**

1. Resign from your current club in writing, keeping a dated copy.
2. If you owe your club any monies they are quite within their right to request payment and not accept your resignation until your debt has been cleared or discharged.
3. When changing clubs you will need to complete a current CHANGE OF FIRST CLAIM CLUB AND EXEMPTION APPLICATION form, obtainable from the UKA website [www.ukathletics.net](http://www.ukathletics.net) or by emailing [eligibility@athleticsservices.org.uk](mailto:eligibility@athleticsservices.org.uk). Make sure that the CLUB OFFICERS from the club you are leaving sign section 4.
4. You must join your new club within 28 DAYS of leaving your previous club. You cannot apply for a change in eligibility until you have joined your new club.
5. Send your completed application to Athletics Services enclosing a cheque for £10 made payable to Athletics Services.
6. Once your application has been received it will be checked and you will receive an acknowledgement letter. This will inform you of any problems with your application and the date of the Regional Eligibility Group that will consider your application.
7. If there are problems with your application they will be specified in your acknowledgement letter. Please deal with these as quickly as possible.
8. You will receive a letter informing you of the group's decision as soon as is practicable after the meeting. This will inform you of the date you will be able to compete for your new club in team competition.

Please note:

- The 6 month period of suspension from team competition applies automatically to all athletes who join a new first claim club. Only the Regional Eligibility Group has the power to rescind or reduce the suspension period (it could be reduced to any monthly period between 1 and 6 months). An extract from Rule 5(7) which defines these issues is shown below.
- Athletes in the Under 15 or Under 13 age groups may change clubs once in each age group and be exempt from the suspension period but all changes

must be reported on the CHANGE OF FIRST CLAIM CLUB AND EXEMPTION APPLICATION form in order to benefit from this exemption. The £10 fee is not payable for these notifications.

- Regional Eligibility Group decisions cannot be determined by age or ability factors – all are treated equally and fairly.
- Your new and former clubs may both support your application for exemption and the Regional Eligibility Groups will receive this support positively but this should not be accepted as a guarantee that the Group will approve your application. Similarly an objection should not be interpreted as a final decision that you will have to serve the full 6 months suspension.
- Athletes who compete in team competition for their new club before the completion of the 6 months suspension or receiving a notice of exemption may be subject to disciplinary action.

#### Rule 5(7)

Where eligibility is not defined in the paragraph above, athletes are eligible to represent a Club in Open Team Competition when they join their first club as a first claim member. Where athletes have resigned their membership of their previous Club, without claiming exemption, they are not eligible to represent their next first claim club in any Open Team Competition confined to first claim members until the first day of the month following the expiration of six months from the date of receipt of notice of resignation by the Honorary Secretary of the Eligibility Committee of the Association in which the headquarters of the Club they wish to represent are situated. All such changes must be registered with that Association.

Where athletes make an application to the appropriate Eligibility Committee claiming exemption under Rule 6 below, the date that they become eligible to compete for their next first claim Club in Open Team competition shall be the first day of the month so determined by that Committee. This period shall not be longer than six months, unless the athlete concerned has provided false information to that Committee. In that event, the time of the granting of such first claim status shall run from the date of receipt of correct information and may be longer, therefore, than six months.



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### **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)).

## CHANGE OF FIRST CLAIM CLUB AND EXEMPTION APPLICATION

Please refer to the accompanying notes before completing this form.

### Section 1 – Personal Details

Family Name: _____	Given Name: _____
Previous Name (if applicable): _____	Gender: _____
Date of Birth: _____	Place of Birth: _____
Address: _____	
_____	
Postcode: _____	
Telephone Number: _____	Email: _____
Events in which you compete: _____	

### Section 2 – Club Information

Previous First Claim Club: _____	
Nation/Region: _____	Registration Number: _____
Date of Election: _____	Date of Resignation: _____
Any other clubs of which you are a member: _____	
_____	
New First Claim Club: _____	
Nation/Region: _____	Registration Number: _____
Date of Election: _____	

**Section 3 – Reason for change of First Claim Club**

<p><b>A</b>                    <b>Change of Address</b> If your change of club is due to a genuine and significant change of residence, please give:</p> <p>Previous Address _____</p>
<p>Date of Change of Address _____</p>
<p><b>B</b>                    <b>Application for Exemption from Waiting Period</b> Please state the reasons why you feel that you should be granted exemption (use a separate sheet of paper if necessary):</p>
Signed: _____ Date: _____

**Section 4a – Declaration by Previous Club**

<p>We confirm that the resignation of the athlete named overleaf has been accepted by:</p> <p>_____ (Club)    With Effect From: _____ (Date)</p>
<p>He*/she* was a fully paid up member prior to resignation. We oppose*/do not oppose*/support* this application. If opposing the application you <b>must</b> complete section 4b below, giving the relevant reasons (use a separate sheet of paper if necessary).</p>
<p>Signature of Officer 1: _____</p>
<p>Position: _____</p>
<p>Signature of Officer 2: _____</p>
<p>Position: _____</p>
<p><i>Note: * Delete as applicable</i></p>

**Section 4b – Reasons for Opposing the Application**


**Section 5 – National/Regional Eligibility Committee Comments**

Date Received: _____ Fee Received: _____
Comments _____
Committee Decision: _____
Eligibility Date: _____
Date Athlete Notified: _____
File Reference: _____
Signed: _____ (Nat/Reg. Eligibility Officer)
Date: _____

## NOTES

- 1 Any athlete changing first claim membership from one club to another must complete this form and return it to the appropriate National Eligibility contact as shown below.
- 2 UK Athletics Rules for Competition 2 to 6 will be applied when considering all applications for exemption from the waiting period for team competition.
- 3 If you are a member of more than one open club and wish to change your first claim club, you must resign from all clubs, unless you are changing to your second claim club,
- 4 The waiting period only applies to team competition, individual competition is not affected.
- 5 If applying for exemption, the application will only be considered if it is made personally by the athlete named. All relevant sections (1 to 3) must be completed stating the reasons for claiming exemption.
- 6 When sections 1 to 3 have been completed, send the form to the club from which you have resigned for completion of Section 4.
- 7 A representative of the club from which the athlete has resigned must complete Section 4. Two Officers, Chair, Secretary or Membership Secretary of that club must sign in the appropriate space. The form should then be sent to the appropriate National Eligibility contact as shown below.
- 8 After 28 days from ceasing to be a member of a club, athletes shall not be eligible to compete in open competition until they have again become members of an affiliated club.
- 9 A fee of £10 is payable on all applications and notifications exemption, unless applying as described in note 10, and must be enclosed with this application. Cheques must be made payable to the National Governing Body to which the application is submitted. (Note: payments for applications in England should be made payable to Athletics Services).
- 10 Under 15/13 athletes changing clubs for the first time in that age group should submit the form but not pay the fee

### National Eligibility Contact Details

England: Athletics Services, Central Boulevard, Blythe Valley Park, Solihull, B90 8AJ.  
Email: [eligibility@athleticsservices.org.uk](mailto:eligibility@athleticsservices.org.uk).

Northern Ireland: Northern Ireland AAF, Athletics House, Old Coach Road, Belfast, BT9 5PR. Email: [info@niathletics.org](mailto:info@niathletics.org)

Scotland: Scottish Athletics Ltd, 9a South Gyle Crescent, Edinburgh, EH12 9EB.  
Email: [admin@scottishathletics.org.uk](mailto:admin@scottishathletics.org.uk)

Wales: Welsh Athletics, Cardiff Athletic Stadium, Leckwith Road, Cardiff, CF11 8AZ.  
Email: [Jacqueline.brace@welshathletics.org](mailto:Jacqueline.brace@welshathletics.org)