Change of club online process

There is an online process for registered athletes moving their first claim membership between England Athletics affiliated clubs.

PLEASE NOTE ATHLETES SHOULD NOT BEGIN THIS PROCESS UNTIL THEIR APPLICATION FOR MEMBERSHIP TO THEIR NEW CLUB HAS BEEN ACCEPTED.

(This online process is for changing clubs within England only. If you are transferring to a club elsewhere in the United Kingdom you will need to complete the paper applications from the respective Home Nations Governing bodies. See below.)

Completing the online application

1. Log in to your athlete portal www.englandathletics.org/myprofile using your own URN (England Athletics Number) and password. If you have forgotten your password, you can use the request function found under the password box (Please check your spam folder for this email, if not received within 1 hour).

2. Once logged in to the athlete portal, click on the "Club Transfer" tab found on the left-hand side of the screen. This will bring up the "First claim club transfer" screen. This will show any existing or previous club transfers.

3. To start the change of club application, click on the "start new transfer" button.

4. Enter the name of the new club you are transferring to in the relevant space and enter any comments you wish to send to your club you are wishing to leave. Once both boxes are completed, click the box in the bottom left-hand corner once you have read and agreed with the terms and conditions for the transfer. If exempt from payment (U16's & those returning after 3 years) you will be taken to the transfer complete screen.

5. Billing Information. Please complete the marked boxes for the address your payment card is registered to and then click the "review and pay" button.

6. Review your details are correct on the next screen and check the confirmation box in the bottom left-hand of the screen and then click on the "go to payment" button to proceed to the next screen.

7. Select your payment method and enter the request card details. Once entered click on the "Pay £10.00 now" button and complete your change of club transfer.

8. A club transfer complete screen will appear giving details of the next stage of the process and contact details for England Athletics. You will be kept informed on the progress of your application by email.

9. Your transfer request will be sent to club officials at your former club. The club has 28 days to respond to this request.

10. If this is your first club transfer application in 12 months, once approved by your former club, your transfer will be completed the next day.

11. If this is your second club transfer within 12 months, your application will go to the Eligibility Committee on the 11th of the month, and will be cleared on the 1st of the next month (subject to competition ban)

Club Transfers involving other home countries

If you are carrying out a change of club in one of the other home countries, please use the following pages/ forms:

- Scottish Athletics: https://www.scottishathletics.org.uk/athletes/change-of-club/
- Welsh Athletics: https://www.welshathletics.org/en/page/transfers-and-eligibility
- Northern Ireland Athletics: https://athleticsni.org/Clubs/Athlete-Transfers

- If you are transferring from one of the above Home Nations to England Athletics, then you will need to contact us at Eligibility@englandathletics.org.

Complete and forward your applications to the respective governing bodies.
If you have any questions, please email eligibility@englandathletics.org