

Change of club online process

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

(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.
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 (U15’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. The cut-off date for applications to be sent to the Eligibility Committee is the 10th of each month however, please note that your application must be submitted before this date to allow your previous Club to acknowledge your resignation and therefore allow your application to progress. If your Club does not acknowledge your resignation, then in accordance with Rule 21 S 3 (11), after 28 days of your application being submitted it will then presented to the Committee following the next 10th of the month.

Please note that athletes are transferred to their new Club on the 1st of each month.

Change of clubs 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: <http://www.scottishathletics.org.uk/athletes/>
- Welsh Athletics: <http://www.welshathletics.org/athletes/athlete-transfers-forms.aspx#Athletes%20Transfers>
- Northern Ireland Athletics: <http://athleticsni.org/download/files/InfoAthleteTransferForm.pdf>
- 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.