



## British Swimming LEN Transfer Procedure

“Every National Federation shall organise its internal transfer procedures by issuing transfer rules.”  
[TR 1.2] (LEN Handbook 2016-2020, pgs. 316-322).

As per [LEN Water Polo Transfer Regulations TR 1 – TR 8](#) of the [LEN Handbook 2016-2020](#), water polo players going to or coming from a club of another LEN National Federation, must transfer from one National Federation to another, as per the LEN International Transfer procedures, before they are eligible to register with a club in another LEN National Federation.

In order to register as a member of a club with Swim England, Scottish Swimming or Swim Wales, an International Transfer Certificate (ITC) must be submitted to the relevant Membership Team at the point of registration. NB. A player may not be registered with two Federations simultaneously, but must transfer from one to another and back again if they wish to play across multiple Federations.

There is a different procedure to obtain an ITC for non-contracted players and contracted players;

### 1. Non contracted players

- British swimming will deal with the transfer on behalf of the club [TR 3.1]
- Obtaining an ITC [TR 3.2]:
  - British Swimming shall request an ITC from the releasing National Federation.
  - The releasing National Federation shall return a completed '[ITC FORM No. 1](#)' to British Swimming.
  - British Swimming shall submit a completed ITC FORM No. 1 to the LEN Office.
  - LEN will issue an invoice for the €150 LEN transfer fee to British Swimming - The payment of €150 (payable by the receiving club or transferring player) will be made directly to LEN.
  - LEN will issue an authorised ITC to British Swimming.
  - British Swimming will keep a record of all ITCs received.

NB. If the releasing National Federation does not respond to a request for an ITC after a 10 day period, British Swimming may request a 'provisional ITC' by submitting ITC Form No. 2 directly to the LEN Office.

- British Swimming will forward a copy of the authorised ITC to the receiving club.
- The receiving club will submit the authorised ITC to the relevant Home Country Membership Team as part of the member registration process.
- The Home Country Membership Team will record the receipt of the ITC against the player registration.



## 2. Contracted Players

- British swimming will deal with the transfer on behalf of the club [TR 3.1]
- Obtaining an ITC [TR 3.2]:
  - British Swimming shall request an ITC from the releasing National Federation.
  - The releasing National Federation shall submit a completed 'ITC FORM No. 1' to the LEN Office for authorisation.
  - LEN will forward a copy of the ITC FORM No. 1 to the National Federations concerned & issue an invoice to British Swimming for the €750 LEN transfer fee.
  - The receiving club shall make a payment of €750 directly to the LEN Office (payable by the receiving club or transferring player), according to invoice.
  - LEN will issue an authorised ITC to British Swimming.
  - British Swimming will keep a record of all ITCs received.

NB. If the releasing National Federation does not respond to a request for an ITC after a 10 day period, British Swimming may request a 'provisional ITC' by submitting ITC Form No. 2 directly to the LEN Office.

- British Swimming will forward a copy of the authorised ITC to the receiving club.
- The receiving club will submit the authorised ITC to the relevant Home Country Membership Team as part of the member registration process.
- The Home Country Membership Team will record the receipt of the ITC against the player registration.

Any disputes relating to the LEN Transfer Regulations will be dealt with by British Swimming on behalf of the club and should be submitted to the LEN Office in line with the dispute procedure and will be decided by the LEN Panel [TR 6].