TRANSFER PROCEDURE – MORE THAN ONE CLUB AT DESTINATION

All parties involved should have a copy of this procedure and tick/cross off actions as completed .... ⊠

Transferee's Name:_____

Transfer From:_____ (club) to _____ (city)

1.	**Transferee** to obtain **The Transfer Form** from **current club secretary** or website	☐
2.	**Transferee** to complete form and return to **current club secretary**	☐
3.	**Current club secretary** to: a) complete her own section of the form (note points 4 & 5 of transfer form) b) return a copy to the **transferee** c) forward a copy to the **destination transfer secretary** (or destination club secretary where only one club exists – see supplementary procedure) d) retain a copy for her own records	☐ ☐ ☐ ☐
4.	On receipt of form, **destination transfer secretary** to inform clubs in her area of a possible new transferee and relay her details	☐
5.	**Transferee** to contact **destination transfer secretary** on arrival	☐
6.	**Destination transfer secretary** to inform **transferee** of club(s) meeting details	☐
7.	**Transferee** to inform **destination transfer secretary** of which club(s) she wishes to visit	☐
8.	**Destination transfer secretary** to inform **relevant destination club's secretary** of transferee's visit	☐
9.	**Transferee** to visit destination clubs	☐
10.	**Transferee** to inform **destination transfer secretary** of which club she wishes to join and first meeting she can attend to be welcomed as a member	☐
11.	**Destination transfer secretary** to notify that club and forward a copy of **The Transfer Form**	☐
12.	**Transferee** to attend chosen club and pass over her own copy of **The Transfer Form**	☐
13.	Chosen **destination club secretary** to contact **destination transfer secretary** to confirm completion of transfer	☐
14.	**Destination transfer secretary** to inform transferee's **previous club secretary** of completion of transfer and name of transferee's new club	☐

TRANSFER PROCEDURE – ONLY ONE CLUB AT DESTINATION

All parties involved should have a copy of this procedure and tick/cross off actions as completed .... ☒

Transferee's Name:_____

Transfer From:_____(club) to _____(club)

1.	**Transferee** to obtain **The Transfer Form** from **current club secretary** or website	☐
2.	**Transferee** to complete form and return to **current club secretary**	☐

3.	**Current club secretary** to:
	  a) complete her own section of the form (note points 4 & 5 of transfer form)
	  b) return a copy to the **transferee**
	  c) forward a copy to the **destination club secretary**
	  d) retain a copy for her own records
		☐
		☐
		☐
		☐

4.	**Transferee** to contact **destination club secretary** on arrival to obtain details of meetings and inform destination club secretary of first meeting she can attend	☐
5.	**Transferee** to attend destination club meeting and pass over her own copy of **The Transfer Form**	☐
6.	**Destination club secretary** to inform transferee's **previous club secretary** of completion of transfer	☐