

1. Purpose of this document

SportCheer Scotland (“SCS”) recognises that the movement of athletes from one programme to another can and does happen for a wide variety of reasons.

The handling of athlete transfers can be a sensitive matter and the poaching of athletes, whether actual or perceived, has the potential to damage the reputation of individual clubs and of SCS and its affiliates.

This document aims to provide guidance for programmes and coaches and a mechanism for open and honest communication between programmes in the event of athlete transfers. Where an athlete transfers between programmes the SportCheer Scotland Athlete Transfer Process, detailed in section 3, must be followed.

2. General principles

Athletes, their parents or guardians and programme directors and coaches all have a role to play in facilitating athlete transfers and maintaining professional relationships within the cheerleading community.

Where an athlete accepts a space on a competition team within a programme they agree to commit to the entire season with that team.

SCS strongly discourages athlete transfers during the competitive season but acknowledges that in some cases this is unavoidable. Where an athlete transfer happens mid-season, their SCS membership should be amended accordingly.

Where an athlete transfers from one programme to another, the best interests and wellbeing of the athlete must be of paramount concern.

Communication of the athlete’s intention to move programme by the athlete/ their parent or guardian should be clear, open and honest.

The athlete/ their parent or guardian should ensure that they leave their existing programme on good terms with no outstanding amounts due and any borrowed kit or equipment returned to the programme.

Programme directors and coaches should respect the athlete’s decision to transfer.

Programme directors and coaches should not under any circumstances solicit or encourage athletes of other teams to transfer to their own programme.

Programme directors and coaches receiving an athlete from another programme mid-season should consider all relevant factors, such as the best interests of the athletes of both programmes and the sportsmanship clauses of the relevant ICU and SCS codes of conduct, before including this athlete in a competition team.

3. Athlete transfer process

Where an athlete wishes to transfer to another programme, the following process should be followed:

1. The athlete/ the athlete's parent or guardian should notify their existing club of the intention to transfer to another programme. This decision should be respected by the existing programme director and coaches.
2. Prior to accepting the athlete, the athlete's prospective new programme should confirm with the athlete/ their parent or guardian that the existing programme has been notified of the intention to transfer and that there are no outstanding amounts due or kit/ equipment to be returned to the existing programme. The prospective new programme should clearly communicate any conditions of membership, e.g. training with the club for a certain amount of time before being added to a competition team, to the athlete/ their parent or guardian prior to accepting the athlete.
3. The prospective new programme should contact the existing programme to confirm that step 2 has been completed. The athlete/ their parent or guardian should be notified that their existing programme will be contacted for confirmation.
4. Following this correspondence, the director or coaches of the new programme should complete the form attached in Appendix A for their records and ask the director or coach of the existing programme to counter-sign. If required per Section 4 below, a copy of this form should be sent to the SportCheer Scotland Ethics Committee at ethics@sportcheerscot.org.uk within the specified time limit.

If necessary for safeguarding reasons, this process can be completed on a no names basis, e.g. Junior Level 2 female athlete transferring from A Allstars to E Elite due to family relocating.

Exemptions

The above process is not necessary in the following circumstances:

1. For athletes transferring between recreational programmes;
2. For athletes joining a school, university or college team from an allstar programme; and
3. For athletes joining an allstar programme from a school, university or college team following graduation.

Grievance procedure for programme directors and coaches

If an athlete leaves your programme for another team and you believe the above process has not been followed or if you have reason to believe the athlete has been encouraged to transfer by the director or coach of the new programme, please contact the Ethics Committee at ethics@sportcheerscot.org.uk providing details of your case and any supporting evidence you have.

4. Applicability of this guidance

For member clubs

SportCheer Scotland strongly recommends that all member clubs apply this guidance and athlete transfer process. Clubs may wish to consider incorporating a transfer clause in their athlete contracts.

For officials of SportCheer Scotland and of Team Scotland;

SportCheer Scotland is recognised by the International Cheerleading Union (“ICU”) as the National Governing Body for cheerleading in Scotland and as such, all persons elected or appointed to any position within SportCheer Scotland (and by extension, Team Scotland) are subject to the ICU’s Code of Ethics, provision F1 of which states:

“In discharging their duties to the ICU, all Judges and Officials shall act for the benefit of the ICU when making decisions that affect, or may affect, the ICU and any aspect of the sport of Cheer and to do so without reference to their own personal interests, either financial or otherwise.”

So as to mitigate conflict of interest risk and safeguard the reputation of SportCheer Scotland and Team Scotland, the athlete transfer process and form is **mandatory** for programmes who have directors or staff that have served on the board of SportCheer Scotland or have been involved in managing or coaching Team Scotland at any time in the 12 months prior to the athlete’s transfer date.

In such instances, the completed athlete transfer form **must** be submitted to the Ethics Committee at ethics@sportcheerscot.org.uk within 30 days of the transfer.

Appendix A

Athlete transfer form

Programme details:	
Name of programme	
Name of programme director/ coach	

Athlete details:		
Name		
Age division as at time of transfer		
Existing programme		
Circumstances of transfer		
Date of first training session		

Confirmations:		
I have confirmed with the athlete/ their parent or guardian that the existing programme has been notified of the intention to transfer and that they are leaving on good terms	Yes / No	
	Method of confirmation	
	Date of confirmation	
I have confirmed with the existing programme that the athlete/ their parent or guardian notified them of the intention to transfer and the circumstances of the transfer and that the athlete is leaving on good terms	Yes / No	
	Method of confirmation	
	Date of confirmation	

Declarations:
<i>New programme:</i>

Declarations:

I, _____, confirm that the above transfer has been conducted in accordance with the SCS Athlete Transfer Policy and that I did not solicit or actively encourage the above named athlete to transfer to _____.

Signed: _____ Date: _____

Existing programme:

I, _____, confirm that the above transfer has been conducted in accordance with the SCS Athlete Transfer Policy.

Signed: _____ Date: _____
