



## PROCEDURE FOR INTERNAL TRANSFERS

1. Volleyball England will supply the form on request to a team/club secretary or registered player.
2. The new club will sign the Transfer Certificate and relevant sections of the form, and the player will also sign the form indicating consent to transfer.
3. The player can obtain their release from their existing club, prior to approaching the new club
4. The signed form is then sent to the Volleyball England National Office.
5. If the Release section has not been completed, the Volleyball England National Office will forward to the releasing club, on receipt.
6. The releasing club has 7 days from dispatch of the form by the National Office to sign and forward the completed form to the Volleyball England Office. The date will be verified by postmark of the envelope received at the Volleyball England Office. Failure to sign and return the form within 7 days without proper notification to the Competitions Commission or reasons for objection will result in a fine of £20.00 and thereafter, such penalty as the Competitions Commission may decide. Failure to sign and return the form and/or failure to give proper notification will result in the player being transferred irrespective of the lack of consent.
7. The releasing club will then have a further 7 days to produce written evidence to support their refusal to release.
8. There will be a £19.00 transfer fee for administration work involved.
9. The releasing club must return National League Player Card to the office with the transfer form.
10. Releasing clubs should refer to Rule C 3 regarding reasons for objecting to the proposed transfer.

### NOTES:

The Competitions Commission is empowered to approve transfers, provided that the documentation is complete and in accordance with the above.

The Volleyball England Office will have an initial request for transfer and within seven days, either a completed form of agreement by the releasing club or notification as to why the transfer is being objected to. Should neither of these be presented within a further five days then the transfer will be deemed to have been completed. The onus is on the club holding the player registration to advise of any reason why the transfer cannot be completed as requested. Players should not be prevented unnecessarily from playing, and certainly not by administrative failings.

Once the Volleyball England Office has obtained the written agreement of all parties involved, or in the absence of documentation within specified timescales, the transfer will be approved. A current club refusing to release a player MUST provide proof of indebtedness or contract within five days of receipt of form. In the event of dispute the Transfer and Contract Registration Sub Committee of the Competitions Commission will decide.

**PLEASE NOTE THAT REGISTRATIONS AND TRANSFERS CANNOT BE DEALT WITH OVER THE TELEPHONE BY THE VOLLEYBALL ENGLAND NATIONAL OFFICE**



# Volleyball England

## Transfer Certificate

### National Volleyball League 2014 - 15



Name of club wishing to sign player	
Player's Name (in BLOCK CAPITALS)	
Previous club	
Player's address	
We hereby declare that we wish to sign the above named player. Signed (Club Secretary/Chairman)	
Amount enclosed	£

I declare that it is my wish to play for the above-mentioned Club	
Print and Sign name	
Date	

Date sent to releasing club by the Volleyball England National Office \_\_\_\_\_ (date)

**Releasing clubs must return this form to the Volleyball England National office within 7 days of the above date. Failure to do so will result in the player being automatically transferred and a fine of £20.00 being imposed as per procedure for Internal Transfers as laid down in the National Volleyball Competition Rules.**

Player Release Certificate	
We (club holding player's registration)	
Hereby certify that (name of player requesting release)	
Registration Number (card attached)	
Is free/is not free (delete as appropriate) to transfer their NVL Registration	
Reason(s) for non release if any [Evidence must be produced within 14 days of receipt.]	
Signed (Club Secretary or Chairman)	
Date	