



## TEAM TRANSFER PROCESS CLUB TO CLUB

Please find below the step-by-step Team Transfer Process for any team that are registered with your club prior to the season starting and request a transfer to another club:

1. Teams wishing to change to another club for an upcoming season, should give maximum notice to their existing club in writing that they will not be returning and are transferring to a new club.
2. If a team registers with a club and wishes to transfer after the existing club has registered the team in PlayHQ, they can apply to the club for a transfer but this must be submitted prior to fixturing commencing.
3. Any teams requesting to transfer to a new club after fixturing has commenced will be denied by the association.
4. For a club team to transfer to a new club prior to fixturing commencing the Team Manager must notify their existing club in writing of their intention to transfer clubs;
5. Existing club to approve or decline the transfer via email to the Team Manager, the new club and MDBA.
6. Existing club to decide if they wish to refund their portion of the players registration fee and confirm how this will be processed, it is acceptable for a club to deny a refund if that is in their policy;
7. Existing club to un-allocate the team in PlayHQ
8. New club to email MDBA ([comps@morningtonbasketball.com.au](mailto:comps@morningtonbasketball.com.au)) confirming the transfer of the team;
9. Do not get teams to register twice.