

# West Hill Softball

## Player Transfer Policy

*West Hill Softball (WHS) as a member district under Softball Alberta and Calgary Minor Softball Association (CMSA) will align with the terms and conditions of the Softball Alberta Player Transfer Policy and as well as the Player Release provisions of the most current CMSA Official Rulebook subject to the nuances disclosed within this document. Refer to Softball Alberta's Player Transfer Policy for key definitions.*

**Note: for the purposes of alignment with CMSA and Softball Alberta the terminology of player "transfer" and player "release" may be used interchangeably.**

### 1. Application:

This policy applies to any player wishing to transfer from WHS to another softball association, district or club, when WHS remains the *Home Association* for that player. If the player has moved out of WHS's catchment or boundary area, no player transfer request is required. Refer to Calgary Minor Softball for most up-to-date information on boundaries.

#### **Exceptions:**

- Under Calgary Minor Softball Rules – Player Transfers for U9 and U11 players will not be granted.

### 2. Purpose:

- To prevent a decline in player numbers.
- To provide clear timeline and deadline expectations to facilitate player movement considerations for a given season.
- To give WHS an opportunity to foster programs and support player skill development.
- To develop fair and equitable criteria for players wishing to participate in programs outside of their designated clubs

### 3. Condition for Player Release:

The only conditions for which a player transfer will be granted, and the player will be released from WHS are as follows:

- 1) The player wishes to play at a level of softball not offered by WHS
- 2) There are not enough players to form a team at that players age group; or
- 3) Extenuating circumstances voted on by the WHS Board.

### 4. Process:

- A player transfer form will be filled out by the parent or guardian ([http://calgaryminorsoftball.com/files/player\\_transfer\\_doc2.pdf](http://calgaryminorsoftball.com/files/player_transfer_doc2.pdf)).

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- This form is then sent to the *Receiving Association* President or designate for discussion.
- The *Receiving Association* President must contact WHS's President to initiate communication regarding the particular player seeking the transfer.
- **Specific to West Hill Softball, Player Transfer requests for the upcoming season are NOT to be submitted for consideration before February 15<sup>th</sup> of that current year.** This will ensure evaluations are at a point where transfer considerations can be made more thoughtfully.
- **Specific to West Hill Softball, the deadline for Player Transfer requests to be considered for the upcoming season is March 1<sup>st</sup> of that current year.**
- For transfer requests that are received after February 15<sup>th</sup> and no later than March 1<sup>st</sup> of the current year, WHS President or designate must then respond to the transfer request within 7 days of receipt with the acceptance or denial of the transfer. All requests must to be sent to [president@westhillsoftball.ca](mailto:president@westhillsoftball.ca) with a copy to [info@westhillsoftball.ca](mailto:info@westhillsoftball.ca).
- Incomplete transfer request forms will not be considered.
- Player Transfer requests that are submitted outside of WHS's player transfer consideration window of February 15<sup>th</sup> – March 1<sup>st</sup>, will receive an acknowledgement of their email being received within 7-days. WHS will also reference this policy for further clarification on timing of consideration.

**NOTE:** *Players may attend training camps outside of WHS without requiring a player transfer.*

### 5. If a Transfer Request is Approved by West Hill Softball:

- If both WHS and the *Receiving Association* agree to the transfer and the player transfer is approved by CMSA, then the player may play for the team outside of WHS.
- Player transfers are for a one-season term, expiring on August 31 of the current year.
- Please follow CMSA and Softball Alberta's policy to ensure that all the forms are distributed appropriately.

### 6. If a Player Transfer is Denied by West Hill Softball

- If a player transfer is denied, then the denied transfer form will be forwarded to CMSA as well as the Softball AB Minor Director and the Softball AB Executive Director.

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- WHS President or designate will provide rationale regarding the denial and information on the WHS's appeal process and options for the player. This information will be sent to the *Receiving Association's* President or designate.
- If the player transfer request is denied by the WHS President or designate, the player has the right to submit an appeal through WHS appeal process. Such appeals **must** be received within three (3) days of receipt of the original denial. Should the three (3) day deadline be missed, the appeal will not be heard and the initial denial from the WHS President or designate will stand.
- If an appeal is put forth through the WHS appeal process and the denial of the player transfer is upheld, the player then has the right to appeal to Softball Alberta as per Article I, of the Softball Alberta Handbook.

### 7. West Hill Softball Appeal Process for Player Transfers:

- For any player transfer denial to be heard through WHS's appeal process, such submissions for appeal, must be received **NO LATER** than three (3) days from the date that the original player denial was sent by the WHS President or designate.
- The player transfer appeal submission will consist of no more than a 2-page written document by the player/parent/guardian outlining their concerns which warrant consideration by the WHS appeals committee. This appeal submission is to be sent by the President or designate of the *Receiving Association* to the following addresses: [president@westhillsoftball.ca](mailto:president@westhillsoftball.ca) and [info@westhillsoftball.ca](mailto:info@westhillsoftball.ca) within the required timeframe. **No oral testimony will be heard unless specifically requested by WHS appeals committee.**
- WHS's appeal committee will consist of WHS's VP Governance & Appeal, WHS Appeals Officer and one other member of the WHS Board to be decided at the time based on availability. WHS President will not be allowed to participate on the WHS appeals committee for a denial of player transfers.
- WHS's appeal committee will consider the appeals submission purely based on conformity to West Hill Softball's Player Transfer Policy. A written decision from the WHS appeals committee will be provided to the *Receiving Association* within five (5) business days of receipt of the initial appeals submission. Once the decision is made there will be no further reconsiderations by WHS. The decision is final.
- If an appeal is put forth through the WHS appeal process and the denial of the player transfer is upheld, the player then has the right to appeal to Softball Alberta as per Article I, of the Softball Alberta Handbook.