



## **Club Affiliation Policy and Procedures**

(updated July 2021)

USA Field Hockey – The Club Affiliation Policy exists to encourage lasting relationships between clubs and their athletes and to maintain the integrity of the competitive field hockey events during the year. These policies and procedures were established in partnership with USA Field Hockey’s Club Advisory Task Force in 2011 and are reviewed annually to ensure that athletes and club needs are met within the evolving landscape of field hockey while making USA Field Hockey events accessible and inclusive to support growth of the game. These policies apply to all USA Field Hockey Tournaments unless specifically noted otherwise.

### **1) Affiliation**

- a) Affiliation is defined as being a consistent participant of a USA Field Hockey Member Club
- b) An individual must be a USA Field Hockey Member in good standing and declare their club affiliation to be eligible to participate with that club in USA Field Hockey events
- c) A USA Field Hockey Member who does not consistently participate with a member club may choose no affiliation and may be eligible to participate as a guest player in select USA Field Hockey events
- d) A guest player is defined as a member who is not affiliated with a member club or is affiliated with a different member club

### **2) New Affiliation and Open Enrollment Period**

- a) Individuals may declare their club affiliation at the time of joining as a new member or during the Open Enrollment Period. New and renewing members with no existing club affiliation are able to declare their club affiliation at any time.
- b) The Open Enrollment Period for members to change their club affiliation is August 1- October 1 of the current calendar year.
- c) From October 2 - July 31, individuals may only change club affiliation by submitting a completed Club Affiliation Transfer Request online through a USA Field Hockey Membership Account. The request requires acceptance by USA Field Hockey in partnership with the current club, and the proposed new club. An individual is only permitted to switch clubs one time between these dates. USA Field Hockey holds the right to make exceptions based on extenuating circumstances.

### **3) Transfer of Affiliation - Youth Members**

- a) Members requesting to transfer club affiliation outside of the Open Enrollment Period must be released from their current USA Field Hockey Member Club. The current club and new club are asked to approve the Club Affiliation Transfer Request through the USA Field Hockey Membership Portal to indicate acceptance of the release.
- b) Once an athlete has submitted a club transfer request, the Club Administrator of both the previous and new club has one week to respond to the transfer request. If the Club Administrators do not respond to any attempted contacts within a week, the transfer will be approved by the National Office due to non-response.
- c) USA Field Hockey is not responsible for enforcing any contractual agreement between the athlete, athlete's family or member club. These matters are to be addressed between the club(s) and the athlete or athlete's family.
- d) Once released, USA Field Hockey Members in good standing may affiliate with another USA Field Hockey Member Club.
- e) If a USA Field Hockey Member Club will not release an individual the member club or member individual should contact USA Field Hockey at [membership@usafieldhockey.com](mailto:membership@usafieldhockey.com). USA Field Hockey has the final authority to rule on disputed transfers.

#### **4) Transfer of Affiliation – Adult Members**

- a) Coach and Umpire Members over the age of 18, as well as Lifetime and Adult Members may change their affiliation at any time without completing a Club Affiliation Transfer Request. Please email [membership@usafieldhockey.com](mailto:membership@usafieldhockey.com) to request that your club affiliation be changed.

#### **5) Guest Players**

- a) Clubs may have guest players participate in select tournaments as defined in each tournament's rostering rules.
  - i) Club ranking points will not be awarded to teams who exceed the guest player policy limits
  - ii) Please refer to each tournament's rostering policy for details around club affiliation, guest player limitations, and its impact on club ranking points and competition pool seeding
- b) All guest players must be USA Field Hockey Members in good standing.
- c) Guest players are not permitted for the Regional Club Championship and/or National Club Championship.