

NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION  
Route 130, P. O. Box 487 Robbinsville, NJ 08691

TO: ALL PRINCIPALS AND ATHLETIC DIRECTORS  
FROM: Larry White, Assistant Director  
RE: TRANSFER FORM

Please read carefully ARTICLE V. SECTION 4.K OF THE BYLAWS before completing the "Transfer Form."

**PROCEDURES TO AFFECT TRANSFER FORM:**

STEP 1 The PRESENT SCHOOL must initiate the "Transfer Form" for each transfer student except for those students who have been assigned to the present school by a Board of Education, or because of residential placement by the Division of Youth and Family Services or by the Courts except in cases involving juvenile or criminal court proceedings.

**A waiver must be executed for any student who has participated in a 9-12 sports program prior to entry into the 9<sup>th</sup> grade.**

STEP 2 After each blank has been properly filled in, forward the two (2) copies to the PREVIOUS SCHOOL.

STEP 3 If the PREVIOUS SCHOOL does not have any evidence of recruitment or athletic advantage being involved in the transfer, they will complete the forms, noting those sports in which the student participated on the varsity level in the immediate preceding year, and forward the two (2) copies to the PRESENT SCHOOL. Students who transfer without a bona fide change of residence will be ineligible for a period of 30 calendar days or half of the maximum games, which will commence with the first interscholastic contest played by the involved school. During the sit-out time period, the student-athlete may not compete interscholastically on any level.

ATTENTION: WHEN THE PREVIOUS SCHOOL FAILS TO SIGN THE "TRANSFER FORM" BECAUSE THEY HAVE EVIDENCE OF THE RECRUITMENT OR ATHLETIC ADVANTAGE PROVISIONS, THEY MUST RETURN THE UNSIGNED FORMS TO THE PRESENT SCHOOL AND ADVISE SUCH SCHOOL OF THEIR POSITION. REFUSAL FOR SIGNING THE "TRANSFER FORM" MAY NOT BE BASED UPON NON-PAYMENT OF FEES, FAILURE TO RETURN SCHOOL PROPERTY AND THE LIKE.

THE PRESENT SCHOOL WILL THEN ADVISE THE EXECUTIVE DIRECTOR OF THE NEED FOR A HEARING BEFORE THE ELIGIBILITY APPEALS COMMITTEE (EAC), ENCLOSING THE TWO (2) COPIES OF THE "TRANSFER FORM" AND A TRANSCRIPT.

BOTH SCHOOLS WILL THEN BE INVITED TO A HEARING AT WHICH TIME THE PREVIOUS SCHOOL WILL BE REQUIRED TO DOCUMENT THEIR EVIDENCE. THE STUDENT WILL REMAIN INELIGIBLE TO PARTICIPATE UNTIL A DECISION IS REACHED BY THE EAC; THEREFORE, THE PRESENT SCHOOL HAS THE RESPONSIBILITY FOR A TIMELY NOTIFICATION TO NJSIAA.

DO NOT SUBMIT TRANSFER FORM PRIOR TO DATE STUDENT ENROLLS AT THE PRESENT SCHOOL. DURING THE SCHOOL YEAR, ENROLLMENT REQUIRES REGISTRATION AND CLASS ATTENDANCE.

Member schools (present school) will be required to duplicate this TRANSFER FORM and submit TWO COPIES to the previous school for each transfer student in accordance with the NJSIAA Bylaws, Article V, Eligibility of Athletes, Section 4.K (2), (5) and (6):

(Please read this information before completing the "Transfer Form"):

(1) Transfers

(a) A student-athlete in grades 10, 11 or 12 transferring from one secondary school to another, without a bona fide change of residence by that student's parent or guardian, shall be ineligible to participate for a period of 30 calendar days or half of the maximum games, which will commence with the first interscholastic contest played by the involved school, at any level, if that student participated on the varsity level in a particular sport at the previous school.

(b) A student who transfers during his\her 9<sup>th</sup> grade year, or before September 1 of his\her 10<sup>th</sup> grade year, without a bona fide change of residence, shall be immediately eligible; however, if that student has participated in a sport at a varsity level, then he\she shall be ineligible to compete in that sport at the new school at any level for 30 days or half of the maximum games, from the first day of competition in that sport.

(c) To prevent possible recruitment or transfer for athletic advantage, a Transfer Form must be executed by the two involved schools and filed with the NJSIAA before any interscholastic participation.

(d) A student who transfers during the second half of a sports season, regardless of whether the transfer was the result of a bona fide change of residence, shall be ineligible to participate in any post-season championship competition at the new school. The NJSIAA will annually publish the dates that will define the halfway point of each sports season in the NJSIAA Constitution found on the NJSIAA Website under "Resources – NJSIAA Constitution".

CL 11 For purposes of this section, participation in a sport is defined as playing in any Interscholastic contest at any level. Playing in practices or pre-season scrimmages does not constitute participation.

(2) Any evidence of recruitment by a member school shall subject the athlete to a prompt determination of eligibility by the Eligibility Appeals Committee or the Controversies Committee and may subject the athlete and the school to appropriate disciplinary proceedings as set forth in Article X herein.

(3) Any evidence of a transfer for athletic advantage shall subject the athlete to a prompt determination of eligibility by the Eligibility Appeals Committee and may subject the school and the athlete to appropriate disciplinary proceedings as set forth in Article X herein. A transfer for athletic advantage is defined as, but not limited to:

- (a) Seeking a superior athletic team;
- (b) Seeking relief due to a conflict with the philosophy or action of an administrator, teacher or coach relating to sports;
- (c) Seeking a team consistent with the student's athletic abilities;
- (d) Seeking a means to nullify punitive action by the previous school.

**ATTENTION:** Eligibility Appeals Committee will hear representatives from the previous school and the present school whenever Transfer Forms are returned to the present school without the signatures of the Principal and Athletic Director of the previous school.

**TRANSFER FORMS MUST BE FILED BY THE PRESENT SCHOOL FOR ANY CANDIDATE FOR AN INTERSCHOLASTIC TEAM WHO HAS TRANSFERRED FROM ANOTHER SECONDARY SCHOOL.**