

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

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

Please read carefully ARTICLE V. SECTION 4.K OF THE BYLAWS before completing the Transfer Form Process at www.njsiaahome.org.

PROCEDURES TO AFFECT TRANSFER FORM:

STEP 1 The present school (new school) must initiate the Transfer Form Process 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. The present school must be sure to initiate the transfer form process to all schools the student attended or any school the student participated in interscholastic sports in the previous year. It is important to communicate with the student to identify all schools relevant to attendance and interscholastic competition.

Please review the stipulations of bona fide change of residence according to NJSIAA By Laws. The NJSIAA Student-Athlete Residency Affidavit must be completed by the completed and kept on file and made available to the NJSIAA upon request. The affidavit must be accompanied by two proofs. Article V, Section 4. K.

Please do not begin the transfer form process prior to the date the student enrolls at the present school. During the school year, enrollment requires registration and class attendance.

An eligibility appeals waiver must be executed for any student who has participated in a 9-12 sports program prior to entry into the 9th grade. This is the responsibility of the present school to determine, in consultation with the student and the previous school.

STEP 2 If the previous school (former school) does not have any evidence of recruitment or athletic advantage being involved in the transfer, they will complete the form, noting those sports in which the student participated on the varsity level in the immediately preceding year. Students who transfer without a bona fide change of residence (see definition) will be ineligible for a period of 30 calendar days or half of the NJSIAA standard for 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 at the present school.

ATTENTION: When the previous school checks recruitment or athletic advantage, they must provide evidence to the NJSIAA staff for review. The previous school must advise the present school immediately of the alleged recruitment or athletic advantage. The previous school may not refuse to complete the Transfer Form Process for non-payment of fees, failure to return school property and the like.

The NJSIAA staff and counsel will review the evidence and determine if a hearing before the eligibility appeals committee (EAC) is warranted. If the determination indicates the need for a hearing, both schools will be notified as well as the parent or guardian of the student. Both schools will have the opportunity to provide documentation to be shared with all parties. The student will remain ineligible to participate until a decision is reached by the EAC.

STEP 3 If recruitment or athletic advantage has not been checked, the NJSIAA staff will render a ruling on the Transfer Eligibility status of the student.

Key Information for your Review:

(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 (NJSIAA maximum standard), 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 9th grade year, or before September 1 of his\her 10th 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, the Transfer Form Process must be completed by the schools involved and a decision rendered by the NJSIAA staff 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 Rules and Regulations within each sport.

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;
- (e) Seeking to be coached by the coach at the new 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.

The Transfer Form Process must be initiated by the present school, information completed by the previous school and a transfer eligibility decision rendered by the NJSIAA staff or Eligibility Appeals Committee for any candidate for an interscholastic team who has transferred from another secondary school.