



**Alberta School's Athletic Association**  
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# Memo

To: ASAA Member Schools  
Date: September 6, 2023  
From: Brad Van Raalte, Assistant Executive Director  
cc: John Paton, Executive Director, Nathan Moore, Compliance Officer  
Re: Transfers Held Up By Delayed Sport Registration System (SRS) Launch

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## ASAA Member Schools

The launch of the new SRS has taken a bit longer than we had hoped & anticipated. We are hoping for a launch the week of September 11. A concerning ramification of this is that many students and schools are waiting for transfers to be processed.

While we wait for SRS to become live, please submit your transfers to the Compliance Officer Nathan Moore [nathan@asaa.ca](mailto:nathan@asaa.ca) ensuring you provide the information listed below.

Given that the online SRS/Transfer portal is not yet operational, the ASAA Executive Committee has decided to permit schools that have submitted a transfer to the Compliance Officer but have not had a response, to allow "transfer" students to participate for their "new" school team(s) while the backlog of transfers is being processed. If a transfer ends up being denied by the Compliance Officer, the student must immediately cease practice and games; it is the responsibility of the school to inform the student/family of the conditional circumstances upon which the student can play. A school will not be penalized for playing "denied transfer" students prior to a denial being made. Schools with denied transfers will subsequently be able to submit an appeal of any denied transfer through the new SRS as they could do in previous years.

A reminder that any transfers being processed through the office will still have to be put through the SRS when it goes live. Staff will follow up with schools to ensure this is done.

The following must be provided to the Compliance Officer for each transfer request:

- the student name and parents' contact information
- the transfer rationale and the student's explanation
- the parent/guardian support letter
- the documentation that supports the particular rationale:
  - for a relocation, proof of family residency
  - for an educational transfer, proof that the sending school does not offer the program sought and support from the sending school
  - for mental health transfers, proof of counseling or support from the previous situation
- the student's timetables, DAR's and ASAA sports participation history
- documentation of sending school support for the transfer.

Send the Transfer request to : [nathan@asaa.ca](mailto:nathan@asaa.ca), Please contact [brad@asaa.ca](mailto:brad@asaa.ca) if you have any questions.

