

The fastest and easiest way to transfer club is to use the automated transfer process. Currently, the transfer process is only available to players. If you are attempting to transfer your coaching, referee, or admins role, please see [“How Do I Register for Multiple Clubs.”](#)

Please know that if you have played a competitive match with your current club, you will most likely be ineligible for the transfer process and instead need an eligibility waiver. Please see “How Do I Obtain a Waiver” for your corresponding level; [Senior Club Waiver](#) or [Collegiate Waiver](#) for instructions or contact eligibility@usarugby.org.

To use the automated transfer process, please first [log in](#).

Once logged in, please click “change club affiliation” in the left hand side member home/area box. You might need to click the + sign next to member area to expand the menu.

The screenshot shows the USA Rugby Webpoint interface. The top navigation bar includes the USA RUGBY logo and a welcome message: "Welcome George Washington to the Members' Only area of USA Rugby!". Below this, a secondary header reads "WELCOME, GEORGE WASHINGTON TO USA Rugby - Webpoint".

The main content area is titled "Membership Card" and displays the following information for GEORGE WASHINGTON AIGROUP:

- Membership Number:** 2215557
- Club:** AIGroup Test Club6
- Role:** Senior Player
- Birth Year:** 1980
- EXP:** 8/31/2017

A "NO PHOTO" placeholder is visible with a "CLICK TO UPLOAD" link. Below the membership card, a section titled "Club Admin Features" lists the following:

- As a Club Administrator, you have access to the following features within your Club:
 - View information about your Club
 - Review your Club's memberships.
 - View members within your Club, send emails or perform other tasks.
- To Renew your Club Membership:**
 - Click the Renew my Club link.
 - Follow additional steps to renew your membership.
- To Print your Club Certificate:**

The left-hand navigation menu includes sections for "Member Home", "Member Area", "Club Administration", "Event Administration", and "USA Rugby Events". The "Change Club Affiliation" option in the "Member Area" section is highlighted with a red box.

On the next page, please use the top drop down menu to find the correct region and the lower drop down menu to find the club. Please know that a club must pay their dues before they will appear on this list. For help registering a club, please see [“How Do I Register My Club.”](#)

Please also know that you may be responsible for paying the player dues for the new union.

The screenshot shows a web browser window with several tabs open: 'List Contacts - USA Rugby', 'Transfer Membership', 'USA Rugby News - USA', and 'USA Rugby Stats'. The active tab is 'Transfer Membership', displaying the URL 'https://webpoint.usarugby.org/wp15/Memberships/ClubTransfer.wp'. The page features a dark blue sidebar on the left with a menu containing 'Clinics', 'Referee Courses', 'Coaching Courses', 'On-line Courses', 'Rugby Tournaments', 'National Summits', 'Event Tickets', 'Other Links', 'Find a Club', and 'Support USA Rugby'. Below the menu are buttons for 'Log into USA Rugby LMS' and a 'GODADDY VERIFIED & SECURED' badge. The main content area is a light blue form titled 'Transfer Membership Request'. It includes a 'Region' dropdown set to 'New England Geographic Union' and a 'Select a new Club' dropdown set to 'Colby-Sawyer College Men's Rugby Club'. There are two checkboxes: 'I understand and agree to the USA Rugby Club Transfer Policy and Requirements' (checked) and 'I wish to transfer from my former club to my new club to compete in sevens competitions.' (unchecked). The 'Transfer Option' is 'New England Rugby Union GU (College Player Fee)'. The 'Transfer Price' is '\$25.00' and the 'Processing Fee' is '\$1.50'. The 'Total' is '\$26.50'. Below this is the 'Credit Card Information' section with fields for 'Credit Card Type' (dropdown), 'Credit Card Number', 'Expiration' (MM/YY), 'Name On Credit Card', and 'Card ID #' (with a link '(How to find your ID)'). The 'Credit Card Billing Address' section includes fields for 'Address', 'City', 'State/Province' (dropdown), and 'Zip/Postal Code'. A red 'Transfer Membership Request' button is at the bottom of the form. The footer contains the 'Webpoint' logo and '© 2017 USA Rugby'.

Once you have completed this form, please click “transfer membership request.”

This will send an automated email to everyone listed as an administrator for both your former club and union. Once an administrator(s) approves your release request, it will be reviewed and hopefully approved by USA Rugby.

You will receive an automated email if your transfer attempt is declined.

Please refer to the [USA Eligibility Regulations](#) for reference.

Please contact eligibility@usarugby.org with questions.