


Registrars: Completing Transfer/Release Forms

When you look at the form, there are 3 major sections: The player information third at the top, the Release info in the middle third, and the transfer section in the bottom third.

The top third needs to be filled out for any use of the form, being sure that the Player ID# and birth date match the player's name, all as recorded in GotSoccer. At this point, we're in the middle of the 2015-2016 Seasonal year and any transfers will be for the spring, so that should take care of the top, right corner of the form.

To Release a player (not going elsewhere)

You only need Releases to remove players from DII and higher teams. Since the form will end up with the Registrar, it's common to send the blank form to the parent and have them fill out the top third (except for the Player ID), sign it, and return it to you.

	SOUTH TEXAS Youth Soccer Association	Seasonal Year <u>15</u> / <u>16</u> <input type="checkbox"/> Fall <input checked="" type="checkbox"/> Spring
PLAYER TRANSFER / RELEASE		
Please type or print neatly. All information must be completed prior to the transaction being processed.		
PLAYER INFORMATION: ID # <u>From GotSoccer</u> Date of Birth: _____		
Name: _____	Phone: _____	
Address: _____	City: _____	State: _____ Zip Code: _____
Player Signature: <u>Player (or parent) signs</u>	Parent / Guardian Signature: <u>Parent signs</u>	
Comments: _____		
RELEASING TEAM:		
Association Name: <u>CAYSA</u>	Coach's Name: _____	Phone: _____
Club Name: <u>your club name</u>	<i>The signature of the Releasing Coach is not Required.</i>	
Team Name: <u>As it appears on GotSoccer roster</u>	Club Registrar's Signature: <u>Your signature</u>	Date: _____
Team Code: <u>Team ID#</u>	Assn Registrar's Signature: <u>CAYSA signs here</u>	Date: _____
IF PLAYER IS TRANSFERRING TO ANOTHER TEAM – FILL OUT INFORMATION BELOW.		
RECEIVING TEAM:		
Association Name: _____	Coach's Name: _____	Phone: _____
Club Name: _____	Coach's Signature: _____	Date: _____
Team Name: _____	Club Registrar's Signature: _____	Date: _____
Team Code: _____	Assn Registrar's Signature: _____	Date: _____

Releases: Green: Parents fill out; Red: Registrar fills out

Then you fill out the central third of the form, verify the player ID# and seasonal year info is correct, and either fax it to the CAYSA office or email it to admin@caysa.org and the CAYSA Registrar at caysaregistrar@gmail.com.

You fill out everything in the central third except the Assn Registrar's signature, because that's where CAYSA signs.

Many people get a couple of the fields wrong; Assn name is CAYSA for DII and SII players, and WDDOA for DI. The team name is as it appears in GotSoccer and the team code is the **team ID#**.

You do need the parent signature in the top third for a Release and a club cannot force a player off a DII or higher team, so be sure you are familiar with the rules regarding valid releases.

If you cannot get a parent signature (really, really try), send a copy of the email chain or other correspondence showing the parent request to be released from the team.

Transfers from your club

These should be filled out just like a release with one exception: Once you are done verifying the top section and have completed the middle section, you can either give the form to the parent (keep a copy until the transfer is completed, just in case) or send it to the registrar of the club to which they are moving (scan and email or fax). The receiving club will be responsible for submitting the completed form to the Association (CAYSA or WDDOA).

Transfers to your club

When you are receiving a transfer player, you should receive the form for that player with the top two thirds filled out, and you then complete the bottom third. When that is done, you send the completed form to CAYSA's Admin and Registrar, as above.

Transfers within your club

These are the easiest since you are both the sending and receiving registrar. Follow all the directions for transfers in and transfers out, with your signature in all the Club Registrar spots.

Interstate Transfers

If you are submitting an interstate transfer into your club, please send a copy of the completed interstate transfer form, already approved by the other state and STYSA and include a copy of the standard form with the releasing section of the form having only the releasing state listed and "see attached interstate form". The bottom third should be completed so we know to which team the player should be assigned.



SOUTH TEXAS
Youth Soccer Association

Seasonal Year 15 / 16

Fall Spring

PLAYER TRANSFER / RELEASE

Please type or print neatly. All information must be completed prior to the transaction being processed.

PLAYER INFORMATION: ID # <u>From GotSoccer</u> Date of Birth: _____	
Name: _____	Phone: _____
Address: _____	City: _____ State: _____ Zip Code: _____
Player Signature: <u>Player (or parent) signs</u>	Parent / Guardian Signature: <u>Parent signs</u>
Comments: _____	

RELEASING TEAM:

Association Name: CAYSA Coach's Name: _____ Phone: _____
Club Name: your club name *The signature of the Releasing Coach is not Required.*
Team Name: As it appears on GotSoccer roster Club Registrar's Signature: Your signature Date: _____
Team Code: Team ID# Assn Registrar's Signature: CAYSA signs here Date: _____

IF PLAYER IS TRANSFERRING TO ANOTHER TEAM – FILL OUT INFORMATION BELOW.

RECEIVING TEAM:	
Association Name: <u>CAYSA</u>	Coach's Name: _____ Phone: _____
Club Name: _____	Coach's Signature: <u>New coach signs</u> Date: _____
Team Name: <u>As in GotSoccer</u>	Club Registrar's Signature: <u>New Registrar's sig</u> Date: _____
Team Code: <u>New Team ID#</u>	Assn Registrar's Signature: <u>CAYSA signs here</u> Date: _____

Transfers: Green: Parents; Red: Registrar of transferring club; Orange: Registrar of receiving club

Notes on sending these to CAYSA

When sending, it's a good idea to note in the subject of the email something like *Transfer: Awesome Club Name, [player name]* or the same with *Release* instead of transfer. If you're sending several attached to one email, indicate whether they are transfers or releases and your club name. This makes it easier for us to prioritize. Send them in as you have them done; **do not save them all up to send near the deadline.**

Either the CAYSA Registrar or someone in the CAYSA office will then use the form to make the transfer happen in GotSoccer, but likely not immediately. Give it a business day or two, or possibly more if it's that crazy time right before deadlines. Faxing the forms to CAYSA at [512-302-0686](tel:512-302-0686) also works, but definitely won't get seen outside of business hours, where email just might.

If a transfer involves Division I, either to or from, that association will be WDDOA. The form should be submitted to the Association to which the player is moving (bottom third), but the process is likely to go quickest if both associations know what's going on; that can make the electronic transfer process a bit faster.

Very important: make sure we can read what is written. Legibility counts.