

CAYSA – Fall 2023 – Spring 2024 Registrar Manual

A Guide to getting from Try-Outs to Roster Freeze



Below you will find everything needed to get your teams ready for Fall 2023 League play and all the way through Spring 2024 Roster Freeze. It is listed in chronological order. A complete list of important dates is also published on the CAYSA website.

1. YOUR CLUB GOOGLE FOLDER

Each year, CAYSA creates a unique shared Google Sheet for each Club. These Google Sheets are designed with Registrars/Administrators in mind, to provide CAYSA with their current club teams as well as the information we need to register them in the appropriate league in a timely manner. Team fees will also accumulate as you enter the teams and you will find a total tracker and fees owed at the bottom.

Get familiar with your club Google sheet as soon as possible, you will be using it all year long. It is **CRUCIAL** the team names match between the google sheet and what is in the CAYSA registration event.

Usage:

The first time you open your Club Google Folder, you will see sub-folders called Fall 2023 and Spring 2024. You will obviously start with the Fall one. You will use the google sheets to:

- Let us know which of your Division 2 and Division 3 teams will be participating in the CAYSA run leagues.
- Inform us of the correct team names in GotSport
- Review the total team fees owed for CAYSA league participation

2. DECLARING YOUR TEAMS

Why declare your teams? CAYSA needs to know which teams will be participating in the CAYSA Leagues. If your Rec+, Division 3, or Division 2 teams are participating in a league not run by CAYSA, whether an in-house or inter-club league, please do not declare the teams as described below. Once you declare the teams, CAYSA will register all those teams into the appropriate CAYSA league.

By July 26th, we need you to ...

- Let us know which of your Division 2 teams will be competing in the CAYSA league using your club google sheet. Do this by entering the age, gender, division, and team name (team name **MUST** match what is in GotSport exactly). One team per row. Please try to keep these in the following order: Gender, then Age youngest to oldest.

By August 4th, we need you to ...

- Let us know which of your Rec+/Academy teams will be competing in the CAYSA league using the Academy Declaration sheet. This may be done by your Academy DOC/Representative. Do this by entering the age, Gender, Division, and team name (team name **MUST** match what is in GotSport exactly). One team per row. Please try to keep these in the following order: Gender, then Age youngest to oldest.

By August 18th, we need you to ...

- Let us know which of your Division 3 teams will be competing in the CAYSA league using your club google sheet. Do this by entering the age, Gender, Division, and team name (team name **MUST** match what is in GotSport exactly). One team per row. Please try to keep these in the following order: Gender, then Age youngest to oldest.

3. REGISTRATION

The “2023-2024 CAYSA Registration Event (Official STYSA Roster/Cards)” event is now open, and you can start registering teams. Be sure to have checked your teams for the correct division / level of play prior to registering them. After the teams are registered, any update/change you make on the club side will **not** automatically appear on the CAYSA side. Please be sure to notify us so we can make it match. It is **imperative** these changes are made prior to approving/generating your official rosters.

3.1. **Process for teams:** You can register all your teams at once from your club GotSport account. It is **crucial** you set each team correctly **prior to** registering into the “CAYSA 2023-24 Registration Event (STYSA Roster/Cards)”.

Changes to Division, Team Name, etc. can be made from the Club Management side. Click on “Club Management” in the blue side menu bar, click on “Teams”, then click on each team and make your necessary changes. You will need to click the blue “Save” button at the bottom of the page when you are done. When you do this, you should also update your Club Google Sheet as you progress through your team list.

Since the event is only set for Division 4, Rec +/Academy, Division 3, and Division 2, it will not give you the ability to register any other division. Also, you may have a team that was set as Division 4 during the 22/23 Seasonal Year but has since aged up to U11 and will therefore need to be changed to either Division 3 or Division 2. Do not change the age group, that will automatically roll up on August 1st. Once the teams are entered in the registration event, any change you make from your club account will not reflect on the CAYSA side.

From this point on, you may need to go back and forth between this section and the Rostering section (Section 5) below. Your returning teams will take little time but incoming U11 teams will all need to be updated: From Rec+ or Division 4 to D3 or D2, or creating a whole new team. You will also need to make sure the age group is set to U10 for now, since it will automatically roll up to U11 on August 1st. For full instructions on setting teams, check Section “5. Rostering” below. Once you have all your teams checked and updated, proceed to entering the teams in the “CAYSA 2023-24 Registration Event (STYSA official roster/cards)”:

➤ Login / Club Management, click on “Teams”

➤ Click on “Registration” in the menu bar:



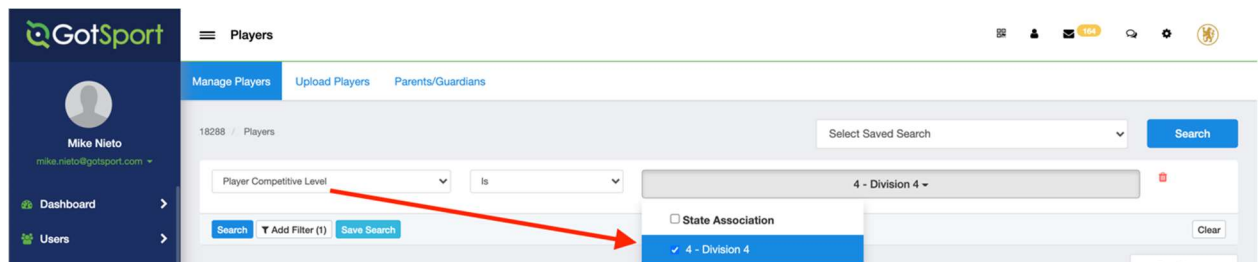
- Scroll down until you find “CAYSA 2023-2024 Team/Player Registration Event (Official STYSA rosters/cards)” and click “Register”. Your list of teams will appear with the Registration event showing at the top
- In GotSport, you will need to register your teams by Division: only the teams matching the division selected in the “Registration Fee” box at the top will be available to select. Every other team will be highlighted in yellow. Division 2 is the default. The age group of the teams in this event view will be the correct upcoming 2023/2024 age group. Until August 1st, when looking at these teams in any other view than the upcoming 23/24 registration event, the age group showing for these teams will be the 2022/2023 age group. Be sure to recognize the difference between “Current Age Group” (2022/2023 until August 1, 2023) and “Event Age Group” (2023/2024 after August 1, 2023).
- Select the U11 through 19 teams and click the blue “Register” button at the top of the page. Be sure to choose “Selected Teams” as opposed to “All Teams”
- Select Division 2 as the Division level then click “Save”
- The next screen will show you the list of teams you have just registered.
- Once you have registered all your Division 2 teams, you will need to go back and change the division to Division 3 in the “Registration Fee” box so you can select your Division 3 teams and register them in the CAYSA Registration Event as well.

3.2. Registering Division 4 and Rec+/Academy

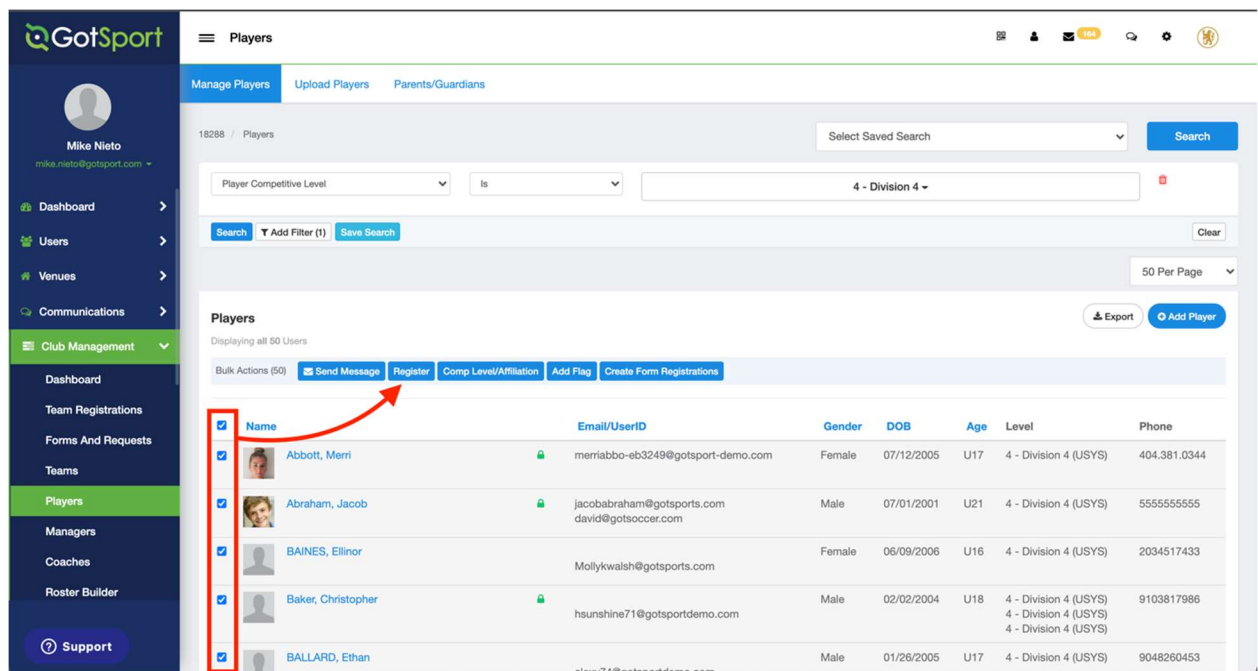
- a) Division 4: Division 4 can be registered one of two ways, based on club preference:
 - 1) By team: if your club prefers to form teams just as you do for Division 2 and Division 3, you can do so, enter the teams in the Registration event, and process the teams as you would for D2 and D3

- 2) Direct Registration: more and more clubs are moving to this because you can report all the players at once without further manipulation and you can move the players as needed without having to have the CAYSA office do it for you.

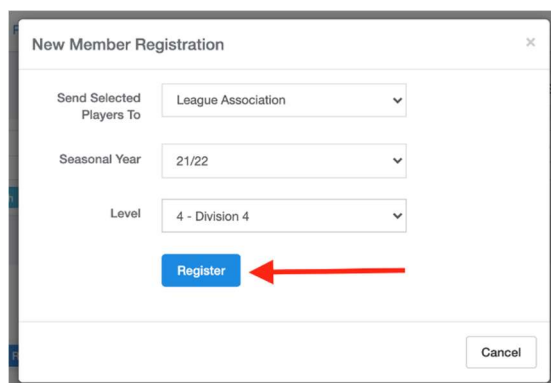
Step 1: Under Club Management -> Players, use the filters in your Player List to list the players you need to submit. In the example below, the players are being filtered by their Division 4 competitive level. There are a number of filters to use (Program, Team Assignment, DOB Range, etc)



Step 2: In the Players list, mark the top checkbox to select all of the filtered players in your list. From there, click the Register button in the Bulk Actions menu. Note: If there are more than 50 players in your list you want to register, it will ask if you want to select all. If registering all of your players in your filtered list at one time, be sure to SELECT ALL



Step 3: In the New Member Registration modal, select your *Association* in the Send Selected Players To, 23/24 for the Seasonal Year, Division 4 for the Competitive Level selection. You will only send to your Association, do not choose South Texas Youth Soccer Association for your selection



- b) Rec+/Academy: Rec+/Academy can be registered one of two ways, based on club preference:
- 1) By individual team: if your club prefers to form teams just as you do for Division 2 and Division 3, you can do so, enter the teams in the Registration event, and process the teams as you would for D2 and D3. This tends to be preferred by smaller programs
 - 2) Pool team: larger programs do register a few pool teams and enter all the players in. You can create one team or separate them by gender and age group, it is up to you, as such:
 - Under 8 Girls
 - Under 8 Boys
 - Under 9 Girls
 - Etc.

You will then create individual team shells that will be entered into the CAYSA Academy league. These team shells will be the teams that will show in the published schedule.

ANY player who will be taking the field whether to practice or play MUST be approved/generated onto one of your pool teams in the registration event

4. LEAGUE TEAM LIST

Starting July 26th... We start the process of building the CAYSA leagues team list. We compile all the registrations in the “CAYSA 2023-24 Registration Event (STYSA Roster/Cards)” and begin registering them into the leagues. We use your entries in all the Club Google Sheets to find the team names and flag all the registrations we cannot validate.

Level of Play / Division	Verification / Team Drop Date	Schedule Release Date
Division 2	August 1st: Please check back on your Club Google sheet for Division 2 team names in yellow. These are the teams we could not validate/find in GotSport. At this time, notify us ASAP if there is a discrepancy in the team name that needs to be addressed or if you have registered a team that wasn't previously in the registration event.	August 11th: Initial Division 2 Schedules Released
Rec+/Academy	August 7th: Last date to drop Academy teams.	August 14th: First Academy block published August 25th: First 4 weeks of block schedule published September 15th: All Academy block schedule published
Division 3	August 18th: Please check back on your Club Google sheet for Division 3 team names in yellow. These are the teams we could not validate/find in GotSport. At this time, notify us ASAP if there is a discrepancy in the team name that needs to be addressed or if you have registered a team that wasn't previously in the registration event.	August 28th: Initial Division 3 Schedules Released

This process is VERY important because CAYSA needs accurate information prior to scheduling. Remember the processes above are about teams that will be participating in CAYSA run leagues. If your Division 2 / Division 3 teams are playing in house, they will need to be registered in the CAYSA registration event, but **do not** declare them in your club google sheet.

5.1 Team Building:

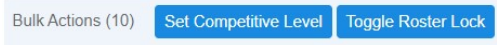

Now that you have your pre-qualified and U11 teams registered, you will be able to see the “CAYSA 2023-24 Registration Event” in Roster Builder.



Don’t forget that GotSport automatically rolls teams up an age group on August 1st so you will be working with age groups one year younger than the Fall 23 age groups until August 1st (U10 for U11, U11 for U12) **HOWEVER**, remember that when you look at the teams within the upcoming Registration event roster builder, the teams will be the correct age group for 23/24 (Current Age vs. Event Age).

5.1.1 Existing Teams

Do **not** create new teams if your existing teams are coming back. Your existing teams’ history (including rankings/points) will be wiped out if you start anew. Use your Club Google Sheets to keep up with the changes you make to each team as you make the changes. The original team name from the Pre-Qualified list will be listed in the first team name column in your Club Google Sheet.


As you make changes to your teams in GotSport, make sure the roster editing functions are locked. From your team list view, you will be able to see if any team is missing a padlock icon in the R column so no one other than an admin can make changes to your teams. Click the check box at the top of your team list, an editing function will appear at the top, click on “Toggle Roster Lock”

 , Set Selected to “Roster Editing Locked” and click the “Save” button. All your teams will now appear with a padlock icon. Also make sure you lock the Team Editing functions by clicking the check box at the top of your team list, and clicking on “Toggle Team Lock”  , which is the last button on the right of that menu bar.

- **Make Final Changes**
You will have made your changes before you registered the teams (see section 5. Registration) but as you work through it now, you may find final changes to Division, Team Name, etc. Once you make your necessary changes, be sure to notify Charley at charley@caysa.org as we will need to match these changes on our side as well. When you do this, you should also update your Club Google folder as you progress through your team list.
- **Adjust Teams Rosters**
Even though you can reset your rosters in your player pools, this action is total and not recommended. Using your roster builder, you have access to a more targeted and precise approach. If you do not see the “2023-2024 CAYSA Registration Event (Official STYSA Roster/Cards)” in the roster builder page under “Club Management”, it means the teams are not yet registered per 3.2. above.
 - **Unassign Players**
 - From “Club Management”, click on “Roster Builder” then select the “2023-2024 CAYSA Registration Event (Official STYSA Roster/Cards)” event and click the blue “Submit” button. The list of your registered teams will be on the right.
 - From there, you will clone the previous roster for each of your teams from the last Registration event the team was in which could be the “CAYSA 2022-2023 Team/Player Registration Event” or possibly the WDDOA 22/23 Registration Event.
 - **Unassign non-registered players:** Click “Add Filter”   and change “First Name” to “Player Program”, change “Registered In” to “Not Registered In” in the box immediately to the right, and select your registration program in the blank filter box all the way to the right. Click the blue “Search” button. (you will skip this step and go to “Unassign registered players no longer on each specific team” below if you do not use GotSport for online registration). You may select more than one program if you have several registration programs associated with CAYSA teams.

- The players in the list under each team will now show either as white or yellow. The players in white are the ones that match your filters: Players NOT registered in your registration program(s).
- Click on the white “Actions” button at the top of the team list:

Registered Teams/Rosters

Actions ▼
- Click “Remove Players Matching Search”  Remove Players Matching Search ⓘ
- This will remove unregistered players from all your event rosters in this event
- **Unassign registered players no longer on each specific team:** going team by team, you will click the “**X**” next to each player who will no longer be assigned to that particular team.


- Assign Players

- Change the “ Not Registered In”


Not Registered In ▼

 filter to “Registered In”

Registered In ▼


 and click the blue “Search” button.
- Your player list on the left will reduce down to only registered players. From there, you will be able to grab the movement icon  next to each player and drag and drop each player to their respective 2023/2024 team. You can use filters to reduce the number of players in your player list to the left(gender, age group, etc.)

5.1.2. Create New Teams

Under Club Management, click on Teams then click on  .

Because GotSport has been designed for use with multiple activities, you have the option to pick the sport. It is not mandatory to do so. In the “Team Affiliations” box, change the default affiliation from “GotSport Client” to “USYS”. Don’t forget to click the blue “Save” button at the bottom of the page. Once you have created your teams you need to make sure and lock them as instructed under 5.1.1. above.

- Assign Players

- From “Club Management”, click on “Roster Builder” then select the “2023-2024 CAYSA Registration Event (Official STYSA Roster/Cards)” event and click the blue “Submit” button. The list of your registered teams will be on the right.
- If you do not use GotSport as your online registration program, you will have entered your players in your account by your preferred method and they will be available on the left. They are ready to be dragged and dropped. You will need to be careful not to assign players that will not be returning
- If you use GotSport as your online registration program, add a filter as in 5.1.1. above by selecting “Player Program”, “Registered In”, and your registration program(s). Click the blue “Search” button.
- Your player list on the left will reduce down to only registered players. From there, you will be able to grab the movement icon  next to each player and drag and drop each player to their respective 2023/2024 team.


Be sure to use filters to your advantage to minimize the chance of mis-rostering a player. The system will prevent you from rostering an ineligible player per STYSA rules.

5.2. Creating an Internal Roster Builder Event


If your club registers with multiple USSF entities (USYS, USSF, SAY, USSSA), you might want to consider creating a roster building event. It is like creating a staging area for your rosters. Once you have registered your teams in the proper registration events, you will make all your rostering updates in the registration event, not your staging area.


IMPORTANT DATE TO KEEP IN MIND: September 1st! On September 1st, we will turn on the rostering rules in the “2023-2024 CAYSA Registration Event (Official STYSA Roster/Cards)”. This means when you add players to

the roster, they will automatically be approved onto those official rosters provided the rostering rules are followed. Any player that needs to be moved after this date will require a Transfer form!

Within your Roster Builder section (Club Management > Roster Builder), Click on the  Button That will bring you to your club's workspace so you can work on your rosters prior to entering them where they need to go.

You will be prompted to name the event so make sure to give it a name that will be easily identifiable to you like: 23/24 Draft Rosters. Check that the upcoming Seasonal year is correctly selected so the team event age groups will match the 23/24 age groups. Click Save.

You will find your list of teams on the right and your list of players on the left. You can register each team into the event by clicking the blue "Register" button . Be sure to use filters to your advantage to minimize the chance of mis-rostering a player. From there you will be able to drag and drop players in the appropriate team shells.

This event does NOT Report to the Association as this is purely a working space/staging area for your club so make sure to not forget to move the teams over to the Registration Events once you are done building your rosters. To enter the teams in the appropriate Registration Event, go back to 7.1. Once that is done, you will be able to clone your rosters in the Registration event from your roster building event by selecting it from the "Clone roster from" box and clicking the  button

5.3. Rosters and Player Cards - CAYSA Roster Generation:

The STYSA Registration Period designates the time by which player movement off or between teams must be documented with Transfer/Release paperwork. Your committed existing players should be placed on rosters before your first game. CAYSA will be using only virtual player cards for the 23/24 seasonal year. The only cards you will print are your coaches' and managers' Risk Management/Kidsafe badges.

5.3.1. Check your teams: in order to effectively do this, use filters to your advantage. First start by checking a number of things all at once, then proceed to each individual team. Since by the time you will be doing this, all your CAYSA participating teams will be in the "CAYSA 2023-2024 Team/Player Registration (official roster)" event, the steps should be as follow:

- **Login to access your CAYSA registered team list:**
 - Login
 - Club Management > Team Registrations
 - Locate the "Event" box at the top of the page and use the drop down to enter "2023-2024 CAYSA Registration Event (Official STYSA Roster/Cards)"
 - Click "Search"
- **Open your Club Google folder:**
 - Compare the list of teams in GotSport and your Club Google folder list of declared teams to make sure you nor CAYSA have not missed anyone
 - If you have a lot of teams, you may want to use age and gender filters in order to reduce the size of the list you are verifying at one time
 - As you verify each team, be sure to update the Club Google folder: Is the team not going to make, verify Team Name declared matches the one in the "CAYSA 2023-2024 Team/Player Registration (official roster)" event. Be sure to also check whether teams have been highlighted in yellow as the CAYSA office may have had trouble matching teams.
- **Team Age Group:** Because you are looking at the teams registered in the 23/24 Registration event, the age group column is actually the Event Age Group: your 2013 teams will show U11 even though their current age will be U10 prior to August 1st 2023. If your 2013 teams show as U12, you will need to let us know so we can fix it on our end after you fix it on yours.

- **Roster Maximum:** make sure you do not have any teams with too many players (make sure you have enough players on each team as well...)
- **Now move on to each individual team:**
 - Click on the team name, it will bring up a pop-up window with the team details and tabs at the top
 - Scroll down to Registration Information
- **Team Affiliation:** Please make sure the team affiliation is properly set for USYS
- **Team Competitive Level (Division)**

MAKE SURE, if anything above did not match what it should have been, whether age group, division, or team name, that you notify the CAYSA office **BEFORE** you approve players onto those rosters!!

- **Roster Accuracy:** scroll back up and click on the Roster tab at the top of the pop-up window and make sure you have the right players on the team! Remember, once we generate/approve the rosters, you will need to submit a Transfer-Release form to move a player! There is **no way around this!** You will need to go back to the roster builder tool to unassign any players that shouldn't be there.
- **Check Players Age:** although GotSport does have a number of South Texas rostering rules programmed in, which should prevent overage players from being assigned to a team, make sure none of the players on a particular team are too old for the team you are working on. Check that there are no 2012s on your 2013 teams (incoming U11s) for example.



Proof of age: it is not mandatory that you keep a copy of the document used for verification however it is mandatory that someone verify the date of birth by looking at one of the official documents listed below. If the copy provided is not legible or seems to be tampered with, the registrar or administrator may request to view an original document. Once the date of birth has been verified for a player, update the player record under Documents. Even if the player registers through an online registration program, there must be a procedure in place for the parent to provide the registrar an opportunity to view one of the documents below for verification of the birth date. The birth dates of returning players do not need to be re-verified. Once verified and entered into your player database, there is no need to see the birth certificate again (or other acceptable document) unless there is a question regarding the accuracy of the date. Additional verification may be requested at any time by CAYSA or the State Association on a case-by-case basis.

The following documents are acceptable for verifying the date of birth:

- Birth certificate (certified or verified copy)
- Uniformed Services Identification and Privilege Card (Form DD 1173)
- Birth Registration issued by the appropriate government agency
- Board of Health Records
- Passport
- Alien Registration Card issued by the United States Government
- Certificate issued by Immigration and Naturalization Service
- Current Driver's License
- Unexpired federal, state or local government identification card
- Certification of an American Citizen born abroad issued by appropriate Government agency

Important: Hospital, baptismal or religious certificates are NOT acceptable proof of date of birth.

- **Valid Pictures:** Make sure a valid picture is uploaded for every player. You will be able to edit any invalid picture directly from this view: click on a player's name whose photo needs cropping and click on the blue "Edit Image" button; reposition or drag any of the blue markers to reframe then click "Save". (Note: every time you do this, the system will kick you back to team list view. You will have to click on the team again to keep going. If you have too many pictures to update, we highly recommend you do this either from the Roster Builder view in the CAYSA Registration Event, where you can update pictures one right after the other without having to use several clicks of the mouse to get back to where you left off, OR from your program registration view as registrations come in. If you haven't made uploading a picture required at the time of registration, you should do so ASAP)

VALID Pictures	INVALID Pictures
	

- **Verify Adults:** Click on the “Coaches” tab Players Coaches Managers and check Coach, Assistants, (You will click on the “Manager” tab to check Team Managers). **NO ADULT** should be added to a team unless they have completed all their compliance training and have a successful background check. For complete instructions, please check our website for [Adult Compliance Requirements](#). Coaches and managers must be attached by the time schedules come out or they will not have any visibility nor will they be able to communicate with their opponents.

5.3.2. Registration Event Rostering Rules activated: September 1st


On September 1st, we will turn on the rostering rules in the “2023-2024 CAYSA Registration Event (Official STYSA Roster/Cards)”. This means when you add players to the roster, they will automatically be approved onto those official rosters provided the rostering rules are followed. Any player approved onto a roster on or after September 1st will **require a Transfer Release form in order to be removed!!**


- Approving Official Rosters


Prior to September 1st, you will add players into the Roster Building event under the CAYSA registration event and it will not automatically approve the official rosters. This is done intentionally so you can make sure you are placing the correct players on and move them as needed.

As we get closer to the start of the season, the automatic approval will get turned on so you must be vigilant. Make sure to use filters to your advantage. This is another reason why it is imperative to properly set age group, gender, and division for each team.

After September 1st, however, the rosters you had been working on before that date will not automatically get approved. You must remember to go back and approve each of them. To do so:

Login > Club Management > Roster Builder > Filter for “CAYSA 2023-2024 Team/Player Registration (official roster)” event > Scroll through each of your teams in the “Registered Teams/Rosters” column > click the  in the upper right corner of the Black title bar for each team, it will automatically approve all players/coaches/managers that are compliant with roster rules.

Be sure to check that all players/coaches/managers have a green checkmark  in front of their name. The ones that don't were not added to the official roster and **are not eligible to participate** with that team.

- Check each roster for issues. Issues will have either a **X** or a  next to the individual name. If you cannot figure out the issue, please contact the CAYSA office.

6. RECONCILIATION MEETINGS: NEEDS AND REQUIREMENTS

Reconciliation is the process by which your players get reported and insured, it must be accurate.

6.1. Your Club uses GotSport for online registration

The teams participating in the CAYSA leagues will easily be accounted for. The ones you have to be concerned with are the players playing in-house. Clubs using online GotSport registration will typically create registration

programs by season. Division 2 players are usually registered into a single registration program which lasts all year.

By the time the reconciliation meeting happens, you must know:

- Which of your players are participating
- Which are not

We highly recommend you create a clearly marked “team” you can add all the players who drop: for example: “player drop full refund”, “player drop partial refund”, “player drop no refund”. If everything is marked correctly, the meeting will be very efficient and last as little time as possible

6.2. Your Club uses another program or does not use online registration.

If your club does not use GotSport as a main platform, you will need to upload your players. Not creating duplicates must be your main concern. If you have been using the same platform for the last few year, GotSport should recognize and kick off duplicates as long as parents have been using the same account/information to register their player(s).

We highly recommend you create a registration program to enter the players in so you can use filters between seasons just as clubs who use GotSport as their main platform do. It also makes it so much easier for you to keep your data straight.

6.3. Reconciliation Meetings

September 11th, Club reconciliation meetings will begin with the CAYSA office. The schedule is published on the CAYSA website under Admin Resources.

Registrar Notification Action:

- CAYSA has put together a meeting schedule based on last year’s meeting. Zoom meeting links will be sent out by August 15th.
- By September 1st, if you need a change to your scheduled slot, you need to let us know using the Recon Meeting Schedule Change Google Form.
- You will meet either with Charley, Dominique, or both. Plan for each fall meeting to last about 45 minutes and each Spring meeting to last about 30 minutes. Meetings do last longer for larger clubs and for clubs who do not use GotSport as their main registration platform.

7. ADDITIONAL PROCESSES

7.1. Tournament Guest Player Card Printing: If you have a team going to a tournament and they wish to take a player(s) who is not currently registered with any club, we are your guest player card generation entity. Please visit www.caysa.org under “Documents” for the Instructions as well as the CAYSA Guest Player Registration form. Guest Player Card fee: \$35.

7.2. Transfer/Releases

Per STYSA rules, all player movement after August 1st **require a Transfer/Release form.** All Transfer forms should be emailed to admin@caysa.org. Forms should be sent to this address **only**. Please do not copy other caysa.org email addresses as this will only slow the process down. Please do not notify us that you sent a form to that address. Use the approved CAYSA Transfer/Release form published at www.caysa.org.

Please take care to fully complete Transfer/Release Form BEFORE submitting. Incomplete forms CANNOT be processed, and all incur delays. We need ALL the information listed in order for the system to work smoothly.

- Releases: All release players will be moved to the CAYSA Release Pool. If a player later needs to be transferred to a different team, an updated Transfer Release form will be required.
- Transfers/Moves: Players transferred from one team to another within the same club are considered “Moves” and do not count towards the team’s maximum number of transfers per seasonal year.

Important Process Information: we strive to provide transfer/release services as quickly and efficiently as possible so please go through to Dos and Don’ts below to help us provide you with the best and most efficient services

- **Do...** complete the transfer form properly: the DOC signature is not required on the CAYSA side but it may be required on the WDDOA side for example, we need the complete team names both receiving and releasing
- **Do...** get the parent signature, no form will be processed without parental approval.
- **Do...** send the form to the **right** place: admin@caysa.org.
- **Don’t...** alter the releasing player record: do not remove the player from the team member list, do not archive the player, do not delete the player.
- **Don’t...** delete or change the player picture!
- **Don’t...** submit incomplete forms, they will not be processed and it severely lengthens the process.
- **Don’t...** submit the online form. If the online form is necessary, CAYSA will enter the form in GotSport. You will then need to approve the player’s transfer in GotSport for it to be executed.
- **Don’t...** tell the player they can participate with their new team once you’ve submitted the form. Until the form has been **processed** and the player appears on the new team official roster/game card, they are not be eligible to participate with the team. (the **ONLY** exception is for a player who is moving between 2 teams within the same club and the releasing team is either of a lower or same level of play as the transferring team and therefore eligible for Club Pass)

7.6. Invoicing

As we work through each reconciliation meeting, we create your Fall Initial or your Spring Recon Forms. This will include the total owed for player registration. If you add or transfer players between the Fall Initial recon meeting and the Final recon deadline (October 16th) , you can either submit a final recon form or ask for a meeting to go through the changes with the CAYSA office.