Transfer Procedure

Last Update – 2/12/2012

Miami Valley Youth Soccer Association (mvysa) rules allow players to transfer from one team to another after the conclusion of the fall season and prior to The deadline published in the mvysa Calendar (currently Mar. 19, 2012). The procedure for such transfers is outlined below and *a detailed How To is on the following pages*. **Exception**: If a player is transferring from a league other than mvysa to a team in mvysa, then use the **Transfer In procedure** found in the **How To** section of mvysa.com.

Coaches or parents who encounter problems with the process are encouraged to contact the mvysa office via email at office@mvysa.com or phone 937-684-4241 during office hours. Current office hours are listed on the mvysa.com front page.

1. **Permission List**
   Parents contact current coach and request to be placed on the Permission to Talk/Tryout List. Current coach generates a Permission Form via the mvysa website and gives to parents.
2. **Selection**
   The player and her parent(s) through discussion(s) or tryout(s) chooses a team to transfer to. The parents or the new coach contacts mvysa to indicate the new team.
3. **Transfer**
   mvysa notifies the current coach that the player wants to transfer a new team. The current coach generates the USYSA Transfer form. Coach, parent, and player sign form. The USYSA Transfer form and player card is delivered to the mvysa office.
4. **Approval**
   mvysa will remove the player from the old roster and adding the player to the new teams roster.
5. **Rostered**
   The new team prints the new USYSA registration form and card, gets them properly signed and presents them along with the updated roster to the mvysa office.

All mvysa coaches/clubs either need to see the players name on the Permission to Talk/Tryout List or see the Permission Form before talking to a prospective player or allowing a prospective player to tryout.

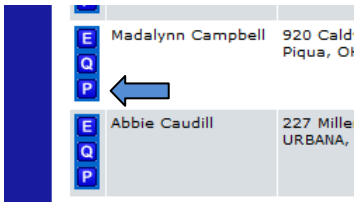
How To Details

1. **Permission**
   Parents contact current coach and request to be placed on the Permission to Talk/Tryout

List**.** Current coach generates a Permission Form via the mvysa website. If requested the coach needs to comply or mvysa will place the player on the list.

The mvysa system will record which players have made such requests and when the request is made. An online Permission to Talk/Tryout List will be viewable by all coaches as to which players are on the List by logging in, managing their team, and viewing the Permission to Talk/Tryout List.

a. Login, manage team, preregister your team for spring if you have not yet done so, edit roster, click on the blue P button in front of players name



b. Print 2 copies of the form

c. Submit the permission request by clicking on the link at the bottom of the form page

Submit Permission Form

d. Have parent, player, and coach sign and date both copies. Keep one copy as proof of permission request and give the other copy to the parents.

2. **Selection**

The player and her parent(s) through discussion(s) or tryout(s) chooses a team to transfer to. Once the new coach decides to accept the player and the player/parents agree, then the parents or new coach contacts mvysa to indicate the new team.

a. Send an email to office@mvysa.com

b. Provide the new team number and name, player number and name

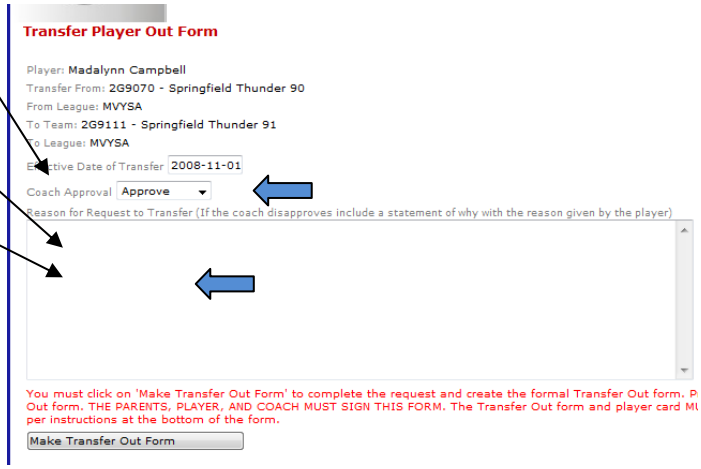
3. **Transfer**

mvysa will enter the choice in the mvysa system and notify the current coach that the player wants to actually transfer to the new team with instructions on how to prepare the formal transfer form.

The current coach generates the USYSA Transfer form, indicating consent or challenge of the request, signs it along with player and parent. The completed USYSA Transfer form with the players card is mailed or brought to the mvysa office.

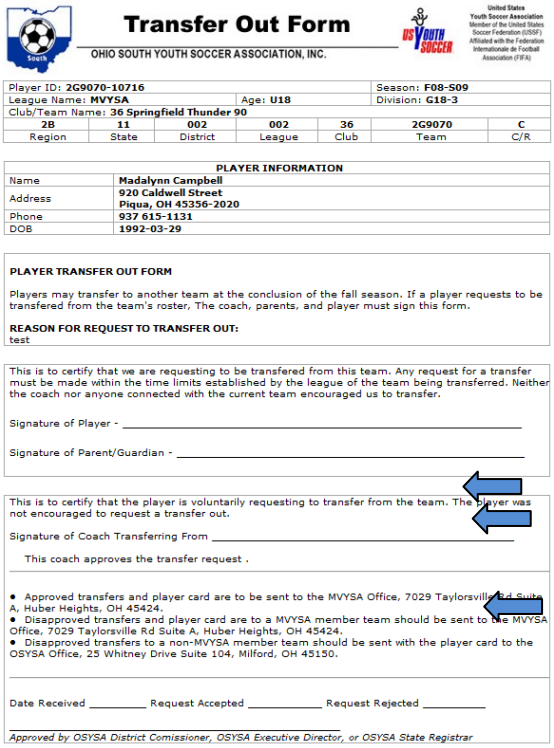
a. Login, manage team, edit roster, click on the blue T button in front of the player's name

b. Indicate whether you approve or challenge of this transfer.
c. Enter the reason the player wants to transfer.
d. If you challenge the transfer also add a detailed reason.



e. Click the 'Make Transfer Out Form' button at the bottom of the page.

f. Print 2 copies of the Transfer Out form
g. Have parents, player, and coach sign both copies. Keep one copy as proof and mail or bring the other copy to the mvysa office.



Transfer Out Form

OHIO SOUTH YOUTH SOCCER ASSOCIATION, INC.

Player ID: **2G9070-10716**					Season: **F08-S09**	
League Name: **MVYSA**			Age: **U18**		Division: **G18-3**	
Club/Team Name: **36 Springfield Thunder 90**						
2B	**11**	**002**	**002**	**36**	**2G9070**	**C**
Region	State	District	League	Club	Team	C/R

PLAYER INFORMATION	
Name	**Madalynn Campbell**
Address	**920 Caldwell Street** **Piqua, OH 45356-2020**
Phone	**937 615-1131**
DOB	**1992-03-29**

PLAYER TRANSFER OUT FORM

Players may transfer to another team at the conclusion of the fall season. If a player requests to be transfered from the team's roster, The coach, parents, and player must sign this form.

REASON FOR REQUEST TO TRANSFER OUT:
test

This is to certify that we are requesting to be transfered from this team. Any request for a transfer must be made within the time limits established by the league of the team being transferred. Neither the coach nor anyone connected with the current team encouraged us to transfer.

Signature of Player - _____

Signature of Parent/Guardian - _____

This is to certify that the player is voluntarily requesting to transfer from the team. The player was not encouraged to request a transfer out.

Signature of Coach Transferring From _____

This coach approves the transfer request .

- Approved transfers and player card are to be sent to the MVYSA Office, 7029 Taylorsville Rd Suite A, Huber Heights, OH 45424.
- Disapproved transfers and player card are to a MVYSA member team should be sent to the MVYSA Office, 7029 Taylorsville Rd Suite A, Huber Heights, OH 45424.
- Disapproved transfers to a non-MVYSA member team should be sent with the player card to the OSYSA Office, 25 Whitney Drive Suite 104, Milford, OH 45150.

Date Received _____ Request Accepted _____ Request Rejected _____

_____
Approved by OSYSA District Comissioner, OSYSA Executive Director, or OSYSA State Registrar

4. **Approval**

Once the card and transfer form is received mvysa will complete approved transfers, removing the player from the old roster and adding the player to the new teams roster. If a transfer is challenged by the coach then a Transfer Committee will review the request and either deny or grant the transfer. Either the coach or player may appeal to the mvysa Board the decision of the Transfer Committee. If appealed the decision of the mvysa board will be final.

5. **Rostered**
   Once the transferred player appears on the roster of the new team, then the new team prints the new USYSA registration form, player card and code of conduct, gets them properly signed and presents them to the mvysa office.