Transfer Procedure

Last Update – 12/19/2013

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. There are 3 different procedures to use based on the type of transfer:

- a) **Inter-Team Transfer** player changing teams from one club to another. Use the steps detailed below.
- b) **Intra-Club Transfer** player changing teams within the same club. Use the **Intra-Club Transfer procedure**.
- c) **Transfer In** a player is transferring from a league other than mvysa to a team in mvysa. Use the **Transfer In procedure**.

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 his or her parent(s) through discussion(s) or tryout(s) chooses a team to transfer to. The parents or the new coach contacts myssa 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.

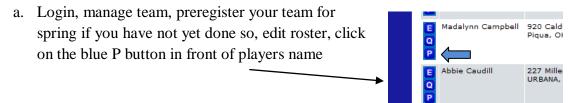
All mvysa coaches/clubs either need to see the players name on the Permission to Talk/Tryout List or see the Permission Form before talking to a prospective player or allowing a prospective player to tryout.

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.



- 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 his or 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 mysa to indicate the new team.

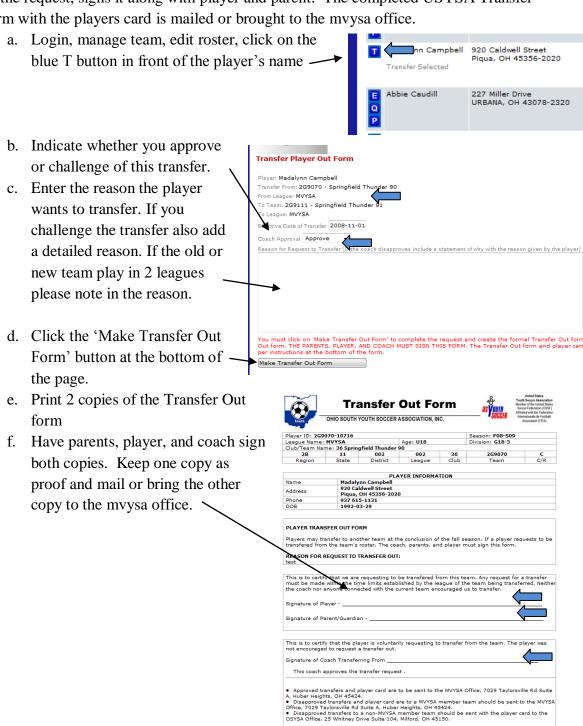


- a. Send an email to office@mvysa.com
- b. Provide the new team number and name, player number and name

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.



Date Received ______ Request Accepted _____ Request Rejected ______

Approved by OSYSA District Comissioner, OSYSA Executive Director, or OSYSA State Regist

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, gets it properly signed and presents it to the mvysa office.