

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

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

## 1. Removal from old team

Parents contact current coach and request a copy of an Ohio South Inter Team Player Transfer Request and Approval form signed by the current coach, player card and proof that the player has been removed from the roster. This form can be found on osysa.com in the forms section.

## 2. Transfer

The coach of the new team in MVYSA logs in, manages the team, edit the roster, and selects Transfer In Player from the top menu bar, completes the form and submits it.

## 3. Rostered

The new team prints the new USYSA registration form, and card, gets them properly signed and presents them along with a signed parent code of conduct, the completed Ohio South Inter Team



**OHIO SOUTH YOUTH SOCCER ASSOCIATION, INC.**  
Inter Team Player Transfer Request and Approval Form



Name of Player Requesting Transfer: \_\_\_\_\_  
 Current Player Registration Card Number: \_\_\_\_\_  
 Effective Date of Requested Transfer: \_\_\_\_\_  
 Name of Current Team Transferring From: \_\_\_\_\_  
 Team Number (if applicable) Transferring From: \_\_\_\_\_  
 Club of Current Team (if applicable): \_\_\_\_\_  
 League of Team Player Transferring From: \_\_\_\_\_  
 Name of Team Transferring To: \_\_\_\_\_  
 New Player Pass Card Number: \_\_\_\_\_  
 Team Number (if applicable) Transferring To: \_\_\_\_\_  
 Club of Team Transferring To (if applicable): \_\_\_\_\_  
 League of Team Player Transferring To: \_\_\_\_\_

REASON FOR REQUEST TO TRANSFER:  
 \_\_\_\_\_  
 \_\_\_\_\_

**mvysa**

Add a Player (22 players allowed for this team)

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----- TRANSFER IN FROM OTHER LEAGUE ONLY -----

ONLY use this form if you are TRANSFERRING IN a CARDED player for F08-S09 from a league other than MVYSA! For transferring a player from a MVYSA member team see the How To named Transfer a Player.

From Team (From a non MVYSA Team Only) \_\_\_\_\_ From League \_\_\_\_\_

You must submit a copy of the OSYSA Transfer Out form signed by previous coach, player and parents with this players registration materials.

\* First Name \_\_\_\_\_ \* Last Name \_\_\_\_\_ MI \_\_\_\_\_  
 \* Address \_\_\_\_\_  
 \* City \_\_\_\_\_ \* State/County \_\_\_\_\_ \* ZIP Plus4 \_\_\_\_\_ Zip Plus4 \_\_\_\_\_  
 OH | Greene | [Lookup](#)  
 \* Phone (w/area code) 937 \_\_\_\_\_ \* DOB \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ \* Gender \_\_\_\_\_  
 \* Email \_\_\_\_\_

High School \_\_\_\_\_  
 NOT IN HS/DID NOT PLAY

**PARENT/GUARDIAN INFORMATION**

Father's Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone \_\_\_\_\_  
 Mother's Name \_\_\_\_\_ Occupation \_\_\_\_\_ Phone \_\_\_\_\_  
 Person to Notify in Emergency \_\_\_\_\_ Phone \_\_\_\_\_  
 Doctor to Notify in Emergency \_\_\_\_\_ Phone \_\_\_\_\_

Submit Player Information

Player Transfer Request and Approval form, and player card from former team to the MVYSA office. After verifying that the player is properly transferred MVYSA will issue the new player card and place the player on the new teams formal roster.