

How To: Remove a Player From Your Roster (Voluntary Quit)

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READ THIS FIRST

Once a team submits their registration packet to the mvysa office and receives the stamped cards and official roster, then the coach, team manager, or club may not remove a player from the roster unless the players parents request to have the player voluntarily quit the team or to transfer to another team.

If the parents request that their son or daughter be dropped off your team and will not play on another team in Ohio South this year, then a coach or team manager can remove them from the team roster by submitting a Voluntary Quit form.

If the parents request that their son or daughter play on another team in Ohio South the coach needs to follow the Transfer Out procedure – see the [How To for Transfers](#)

If a Voluntary quit is processed that player may **NOT** be carded on to any other OSYSA team this year. They can play as a guest player in a tournament by getting a Tournament Guest Player Card – contact Carl Maas (carolsoccer@aol.com).

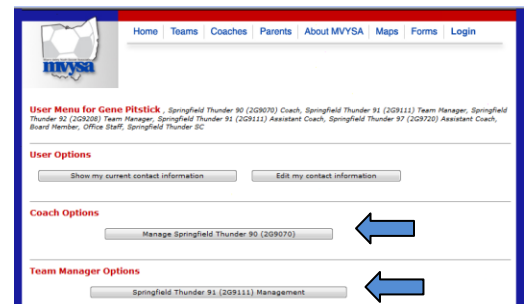
To do a voluntary quit you need to login, manage your team and edit your roster, select the quit button, fill in the reason, submit and print the VQ form, get signed, and bring to mvysa office.

Voluntary Quit Check List:

- Print voluntary quit form with detailed reason
- Get parent signature
- Send VQ form and Card to mvysa office
- Once player is removed from your roster by office staff you can reprint your official roster

To create a voluntary quit form:

1. Login (if needed see the [How To Login](#))
2. In the Coach Management Options or Team Manager Options click on *Manage your team*



3. Click on 'Edit Roster' button



4. Click on the **Q** button on the left side of the players name

	Name	Address
E Q ←	Jenna M Davis	104 Wildwood Drive South Charleston, OH 4
E	Mckenzie Fain	2124 Simon Court

5. Fill in a detailed reason that the players parents are requesting for the player to quit.

The screenshot shows the 'Submit Voluntary Quit for Player' form. The form includes the following fields:

- Name: Jakob K Barker
- Address: 1144 Lisa Drive, South Charleston OH 45368
- Reason for Request to Quit: (A large text area, highlighted with a blue arrow)

Below the form, there is a red warning message: "You must submit this form to complete the request. Once you submit the form MVYSA Registrar and create a form that BOTH PLAYER AND PARENT MUST SIGN".

6. Click on 'Make Voluntary Quit Form' button.

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---MVYSA rule 3.4.2 prevents a player who qu wants to play on another team then use the T

Make Voluntary Quit Form ←

7. Print the form
8. Have the form signed by the players parents and the coach
9. Send the form and player card to the mvysa office
10. Once the card and form are received in the office then the player will be removed from your roster. The coach will receive notification the player was removed via email.

11. The coach or team manager may then print a new official roster and get it signed by the coach.