

Transfer Procedure

Last Update – 11/29/2011

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 Feb. 3, 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

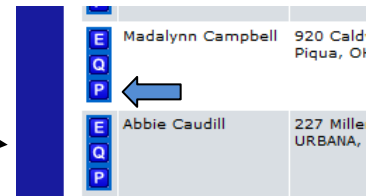
1. Permission

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](#) ←

mvysa Tryout/Talk Permission Form

Member of Ohio Youth Soccer Association (OYSA) affiliated with United States Youth Soccer (USYS), United States Soccer Federation (USSF), Federation Internationale de Football Association (FIFA)

Miami Valley Youth Soccer Association

Player ID: 209070-10716	Age: 13B	Season: F09-S09
League Name: MVYSA	Division: G18-3	
Club/Team Name: Springfield Thunder 90		
Region: 28	State: 11	District: 002
League: 002	Club: 209070	Team: C
		C/R

PLAYER INFORMATION

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

PLAYER/PARENT PERMISSION TO TRYOUT/TALK

I, Madalynn Campbell, request permission from Springfield Thunder 90 coach Gene Plastick to attend a tryout or talk to another team or club about transferring to that team. I understand that this permission is only allowed until February 15. I also understand that by giving me permission to attend a tryout or talk to another team, the coach of the team listed above has not given consent to me transferring to another team.

_____(Player)

_____(Parent)

COACH PERMISSION TO TRYOUT/TALK

I am the carded head coach of 209070 Springfield Thunder 90. Madalynn Campbell is currently registered to the team indicated above. I understand that the player has requested to attend a tryout or talk to other teams or clubs about transferring to that team. I hereby grant the player listed above permission to attend the tryout or talk to the coaches or club leaders of other teams. I also understand that, by signing this permission form, I am not consenting to the player transferring to another team.

_____(Coach)

____/____/____ (date)

[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.

Transfer Player Out Form

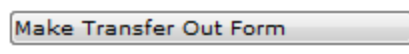
Player: Madalynn Campbell
 Transfer From: 2G9070 - Springfield Thunder 90
 From League: MVYSA
 To Team: 2G9111 - Springfield Thunder 91
 To League: MVYSA
 Effective Date of Transfer: 2008-11-01
 Coach Approval: Approve

Reason for Request to Transfer (If the coach disapproves include a statement of why with the reason given by the player)

You must click on 'Make Transfer Out Form' to complete the request and create the formal Transfer Out form. THE PARENTS, PLAYER, AND COACH MUST SIGN THIS FORM. The Transfer Out form and player card M per instructions at the bottom of the form.

Make Transfer Out Form

- 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

Region	2B	State	11	District	002	League	36	Club	2G9070	Team	C	C/R
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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 transferred 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 transferred 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 Commissioner, 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.