



PLAYER TRANSFER PROCESS 2019-2020 SEASONAL YEAR

STEP 1 (RECEIVING CLUB): REQUESTS TRANSFER IN US SOCCER CONNECT

Action only needs to be taken from the club that is seeking to **receive** the player.

The following steps are to be taken in US Soccer Connect by the club administrator of the club seeking to receive the player:

1. The club administrator navigates to the team where the player should be transferred **to**.
2. Club administrator clicks "Transfer to this Team" button above the listing of team players.
3. Enter the First and Last Name of the player and click "Search."
4. Double click on the correct player's last name. ****Ensure you have the correct player**
5. Click "Yes, Transfer."
6. The transfer will then appear as 'pending' in BOTH club registration systems. NJYS will then complete its steps of the process before approving the transfer.

STEP 2 (PARENT/GUARDIAN): COMPLETE PRIMARY ORGANIZATION CHANGE (POC) REQUEST

The parent/guardian of the player must complete a Primary Organization Change (POC) request to initiate notifications to the proper club administrator(s) of pending changes. Please ensure **all** information on the POC Request is valid or there may be a delay in the process.

NOTE: THIS FORM IS NOT FOR TEAM CHANGES WITHIN THE SAME ORGANIZATION OR FOR CORRECTION OF RECORDS FOR SECONDARY PERMISSION APPLICATIONS.

[Click Here to Complete the Primary Organization Change \(POC\) Request](#)

STEP 3 (CURRENT PRIMARY ORGANIZATION): NOTIFICATION CONFIRMATION

After the parent/guardian of the player completes the POC Request (Step 2), the primary organization will be notified by NJYS via email. The current primary organization then has 5 business days to acknowledge receipt of such notification.

In the event that (a) the current primary organization fails to acknowledge receipt within 5 business day or (b) refuses to release the player within 5 business days, NJ Youth Soccer will determine the appropriate action.

Note: The current primary organization has no other action other than to reply to the email notification. The player should never be unassigned from the roster or rejected from the registration system, as doing so will result in a transfer error.

STEP 4 (NJ YOUTH SOCCER): APPROVES TRANSFER

Once the POC Request is acknowledged (Step 3), NJ Youth Soccer will approve the player transfer in US Soccer Connect. The player will then automatically be assigned to the team in which they were requested for.

STEP 5: PAYMENT

Effective September 1st, 2019, a player transfer fee of \$15 is applied to the new primary organization's US Soccer Connect account. This balance is to be paid once the transfer is complete.