



PLAYER TRANSFER PROCESS 2020-2021 SEASONAL YEAR

A travel player may hold no more than one primary travel membership at any given time. As such, a travel player may only be listed on one active NJYS team roster at any given time; including teams within the same organization. To change teams for a player that is on an active team, there must be a transfer. There are two types of transfers:

- **Inter-Club Transfer:** A player is simultaneously moving from a team in a club to one team in different club.
- **Intra-Club Transfer:** A player is simultaneously moving from one team to a different team within the same club.

A player on an active team that no longer wishes to play for a NJYS travel team during the remainder of the seasonal year may request a **“voluntary release”**. Players that are voluntarily released will be listed on the official NJYS roster as inactive. A player who is in a released status must still receive approval from the original primary club if the player decides to participate with another member club in the same seasonal year.

All transfers and releases are started by the parent; regardless of movement between clubs or within the same club.

Below is a chart that aims to assist clubs with taking the correct action based on the applicable team activation status for the player’s current team and requested team:

Releasing Team Status	Receiving Team Status	Action
Active	Active	<ol style="list-style-type: none"> 1. Parent Requests Transfer (Step 1 below) 2. Releasing Club Give Approvals (Step 2 below) 3. Receiving Club Approves Transfer (Step 3 below)
Active	Not Active	<ol style="list-style-type: none"> 1. Receiving Club should activate the team (when ready). 2. See “active” to “active” actions above.
Not Active – Player is Assigned to Team	Active OR Not Active	<ol style="list-style-type: none"> 1. Releasing Club unassigns the player from the team. 2. Releasing Club “Cancels” the Player Application 3. Receiving Club registers the player
Player is Not Assigned to a Team	Active OR Not Active	<ol style="list-style-type: none"> 1. Releasing Club “Cancels” the Player Application 2. Receiving club registers the player

STEP 1 (PARENT/GUARDIAN): REQUESTS TRANSFER IN SPORTS CONNECT

The following steps are to be taken in the Sports Connect State Platform by the **Parent/Guardian** of the player.

1. Log-In to the state platform: <https://njysa.affinitysoccer.com/>
2. Click on the player “card” for the child you wish to transfer
3. Click the “applications” tab
4. Click “Request Release and/or Transfer”
 - a. If this option does not appear, contact the club to “cancel” the application.



PLAYER TRANSFER PROCESS 2020-2021 SEASONAL YEAR

5. Select the **FIRST** option "I am requesting to be released and I know the league & club I want to transfer to."
 - a. **Note:** *Do not select the second option unless your child does not wish to participate with any NJYS member club for the remainder of the seasonal year (until August 31st, 2021).*
6. Select the appropriate District (Region), League (District), Club, Play Type, Age Group (for the team), Team, Reason, and Comment(s).
 - a. **Note:** *The parent may search the NJYS Team ID to get the information (this should be provided by the new team).*
7. Check off "initiate transfer on behalf of the player" and click "submit transfer."

STEP 2 (RELEASING CLUB): APPROVE THE RELEASE PORTION OF THE REQUEST

The releasing club must approve the release portion of the request. The primary club administrator is notified via email that a request is pending. A club administrator may also be notified through a dashboard alert to log-in. The club administrator is responsible for clicking approve on three pieces of the release, which can all be accomplished one-after-another.

1. Log-in to the state platform
2. Under the "Players/Admins" menu, select "Player Lookup"
3. Search for the player that is requesting a release.
 - a. The application status filter "Pending Release" may be a useful tool for administrators.
4. Click on the player record.
5. Click on the transfer tab.
6. Select "Approve" for the "Releasing Team Administrator" and Click "Update"
7. Select "Approve" for the "Releasing League Registrar" and Click "Update"
8. Select "Approve" for the "Releasing Final Approval" and Click "Update"

The transfer is now sent to the receiving club administrator for approval.

Note: Should the releasing organization (a) fail to take these actions within 5 business day or (b) refuses to release the player within 5 business days, NJ Youth Soccer will determine the appropriate action.

STEP 3 (RECEIVING CLUB): APPROVE THE TRANSFER PORTION OF THE REQUEST

The receiving club must approve the transfer portion of the request. The primary club administrator is notified via email that a request is pending. A club administrator may also be notified through a dashboard alert to log-in. The club administrator is responsible for clicking approve on three pieces of the transfer, which can all be accomplished one-after-another.

1. Log-in to the state platform
2. Under the "Players/Admins" menu, select "Player Lookup"
3. Search for the player that is requesting a release.
 - a. The application status filter "Pending Transfer" may be a useful tool for administrators.
4. Click on the player record.
5. Click on the transfer tab.
6. Select "Approve" for the "Receiving Team Administrator" and Click "Update"
7. Select "Approve" for the "Receiving League Registrar" and Click "Update"
8. Select "Approve" for the "Receiving Final Approval" and Click "Update"



PLAYER TRANSFER PROCESS 2020-2021 SEASONAL YEAR

STEP 4 (RECEIVING CLUB): PAYMENT OF NJYS TRANSFER FEE

NJYS will invoice member clubs by the number of inter-club transfers that were received during an invoicing period. Payment should be made through the online invoice management system.