



PLAYER TRANSFER PROCESS INSTRUCTIONAL GUIDE

A travel player may hold one NJYS (or USYS) Member Pass at any given time. Once a travel player is rostered to an active team, the player is bound to that team for the entire seasonal year (September 1st - August 31st). To change teams, *including within the same club*, for a player that is on an active team, there must be a transfer.

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.

REQUESTING A TRANSFER

WHO: A parent/guardian (or a player 18 years or older) are the only individuals who can request movement for the player; regardless of team movement between clubs or within the same club. *A club representative cannot request movement of a player once the player is rostered to an active team.*

WHEN: If a team has roster space available and has not exceed 5 transfers in a seasonal year, a player can request movement to a new team within the same club at any time during the seasonal year and may be approved by the club at any time.

If a team has roster space available and has not exceeded 5 transfers in a seasonal year, a player can request movement to a team in a new club at any time during the seasonal year.

APPROVAL OF TRANSFERS

Transfer Requests made Prior to December 15th and after February 15th may not be approved unless:

- (1) The releasing club mutually agrees to release the player outside of the transfer window, or
- (2) The player has moved 30+ miles from their residence

Transfer Requests made outside of a transfer window may be approved by the NJYS State Office following the first day of the next transfer window, so long as the club has been provided 30 days to accept or deny such request.

Transfer Requests made between December 15th and February 15th, and after June 1st, may only be approved if:

- (1) The releasing club mutually agrees to release the player inside of the transfer window, or
- (2) The releasing club contests the transfer within 30 days of the request, and the player has met their obligation of fees/property to the club, or
- (3) The releasing club has been provided 30 days to accept or deny such request and has left the request unanswered.



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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 as the parent/guardian: <https://njysa.affinitysoccer.com/>

TIP: For assistance accessing your account, please contact Sports Connect Support: [855-873-5357](tel:855-873-5357) M-F: 11:30AM-8:00 PM EST.

2. Click on the player you wish to transfer.
3. Click the “applications” tab.
4. Click “Request Release and/or Transfer” under the ‘Team Options’ column.

TIP: If the Team Option column displays “N/A”, contact the club to (1) UNASSIGN the player from a non-active team and then (2) CANCEL the application. If the Team Option displays “Join a Team”, contact the club to CANCEL the application. If no applications appear under this tab, the player can be registered through the regular player registration process.

5. Select the option “I am requesting to be released and I know the league & club I want to transfer to.”
6. Select the appropriate District (Region), League (District), Club, Play Type, Age Group (for the team), Team, Reason, and Comment(s).

TIP: If the team you are attempting to transfer to does not appear in the list, DO NOT select a different team within the club to transfer to. Ensure that (1) the team is ‘active’, (2) the player is age eligible for the team, (3) the team has not reached the maximum roster size, and (4) the team has not exceed the permitted number of transfers for their age group. Player transfer requests cannot occur until the team is ‘active’.

7. Check off “initiate transfer on behalf of the player” and click “submit transfer.”
8. An automated email is generated to the parents/guardian, releasing club, and receiving club indicating that a request has been made.



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STEP 2 (RELEASING CLUB): APPROVE OR CONTEST THE TRANSFER REQUEST

Subject to the transfer window restrictions above, a releasing club may choose to approve/contest the release portion of the request within the transfer window or outside of the transfer window. 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.

TRANSFER APPROVAL PROCESS

To properly complete an approval, the club administrator is responsible for clicking approve on THREE pieces of the release, which can all be accomplished one-after-another. To approve a transfer, see the following steps:

1. Log-in to the state platform as a club administrator
2. Search for the player that is requesting a release.

TIP: The application status filter "Pending Release" may be a useful tool for administrators.

3. Click on the player record.
4. Click on the transfer tab.
5. Select "Approve" for the "Releasing Team Administrator" and Click "Update"
6. Select "Approve" for the "Releasing League Registrar" and Click "Update"
7. Select "Approve" for the "Releasing Final Approval" and Click "Update"

TIP: All three approvals are completed by the releasing club - NJYS does not complete a final approve when there is mutual agreement between clubs to complete the transfer.

8. The transfer is sent to the receiving club administrator for approval. An automatic email is generated to the parents/guardian, releasing club, and receiving club indicating that a request has been made.

'CONTESTED' TRANSFER PROCESS

A transfer may be contested if the player has not met the obligation of finances or property to a club. A contested transfer can be made within 30 days of the initial transfer request in the NJYS platform from a parent/guardian. To contest a transfer, see the following steps:

1. Log-in to the state platform as a club administrator
2. Search for the player that is requesting a release.
 - a. The application status filter "Pending Release" may be a useful tool for administrators.
3. Click on the player record.
4. Click on the transfer tab.
5. Select "Contest" for the "Releasing Team Administrator"
6. Enter comments regarding the contested transfer (e.g., fees owed, property not returned).

TIP: The comments made are visible to NJYS and the parents/guardians.

7. Click "Update."
8. If a club choose to no longer contest the transfer, the administrator can follow steps 1-4 of this section to navigate to the request, then complete steps 9-11 below.
9. Select "Approve" for the "Releasing League Registrar" and Click "Update"
10. Select "Approve" for the "Releasing Final Approval" and Click "Update"
11. The transfer is sent to the receiving club administrator for approval. An automatic email is generated to the parents/guardian, releasing club, and receiving club indicating that an update has been made.
12. The Receiving Club can now approve the transfer request.



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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. To approve a transfer once the releasing club has approved it, see the following steps:

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.

TIP: The application status filter "Pending Release" may be a useful tool for administrators. If the player does not appear, then the transfer may not have been approved by the releasing club. If the request was made within the transfer window (Dec 15-Feb 15 or after June 1) and has aged over 30 days, contact registration@njyouthsoccer.com for assistance.

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"

TIP: All three approvals are completed by the receiving club – NJYS does not complete a final approval for the receiving club.

TIP: For transfer requests that have been submitted for the wrong team, contact Sports Connect Support: [855-873-5357](tel:855-873-5357) M-F: 11:30AM-8:00 PM EST.

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.