



## SJSL Player Movement Procedures

(Revised 9/19/2019)

ALL questions please direct to League Registrar: [snydercjjr@verizon.net](mailto:snydercjjr@verizon.net)

Reminder: ALL rosters are locked in GotSoccer. Players cannot be moved to or from the SJSL event roster without first submitting the correct online form. Remember to check that you are in compliance with all league roster size limitations (game day/active), and within the 5 player transfer rule. GotSoccer will not permit players to be added to a team in violation of any league playing up or team size restrictions.

Note: “Within Club Transfers” and “New Player Adds” may occur up until Round 8 (or any other date set by SJSL. All “Club to Club Transfers” must be completed by Feb. 28<sup>th</sup>.

- A. ADDING NEW PLAYERS. To add new player(s) not previously carded to play in SJSL:
1. Add the new player in the US Club/Sports Engine platform to the team and print the new pass with the SJSL logo on it. Remember to purchase a membership which can take 2-3 days.
  2. Add the new player in the GotSoccer platform to your Primary Player List. At a minimum, please make sure that the following fields are completed: player’s first and last name, DOB, US Club ID # and jersey #. Please do not attempt to add the player to the SJSL season or as a Club Player.
  3. Click on the “Add New/Transfer Player” link on the SJSL website, complete and submit the form. Requests must be received prior to Friday 8:00pm for a Sunday game, or 48 hours prior to games scheduled for any other day of the week.
  4. The League Registrar will unlock the roster and add the player(s) to the current SJSL seasonal event in GotSoccer. When the transfer(s) is completed, the League Registrar will contact you. The new player cannot play until they are added to the SJSL event roster in GotSoccer by the league and appear on the GDR.
  5. This will only add the player to the SJSL seasonal event. If you also wish to add the player to your SJ Cup roster (if the rosters have not yet been frozen by the Cup Committee), remember to check the appropriate box on the Add New/Transfer Player form. Please check the SJ Cup rules prior to requesting to add a player to the Cup roster.
- B. ADDING NEW COACHES. To add a new coach to your team:
1. Add the new coach in the US Club/Sports Engine platform to the team and print the new pass with the SJSL logo on it. Remember to purchase a membership and direct the new coach to complete the Safe Sport, Sideline doc and background search US Club requirements. The background search could take up to 2 weeks to process.
  2. Click on the link on the league website to upload a copy of the coach’s coaching license/certificate (Level 1, etc.). ALL coaches must have a valid coaching license from the league’s approved list in order to coach in SJSL.
  3. Contact your club admin to add the new coach to your club.
  4. For the club admin, log into your Club account. Click on Club tab, then Coaches, and then Create Coach Profile. Fill in all of the information, create a login and click on Save.

5. To then add the coach to a particular team, under the Club tab, click on Teams, then the team that you are adding the coach to. In the box entitled Team Officials, use the drop down next to Coach and select the name you want added to the team. Click Update Team Account.
6. The team head coach can then add the coach to the league event. Login to your GotSoccer team account. Click on the current league seasonal event. Scroll to the bottom of the page and locate the box labeled "Assistant Coach:". Click Add assistant coach or change. A drop down list of coaches in your club will appear. Click on the coach you want added to the team. Click Change and then Apply Changes to Team Profile. A new coach will not appear on the GDR until they are to the league event.
7. Finally, go to the league website, on the right hand side under Attn: Coaches/Club Reps, click on the link "Add New Coach". Complete the form and click on Submit.

C. WITHIN CLUB TRANSFERS. To move a player(s) from one team to another in the same club:

1. Transfer the player in the US Club/Sports Engine platform from one team in your club to another team in your club. You do not need to print a new pass since the passes list only the club name and not the team name.
2. Release the player in the GotSoccer platform from the Primary Player List for the old team. Do not attempt to modify the current seasonal event list.
3. Add the player in the GotSoccer platform to the Primary Player List for the new team within your club. At a minimum, please make sure that the following fields are completed: player's first and last name, DOB, US Club ID # and jersey #. Please do not attempt to add the player to the SJSL season or as a Club Player.
4. Click on the "Add New/Transfer Player" link on the SJSL website, complete and submit the form. Requests must be received prior to Friday 8:00pm for a Sunday game, or 48 hours prior to games scheduled for any other day of the week.
5. The League Registrar will unlock the two team rosters, release the player(s) from one team and add the player(s) to the new team for the current SJSL seasonal event in GotSoccer. When the transfer(s) is completed, the League Registrar will contact you. The new player cannot play until they are added to the SJSL event roster in GotSoccer by the league and appear on the GDR.
6. This will only add the player to the SJSL seasonal event. If you also wish to add the player to your SJ Cup roster (if the rosters have not yet been frozen by the Cup Committee), remember to check the appropriate box on the Add New/Transfer Player form. Please check the SJ Cup rules prior to requesting to add a player to the Cup roster.

D. CLUB TO CLUB TRANSFERS. To move a player(s) from one team to another team in a DIFFERENT club:

1. The Original club has to release/remove the player(s) from it's team roster in the US Club/Sports Engine platform. The player pass must be destroyed.
2. The New team has to add the player(s) to it's team roster in the US Club/Sports Engine platform and create a new player pass with the SJSL logo. Remember to purchase a membership which can take 2-3 days.
3. The New team then has to click on the "Request to Add New/Transfer Player or Coach" link on the SJSL website, complete and submit the form. Requests must be received prior to Friday 8:00pm for a Sunday game, or 48 hours prior to games scheduled for any other day of the week.
4. The League Registrar will unlock the two team rosters, release the player(s) from one team and add the player(s) to the new team for the current SJSL seasonal event in GotSoccer. When the

transfer(s) is completed, the League Registrar will contact you. The new player cannot play until they are added to the SJSJ event roster in GotSoccer by the league and appear on the GDR.

5. This will only add the player to the SJSJ seasonal event. If you also wish to add the player to your SJ Cup roster (if the rosters have not yet been frozen by the Cup Committee), remember to check the appropriate box on the Add New/Transfer Player form. Please check the SJ Cup rules prior to requesting to add a player to the Cup roster.

**E. RELEASING PLAYERS.** To release a player from your SJSJ roster:

1. If the player is not going to play in any event for any team in your club, go in and release the player in the US Club/Sports Engine platform. If the player is going to play in some other event for your team or another team in your club, you should not release the player in US Club.
2. Click on the "Release a Player" link on the SJSJ website, complete and submit the form. Requests must be received prior to Friday 8:00pm for a Sunday game, or 48 hours prior to games scheduled for any other day of the week.
3. The League Registrar will unlock the roster and release the player(s) from the current SJSJ seasonal event in GotSoccer. When the release is completed, the League Registrar will contact you.
4. If you have released the player in US Club and the player is no longer going to play with your team in other events, release/remove the player from your Primary Player List. If the player is going to play in another event with your team, such as a tournament or in another league, leave the player on your Primary Player List. Note also that players that are included on a team's locked Fall roster for SJ Cup play may continue to play for that team in Cup matches as long as the player has not been released from your team in US Club and still appears on the team's Primary Player List.

**F. DISBANDING TEAMS.** If a team is properly disbanded, the released players do not have to sit 3 games before playing for their new team. To disband a team, contact the League Registrar and email the name of the club and the team to be disbanded. The League Registrar will disband the team in GotSoccer.

**G. SPECIAL SJ CUP RULES.**

1. SJ Cup teams moving on to play in the Spring season Semi-finals and Finals are not required to also register to play in the league for the Spring season, although it is preferred. Your SJ Cup roster that was frozen during the Fall season will remain controlling. Player releases, as indicated below, may affect your ability to field a team.
2. Players released from a team's Fall SJSJ event roster, but not released from the team and/or that club's Primary Player List are still eligible to participate in the Semi-finals and Finals for their original team using their original player's pass. They may not play for a new team if they transferred to another team or club even if that team happens to also qualify for the Semi-finals and Finals.
3. Players released from a team's Fall SJSJ event roster and released from the team and/or that club's Primary Player List to play for another club are not eligible to return to participate in the Semi-finals or Finals even if their original team qualifies. The original player pass is invalid and should have been destroyed.