



SJSL Player Movement Procedures

ALL questions please direct to League Registrar: snydercjjr@verizon.net

Reminder: ALL rosters are locked in GotSoccer. Players cannot be moved on the SJSL event roster without first contacting the League Registrar. Remember to check that you are in compliance with all league roster size limitations (game day/active/seasonal year), and within the 5 player transfer rule.

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. 28th.

A. **RELEASING PLAYERS.** To release a player from your SJSL roster, first go in and release the player in US Club. Once the player is released in US Club, email the SJSL League Registrar with the name of the player(s) to be released and the releasing team. The League Registrar will unlock the GotSoccer team roster and release the player from the SJSL event roster. When the release is completed, the League Registrar will relock the rosters. *Note: releasing a player from the event means that the player will no longer appear on your league GDR. The player will otherwise be available in your player pool for other events (ie. tournaments) unless you also "remove" the player from your pool. If the player is going to another club and/or will not return to your team, you should remove the player.*

B. **WITHIN CLUB TRANSFERS.** To move a player(s) from one team to another in the same club, first complete the transfer in US Club. Once the player is transferred in US Club, click on the "Request to Add New/Transfer Player or Coach" link on the SJSL website, complete and submit the form. The League Registrar will unlock the two team rosters so that the transfer can be made in GotSoccer. Then the League Registrar will go into GotSoccer and release the player from the first team roster and add the player to the new team roster. When the transfer(s) is completed, the League Registrar will relock the rosters. *Note: because the player pass provides only a club name and not a team name, you should not have to print out a new player pass when the player transfers.*

C. **CLUB TO CLUB TRANSFERS.** To move a player(s) from one team to another team in a DIFFERENT club, first complete the transfer in US Club.

1. The Original club has to release/remove the player(s) from it's team roster in US Club. The player pass should be destroyed. Once the player is released/removed in US Club, contact the League Registrar. The GotSoccer roster will be unlocked and the League Registrar will remove the player from the SJSL event roster.
2. The New team has to add the player(s) to it's team roster in US Club and create a new player pass with the SJSL logo.
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. The League Registrar will unlock the roster

and add the player(s) to the new team. When the transfer(s) is completed, the League Registrar will relock the rosters.

D. **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.

E. **ADDING NEW PLAYERS.** To add new player(s) not previously carded to play in SJSJ, first add the player in the US Club system to the team and print the new pass with the SJSJ logo on it. Click on the "Request to Add New/Transfer Player or Coach" link on the SJSJ website, complete and submit the form. The League Registrar will unlock the roster and the player(s) can be added to the new team in GotSoccer. When the transfer(s) is completed, contact the League Registrar to relock the rosters. The new player cannot play unless they are added to the SJSJ event roster in GotSoccer.