

# Parents: Requesting a Player Transfer or Release

All transfer and release requests are now handled electronically, through the ADG registration system.

To request a transfer or release for your player, you will need to access your account, using the login credentials (username and password) for your parent profile. If you do not know or have forgotten your login credentials, they can be obtained from your current club's registrar, by filing a help ticket with ADG, or from Georgia Soccer. You can log in from any screen that has the User Login boxes at the upper left, such as those found at [gs.affinitysoccer.com](http://gs.affinitysoccer.com).

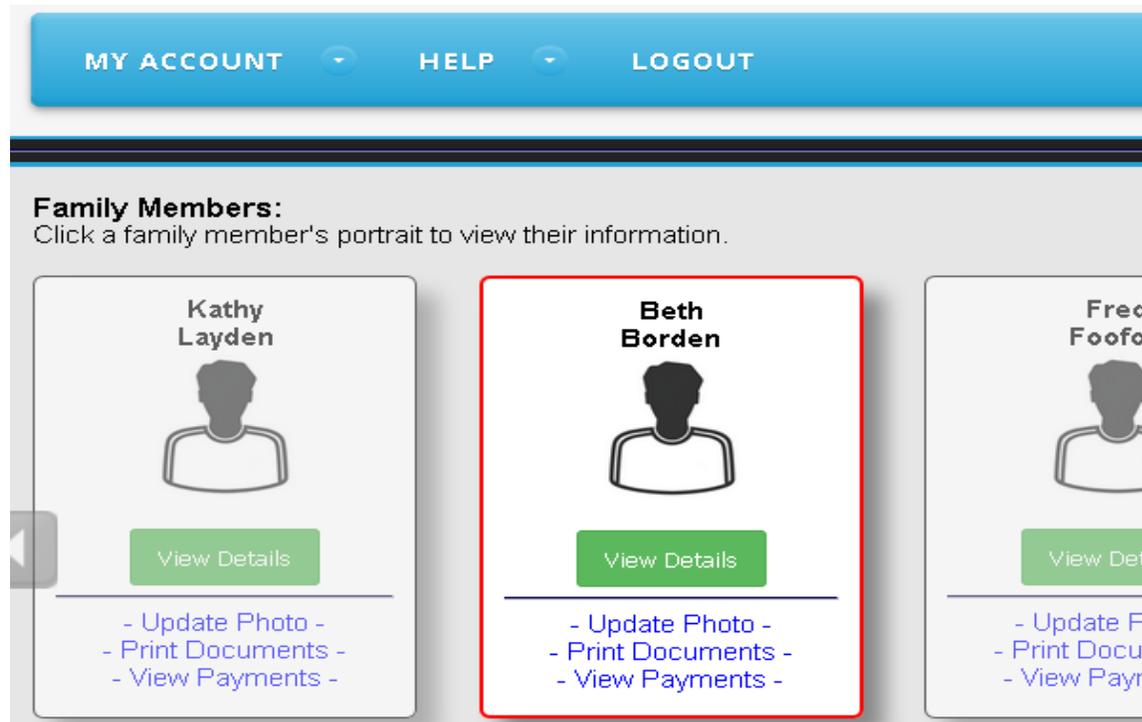


A red-bordered login form with the following fields and buttons:

- Header: User Login:
- Username: [input field]
- Password: [input field]
- Login button

Enter your username and password and click the Login button.

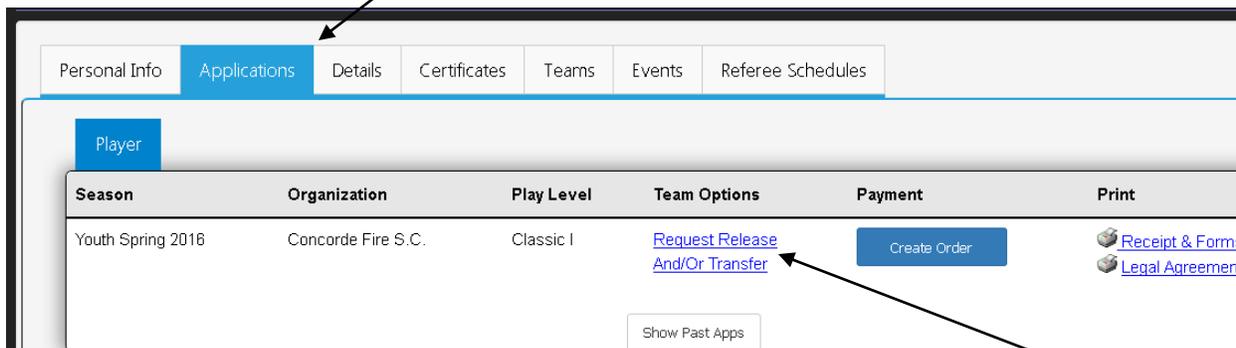
You will be brought to your My Account page. In the Family Members section, click on the View Details button in the portrait of the appropriate player. A red border will appear around the portrait, and the player's information will populate in the section below.



The screenshot shows the 'MY ACCOUNT' page with a blue navigation bar containing 'MY ACCOUNT', 'HELP', and 'LOGOUT'. Below the navigation bar is the 'Family Members' section with the instruction: 'Click a family member's portrait to view their information.' Three player cards are displayed:

- Kathy Layden**: View Details button, - Update Photo -, - Print Documents -, - View Payments -
- Beth Borden**: View Details button, - Update Photo -, - Print Documents -, - View Payments - (This card is highlighted with a red border)
- Fred Foofo**: View Details button, - Update Photo -, - Print Documents -, - View Payments -

Click on the Applications tab.



In the Team Options column, click on the “Request Release And/Or Transfer” link.

After the “Request Release And/Or Transfer” link is clicked, this screen appears.



To request a transfer, select the top radio button. You will need the team ID number of the destination team.

To request a release--or if you wish to request a transfer but don't know where your player is going, or have an Academy player--select the bottom radio button. (After the release request is approved and the destination team is determined, the destination team ID can be entered, which will convert the release to a transfer.)

Click the “Continue” button at the bottom right of the screen.

On the following screen, select the appropriate information from the dropdown(s). There is one dropdown for a release, several for a transfer. Dropdowns marked with a red asterisk are required fields.

## Edit Player

Cassie Foofoo

19908-021158

Youth ADG Test League ADG Test Club Play level: Classic Age group: U-16

Player Information

Preferences

Applications

Transfer

Parents

Disciplinary

Events

### Transfer Details

Please add any additional comments regarding this transfer request.

\* are required fields

### Details

#### From

Player: Cassie Foofoo  
Gender: Girls  
Age Group: U-19  
District: Youth  
League: ADG Test League  
Club: ADG Test Club  
Team: 0Y103-01CB19-5503  
TestTeam 1

#### To

Player: Cassie Foofoo  
Pool: Youth

Reason\*:

Comments:

\* required

Submit Transfer

Click the "Submit Transfer" button (even for a release) when you are done.

The next screen, below, shows the Transfer (or release) Status. In this example, the Release Details section shows that the Initial Request was made by the parent on 1/6/2015. There are three levels of approval for the Releasing Team, and three for the Accepting Team. (Here, a release was requested, so no Transfer Team Information is shown.)

**Cassie Foofoo** 19908-021158  
 Youth ADG Test League ADG Test Club Play level: Classic Age group: U-16

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**Transfer Status**

This page show the current status along with comments about the pending transfer.

[Print Transfer](#)

**Player Information**

Name	Age Group	ID
Foofoo, Cassie	U-19	19908-021158

**Overall Status**

Reason	Release Status	Transfer Status	Effective Date
Other	Pending	Currently no status is available	N/A

**Releasing Team Information**

District: Youth  
 Contact: Youth District 770 4520505(h) 770 4521946(w)  
 League: ADG Test League  
 Contact: Registrar Sample a@a.com 858 1231234(h) 858 1231234(w)  
 Club: ADG Test Club  
 Team: TestTeam 1 Team#: 0Y103-01CB19-5503

**Release Details**

Role	Status	Who & When
Initial Request	New	Beth Borden [1/6/2015]
Releasing Team Administrator	Pending	

**Transfer Team Information**

District: Youth  
 Contact: Youth District 770 4520505(h) 770 4521946(w)  
 League: TBD  
 Contact:  
 Club: TBD  
 Team: TBD Team#:

Your current club has 7 days to respond to your release or transfer request. You can log into your account at any time and click the “Request Release/Transfer” button to check the status of the request.

If your request has not been approved or disapproved (contested) after 7 days, please contact Kathy Layden at Georgia Soccer, [klayden@georgiasoccer.org](mailto:klayden@georgiasoccer.org) .

## Notes:

--Because the ADG registration system is used by numerous state associations, the release/transfer wording shown is somewhat different from that in the Georgia Soccer Youth Rules & Regulations. You should always refer to the Georgia Soccer Youth Rules & Regulations for definitions and rules. The most recent version of the Rules is posted on the Georgia Soccer website at [www.georgiasoccer.org](http://www.georgiasoccer.org) / About / Bylaws & Rules / Georgia Soccer Youth Rules & Regulations.

--Per Georgia Soccer Youth Rules, a release removes a player from the current roster and puts that player in inactive status, ineligible to practice or play. It is usually requested when a player is leaving soccer entirely. A release does **not** free up a player to register elsewhere during the seasonal year; usually, the player must request a transfer.

Recreational players can move to another team at the end of each playing season without having to transfer. In order to play elsewhere during the same seasonal year, select players must transfer. Transfer rules for select players are in Section 310.2 of the Youth Rules.

--Classic and Athena players must give their current coach 14 days' written notice before contacting another team, or allowing anyone to induce them to leave their current team.

Academy players and their parents/guardians can have no contact with anyone outside of their current team until their current club has approved their request. See Section 330 of the Youth Rules for specifics on both.

--If a transfer request is disapproved (contested), the disapproval can be appealed to the state registrar's committee. See Rule 310.2e.