



TRANSFERS (Transfer/Release)

Georgia Soccer is pleased to announce the implementation of electronic inter-affiliate transfers through the ADG registration system. We realize this is uncharted ground and that there will possibly be a few bugs and questions that will arise from the new process.

League registrars now have the ability to process inter-affiliate transfers totally via electronic means in the registration system. Inter-affiliate transfers no longer need to be processed by the Georgia Soccer office.

If you have a requested and approved inter-affiliate transfer, you can process the transfer and actually place the player in a pending status on the team in the other affiliate's database.

If it is your preference, keep Form 100 paperwork on file at the club level to document parental signatures regarding requested transfers.

Players must be rostered to an activated team in order to begin the transfer/release process. The transfer/release request can be initiated by the parent, a coach or other team admin, or affiliate / club personnel. The process that you allow for the initiation of transfers/releases—including who has authority to approve them--will be an individual affiliate decision.

The Transfer tab in a player's profile brings up the page in the screen shot below. There are two options on the transfer page; the player can request a transfer, or the player can request a release.

Freddie Foofoo 22425-128149

[Player Information](#) [Preferences](#) [Applications](#) **[Transfer](#)** [Parents](#) [Disciplinary](#) [Events](#)

Transfer Request

As a player, you must first request to be released from your current team, league, and/or district.

Release From

Player:	Freddie Foofoo
Gender:	Boys
Age Group:	RU08
District:	Youth
League:	ADG Test League
Club:	ADG Test Club
Team:	0Y103-01RB8-5497 ADG Test Team

Release Type

I am requesting to be released, and I know the league & club I want to transfer to.

I am requesting to be released, and I am unsure of which league or club I want to transfer to.

[Continue](#)

Please note: The process of the 2nd option above is considered a release by Georgia Soccer. The Youth Rules & Regulations definition of a release is when a player is leaving soccer entirely. It puts a player in inactive status, ineligible to practice, or play in games or tournaments. It does NOT free up the player to register elsewhere. To release a player, choose the bottom radio button and click Continue. If you have a player that is truly being released as defined above, please note that in order to move to another team or back to the original team, a full transfer must be processed.

To transfer a player, choose the top radio button and click Continue.

After selecting the **transfer** option above, which is option 1, you will see the screen below. Please select all information, including the destination team of the other affiliate. This information can be obtained from your transferring player, the team personnel or registrar of the other affiliate. Then click the “submit transfer” button as shown below.

To	
Player:	Player Test 1
District*:	Youth
League*:	Lanier Soccer Association
Club*:	Lanier Soccer Association Recreational
Play Type*:	Recreational
Age Group*:	RU12
Team*:	Rec LSA Flames - G12 0Y188-01RG12-0015 Youth Spring 2012
Reason*:	Moved beyond reasonable travel

Comments:

* required

Initiate transfer on behalf of player.

Submit Transfer

After submitting the transfer request to the system, the below screen will present.

Edit Player << Previous Player 12 of 13 Next Player >>

Player Test 1 19994-160010

Player Information Preferences Applications **Transfer** Parents Disciplinary Events

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

Releasing Team Administrator
Please choose your response to the requested transfer below.

Approved Contested

Comments:

Update

Print Transfer

If the transfer is to be approved, select the approved button and click Update. You will need to repeat this process for team admin, league registrar and district commissioner (system was originally built for much bigger state associations than ours and those states do have district level administrators).

Once all approvals from the releasing club are processed, the player will then be available to the accepting league registrar for acceptance to the club / team. Upon login to the system, an alert will be visible as shown below.

Welcome Kim Bowen

Welcome to the Georgia Soccer Registrar toolset. On the left hand side of the screen you will find administrative menu selections that will aid you in the management of your league. League and Club menu options will open tab selections across the top of your page and those tabs contain all configuration options and additional management options.



Please [click here](#) to view the Georgia Soccer / ADG Registration User's Manual.

Select the up arrow button by the red 1 alert; a detail page will open.

ALERT LIST		
Alert Message	Action Link	Delete
Player Transfer - Receiving Team Admin -- Player: Test 1, Player 19994-160010	Go >>	<input type="checkbox"/>

Click the Go link. The system will take you straight to the transfer's acceptance / contested page. The pending transfer can also be found on the Player Lookup page; choose "Pending transfer" from the Application Status dropdown.

The accepting league registrar will also have three levels of approval to process; team administrator, league registrar, and district commissioner (see note above about district commissioners). The final acceptance and/or denial is found under the district commissioner's level.

Once all levels are approved, the player will be placed on the new team roster and will be ready for a new player pass and the team ready for an updated team roster.

Once the transfer is complete in the system, all parties involved, including the coaches, will receive an email alerting them of the transfer.

From: Affinity Soccer Support [noreply@sportsaffinity.com]
To: Kim Bowen
Cc:
Subject: Player transfer info - Player Test 1 (19994-160010)

DO NOT REPLY TO THIS EMAIL ADDRESS

Release/Transfer

Player: Player Test 1 (19994-160010)

From: KFC Cobras 0Y185-01RG12-0228

To: LSA Flames - G12 0Y188-01RG12-0015

Transfer Date: Apr 24 2012 12:15PM