



Michigan State Youth Soccer Association

Please note that transfers are only approved during certain times of the year. Refer to MSYSA rules, NLC rules, and/or DA rules for all restrictions on player releases and transfers.

How to Release (Remove) a Player from a NLC or DA Roster

1. Send an email to Sarah Shiguango (sarah@michiganyouthsoccer.org) requesting that the player be removed from your team's roster. Be sure to:
 - a. Include your team coach on the email
 - b. Include the player's parent(s) on the email
 - c. Include your team's age group, gender, and team name
2. Upon receipt of your email and if there are no objections from the parties cc'd on the email, MSYSA will officially remove the player from your team in GotSoccer and you will be supplied an updated roster.
3. The process usually takes a few days so that coaches or parents have time to state any objections to the release request. If you wish to expedite the process, please have coaches and parents respond to all with their approval of this action.

How to Transfer a Player to Your NLC or DA Roster

1. Send an email to Sarah Shiguango (sarah@michiganyouthsoccer.org) with the player's registration paperwork, jersey number, and photo.
2. In the same email or in a different email, request that the player be removed from one team's roster ("old team") and be added to your team's roster ("new team"). Be sure to:
 - a. Include the old team's coach on the email
 - b. Include the new team's coach on the email
 - c. Include the player's parent(s) on the email
 - d. Include the old team's league registrar on the email (only if the old team does not participate in NLC or DA)
 - e. Include the old team's age group, gender, and team name
 - f. Include the new team's age group, gender, and team name
 - g. Include a statement requesting that the old team's coach and league registrar reply to all with their approval of this action
3. Upon receipt of your email, the approval from the old team's coach, and approval from the old team's league registrar (and assuming no objections from the new team's coach or player's parents), MSYSA will officially complete the player transfer in GotSoccer. You will be supplied an updated roster and the new player's passcard.
4. The process usually takes a few days while the necessary approvals are received. If you wish to expedite the process, you are encouraged to forewarn the old team and old team's league about the transfer request and work out any issues preventing the transfer before contacting MSYSA with the request.