

## **In-Season Player Transfers, In-Season Player Adds, and In-Season Player Voluntary Quits**

Transfers require paperwork from BOTH the outgoing and incoming teams to be turned in to the appropriate league office. A Transfer IN cannot be completed if the Transfer OUT is not completed first.

Transfers require the following:

**Transfer Out:** The player is to be Transferred Out of their current roster online (see instructions below for BPYSL), print roster revision, Player and Coach must sign the Transfer Form, as well as turning in the current player card. The Transfer Form, Roster Revision, and Player Card must be turned in AND STAMPED FOR APPROVAL by your League Registrar (this is the league that the transferring out team is a member of- such as BPYSL, MVYSA, CUSL, MOSSL, etc).

**Transfer In:** The Transfer In cannot be done until the Transfer Out is complete. Incoming Team will need to do a Transfer In to the new team online (see instructions below for BPYSL) and print a copy of the roster revision and the new player card. They will also need a copy of the approved Transfer form (approved and signed by the League Registrar at the time of the Transfer Out), and a New USYSA Membership form signed by the parent. Team representative is to bring paperwork to their league office and if all paperwork is complete, the league office will stamp and sign the roster revision and stamp the new player card.

**Voluntary Quit:** The player is to be Voluntary Quit off their current roster online (see instructions below for BPYSL), print roster revision, Player and Coach must sign the Voluntary Quit Form, as well as turning in the current player card. The Voluntary Quit Form, Roster Revision, and Player Card must be turned in AND STAMPED FOR APPROVAL by your League Registrar (this is the league that the transferring out team is a member of- such as BPYSL, MVYSA, CUSL, MOSSL, etc).

### **BPYSL Online System Player Add, Transfer, Quit Instructions:**

1. Go to [Buckeyepremier.com](http://Buckeyepremier.com)
2. Click on REGISTRATION then Online Registration
3. Click on Team Login and enter your TEAM # and PASSWORD
4. Be sure that your team registration status is 'In Season'
5. Click on Make Player Changes

To Add or Transfer In a player:

1. Click Add or Transfer-In
2. Enter Player demographics (please verify date of birth on birth record)
3. Click ADD at the bottom of the page
4. ADD or TRANSFER IN other players at this time & Click View/Print Player forms to print the membership form
5. Click RETURN TO MAIN TEAM when completed
6. Click PRINT ROSTER CHANGES
7. Click OK on pop-up
8. Click PRINT CARDS
9. When printing is COMPLETED- CLICK COMPLETE TEAM REVISIONS TO CLOSE OUT THAT ROSTER REVISION

\*\*\*What is a Transfer-In versus an Add? A transfer-in is any player that is currently carded to a US Youth team going to another US Youth team. An Add would be a new player that is currently NOT rostered to any US Youth team (within the same seasonal year).

To Voluntary Quit or Transfer OUT a player:

1. Find the Player Name and click on appropriate option (Quit or Transfer)
2. Click RETURN TO MAIN TEAM when completed
3. Click PRINT ROSTER CHANGES
4. Click OK on pop-up
5. Click PRINT CARDS
6. When printing is COMPLETED- CLICK COMPLETE TEAM REVISIONS TO CLOSE OUT THAT ROSTER REVISION

#### **IMPORTANT TO NOTE:**

**\*\*For Transfer Outs – you MUST turn in the COMPLETED OSYSA inter-team transfer form, with coach & player signature and TURN IN THE PLAYER PASS!\*\***

**\*\*For Voluntary Quits – you MUST turn in a COMPLETED OSYSA voluntary quit form signed by coach, player & parent & TURN IN THE PLAYER PASS!\*\***

**\*\*For Transfer-Ins - you MUST bring in a copy of the APPROVED (by appropriate league office) Transfer OUT form and a NEW USYSA Membership Form signed in all three signature boxes by the parent.**