

## MANAGING YOUR ROSTER

Managing your roster is an important part of the administrative job. You should start from the beginning of the season with an accurate roster. If you are informed by a family that they are going to leave, you should notify the coach of their intentions before doing anything. This gives the coach an opportunity to have a conversation with the family. Once the coach has confirmed with you that the player is leaving, you should ask the player/family to Release online. They do this by entering into their Cal South account and pressing the "Release and/or Transfer" button next to their player's name. You can direct them to <http://www.calsouth.com/en/release-transfer/> for specific instructions on this process. If they have any problems completing their release, they can send an email to the club stating that they are leaving the club and request that we assist with their release. Upon receipt of that email, we can do the release for them.

If a player is leaving your team, you are **NOT** to give the player card and medical release form to the player/family. If asked, you should tell them this. *"Calsouth dictates that when a player leaves the club, the paperwork and player card need to be returned to the club registrar and destroyed. You can initiate a transfer and request a player pool pass. Or, you can either transfer to a new team, or a team/club you are playing with can print you a "spring" card (after 2/1)." **The player card/medical release form should be returned to the office.***

When you are aware that a player is leaving your team, you should immediately send an email to Darlene Quintanar at [realsocaldarlene@gmail.com](mailto:realsocaldarlene@gmail.com) and Rose Covert at [realsocalrose@gmail.com](mailto:realsocalrose@gmail.com) notifying us that they are leaving and why. Upon the player releasing online and you notifying us by email, we will have them removed from your financial follow-up lists and process any refunds due the family. Please note that if a player leaves, they are still responsible for any fees that are outstanding. The club expects them to honor their commitment.

Please make sure you have players release from your team when they leave as you could have problems later in the season if you want to sign a new player but your roster is full with players that are no longer on your team. It is harder to try to track a player down to initiate their release after they have moved on. We will also continue to sign these players up for referee hours and collect on their payments until we are informed that they have left our club which makes our organization seem disorganized if we do not have the correct information.