

PLAYER TRANSFER AND RELEASE PROCEDURES

Transferring TO Real So Cal:

These steps must be followed when transferring a player to another team when a player has already registered with a team for that current season. In addition to the items below, if you are trying to transfer a player midseason (From the date they originally registered to the end of their current team's State/National Cup) from another SCDSL team, the DOC's from both clubs must approve the transfer prior to initiating the transfer. The DOC approvals must be emailed to the registrar.

1. Once the coach has made the decision to add a player to the roster, the coach or the administrator should discuss the financial obligations with the family. A financial agreement must be in place before we initiate a transfer. If the family needs to apply for financial aid, that is the first step you should complete before continuing. Please note that no transfer into our club will be made until payment is received.
2. Have your coach send an email to Rose Covert at realsocalrose@gmail.com and Darlene Quintanar at realsocaldarlene@gmail.com confirming their desire to transfer the player onto their team. Make sure that you identify the team's gender, age and color (i.e. RSC B05 White) along with player name and birthdate. We will also need to know what leagues they will be competing in; SCDSL, DA, CRL, EGSL, DPL, NPL, State/National Cup or depending on the time of year, just tournaments. Once we have that information, we can assess the situation and let you know what is needed for that player. Please do not give out any instructions to your family until we get back to you.

Releasing or transferring OUT of Real So Cal:

1. **DO NOT** give the player their player card. If the family requests their card, 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. They

can initiate a transfer and request a player pool pass. Or, they can either transfer to their new team, or a team they are playing with can print them a “spring” card (after 2/1).

2. If the family tells you they are leaving the team, please direct them to your coach first.
3. You or your coach must send an email to Rose Covert at realsocalrose@gmail.com and Darlene Quintanar at realsocaldarlene@gmail.com with the team name, age, gender along with the player name and birthdate indicating that the player is requesting a release from your team. The player card and Registration form should be returned to the office.
4. If the coach confirms that the player is leaving the team, have the parents initiate the transfer online by going onto their Cal South family account at www.calsouth.com. Click on the “request release and/or transfer” button under their player’s name. Follow the instructions. If the family has any problems, please refer them to the online instructions at <http://www.calsouth.com/en/release-transfer/>.
5. If the player and or parents are not willing to release the player even if the player left the team, email Darlene Quintanar at realsocaldarlene@gmail.com and Rose Covert at realsocalrose@gmail.com indicating that “player left team, unable to contact player/parents”, so we can proceed and release the player.
6. If the player and or parents are not able to release the player, email Darlene Quintanar at realsocaldarlene@gmail.com and indicate: “I am the parentof the following player ... and give permission to the registrar to initiate the release process. The player is leaving the team for the following reason.....”