



Delaware Youth Soccer Association
PO Box 11045 Wilmington, Delaware 19850-1045
Office 302-584-0008 Fax 302-328-9235
Member of the United States Youth Soccer Association & United States Soccer Federation



Procedures for Releasing or Transferring a Player

Team Contact uses the assigned id and password to access database at
<https://www.youthleaguesusa.com/dysa/2009/Database.htm>

The team from which the player is being released needs to complete the following steps first.

1. Have the team manager enter the system and click on the players name and release them by clicking the change player status button. Manager will need to print out a "Change player status form" which the coach, player and a parent will sign under #3.
2. Make a copy for your records and one for the parents for their new team (if transferring) and collect the player pass. Give one copy of the Change player status form and player pass to your registrar. If a player is just being released, give paperwork and player pass to your registrar who will issue a new roster for the team.
3. An auto email goes to the ASR, noting that a change request has been submitted. He/she must then approve the request.
4. If a player is transferring, complete the steps above and the new coach, parents and player will need to sign the Change player status form under #4. If this is a transfer within the club, the club registrar can approve. If player is transferring between clubs, the State registrar will need to approve.
5. The new team can now add the player in the online registration system by clicking team, then change player status button. A drop down menu will appear with the players' name to be transferred.
6. Once the player has transferred and been approved by the appropriate registrar, give paperwork to your club registrar so he/she may issue a new roster and player pass