

## PLAYER RELEASE AND TRANSFER 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 (Monday after Thanksgiving-End of State/National Cup) from another SCDSL team, the DOC's from both clubs must approve the transfer prior to initiating the transfer.

1. Once the coach has made the decision to add a player to the roster, the coach or the manager 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 [covert4@pacbell.net](mailto:covert4@pacbell.net) and Darlene Quintanar at [darlenequintanar@gmail.com](mailto:darlenequintanar@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 B15 White) along with player name and birthdate. We will also need to know what leagues they will be competing in; SCDSL, CRL, EGSL, ECNL, 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.
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 our Rose Covert at [covert4@pacbell.net](mailto:covert4@pacbell.net) and Darlene Quintanar at [darlenequintanar@gmail.com](mailto:darlenequintanar@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](http://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 [darlenequintanar@gmail.com](mailto:darlenequintanar@gmail.com) and Rose Covert at [covert4@pacbell.net](mailto:covert4@pacbell.net) 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 [darlenequintanar@gmail.com](mailto:darlenequintanar@gmail.com) and indicate: “I am the parent ...of the following player ... and give permission to the registrar to initiate the release process. The player is leaving the team for the following reason.....”