



## Transfer Process in U.S. Soccer Connect

**Internal transfers** - player moves from one team to another team within your club

- Do NOT click the 'transfer to this team' button on the roster
- Click on the team you originally assigned them to. Then click ASSIGN PARTICIPANTS
- Move the player(s) from the left side 'Assigned' box back to the right side 'Available' box. Click 'Save Assignments'.
- Click on the new team they will be assigned to. Click ASSIGN PARTICIPANTS.
- Move the player(s) from the right side 'Available' box back to the left side 'Assigned' box. Click 'Save Assignments'.

**Club to club transfer** – player moves from one Iowa Soccer affiliate club to another Iowa Soccer affiliate club

- Receiving club initiates the transfer
  - Select “Transfer to this team” button in its Club & League admin portal while selected on the appropriate team (the landing spot of the requested player)
  - Receiving club will search for player across the entire state association and selects the player from the provided search results.
- Request for approval goes to the State Association (SA) for verification.
  - SA will obtain an email approval from the releasing club’s registrar and will not approve the transfer until that email verification is received back to the SA.
  - An email approval from the releasing club is required to ensure there are no outstanding issues (i.e. discipline or outstanding fees)
- Once approved by releasing club, SA will approve the transfer and the player will automatically be moved from one team to the other. Receiving club will be notified that the transfer has been approved and processed.
- The player record will still exist in the club releasing club so that if any financial obligations are still owed, they can go into their member account connected to the releasing club.
- \$10.00 transfer fee assessed to the receiving club will be added to the club fees tab and expected to be paid on the next registration billing cycle.