

## **Releasing Travel/Competitive Players**

1. Use your ID and Password and login to the VYSA database.
2. Select your team.
3. Go to players screen.
4. Click on player (do not open player record)
5. Click on **Release Player** button.
6. A pop up window will appear.
7. Under select player status change - select **Release Player** and click continue.
8. Close pop up window.
9. Click on **Print Player Status Form**.
10. Select the player you want to print the form for.
11. Print the form.
12. Print new roster 3 copies front and back.
13. Print two copies of the **Audit Report**. Please sign both copies.

### **Player Status Form (release)**

1. The player must complete Sections I, II, III. **Section 2 must be signed regardless if the player has participated in state cup or not. Any forms brought in that do not have section 2 completed will be returned to the manager.**
2. The player and the parent sign the form under Section I. Remember to have the player sign Section II.
3. The manager needs complete and sign Section III.

### **Bring to the registrar to have the player released:**

1. 3 new copies (front and back) of the roster showing released player on back.
2. Old player pass
3. Old original roster
4. The original and 3 copies of the completed player status form
5. 2 new signed audit reports.

Once Player Status form has been signed by the registrar and marked approved in the database the player is eligible to transfer to another team. Please return to the player a copy of the Player Status Form signed off by the registrar. The player will need their copy if they are going to transfer. Keep one copy for your records.