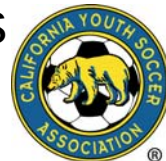




# TEAM ROSTER CHANGE IN STATUS - FORM 1606 INSTRUCTIONS

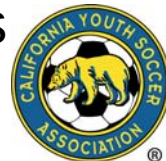


## PLEASE READ THESE INSTRUCTIONS VERY CAREFULLY

1. The District, League, Club, Team and Division information is entered by the League Registrar and should match the information printed on the member pass.
2. The seasonal year is entered by the League Registrar and identifies the playing season for which the member pass is valid.
3. **MEMBER INFORMATION:**  
The information in this section corresponds to the information that appears on the member pass. This section **MUST** be completed.
  - a. **NAME:**
    - Enter the name as it appears on the birth document.
    - **DO NOT** use nicknames.
    - Middle initials are not required.
  - b. **BIRTH DOC VERIFIED:** Checked off by League/District Registrar.
  - c. **CYSA I.D. #:**
    - **For an Addition:** Entered by League Registrar after player is registered and an ID number has been assigned.
    - **For a Release or Transfer:** Enter the CYSA ID # as it appears on the member pass.
  - d. **DATE OF BIRTH:** Enter date exactly as it appears on the birth document in MM/DD/YY format (e.g. 02/01/89).
  - e. **GENDER:** Check M for male or F for female.
  - f. **PLAYER** or **ADULT:** Check the appropriate box.
  - g. **TEAM AGE GROUP:** Entered by League Registrar.
  - h. **TEAM GENDER:** Circled by League Registrar.
4. **SECTION #1-ADDITION:**  
Complete this section when a player is being added to a team roster.
  - a. **ROSTER COUNT AFTER ADDITION:** Entered by \*League Registrar.
  - b. **ELIGIBILITY DATE:** Entered by the District Registrar.
  - c. **LEAGUE NAME:** Enter the FULL League name as shown on the CYSA Roster (e.g. SOUTH SAN JOSE YSL not SSJ YSL).
  - d. **TEAM NAME:** Enter the FULL Team name as shown on the CYSA Roster (e.g. PLEASANTON BLUES not BLUES).
  - e. **APPROVED:** Signed by League Official w/date the form was received by the League Official.



# TEAM ROSTER CHANGE IN STATUS - FORM 1606 INSTRUCTIONS



## PLEASE READ THESE INSTRUCTIONS VERY CAREFULLY

### 5. SECTION #2-RELEASE:

Complete this section when a player is being released from a team roster and the player does not intend to play soccer for the rest of the seasonal year.

- a. **ROSTER COUNT AFTER RELEASE:** Entered by \*League Registrar.
- b. **LEAGUE NAME:** Enter the FULL League name as shown on the CYSA Roster (e.g. SOUTH SAN JOSE YSL not SSJ YSL).
- c. **TEAM NAME:** Enter the FULL Team name as shown on the CYSA Roster (e.g. PLEASANTON BLUES not BLUES).
- d. **REASON FOR RELEASE:** Check the appropriate box.
- e. **ACCEPTANCE:**
  1. Parents/Legal Guardian/Player over age 18 must sign and date.
  2. Releasing Team Official must sign and date
  3. APPROVED: Signed by League Official

### 6. SECTION #3-TRANSFER:

This section is used when a player is moving from one team to another.

#### a. RELEASING TEAM INFORMATION:

1. **ROSTER COUNT AFTER TRANSFER:** Entered by \*League Registrar.
2. **LEAGUE NAME:** Enter the FULL League name as shown on the CYSA Roster (e.g. SOUTH SAN JOSE YSL not SSJ YSL).
3. **TEAM NAME:** Enter the FULL Team name as shown on the CYSA Roster (e.g. PLEASANTON BLUES not BLUES).

#### b. ACCEPTING TEAM INFORMATION:

1. **ROSTER COUNT AFTER TRANSFER:** Entered by \*League Registrar.
2. **Transfer #: 1, 2, 3:** Circled by League Registrar.
3. **Team Age Group: U-:** Entered by League Registrar.
4. **LEAGUE NAME:** Enter the FULL League name as shown on the CYSA Roster (e.g. SOUTH SAN JOSE YSL not SSJ YSL).
5. **TEAM NAME:** Enter the FULL Team name as shown on the CYSA Roster (e.g. PLEASANTON BLUES not BLUES).

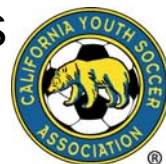
#### c. ACCEPTANCE:

The following signatures, along with the date signed, are required prior to submittal of the form to the Releasing District Registrar. **If any of the 5 signatures are missing, the form will be rejected by the Releasing District Registrar.**

1. Parent/Legal Guardian/Player age 18 or over
2. Releasing Team Official
3. Accepting Team Official
4. Accepting League Official
5. Releasing League Official



# TEAM ROSTER CHANGE IN STATUS - FORM 1606 INSTRUCTIONS



**PLEASE READ THESE INSTRUCTIONS VERY CAREFULLY**

## d. FINAL APPROVALS

**NOTE:** Check with both the Releasing and Accepting District Registrars to see what fees are required by each of the districts to process the transfer. These fees **MUST** be included with the transfer paperwork.

1. After all 5 signatures have been obtained, send the form, the player pass, and any required fees, to the Releasing District Registrar.
2. If the transfer is between Districts:
  - i. The Releasing District Registrar will email the Accepting District Registrar to verify that it is ok to process the transfer.
  - ii. Once the Accepting District Registrar has given the OK, the Releasing District Registrar will start the transfer electronically, enter the date received on the 1606 transfer form, and then send the form, player pass, and required fees, to the Accepting District Registrar.
  - iii. The Releasing District Registrar should make a copy of the form prior to mailing it.
3. After receiving the 1606 transfer form, the player pass, and any required fees (if applicable, please check with your District Commissioner or Registrar if fees apply in your District), the Accepting District Registrar will finalize the transfer electronically and produce a new player pass.

## 7. DATE ELIGIBLE TO PARTICIPATE

**ONLY** the Accepting District Commissioner or District Registrar may enter this date in LeagueOne.

- a. **For an add**, the eligible date will be the 8<sup>th</sup> day after the date of receipt written on the 1606 form by the League Registrar.
- b. **For an intra-district transfer**, the eligible date will be the 8<sup>th</sup> day after the date of receipt of the 1606 form by the District Registrar.
- c. **For an inter-district transfer**, the eligible date will be the 8<sup>th</sup> day after the date of receipt of the form by the Releasing District Registrar.



MEMBERSHIP PASS MUST ACCOMPANY THIS FORM

California Youth Soccer Association, Inc.

20\_\_\_/20\_\_\_ SEASON

TEAM ROSTER CHANGE IN STATUS

REGION	STATE	DIST	LEAGUE	CLUB	TEAM
4 B	6 3				

DIVISION: 1 3 4 5

TRANSFER TO

DIVISION: 1 3 4 5

This form must be completed & returned to the District Commissioner/Registrar along with appropriate fees as applicable.

MEMBER INFORMATION:

ADULT ADDITIONS OR RELEASES: COLOR HIGHLIGHT THE OUTSIDE EDGES OF THIS FORM

NAME: \_\_\_\_\_  BIRTH DOC VERIFIED

CYSA I.D. #: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ GENDER: M  F

PLAYER TEAM AGE GROUP: U-\_\_\_\_ TEAM GENDER: Boys Girls Mixed

ADULT Activity: Coach  Asst. Coach  Manager  Team Asst.  Team Official  Trainer

SECTION #1—ADDITION

ROSTER COUNT AFTER ADDITION: \_\_\_\_\_ Eligibility Date: \_\_\_\_\_

LEAGUE NAME: \_\_\_\_\_ TEAM NAME: \_\_\_\_\_

Any player participating in these competitions shall have been registered at least seven (7) days and shall be eligible for play on the eighth (8) day (CYSA Specific Rule 4:02:01). All registered adults must have Form #1628 Adult Registration and Team Management Disclosure Form appropriately completed before this addition to the roster.

APPROVED: \_\_\_\_\_  
Signature of League Official Date

SECTION #2—RELEASE

ROSTER COUNT AFTER RELEASE: \_\_\_\_\_

LEAGUE NAME: \_\_\_\_\_ TEAM NAME: \_\_\_\_\_

REASON FOR RELEASE:  Player Request  Player Moved  Rules Violation  Injury  Team Disbanded  Other \_\_\_\_\_

ACCEPTANCE: \_\_\_\_\_  
Signature of Parent/Legal Guardian/Player age 18 or over Date

ACCEPTANCE: \_\_\_\_\_  
Signature of Releasing Team Official Date

Players who are released from a team may not play again in the same seasonal year without first being transferred back onto the original team. See PIM 97-1 for more information.

APPROVED: \_\_\_\_\_  
Signature of League Official Date

SECTION #3—TRANSFER

RELEASING TEAM INFORMATION

ROSTER COUNT AFTER TRANSFER: \_\_\_\_\_

LEAGUE NAME: \_\_\_\_\_ TEAM NAME: \_\_\_\_\_

ACCEPTING TEAM INFORMATION

ROSTER COUNT AFTER TRANSFER: \_\_\_\_\_ Transfer # 1 2 3

TEAM AGE GROUP: U- \_\_\_\_\_

LEAGUE NAME: \_\_\_\_\_ TEAM NAME: \_\_\_\_\_

ACCEPTANCE

DATE ELIGIBLE TO PARTICIPATE:

- \_\_\_\_\_  
Signature of Parent/Legal Guardian/Player age 18 or over Date
- \_\_\_\_\_  
Signature of Releasing Team Official Date
- \_\_\_\_\_  
Signature of Accepting Team Official Date
- \_\_\_\_\_  
Signature of Accepting League Official Date
- \_\_\_\_\_  
Signature of Releasing League Official Date

A transferred player shall serve a seven (7) day waiting period from the date of approval of the transfer by the District Commissioner/Registrar and becomes eligible for play on the eighth (8) day (CYSA Specific Rules 4:06:02 & PIM 97-1). Transfer fees are due and payable at form submission.