CLUB ADMINISTRATOR RESOURCES

How to Process Inter-Club Player Transfers

Link to 2026-27 Player Transfer Form

When players registered with one TCSL member club move to another during any given soccer year, certain processes must be undertaken.

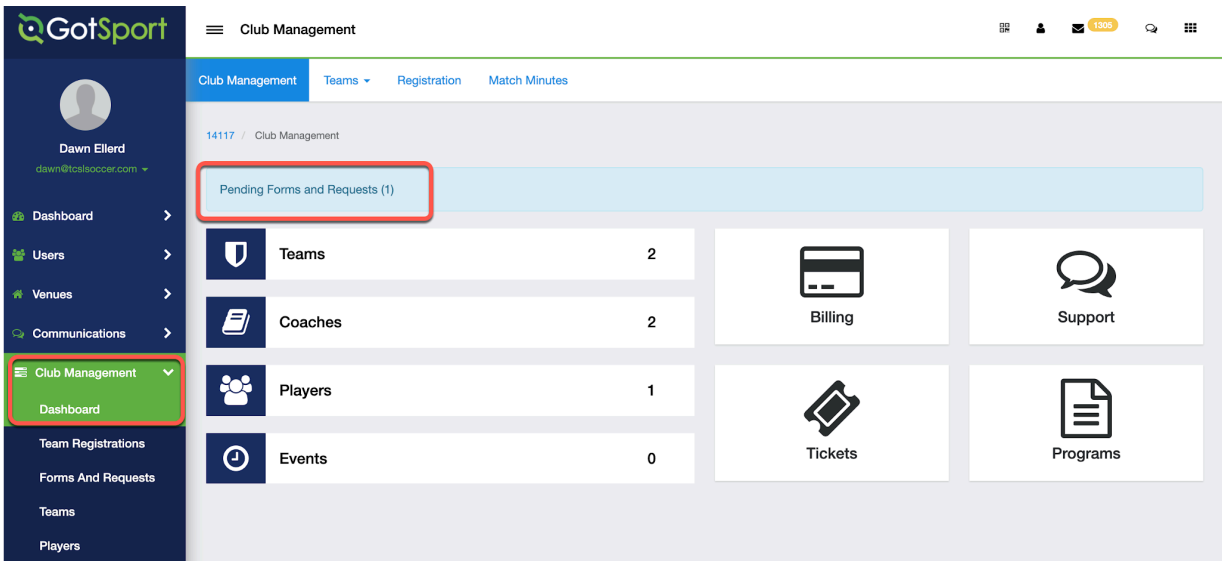
NOTE: If the transferring player is from a club outside of TCSL membership, the US Club Soccer form you will find linked in Roster Builder when checking the player's status should be the form used.

TCSL Recruiting and Transfer policies can be found in the League Rules.

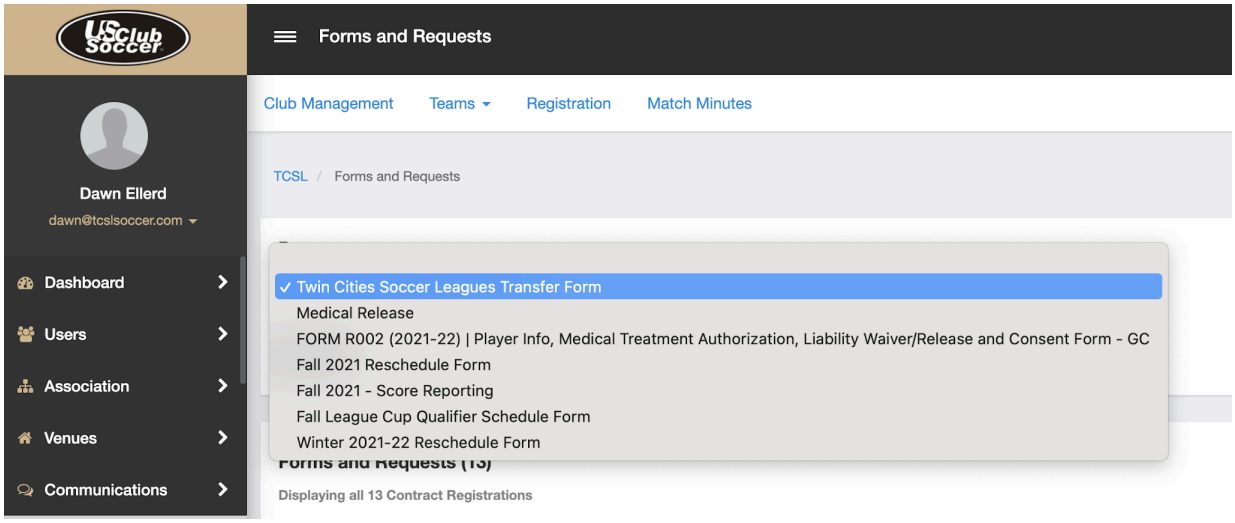
1) Either the releasing or receiving club may initiate the process by completing the TCSL Player Transfer form online. *Use the link provided above to access the form to initiate a transfer.*

2) All involved parties (DOC, Executive Director, Admin, Registrar – dependent on the user profiles/titles listed in the respective club's GotSport account) will receive notification that the form has been submitted.

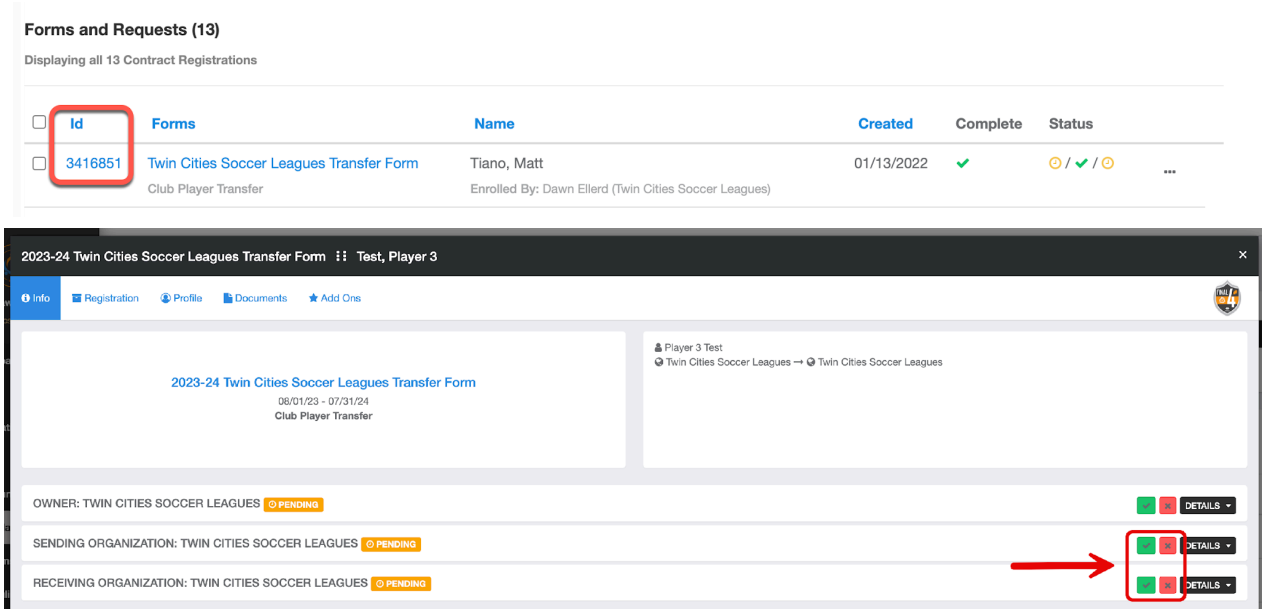
3) Releasing and receiving club need to approve the transfer through their GotSport Admin account. *Access an in-process transfer form through the Club Management: Dashboard tabs in the left sidebar*:



Filtering by the form type will pull up all completed transfer forms involving your club:



Click on the form ID number to open the transfer pop-up and accept or decline the transfer request as either the sending or receiving club. **Both clubs must approve the transfer.**



That triggers a message to the league for final approval and player transfer. Once the league processes the transfer, the player profile will be moved from the sending club's player list to the receiving club's player list.

NOTE: If a US Club Membership had been purchased by the sending club, that membership will need to be cancelled before the receiving club can purchase membership through their club.