

CLUB ADMINISTRATOR RESOURCES

How to Process Inter-Club Player Transfers

[Link to 2025-26 Player Transfer Form](#)

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

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.

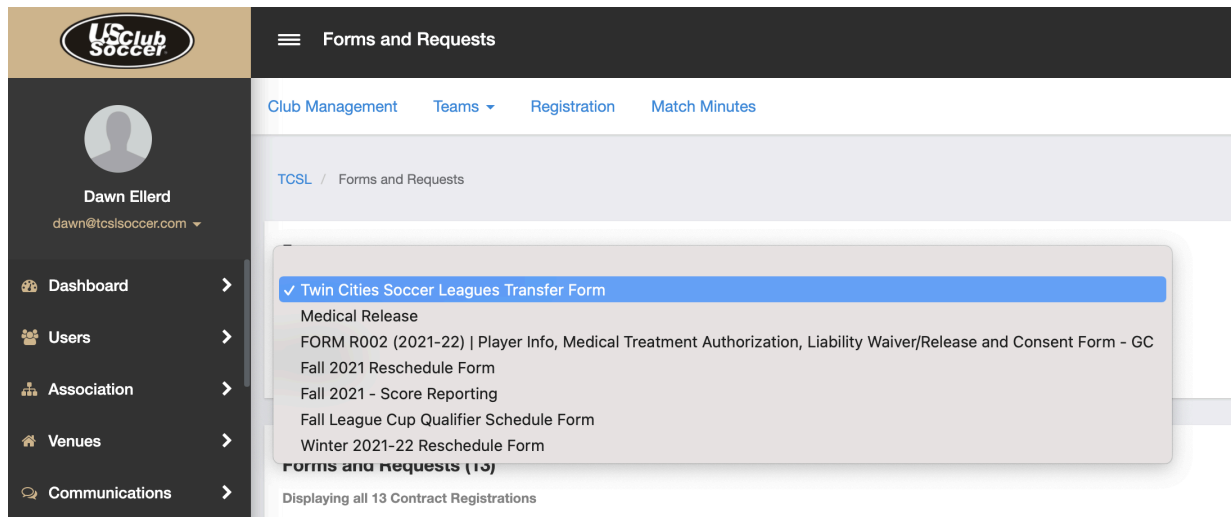
3) Releasing and receiving club need to approve the transfer through their GotSport Admin account. *Access an in-process transfer form through the Club Management: Dashboard tabs in the left sidebar:*

The screenshot displays the GotSport Club Management interface. The left sidebar contains a navigation menu with 'Club Management' and 'Dashboard' highlighted. The main dashboard area features a notification for 'Pending Forms and Requests (1)'. Below this is a table with the following data:

Category	Count
Teams	2
Coaches	2
Players	1
Events	0

To the right of the table are four service tiles: Billing, Support, Tickets, and Programs.

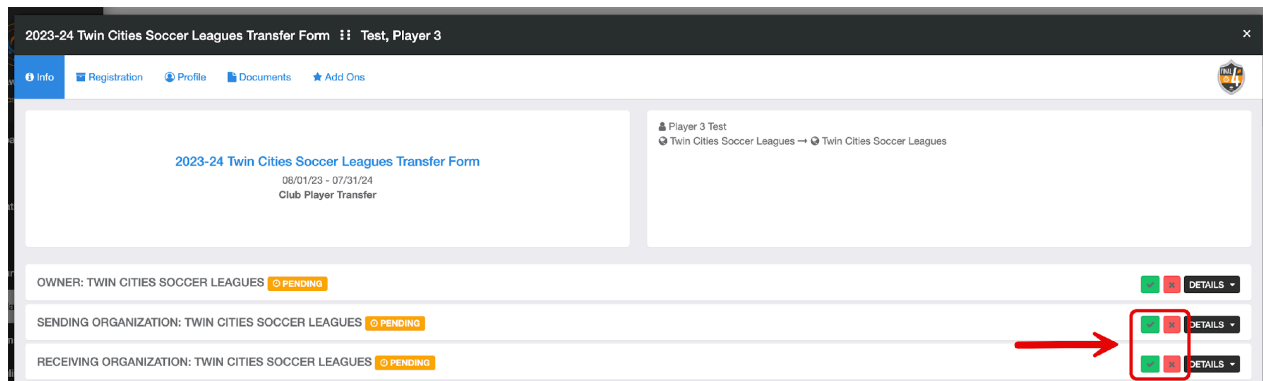
Filtering by the form type will pull up all completed transfer forms involving your club:



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.**

Forms and Requests (13)
Displaying all 13 Contract Registrations

<input type="checkbox"/>	Id	Forms	Name	Created	Complete	Status	
<input type="checkbox"/>	3416851	Twin Cities Soccer Leagues Transfer Form	Tiano, Matt	01/13/2022	✓	○ / ✓ / ○	...
		Club Player Transfer	Enrolled By: Dawn Ellerd (Twin Cities Soccer Leagues)				



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.