REQUEST FOR TEAM CHANGE

Spring 2020

Return Form no later than March 4, 2020

◆ **SEE REVERSE FOR PROCEDURES**

Initial here to indicate you have read the procedures: _____

Date of Request: _____

Player Name: _____

Player Full Address: _____

Parent - Name: _____ **Home Phone:** _____ **Cell Phone:** _____

Current Team Assignment: _____ **Team Wishing To Join (if known):** _____

Reason for Change (please give brief explanation): _____

_____

_____

_____

_____

NO REQUEST FOR TEAM CHANGE CAN BE GUARANTEED

SOCA Office Use Only

_____ **APPROVED**   _____ **NOT APPROVED**

Date Reviewed: _____ **Reviewed By:** _____

Reason for Decision: _____

_____

_____

Player's Options: _____

_____

Date SOCA called with outcome: _____

Player's Response: _____

_____

Transfer Authorization sent/delivered _____ **via** _____

Assigned to New Team # _____   **Player Registered:** θ On time
                                                                       θ Late   **Date:** _____

Refund Requested: _____

Return to Black Box. Will wait for open spot on Team # _____

NO REQUEST FOR TEAM CHANGE CAN BE GUARANTEED.

CONSIDERATION WILL BE GIVEN TO ON-TIME REGISTRANTS ONLY!

PROCEDURES

1. Complete form.
2. Team change requests can only be accepted if they are received by **Wednesday, March 4, 2020**.
3. Only one request is accepted per player per season. Repeated requests cannot be considered.
4. By allowing greater flexibility for placement, the chances for accommodation are increased.
5. Processing will be done in a timely fashion. Allow up to one week for notification.
6. Notification will be via e-mail or telephone. Notification will either be:
    Request approved
    Request not approved, with other options
    Request not approved, no other options
7. Upon approval, the player will be added to the requested team and removed from the previous roster. A transfer authorization e-mail will be provided to the player/parent, indicating authorization to join the requested team. The transfer authorization e-mail will also be sent to the coach of the team to which the player has transferred, prior to participating.
8. No player may join a new team prior to receiving a transfer authorization e-mail.
9. If the specific team requested is not approved, but other option(s) exist, the player may accept the offered option(s).
10. If no suitable option can be offered, a refund will be processed, less a $20.00 processing fee