

# Mid-Season Player Addition/Release

## Adding a player to your team after initial MSYSA roster approval:

- Update your team's shared document with new player's name
- Ensure the player has a [SAC/BA PlayMetrics](#) account
- Notify Christine O'Brien ([christine@sachc.org](mailto:christine@sachc.org)) in the SAC Office for assistance with
  - completing the player's registration in PlayMetrics
  - adding player to your MSYSA roster (see below)

### MSYSA Player Addition:

- If the player has not been Rostered to a travel team for 2025/2026:
  - Player must complete the MSYSA Player Registration Instructions
  - Christine will add the player to the roster, resubmit the roster for approval, and notify you once the new roster is approved.
- If the player is rostered to another travel team outside the club for 2025/2026
  - Player must complete the [Travel Player Release/Transfer Form](#) following the direction found here: [MSYSA Travel Release/Transfer Instructions](#)
  - The completed form should be sent to [christine@sachc.org](mailto:christine@sachc.org) for submission to MSYSA. Christine will also initiate the transfer in GotSport. Once the transfer is approved by the releasing team and MSYSA, Christine will notify you that the transfer is complete.
- If the player is rostered to another SAC team for 2025/2026
  - Email [christine@sachc.org](mailto:christine@sachc.org) to request the transfer
  - Christine will request the move from MSYSA and notify you once complete.

## Releasing a player from your team after initial MSYSA roster approval:

Notify Christine O'Brien ([christine@sachc.org](mailto:christine@sachc.org)) in the SAC Office for assistance with

- Removing the player from the PlayMetrics roster
- Releasing the player from your MSYSA roster (see below)

### MSYSA Player Release:

- Only the player can initiate the release from your MSYSA roster. This is typically only done if the player intends to play with another club. If a player leaves your team but does not request a release from the MSYSA roster, please just cross that player off your roster for the remainder of the year. If the player wishes to be released from the MSYSA roster, they must complete the [Travel Player Release/Transfer Form](#) following the direction found here: [MSYSA Travel Release/Transfer Instructions](#). Once the new team initiates the transfer, Christine will be notified and will approve the release if the player is current with their registration payments.