

# REQUEST FOR TEAM CHANGE

Fall 2024

**\*\*Return Form no later than Sep 6<sup>th</sup> 2024**

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**◆ SEE REVERSE FOR PROCEDURES**

Initial here to indicate you have read the procedures: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Player Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent - Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Current Team Assignment(ex-T21): \_\_\_\_\_ Team Requesting (if known)(ex-N23): \_\_\_\_\_

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:  On time

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 1st, 2024**.
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