



YOUTH APPLICATION TO TRANSFER – PMSC PROTOCOL

All PMSC Coaches and Managers should avoid becoming embroiled in mid-season transfers. Once a player/parent makes their commitment to a team/Club we believe they should see it through until the end of their playing season. We know all too well the impact mid season moves can have on individual teams. Poaching of players from other Clubs is not allowed, and if a coach is deemed to be poaching they are subject to discipline by PMSC and BCSA. That said, upon receiving an inquiry for a transfer, PMSC members are to adhere to the following protocol:

A. If approached about a potential transfer (to or from PMSC) coaches need to:

1. Contact both our **Club Administrator** and our **Technical Director** via email and provide the following information on the player wishing to transfer – player name, current club, team, and division, and to what team/level the player is wishing to transfer.
2. Advise the player's parents that you have forwarded their request to the PMSC Administration, and that the Club will respond within 7 days.

A PMSC team official cannot advise nor imply to a family wishing to transfer to PMSC that there is a position available for the player.

Club Administration next steps:

- **For players wishing to transfer to a different club from PMSC:**
 1. **Club Administrator and/or Technical Director** will discuss transfer request with the Coach of the current team to determine potential impact to the team, and advise the **Divisional Rep** of the situation.
 2. **Club Administrator, Divisional Rep and/or Technical Director** will contact the family to discuss reasoning for the transfer request.
 3. **Club Administrator** will check with the **Club Registrar** to confirm if the family account is in good standing.
 4. **Club Administrator** (for U4-U12 recreational players) **or the Technical Director** (for U8-12 high performance and all U13-U18 players) will sign as the Team Official releasing the player and provide to the PMSC Registrar.
 5. **Registrar** will forward the completed transfer request to the accepting club, maintain a copy of the transfer, and include information in their executive report to the Board of Directors.
- **For players wishing to transfer to PMSC:**
 1. **Club Administrator, Divisional Rep and/or Technical Director** will immediately contact the family to discuss reasons for the transfer request, and advise them that we strongly support players not transferring during their team's playing season.
 2. If the player still wants to pursue a move, the **PMSC Technical Director** (or designate) will reach out to the Technical Director (or designate) of the impacted Club to discuss the transfer request, and potential impact to that Club.
 3. **Technical Director** will then make a recommendation to accept or decline the Transfer request. This recommendation will be made via email to the **Club Administrator, Divisional Rep and Director of Player Development**. The Director of Player Development will confirm or decline the transfer request.
 4. **PMSC Technical Director** will contact the impacted Club's Technical Director, and the **Club Administrator** will contact the family, to advise of the PMSC decision.
 5. **Club Administrator** (for U4-U12 recreational players) **or the Technical Director** (for U8-12 high performance and all U13-U18 players) will sign as the Team Official accepting the player.

Club Registrar will forward the completed transfer request to the District Registrar for submission to BCSA and maintain a copy of the transfer.

B. Registering for the PMSC Academy:

If a player wants to register to train as an individual in the PMSC Academy, they will be permitted to do so regardless if they play on a team with another Club. PMSC does not need to advise the Club to which this player is registered to a team, that the player is registered with the PMSC Academy.

C. Attending a mid-season PMSC evaluation:

Private evaluations outside of the fall/winter season tryouts are not encouraged. However, if a player is insistent, they will be permitted to attend up to two PMSC Academy sessions.

D. Playing in a tournament:

- **PMSC players wishing to play for another Club in a tournament** will not be held back from doing so providing the following:
 1. It is permissible per the BCSA, TCYSA and tournament regulations.
 2. The PMSC coach has been notified in advance.
 3. Participating in the tournament does not prohibit the player from participating in a game/event with their PMSC team.

- **Players from other Clubs wishing to play with a PMSC team in a tournament**, will be permitted to do so providing the following:
 1. It is permissible per the BCSA, TCYSA and tournament regulations.
 2. The coach of the player is aware of the intention to play with PMSC for the event and has no objection.
 3. The player will not attend any pre-tournament practices with the PMSC team unless the coach of the player has given his approval.
 4. The invitation to join the PMSC team for the tournament is not seen as a 'tryout' to move to this team; and the player will not be recruited nor enticed to remain with the PMSC team.