ECYSA ADD/DROP/TRANSFER INSTRUCTIONS

1. After initial registration and prior to distribution of rosters and cards at the pre-season meeting, changes to rosters will be made via the system (adds will be uploaded and drops/transfers done in the system) . Completed cards and rosters will be distributed at the meeting.
2. After the distribution of cards and rosters at the meeting, a cut-off date will be announced and published for submission of changes to be in effect for the first game of the season.
3. After the first game, all add/drops/transfers must be ***completed via the system with rosters dropped off*** no later than 9:00 PM on Wednesday to be in effect for the next weekend’s games. Changes submitted on time will be available to pick up no later than 6:00 PM Friday of that week.
4. Completion of changes received after 9:00 PM Wednesday can not be promised for that week, but will be done on a first-come, first-served, time available basis.
5. All adds/drops/transfers must include the following or they will not be processed:
	1. The current laminated roster for the team the change in which the change is being requested. For transfers, both rosters must be returned. New laminated rosters will not be issued until the existing one(s) is returned.
	2. All player/coach pass cards (ID’S) related to the requested change(s).
6. Changes that cause a roster to exceed maximum roster size or drop below minimum roster size as detailed in the current ECYSA Operational Rules will not be processed.
7. Specific questions that cannot be addressed by review of the ECYSA Operational Rules with regard to registration and affiliation should be directed to the ECYSA Registrar via email.