

# Player Transfer Policy



## Introduction

The Player Transfer Policy outlines the requirements and processes for U15 and under aged players seeking to play on a team outside their own local association. **Effective January 1, 2026, all Minor Associations registered with Softball Alberta are required to use this Player Transfer Policy including deadlines.**

## Policy Statement

All players aged U15 and under who wish to register on a team outside their home association must obtain a player transfer each year. Failure by associations to secure an approved Player Transfer will result in the affected player being deemed ineligible to participate in Regional Qualifiers, Provincial Playoffs, Western Canadian Championships, and Canadian Championships.

## Purpose

- Prevent declining player numbers.
- Support and grow grassroots softball programs.
- Allow local associations to build teams without losing players.
- Establish fair criteria for players joining external programs.
- Improve understanding of player transfers between associations.
- Enable local associations to focus on skill development.

## Definitions

- Team: A group of individuals working together to achieve a common goal. Teams have complementary skills and create synergy through coordinated effort, maximizing strengths and minimizing weaknesses.
- Home Association: The first Local, District, or Zone Minor Association where the player was ever registered.
- District Association: Within a major center, may have two or more recognized divisions or softball associations/leagues, and must have three consecutive years of Softball Alberta membership in good standing.
- Member Association: Minor Association with three or more consecutive years of Softball Alberta membership in good standing.
- Authorized Signature: The signature of the designated authority of the Association. For combined Baseball and Softball programs, the signing authority is the individual responsible for Softball.
- Player: An individual registered or intending to register to participate in softball.
- Receiving Association: The association to which the player is being transferred.
- Releasing Association: The player's Home Association from which a transfer is being sought.
- Resident District Organizer: The District Organizer responsible for the area including the player's resident association.
- Transfer to District Organizer: The District Organizer responsible for the area to which the player is requesting a transfer.
- Provincial Zones: Geographic subdivisions in Alberta, also referred to as "Districts," as defined by the Board and the Softball Alberta Official Handbook.

## Parameters

- Only the players' Home Association may release players.
- Only Local, District, or Zone Minor Associations with three consecutive years of Softball Alberta membership in good standing may receive players.
- Leagues do not have the right to receive or release players for the purposes of this policy.
- All associations are expected to cooperate to develop viable teams and players.
- The player or their parent/guardian is responsible for ensuring all transfer requirements are met and the process is complete.
- The Application Process must be followed by the player and their parent/guardian.
- **All required Player Transfer forms must be submitted to Softball Alberta by the following deadlines:**
  - **Teams in Tiering Series: February 28**
  - **All other teams: June 1**
  - Note: players must have their signed, approved player transfer prior to playing games.

The Receiving Association President or Designate must initiate communication with the Releasing Association President or Designate regarding the requested transfer. All documentation and communication are between the Receiving and Releasing Associations only.

Player Transfers are valid for one year, expiring on August 31 of the current year. After expiration, players return to their Home Association. Any subsequent transfer requires signatures from all affected parties.

Players can attend training camps outside their Home Association without a Player Transfer. However, attending camps, tryouts, or being offered a team position is not a reason for transfer.

Coaches, Managers, Team Representatives, or Associations cannot offer a team position to a player without an approved Player Transfer.

## Timelines

- Player Transfer Application Forms are available on the Softball Alberta website during the first week of January each year.
- The "Releasing Association" must acknowledge receipt of the transfer request within 7 days.
  - **Effect: Failure to acknowledge receipt of transfer may result in the transfer being deemed approved. Proof of submission is required.**
- All player transfer requests must be submitted to the **releasing association** no later than 7 days prior to the deadline date.
  - **Effect: Failure to submit within 7 days may result in the transfer request being denied.**
- Acceptance or denial of the transfer must occur by February 28 or June 1, depending on the deadline relevant to the team (see Parameters).
  - **Effect: Failure to approve or deny the transfer may result in the transfer being deemed approved.**
- If a transfer request is denied, the President or designate has 3 days to notify their intent to appeal. See Denied Player Appeal Process
  - **Effect: Failure to meet the timelines will result in no application for appeal being accepted.**
- Organizations failing to forward the approved transfer to Softball Alberta will be deemed to not receive the player transfer and the player will not be eligible to play on your team.

## Boundaries

- The boundaries of each Local, District, or Minor Association are defined by municipal boundaries or Urban Service areas. Discrepancies are clarified by Softball Alberta.
- Players must register with the Association in whose boundaries they reside unless released.
- If a player lives between two Associations, or within the boundary lines of more than one Association, the Association chosen by the player will be deemed their Home Association.
- If the two Associations are in different Provincial Zones, the player must register with the Local Association in the Provincial Zone of their residence.

## Applications

- Player Transfer forms are available on the Softball Alberta website: [www.softballalberta.ca](http://www.softballalberta.ca)
- Incomplete forms will not be accepted or considered.
- The player, parent, or guardian must complete the player portion of the transfer form and forward it to the Receiving Association or their Designate.
- The Receiving Association President or Designate must initiate communication with the Releasing Association's President or Designate regarding the requested player transfer.
- All communications and documentation occur exclusively between the receiving and releasing associations.  
**Coaches, players, parents, or guardians must not contact the Releasing Association directly.**

## Approved Player Transfer

- If both the Releasing and Receiving Associations agree, the player may play for a team outside their local/home association.
- The transfer must include authorized signatures from both the Releasing and Receiving Associations.
- The completed transfer must be forwarded by the Receiving Association President or Designate to:
  - Softball Executive Director: [michele@softballalberta.ca](mailto:michele@softballalberta.ca)
  - Softball Alberta Minor Director: [minordirector@softballalberta.ca](mailto:minordirector@softballalberta.ca)
  - Releasing District Organizer – <https://www.softballalberta.ca/contacts>
  - Receiving District Organizer – <https://www.softballalberta.ca/contacts>
- Organizations failing to forward the transfer to the above individuals will be deemed to not received the player transfer and the player will not be eligible to play on your team.

## Denied Player Transfer

- The Releasing Association President or Designate must forward the denied transfer form to:
  - Softball Alberta Executive Director: [michele@softballalberta.ca](mailto:michele@softballalberta.ca)
  - Softball Alberta Minor Director: [minordirector@softballalberta.ca](mailto:minordirector@softballalberta.ca)
  - Releasing District Organizer – <https://www.softballalberta.ca/contacts>
  - Receiving District Organizer – <https://www.softballalberta.ca/contacts>

The Releasing Association must provide the rationale for denial, information on the association's appeal process, and options available to the player.

Players who are denied and wish to appeal must follow the denied player appeal process.

## Denied Player Appeal Process

- The President of the Receiving Minor Softball Association must notify the following individuals within 3 days of a transfer denial:
  - Softball Alberta Executive Director - [michele@softballalberta.ca](mailto:michele@softballalberta.ca)
  - Minor Director - [minordirector@softballalberta.ca](mailto:minordirector@softballalberta.ca)
  - Releasing District Organizer – <https://www.softballalberta.ca/contacts>
  - Receiving District Organizer – <https://www.softballalberta.ca/contacts>
  - President or Designate of the Receiving Association
- A nonrefundable \$250.00 fee (payable by e-transfer, cash, or cheque) must be included with the request.
- The fee is applicable to every denied Player Transfer.
- If the appeal application is not submitted within the deadline, the appeal will be automatically denied.
- The decision of the Softball Alberta Appeals Committee is final and binding.

## Appeal Hearing Process

- Softball Alberta will name a committee of three (3) to five (5) individuals to hear the appeal.
- The Executive Director of Softball Alberta will notify all parties of the details of the Appeal Hearing.
- The Appeal Hearing will only involve the President of each of the ‘receiving’ and ‘releasing’ Minor Associations. Coaches, players and parents or guardians are not eligible to speak at the hearing. The President may read a statement from those individuals.
- The results of the Appeal Hearing shall be binding on all parties and shall be the last right of appeal.