

**PLEASE READ BEFORE FILLING OUT THE RELEASE FORM. FILL OUT ONLY ONE SECTION. RELEASE FORMS THAT ARE INCORRECT, HAVE SCRATCHED OUT ANSWERS OR WHITE OUT, OR HAVE BEEN ALTERED IN ANY WAY, WILL NOT BE PROCESSED.** Email form to [Release\\_Transfer@ntxsoccer.org](mailto:Release_Transfer@ntxsoccer.org).

This Release will not be processed until all appropriate signatures are present, and details of the release are confirmed with all involved parties. If a **COMPETITIVE** transfer is being requested, it will not be processed until the \$25.00 Competitive Transfer fee is paid. Fee may be paid with credit/debit card, cash or check by contacting Maria at the North Texas office. Each section is a different type of release. Please read the instructions and fill out only the section that pertains to you.

*Only one transfer per player per soccer year - please read Rule 3.10.7 of NTSSA Rule Book.  
No releases from a Competitive Team after April 1 of the soccer year.*

**Section 1. Competitive Player requesting release from team:** to be used by a player to obtain a release to either competitive or recreational soccer. **Do not leave any questions blank. YOU MUST ANSWER EITHER B, C OR D YES. You cannot answer no to all questions.**

- A. **If the coach has asked you to leave the team** or encouraged you in any way, please check YES **AND attach a statement explaining how you were encouraged to leave the team.**
- B. **Transfer to a team within the same club:** Transfer must be initiated by the parent; check YES. Must have Parent, Player, Releasing and Receiving Coach (team player will be joining) signatures. All parties must agree. We cannot issue a competitive transfer without the Releasing Coach's signature. This will require the \$25.00 transfer-processing fee.
- C. **Transfer to a Different Competitive Club:** Must be initiated by the parent; check YES. With this release, the player may eventually transfer to a team within the same club or different club. It may not be decided at this point. Must have Parent, Player and Releasing Coach signatures. We cannot issue a competitive transfer without the Releasing Coach's signature. This will require the \$25 transfer-processing fee.
- D. **Release to Recreational Soccer:** Must be initiated by the parent; check YES. This will make the player a "free agent" until they join a recreational team. **This does not allow a player to join a competitive team.** The player may practice with any competitive or recreational team they wish and may guest play with any team in tournaments allowing guest players, with North Texas signing as the releasing coach. If they wish to transfer to another competitive team and the coach has denied their request, this is the only type of release North Texas can allow, unless there is a decision by the Competitive Committee to override the coach's denial of the transfer. Select this option if the player is quitting soccer. This release request must have Parent and Player signature. The Releasing Coach signature is not required. A copy of the release will be sent to the Releasing Coach so that they may remove the player from their roster.
- E. **If coach has denied a competitive transfer:** check YES. Player will be released to recreational soccer. A request for a transfer hearing may be filed with NTSSA office from December 1 – January 31 for U11- U14 and December 1 – March 15 for U15 – U19, to be able to transfer to another competitive team. The approval to transfer over the wishes of the coach are only allowed by the Competitive Committee in very limited circumstances. Examples would be very limited playing time or a family hardship that has come up since the player signed with the team. Generally, a player is committed to their team for the entire soccer year, just as a coach is committed to the players for the year and may not cut them from the team.

**Section 2. Coach Requesting Player Release from Team (Letter must be attached for any reason)**

- A. If the player violated a USSF, USYSA or NTSSA Member Association rule, please provide a statement of explanation. Must have coach signature. If parent and player did not sign, provide an explanation.
- B. If the player has moved either out of state or beyond a reasonable distance, please state where they have moved to and check YES. Must have coach signature. If parent and player did not sign, provide an explanation.
- C. If the player has an injury that will prohibit them from participating for the remainder of the season, check YES. Attach a statement of explanation. If parent and player did not sign, provide an explanation. Must have coach signature.
- D. Other- list any other reason - \***NOTE TO COACH/TEAM MANAGER** If a player has not returned to your team and you have not been able to communicate with the parents or player you will need to fill out section 2. Choose option D., mark YES and state - Player abandoned the team as of - mm/dd/yy and provide a date. You will need to list the last date the player either practiced or played with the team. Answer no to the other options in section 2.

**Section 2. Coach Requesting Player Release from Team (Letter must be attached for any reason)**

**Per Rule 3.10.8.2** A player who has not attended any team functions or been in contact with their team manager or coach with intentions to return to the team for a period of 30 consecutive days, will be considered to have abandoned their team and may be released from the team with the approval of the NTSSA Youth Commissioner in writing on the form provided.

- a. For option A, answer Yes if applicable, and attach a letter of explanation.
- b. For option B, answer Yes if applicable, and state where the player moved. Attach a letter of explanation.
- c. For option C, answer Yes if applicable, and attach a letter of explanation.
- d. For option D, answer Yes if applicable, and please state the date (MM/DD/YY) the player abandoned team. Attach a letter of explanation.

**Section 3. Recreational Player Requesting Transfer from Member Association After Registering** To be completed by recreational players requesting a transfer **AFTER** registering with a member association.

- a. Provide the name of the Association the player is registered to.
- b. Provide the name of the Association the player is transferring to.
- c. Provide a reason for your transfer request. Attach separate sheet if needed.

**Section 4. Recreational Player Requesting Transfer to Competitive Team: (North Texas does not sign this Release fax or email to your Releasing Member Association)**

- a. Please provide the name of team the player will be released to. Recreational players may transfer to a competitive team from Dec. 1- March 15 only. This form must be signed by parent, and Member Association.

**Section 5. Competitive Team Requesting Disbandment (A competitive Team can only disband with NTSSA's Permission)**

\*For disbanding a team, the coach must attach a letter of explanation of disbandment and coach and Member Association/Playing League must sign below. NTSSA Youth Commissioner must sign and stamp **DISBANDED TEAM** across the front of release. Releases for all players rostered to the team must be submitted to NTSSA for approval. Players who caused the team to disband can only be released to recreational soccer. All other players may transfer to another competitive team. Coach and Member Association/Playing League must sign the release form.

Please forward your completed releases to Maria Gonzalez at [Release\\_Transfer@ntxsoccer.org](mailto:Release_Transfer@ntxsoccer.org). You must provide both releasing coach/manager and parent email. Do not use the coach/manager email as parent email. Releases are processed in the order they are received to be fair to all customers requesting a release.

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**Typical turnaround time is 24-48 hours. When demand is high, turnaround time can take up to 1 week.**

This Release is not valid until all appropriate signatures and \$25.00 Competitive Transfer Processing fee is received.

Fee payable with Debit or Credit by calling North Texas State soccer. Do not scratch out, white out or alter answers as you release will not be processed.



## RELEASE/TRANSFER

### FORM

Email to:

[Release\\_Transfer@ntxsoccer.org](mailto:Release_Transfer@ntxsoccer.org)

3803 Parkwood Blvd. #200

Frisco, TX 75034

P: 214-297-5022 F: 214-297-5030

Player OR Team Name				Rec.	Comp.	Boys	Girls
Address			Phone		DOB		
City	TX	ZIP	Releasing Team:			Team Age Group U	
Player Registration #	Releasing Coach or Manager Email			Parent Email. Do not use coach or manger email.			

**REASON FOR RELEASE: No releases from a Competitive Team after April 1 of the soccer year.**

**1. Player Requesting Release from a Competitive Team Only (Only one transfer per soccer year - please read Rule 3.10.7 of NTSSA Rule Book)**

A. Did the coach or anyone from your current team encourage you to make this request for release? <i>If yes, attach detailed statement</i>	Yes		No	
B. Player transferring to team within the same club - all parties in agreement <i>need signatures 1 2 3 4 6</i>	Yes		No	
C. Player transferring to a different club – all parties in agreement <i>need signatures 1 2 3 6</i>	Yes		No	
D. Player requesting release to recreational soccer only – will remain free agent until joining a recreational team or end of soccer year. <i>need signatures 1 2 6</i>	Yes		No	
E. Coach denied transfer to another competitive team <i>A request for transfer hearing may be filed with NTSSA office on December 1 – January 31 for U11- U14 and December 1 – March 15 for U15 – U19</i>	Yes		No	

**2. Coach Requesting Player Release from Team (Letter must be attached for any reason)**

A. Player violated USSF, USYSA or NTSSA Member Association rules.	Yes		No	
B. Player moved beyond a reasonable travel distance or out of State. <i>Where?</i>	Yes		No	
C. Player had an injury, which will prohibit them from participating for the remainder of the season.	Yes		No	
D. Other, please explain-	Yes		No	

**3. Recreational Player Requesting Transfer from Member Association After Registering**

Name of Association where Registered:
Name of Receiving Member Association:
Reason for Transfer Request:

**4. Recreational Player Requesting Transfer to Competitive Team (North Texas does not sign this release. Please fax or email to your Releasing Member Association)**

Recreation player released for competitive play. Name of team released to -
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*Recreational players may transfer to a competitive team from Dec. 1- March 15 only. This form must be signed by parent, and Member Association.*

**5. Competitive Team Requesting Disbandment (A competitive Team can only disband with NTSSA's Permission)**

Competitive Team Disbanded (Name of Team)
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\*For disbanding a team, the coach must attach a letter of explanation of disbandment and coach and Member Assoc. /Playing League must sign below. NTSSA Youth Commissioner must sign and stamp DISBANDED TEAM across the front or release. Player wishing to transfer to a competitive team or back into recreational pool within their Member Association must attach a signed Release form along with the coach's request for disbandment.

1. Player's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Needed for #'s 1, 2, 3, 4 and 5*
2. Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Needed for #'s 1, 2, 3, 4 and 5*
3. Releasing Coach: \_\_\_\_\_ Date: \_\_\_\_\_  
*Needed for #'s 1, 2, and 5 (If Player and Parent do not sign for #2 a letter must be attached)*
4. Receiving Coach: \_\_\_\_\_ Date: \_\_\_\_\_  
*Needed for #'s 1, and 5 (If Player and Parent do not sign for #2 a letter must be attached)*
5. Member Assoc. Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Needed for #'s 3 and 4 for recreational players and #5 for Competitive teams*
6. NTSSA Youth Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_  
*Needed for #'s 1, 2, 3 and 5 NTSSA will sign after all signatures applying to release are complete*