

## RELEASE/TRANSFER FORM INFORMATION

**PLEASE READ BEFORE FILLING OUT THE RELEASE FORM. FILL OUT ONLY ONE SECTION.  
INCOMPLETE OR ALTERED FORMS WILL NOT BE PROCESSED. TYPICAL TURNAROUND IS 24-48 HOURS.**

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. YOU MUST ANSWER EITHER B, C OR D YES. **You cannot answer no to all questions or leave any questions blank.**

**In this section, a transfer to another competitive team or a release to rec must be initiated by the parent.**

- 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:** Must have Parent, Player, Releasing and Receiving Head Coach signatures. All parties must agree. This will require the \$25.00 transfer-processing fee. Fee is paid over the phone via card 214-297-5022
- C. **Transfer to a Different Competitive Club:** 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 Head Coach signatures. This will require the \$25 transfer-processing fee. Fee is paid over the phone via card 214-297-5022
- D. **Release to Recreational Soccer:** 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 and may guest play with any team in tournaments allowing guest players, with NTSSA signing as the releasing coach. 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.
- E. **If coach has denied a competitive transfer:** 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 11U- 14U and December 1 – March 15 for 15U – 19U, 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.

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

This section is to be filled out if the coach is requesting the player to be released from the team. Check Yes to the option that pertains to your circumstance.

Use option D if the player has not returned to your team and you have not been able to communicate with the parents or player in over 30 days. See rule 3.10.8. State: Player abandoned the team as of - mm/dd/yy.

### **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.

### **Section 4. Recreational Player Requesting Transfer to Competitive Team:**

**NTSSA does not sign this type of release. Send directly to your recreational home association registrar**

Recreational players may transfer to a competitive team from Dec. 1- March 15 only.

### **Section 5. Competitive Team Requesting Disbandment**

**A competitive Team can only disband with NTSSA's Permission**

Please contact Brittany at the NTSSA office to go over all required paperwork to disband a team.

Please forward your completed forms to Brittany Campbell at [Release\\_Transfer@ntxsoccer.org](mailto:Release_Transfer@ntxsoccer.org).

Forms are processed in the order they are received to be fair to all customers.



# RELEASE/TRANSFER FORM

3803 Parkwood Blvd. #200

Frisco, TX 75034

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

Email to:

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

Player OR Team Name				Rec.	Comp.	Boys	Girls
Address			Phone		DOB		
City	TX	ZIP	Releasing Team:			Team Age Group U	
Player Registration #	Releasing Head 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? <span style="color: red;">If yes, attach detailed statement</span>	Yes		No	
B. Player transferring to team within the same club - all parties in agreement <span style="color: red;">need signatures 1 2 3 4 6</span>	Yes		No	
C. Player transferring to a different club – all parties in agreement <span style="color: red;">need signatures 1 2 3 6</span>	Yes		No	
D. Player requesting release to recreational soccer only – will remain free agent until joining a recreational team or end of soccer year. <span style="color: red;">need signatures 1 2 6</span>	Yes		No	
E. Coach denied transfer to another competitive team <span style="color: red;">A request for transfer hearing may be filed with NTSSA office on December 1 – January 31 for 11U- 14U and December 1 – March 15 for 15U – 19U</span>	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. <span style="color: red;">Where?</span>	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 Head 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 Head 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