



# NEW MEXICO YOUTH SOCCER

The governing body for youth soccer in New Mexico, affiliated with United States Youth Soccer, the United States Soccer Federation (USSF), and the Fédération Internationale de Football Association (FIFA)

## Instructions Player Release and Transfer Form

This form is to be used to document all player releases or transfers. Once a player is rostered to an NMYSA team, he/she cannot be rostered to another NMYSA team during that seasonal year without proper approval as obtained from the "Player Release and Transfer" form.

### Form completion instructions

1. Player Name – Full name of player to be released/transferred.
2. Date of Birth – Birth date of player to be released/transferred.
3. NMYSA ID Number – ID number assigned to player when first registered to NMYSA affiliate. This number is the players first name initial, last name initial, date of birth xx/xx/xx and mother's birth month and date xx/xx. (Example: Sara Smith born December 12, 1998 – mother's birth date May 12 ID number would be SS1212980512).
4. Street Address – Street address of player being released/transferred.
5. City – City of player being released/transferred.
6. Zip – Zip code of player being released/transferred.
7. Reason for Release/Transfer – An explanation for the request. Specific guidelines for allowing player releases/transfers can be found in the NMYSA General Policies and Procedures manual located on our website at [www.nmysa.net](http://www.nmysa.net). Your league may also have specific guidelines; deadline dates etc. for allowing transfers. Please contact your league office for their procedures.
8. **Release From –**
  - a.) Team Name - the full name of the team the player wants to be released/transferred from.
  - b.) Team # - is the number assigned to the team by the league/club registrar and is the system identification number, (this is a required field).
  - c.) Age - the age division the players is in, (U15B, U13G, etc.)
  - d.) Parent name, signature and date – print the name of the parent or legal guardian. The parent/guardian will need to sign and date the form as acknowledgement that they authorize the release/transfer and understand the league and NMYSA policies as they relate to transfer/releases.
  - e.) Releasing coach name, signature and date – print the name of the coach of the releasing team. The coach will sign and date the form authorizing the release/transfer.

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- f.) League/Club President - If this is an intra club transfer (transfer within the same club), the Club President can sign and date this form if authorized by your league. If this is an inter league/club transfer (from one club/league to another), the League President must sign this form.

**9. Transfer To –**

- a.) Team Name – full name of the team the player is transferring to.
- b.) Team # - is the number of the team the player is transferring to. This number is assigned by the league/club registrar and is the system identification number (this is a required field).
- c.) Age – the age division the player is transferring to (U15B, U13G etc.).
- d.) Parent Name, signature and date – print the name of the player’s parent or legal guardian. The parent/legal guardian will need to sign and date the form acknowledging that they understand the League/NMYSA policies on transfers/releases and they authorize the transfer.
- e.) Accepting coach name, signature and date – print the name of the accepting coach. The accepting coach will need to sign and date the form authorizing the transfer.
- f.) League/Club President – If this is an intra club transfer (transfer within the same club) the club President can sign the form if authorized by your league. If this is an inter league/club transfer (from one club/league to another) the League President will need to sign the form.
- g.) Effective Date – Date the release/transfer is approved by the league/club President.
- h.) Registrar Name/Date Processed – this is the name of the registrar who processed the transfer on the system and the date the transfer was processed on the system. In the case of an intra club transfer (where clubs are allowed to process), the club registrar will sign and date here. In the case of an inter club/league transfer, the league registrar or state registrar will sign here.